*Appendix No. 1 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

*..............................*

*(University stamp)*

**Referral to apprenticeship**

Ignacy Łukasiewicz Rzeszow University of Technology requests permission for Ms/Mr ……………………………………………………………...….……….…., a student of the Faculty.........................................., .................................................. Course, .......................... year of ........................... studies, register number …….…............ to undergo an apprenticeship in ...................................................................................... .......................................................... in the dimension of .......... hours in the period from …………………………… to …….…………………........

Rzeszow University of Technology requests confirmation of the possibility of achieving the learning outcomes specified in the study program and appointing a tutor for the duration of the apprenticeship.

The list of learning outcomes in terms of knowledge, skills and social competences specified in the study program for the occupational apprenticeship\*:

1. ……………………………………………………………………………
2. ……………………………………………………………………………
3. …………………………………………………………………………..

…………………………………….

Signature of the Faculty Apprenticeship Supervisor or

 the Apprenticeship Supervisor for the Field of Study

Note: if more than one student is directed to one company for apprenticeship, each student receives a separate referral.

\* - does not apply to optional apprenticeship.

*Appendix No. 2 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

*.............................*

*(*company stamp*)*

**Statement on the admission of a student to apprenticeship**

I consent to the holding by Ms/Mr .................................................................., a student of the Faculty of........................................................................, ..............................................Course, ....................................................................studies, register number ……...….....apprenticeship in .....................................................................................in the dimension of ......... hours in the period from ………………. to ………………...

 I confirm that during the apprenticeship, the student has the opportunity to achieve the learning outcomes defined in the referral.

 The student tutor will be Ms/Mr .......................................................................................

The information clause for representatives, employees and co-workers of the company can be found on the website of the Inspectorate for Personal Data Protection of Ignacy Łukasiewicz Rzeszow University of Technology (iodo.prz.edu.pl) in the GDPR tab.

……….…………………………………………………

Signature of the Director of the Company

or the authorized person

*Appendix No. 3 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

**AGREEMENT No...** **/ ... (year)/ ... (Faculty Symbol)**
ON THE ORGANISATION OF APPRENTICESHIP

The agreement concluded on ......................................... in Rzeszów between:

1. Ignacy Łukasiewicz Rzeszow University of Technology in Rzeszów, al. Powstańców Warszawy 12, 35-959 Rzeszów, NIP (tax identification number): 8130266999, REGON (National Business Registry Number): 000001749, represented by:

...........................................................-Faculty Apprenticeship Supervisor of the Faculty .........................................................................., operating on the basis of the Rector's authorization

and

………………………………

(name of the company)

based ……………………….

(address of the company)

NIP ……………, REGON ………………,

hereinafter referred to as the "Company", represented by the Director (Manager, President, Owner) or an employee authorized in this matter:

……………………………………………

(name, position of the company representative)

and

1. Mr./Mrs..........................................................................................

a student of the Faculty of ............................................................

Rzeszow University of Technology

major: ...........................................................................................

student register number: .........................................................

hereinafter referred to as "Apprentice",

hereinafter collectively referred to as the "Parties"

with the following content:

§1

1. Rzeszow University of Technology directs an Apprentice to a Company for the purpose of his/her apprenticeship organized as part of the study program, the Apprentice undertakes to complete the apprenticeship at the Company, and the Company undertakes to accept the Apprentice and enable him/her to complete the apprenticeship.
2. the Company undertakes to accept the Apprentice for the apprenticeship in the period from ............ to .................
3. The Parties indicate the place of apprenticeship: al. Powstańców Warszawy 8, 35-959 Rzeszów
4. The Company undertakes to supervise the Apprentice and provide the conditions necessary for the apprenticeship, in particular:
5. providing appropriate workstations, rooms, workshops, equipment, tools and materials in accordance with the apprenticeship program;
6. acquainting the Apprentice with the company's work rules and regulations, as well as regulations on the protection of state and official secrets;
7. conducting training in general instruction and position instruction in occupational safety and health (Regulation of the Minister of Economy and Labor dated July 27, 2004 on training in the field of occupational safety and health, Journal of Laws of 2004. No. 180, item 1860, as amended);
8. providing the Apprentice with work and protective clothing and personal protective equipment for the duration of the apprenticeship, as provided for in the regulations on occupational health and safety;
9. supervision of the performance of tasks resulting from the framework program of apprenticeship;
10. allowing the Apprentice to use the company library and other sources of information needed to complete the apprenticeship program;
11. issuing to the Apprentice (upon completion of the apprenticeship) a certificate of apprenticeship.
12. Rzeszow University of Technology undertakes to:
13. develop, in consultation with the Company, a framework practice program;
14. carry out didactic supervision over the course of apprenticeship;
15. familiarize the Apprentice with the apprenticeship program and the apprentice's rights and duties.
16. The Apprentice undertakes to:
17. carry out the practice at the location and in accordance with the rules and program set by the Workplace, using materials and tools entrusted by the Company,
18. absolutely respect the regulations in force at the Company related to the organization of work, health and safety and fire protection regulations and rules, as well as other regulations (including rules and regulations - with particular emphasis on the work regulations - and rules in force at the Company), the observance of which is necessary for the apprenticeship, as well as the applicable legislation,
19. reliably perform assigned duties in accordance with the instructions of superiors.
20. Other additional arrangements:

1).............................................................................................................................................................................................................................................................................

