

**Contract No. for Student Internship
University of Management and Banking
in Poznań**

concluded on _____ between :

1. the University of Management & Banking in Poznań, 61-538 Poznań ul. Robocza 4, represented by the Rector, **dr Barbara Kobusiewicz** , hereinafter referred to as "the University"; and
2. _____ , represented by _____, hereinafter referred to as 'the Work Institution"; and
3. _____, hereinafter referred to as "the Student"

to agree on the following contents:

The Parties conclude this contract to enable the Student to hold an internship at the Work Institution to the extent envisaged in the General Curriculum of the University. The contents of the contract comply with the Council of Ministers Decree of 12 August 1991 on Student Internships (Dz. U. no.73, item 323).

1. In the academic year the University refers the Student to the Work Institution for the purpose of holding an internship. The Student shall commence the internship on the basis of an INTERNSHIP REFERRAL.

Name/Surname of Student:	Faculty:	Major:	Date of Internship:

2. Form of internship.
Form of internship is understood as the capacity in which the Student holds the internship; i.e. as assistant, administrative worker, consultant etc.
3. Place of internship, e.g. the seat of the Work Institution, an organizational unit, branch, field work, etc.
4. Length of internship; i.e. number of weeks **6** (number of work days **30**) The internship is continuous in nature. Should the Work Institution and the Student agree on a non-continuous nature during 6/12 * months, then the Work Institution shall notify the University of this in writing.
- 5.1 For the period of the internship the Student does not receive remuneration or its equivalent.
- 5.2 Should the Work Institution wish to reimburse the Student for his internship, or provide equivalent compensation, then it may do so on the basis of this contract; i.e., the contract herein is legal basis for payment.
6. The internship shall comply with the Internship Program drawn up by the University.
7. The Student is/not covered by group insurance against accidents with **ERGO HESTIA S.A.** The University shall insure the Student only against the consequences of accidents. The University does not insure the Student who holds an internship based on a contract of employment or other contracts which provide such insurance coverage. Moreover, students holding internships abroad are obliged to cover costs and purchase insurance coverage themselves.
8. The Work Institution undertakes to:

- a/ ensure appropriate work stations according to the internship program,
- b/ acquaint the Student with the Institution work regulations, safety and hygiene standards and protection of state and business secrets and with any other acts binding for the Student during his internship,
- c/ supervise the execution of tasks assigned to the Student through the internship program,
- d/ ensure for the Student during his internship work and protective clothing as well as any personal protection equipment and hygiene articles should these be required,
- e/ ensure for the Student during his internship fortifying/recuperative meals, and provide access to the Institution library if and when such a need occurs,
- f/ ensure that the Faculty Advisor is able to supervise the internship from a didactic point of view,
- g/ confirm the course of the internship and the fact that it took place (as well as any incidents occurring during the internship) in an INTERNSHIP REGISTER/LOGBOOK.

9. The University undertakes to:

- a/ draw up an INTERNSHIP REFERRAL, which the Student must present at the Work Institution to start his internship,
- b/ take out insurance for the Student intern - but only accident insurance,
- c/ to prepare the INTERNSHIP PROGRAM. Should the Work Institution request a change of program, the University may comply and after agreeing the changes with the Work Institution, present the amended program to the Student.
- d/ supervise the internship in terms of its didactic, general educational and organizational aspects.

10. The Work Institution may request the University to recall the Student intern in case of a grave breach of law or work discipline. If the breach of discipline had caused a threat to life or health, or some other threat to the Work Institution, the above Institution may suspend the intern from his duties as well as have him recalled.

11. The Student covers room and board expenses himself as well as any other internship-related costs (e.g. preparation materials, commuting expenses, insurance costs in accordance with art. 7 and others).

12. The Work Institution may sign a contract of employment with the Student for the duration of the internship or outside of this period of time, of which it shall notify the University in writing.

13. The University may inform the public through the means available to it, such as through its Information Booklet, that the Work Institution supports students in their efforts to gain higher education, and to express thanks on behalf of the student for the opportunity to take up the internship, to which the Work Institution gives its consent.

14.1. The results of the Student's work arising from tasks performed during the internship as provided for in art. 14.2 and 14.3 can be used by the Work Institution in any way it wishes, becoming its property upon completion of the internship on the basis of the contract herein signed.

14.2. The results specified in art. 14.1 include results protected by copyright. The parties must however conclude an agreement for the transfer of rights and specify the remuneration for such transfer.

14.3. Results not included in art.14.2 are taken over by the Work Institution on the principle of enabling the Student to take up the internship.

14.4. The Work Institution may refuse to take over the results of the Student's internship after acquainting itself with them.

15. The contract has been prepared in triplicate. Each party to this contract has received one copy of the contract.

signature of authorized University representative

signature of authorized Work Institution representative

signature of Student Intern