*Appendix 4*

**AGREEMENT no**……./P/…..…./………./……..

**on student traineeship**

The present agreement on student traineeship was concluded on ………………………. (date)

between

the Jan Kochanowski University in Kielce, 25 – 369 Kielce, Żeromskiego 5, represented by the Dean of ………………………………………. (faculty name), hereinafter referred to as “University”

and

 ………………………………………….. (company name), hereinafter referred to as “Company” represented by ………………………………………. .

The content of the agreement is as follows:

§ 1

1. The Student(s) ……………………………………………… (name(s), course of study, year of study) in the academic years 20…/20… and 20…/20…[[1]](#footnote-1) shall participate in the student traineeship organized in the Company.

2. The student traineeship is free of chargé. The student(s) is/are not entitled to any financial entitlements related to the performance of traineeship for the Company and the University.

3. The student traineeship shall take place in the following periods:

1. ………………………. 20…./ ………….. hrs
2. ………………………. 20…./ ………….. hrs[[2]](#footnote-2)

§ 2

The main objective of student traineeship is to acquire practical skills related to the organization and the functioning of the Company. In particular, the student / students should become familiar with ……………………………………………………………………….......

Student traineeship shall make it possible for the student to apply theoretical knowledge gained at the University connected with the form and methods of work at the Company.

§ 3

1. The student/students of the University are accepted to take part in the traineeship under the present agreement.

2. In the case of a group of students, the list of students including their names/surnames and the name of the university course shall be attached to this Agreement.

3. The University as an administrator of personal data, pursuant to Article 31 of the Act of 29 August 1997 on Personal Data Protection (Journal of Laws 2016, item 922), subject to paragraph 2, entrusts the Company with the processing of personal data of students participating in the student traineeship.

4. The Company will process the personal data entrusted only to the extent resulting from the implementation of its obligations under this agreement.

5. Entrusting the processing of personal data takes place for the duration of their contractual obligations.

6. The Company declares that it knows and meets the requirements laid down in the Act of 29 August 1997 on Personal Data Protection (Journal of Laws 2016, item 922) and Regulation of the Minister of Internal Affairs and Administration of 29 April 2004 on the documentation of personal data processing and technical and organizational conditions which should be fulfilled by devices and computer systems used for processing personal data (Journal of Laws 2004 No. 100, item 1024).

§ 4

The Company is committed to appoint a traineeship supervisor, who shall oversee the progress and implementation by the student/students of the tasks resulting from the placement program. The supervisor shall present to the student/students the Company working rules and regulations concerning occupational safety and health and shall draw up an information report concerning the traineeship intended for the needs of the University, which is attached to this agreement, or make an entry to the student traineeship log.

§ 5

The Company traineeship supervisor ………………………………………………......………… shall

 (name of the Company traineeship supervisor)

cooperate with the Institute traineeship supervisor:

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

 (name of the Institute traineeship supervisor)

§ 6

The University is committed to the supervision over the course of the student traineeship through traineeship supervisor.

§ **7**

1. The University declares that all the students participating in the student traineeship have the following:
2. documented health and safety training, ,
3. documents confirming the accident and liability insurance, which the student takes out on their own
4. document providing identity,
5. identity card,
6. .........................[[3]](#footnote-3)
7. The student is responsible for all damages caused during the student traineeship to the Company or the third party.

§ 8

The agreement was concluded for a definite period and expires on ……… .

The conclusion of the Agreement shall be free of chargé.

§ 9

1. Disputes between the parties shall be settled in accordance with the Polish law by the court competent for the seat of the University.

2. The agreement is drawn up in two language versions: Polish and ............................., one copy in both languages ​​for the University and for the Company. Both language versions have the same legal force.

 Company University

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

 (signature of the representative) (signature of the representative)

 Institute traineeship supervisor

 ………………………………………...

 (signature)

 Head of student traineeship

 ..……………………………………….

 (signature)

1. If the Agreement is concluded for one year, enter one academic year. [↑](#footnote-ref-1)
2. If the Agreement is concluded for one year, enter the date only in point a). [↑](#footnote-ref-2)
3. Complete if necessary, for example if you have accident insurance including medical expenses after exposure, the need to have additional medical examinations, etc.). [↑](#footnote-ref-3)