2).....................................................................................................................................

........................................................................................................................................

3)....................................................................................................................................

........................................................................................................................................

4).....................................................................................................................................

........................................................................................................................................

§ 2

The contract may be terminated in the following cases:

1. violation by the Apprentice of the basic obligations specified in § 1 paragraph 6,
2. failure of the Company to fulfill the terms and conditions and program of the apprenticeship,
3. by mutual agreement of the Parties.

§ 3

* + - 1. The designated representatives to coordinate activities under the provisions of this Agreement are as follows:

On the part of Rzeszow University of Technology: .........................................................................................................................

on the part of the Company..................................................................................................

The information clause for representatives, employees and co-workers of the Company can be found on the website of the Inspectorate for Personal Data Protection of Rzeszow University of Technology (iodo.prz.edu.pl) under the RODO website tab.

* + - 1. The Parties shall immediately notify each other in writing of any change in the persons designated in paragraph 1.

§ 4

1. In matters not covered by this agreement, the relevant provisions of the Civil Code shall apply.
2. Any changes to this agreement must be in the form of a written document or else they are not valid.

§5

Any disputes that may arise as a result of the execution of the provisions of the Agreement will be resolved amicably. If no agreement is reached, the dispute will be subject to settlement by the court having jurisdiction over the seat of Rzeszow University of Technology.

§6

The agreement is prepared in three counterparts, one for each Party.

|  |  |  |
| --- | --- | --- |
| ............................................................... | .................................................................... | ...................................................................... |
| Signature of the Apprentice | Signature of the Rector or authorized person | Signature of the Company Director or authorized person |
|  |  |  |

 *Appendix No. 4 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

………………………………

(company stamp)

**Statement on the possibility of achieving the learning outcomes when performing professional activity**

**I certify that when performing the professional activity for our company,** Mr/Ms ..................................... register No. …………......…………………, a student of faculty, field of study, year of study at Rzeszow University of Technology has achieved the learning outcomes submitted together with a referral from the University.

……………………………………………………

Signature of the Director of the Company or authorised person

*Appendix No. 5 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

|  |  |
| --- | --- |
| ………………………………(company stamp) |  |

**CERTIFICATE**

on completion of student apprenticeship

This is to certify that Mr/Ms ............................................................................................ ........... register No. …………......……………………………………............, a student of Rzeszow University of Technology, **completed a student apprenticeship at our company** in the period from ...................................... to ........................................ .

The student apprenticeship was based on a referral from the University.

**During the student apprenticeship, the student became acquainted with the following topics related to the field of their studies:**

.......................................................................................................................................................

............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**In addition, the student was acquainted** with the rights and obligations of the employee resulting from the employment contract (in accordance with applicable legal provisions), and with the principles of organization and management of the company.

……………………………………………………

Date and signature of the Director of the Company or authorised person

*Appendix No. 6 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

**Information on learning outcomes**

 **in terms of knowledge, skills, and social competences**

 **as specified in the study program for student apprenticeship**

|  |  |
| --- | --- |
| Learning outcomes in terms of knowledge, skills, and social competences1 | Achievement of learning outcomes2 |
| Yes | No |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

......................................................................

Signature of the Director of the Company or authorised person

Final grade …………………………

......................................................................

Signature of the Faculty Apprenticeship Supervisor or the Apprenticeship Supervisor for the Field of Study or the Dean

|  |
| --- |
|  to be completed by the Faculty Apprenticeship Supervisor or Apprenticeship Supervisor for the Field of Study2 to be completed by the person responsible for the implementation of student apprenticeship on the part of the employing company |

*Appendix No. 7 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

|  |  |
| --- | --- |
| ………………………………(company stamp) |  |

**CERTIFICATE**

on completion of student apprenticeship as part of professional activity

This is to certify that Mr/Ms ............................................................................................ ........... register No. …………......……………………………………............, a student of Rzeszow University of Technology, **completed a student apprenticeship performing professional activity at our company** in the period from ...................................... to ........................................ .

The student apprenticeship was based on a referral from the University.

**During the student apprenticeship, the student became acquainted with the following topics related to the field of their studies:**

.......................................................................................................................................................

............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

……………………………………………………

Date and signature of the Director of the Company or authorised person

*Appendix No. 8 to the Regulation No. ………… of the Rector of Rzeszow University of Technology dated*

 *………………………….*

……………………..………………

(Name and Surname)

…………………………..…………

(Faculty/Field of study/Degree and form of study)

…………………….………………

(Register No.)

I request to be covered by the Rzeszow University of Technology under the accident insurance in connection with my student apprenticeship in ……………………………….. in the following period …………………………………. .

In connection with the obligation to complete student apprenticeship and the possibility of the Rzeszow University of Technology covering the costs of accident insurance for me, **I AGREE** to provide [*name of insurance company*] with access to my personal data, including: name(s), surname, register number, period of apprenticeship [*list all data that will be provided*], in order to insure me with the above-mentioned company against accidents during my apprenticeship.

At the same time, **I ACKNOWLEDGE** that I have the right to withdraw my consent at any time by sending a request to the mailing address of Rzeszow University of Technology or to the e-mail address: xxxxxx@prz.edu.pl. The withdrawal of the consent does not affect the legality of the processing performed on the basis of this consent before its withdrawal.

……………………………………………………

Date and signature of the Apprentice