*Attachment No. 1 to Order No. 2/2024*

*of the Rector of the Rzeszów University of Technology*

*dated January 9, 2024.*

*Attachment No. 3 to Order No. 39/2021*

*of the Rector of the Rzeszów University of Technology*

*dated April 7, 2021.*

………………………………

(university seal)

**AGREEMENT No**. …./[year]/[faculty symbol]

ON THE ORGANIZATION OF PROFESSIONAL TRAINING

Entered into on .................................. in …………………………………………... between:

a) Rzeszów University of Technology in Rzeszów,

al. Powstańców Warszawy 12, 35-959 Rzeszów, NIP: 8130266999,

REGON: 000001749, represented by:

……………………………………………………… - Internshop Manager for the Faculty/ Internship Manager for the course of study

………………………………………………………. acting on the authority of the Rector’s power of attorney

and

b) ……………………………………………………………………………………………….,

(name of the workplace)

with its seat at ………………………………………………………………………………...,

(workplace address)

NIP...................................................., REGON ……………………………………………,

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

(name and position of the Workplace representative)

and

c) Mr/Ms .........................................................................................................................

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

Rzeszów University of Technology

Course of study.............................................................................................................. Student ID number ........................................................................................................

hereinafter referred to in this Agreement as the "Intern",

collectively referred to as the "Parties"

with the following content:

**§ 1**

1. The Rzeszów University of Technology directs the Intern to the Workplace for the purpose of undergoing professional training organized as part of the study program. The Intern undertakes to complete the internship at the Workplace, and the Workplace commits to accept the Intern and enable them to undergo the internship.
2. The Workplace commits to accept the Intern for an internship in the period from

.…....……….... to …………….........

1. The Parties indicate the location of the internship:

………………………......................………………………………………………………

1. The Workplace commits to supervising the Intern and providing conditions necessary for conducting the internship, in particular:
2. providing appropriate workstations, rooms, workshops, devices, tools, and materials in accordance with the internship program;
3. acquainting the Intern with the workplace’s regulations, as well as regulations on the protection of state and official secrets;
4. conducting general training and position-specific training in the field of occupational safety and health (Regulation of the Minister of Economy and Labor of July 27, 2004, on training in the field of occupational safety and health, Journal of Laws of 2004, No. 180, item 1860, as amended);
5. providing the Intern with work and protective clothing and personal protective equipment for the duration of the internship, as specified in the regulations on safety and hygiene at work;
6. supervising the execution of tasks arising from the framework program of the internship;
7. allowing the Intern to use the company's library and other sources of information needed to implement the internship program;
8. issuing a certificate of completion of the internship to the Intern (after the internship ends).
9. The Rzeszów University of Technology commits to:
10. developing, in agreement with the Workplace, a framework program for the internship;
11. supervising the educational aspects of the internship;
12. acquainting the Intern with the internship program and the rights and duties of interns.
13. The Intern commits to:
14. completing the internship at the location and according to the principles and program specified by the Workplace, using materials and tools provided by the Workplace;
15. strictly adhering to the rules related to work organization, occupational safety and health regulations, fire protection regulations, and other rules (including regulations - with particular emphasis on the work regulations - and principles in force at the Workplace) whose observance is necessary to complete the internship, as well as applicable laws;
16. diligently fulfilling the duties entrusted according to the instructions of superiors;
17. preparing, in agreement with the Workplace, a report on the implementation of the internship.
18. Other additional agreements:
19. ..........................................................................................................................
20. ..........................................................................................................................
21. ..........................................................................................................................
22. ..........................................................................................................................

**§ 2**

Termination of the agreement may occur in the following cases:

1. violation by the Intern of the fundamental duties specified in § 1 sec. 3,
2. failure by the Workplace to implement the conditions and program of the internship,
3. by mutual agreement of the parties.

**§ 3**

1. The persons designated to coordinate actions resulting from the provisions of this Agreement are:

For the Rzeszów University of Technology:...........................................................

For the Workplace: ................................................................................................

An information clause for representatives, employees, and collaborators of the Workplace is available on the website of the Data Protection Inspectorate of the Rzeszów University of Technology (iodo.prz.edu.pl) under the GDPR section.

1. Any change to the persons designated in sec. 1 will be immediately communicated in writing by the Parties.

**§ 4**

1. In matters not regulated by this agreement, the relevant provisions of the Civil Code shall apply.
2. Any amendments to this agreement require to be in writing, otherwise, they shall be null and void.

**§ 5**

Any disputes arising from the implementation of the provisions of the Agreement shall be settled amicably. In the absence of agreement, the dispute shall be settled by the court competent for the seat of the Rzeszów University of Technology.

**§ 6**

This Agreement is made in three identical copies, one for each of the Partie

........................................ .......................................... ……………………………….

Intern's Signature Rector's Signature Signature of the Director of the Workplace or

Signature of the Authorized Person

*Attachment No. 2 to Order No. 2/2024*

*of the Rector of the Rzeszów University of Technology*

*dated January 9, 2024*

*Attachment No. 5 to Order No. 39/2021*

*of the Rector of the Rzeszów University of Technology*

*dated April 7, 2021*

………………………………

(workplace seal)

**CERTIFICATE**

of completion of professional training

It is hereby certified that Mr/Ms .....................................................................................

student ID number ……………………….., a student of the Rzeszów University of Technology, has completed professional training in our workplace in the period

from ....................................... to .......................................

The internship was carried out based on the referral from the University.

