*Annex 4 to Regulation No. 95/2020*

**AGREEMENT No. ...... / P / ... .. .... / ............ / ...... ..  
on international student internships**

On ........................ the agreement was concluded between:   
**Jan Kochanowski University in Kielce**, 25-369 Kielce, ul. Żeromskiego 5, which is represented by the Dean of the Faculty ........................................................................................

(full name of the Faculty)  
.................................................. ..............................................., hereinafter referred to as   
(title, first and last name of the Dean)  
"University" and .........................................................................................................................,  
 (name of the Workplace and address)  
hereinafter, referred to as the "Workplace", which is represented by:  
......................................................................................................................................................  
The content of the agreement covers the following:

§ 1

1. The student/students .......................................................................................  
(student's surname and first name, field of study and year of studies / number of student groups, field of study and year of study)  
will serve the student internships in the Workplace in the academic year 20 ... / 20 ... [[1]](#footnote-1). and in the academic year 20 ... / 20 ....  
2. The internship is free. The student is not entitled to any financial claims for the internship against the Workplace as well as the University.  
3. Student internships will be done within:  
1) ........................... 20 ... in hours ...........,  
2) ........................... 20 ... in hours ........... [[2]](#footnote-2)

§ 2

The main goal of student professional internships is to acquire practical skills in the field of organization and functioning of the Workplace. In particular, the student/students should be acquainted with ................................................................................................................... ...................................................................................................................................................... .......................................................................................................................................................  
The internship should aim at applying the theoretical knowledge acquired from the University according to the forms and methods of work of the Workplace.

§ 3

1. The student/students of the University will be accepted for student internships  
on the basis of this agreement.

2. In case of a group of students, the enclosed list of students with their names and fields of study constitutes an annex to this agreement.

3. With respect to personal data processed for the purposes of implementing this agreement, the Workplace undertakes to comply with general law, including in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Regulation on the Protection of Personal Data; GDPR).

§ 4

The Workplace undertakes to appoint a work placement supervisor who will supervise the course of the internship in the Workplace, as well as the student’s / students’ performance of tasks arising from the internship program, present the company's work regulations and provisions on occupational health and safety. The workplace will prepare an information card from the internship intended for the University, which is an attachment to this agreement,  
or make an entry in the student internship record).

§ 5

The Workplace internship supervisor ........................................................................... interacts  
 (name of the internship supervisor on behalf of the Workplace)  
with the field tutor, who is:………………………………………………………………… (name of the internship tutor on behalf of the University)

§ 6

The University undertakes to supervise the course of internships through the tutor.

§ **7**

1. The University declares that students referred to internships have:  
1) documented OHS training,  
2) documents confirming accident and liability insurance, which the student provides on their own,  
3) an identity document,  
4) the identification,  
5) ......................... [[3]](#footnote-3)

2. The student or students are responsible for all damages caused during the internship.

§ 8

The agreement has been concluded for a definite period of time and it expires on ............... ................................ This agreement is concluded free of charge.

§ 9

1. Disputes between the parties will be settled according to Polish law by the competent court  
for the headquarters of the University.  
2. The agreement is drawn up in two language versions: Polish and ............................., one copy in both language versions for University and the Workplace. Both language versions have the same legal force.

Workplace University

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

(signature of authorised person ) (signature of authorised person)

Student Internship and Placement Coordinator

..……………………………………….

(signature)

1. If the agreement is for one year, enter one academic year. [↑](#footnote-ref-1)
2. If the agreement is for one year, enter only the date in item 1). [↑](#footnote-ref-2)
3. Fill in if need be (e.g. in case of the extension to the accident insurance with medical costs  
   after exposure, it is necessary to have additional medical examinations, etc.). [↑](#footnote-ref-3)