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

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

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

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

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

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

**In addition, the student was acquainted with** the rights and duties of an employee arising from the employment contract (in accordance with the applicable legal regulations), and with the principles of organization and management applied in the workplace.

……………………………………………………

Signature of the Director of the Workplace

Or Signature of the Authorized Person

*Attachment No. 3 to Order No. 2/2024*

*of the Rector of the Rzeszów University of Technology*

*dated January 9, 2024*

*Attachment No. 6 to Order No. 39/2021*

*of the Rector of the Rzeszów University of Technology*

*dated April 7, 2021*

**Information on learning outcomes**

**in terms of knowledge, skills, and social competencies defined in the study programme for professional training activities**

|  |  |  |
| --- | --- | --- |
| Learning outcomes in terms of knowledge, skills, and social competencies1) | Achievement of learning outcomes2) | |
| Yes | No |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

……………………………………………………

Seal and signature of the Director of the Workplace or Authorized Person

Final grade1) ……………………… ...................................................

Signature of the departmental internship manager or internship manager for the course of study

1) filled out by the departmental internship manager or internship manager for the

course of study

2) filled out by the person responsible for the implementation of internships on behalf

of the workplace

*Attachment No. 4 to Order No. 2/2024*

*of the Rector of the Rzeszów University of Technology*

*dated January 9, 2024*

*Attachment No. 7a to Order No. 39/2021*

*of the Rector of the Rzeszów University of Technology*

*dated April 7, 2021.*

………………………………

(university seal)

**AGREEMENT No.** …./[year]/[faculty symbol]

ON THE ORGANIZATION OF NON-MANDATORY INTERNSHIP

Entered into on .................................. in …………………………………………... between:

a) Rzeszów University of Technology in Rzeszów,

al. Powstańców Warszawy 12, 35-959 Rzeszów,

NIP: 8130266999, REGON: 000001749, represented by:

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

hereinafter referred to as the "University",

and

b) ……………………………………………………………………………………………..

(name of the workplace)

with its seat at ……………………………………………………………………………….

(workplace address)

NIP...................................................., REGON …………………………………………..

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

(name and position of the Workplace representative)

and

c) Mr/Ms .…………………..………………………………………………………

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

of the Rzeszów University of Technology

Course of study ............................................................................................................ Student ID number ............................................

hereinafter referred to in this Agreement as the "Intern",

collectively referred to as the "Parties"

with the following content:

**§ 1**

1. The subject of the Agreement is to define the principles of undergoing a non-mandatory internship by the Intern at the Workplace, in order to gain practical skills related to the studies pursued at the University.
2. The Workplace commits to accept the Intern for an internship in the period

from .…....……….... to …………….........

1. The Parties indicate the location of the internship:

………………………......................………………………………………………………

1. The Workplace commits to supervising the Intern and providing conditions necessary for conducting the internship, in particular:
2. providing appropriate workstations, rooms, workshops, devices, tools, and materials in accordance with the internship program;
3. acquainting the Intern with the workplace’s regulations, as well as regulations on the protection of state and official secrets;
4. conducting general training and position-specific training in the field of occupational safety and health (Regulation of the Minister of Economy and Labour of July 27, 2004, on training in the field of occupational safety and health, Journal of Laws of 2004, No. 180, item 1860, as amended);
5. providing the Intern with work and protective clothing and personal protective equipment for the duration of the internship, as specified in the regulations on safety and hygiene at work;
6. supervising the execution of tasks arising from the internship program;
7. issuing a certificate of completion of the internship to the Intern (after the internship ends).
8. The Intern commits to:
   1. completing the internship at the location and according to the principles and program specified by the Workplace, using materials and tools provided by the Workplace;
   2. strictly adhering to the rules related to work organization, occupational safety and health regulations, fire protection regulations, and other rules (including regulations - with particular emphasis on the work regulations - and principles in force at the Workplace) whose observance is necessary to complete the internship, as well as applicable legal regulations;
   3. diligently fulfilling the duties entrusted according to the instructions of superiors.
9. Other additional agreements:
10. ..........................................................................................................................
11. ..........................................................................................................................
12. ..........................................................................................................................
13. ..........................................................................................................................

**§ 2**

Termination of the agreement may occur in the following cases:

1. violation by the Intern of the fundamental duties specified in § 1 sec. 5,
2. failure by the Workplace to implement the conditions and program of the internship,
3. by mutual agreement of the parties.

**§ 3**

1. The persons designated to coordinate actions resulting from the provisions of this Agreement are:

For the Rzeszów University of Technology:........................................................

For the Workplace: .............................................................................................

An information clause for representatives, employees, and collaborators of the Workplace is available on the website of the Data Protection Inspectorate of the Rzeszów University of Technology (iodo.prz.edu.pl) under the GDPR section.

1. Any changes to the persons designated in sec. 1 will be immediately communicated in writing by the Parties.

**§ 4**

1. In matters not regulated by this agreement, the relevant provisions of the Civil Code shall apply.
2. Any amendments to this agreement require to be in writing, otherwise, they shall be null and void.

**§ 5**

Any disputes arising from the implementation of the provisions of the Agreement shall be settled amicably. In the absence of agreement, the dispute shall be settled by the court competent for the seat of the Rzeszów University of Technology.

**§ 6**

This Agreement is made in three identical copies, one for each of the Parties.

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

Intern's Signature Rector's Signature Signature of the Workplace

Director or

Signature of the Authorized Person