**INTERNSHIP AGREEMENT**

This internship agreement ("**Agreement**") was entered into on .............
in Warsaw between:

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

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

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

(full name and address)

hereinafter referred to as the Internship Provider represented by:

………………………………………………………

and

**Collegium Civitas with** its seat in Warsaw, Plac Defilad 1, 12th floor, 00-901 Warsaw, entered in the register of non-public higher education institutions and associations of non-public higher education institutions kept by the Minister of Science and Higher Education under no. 129, Tax Identification Number 525-20-83-784, hereinafter referred to as the University, represented by

Prof. dr hab. Stanisław Mocek, the Rector

and

**The interning Student**

……………………………………………………….

(name and surname)

……………………………………………………….

……………………………………………………….

(address of residence)

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

(field of study)

hereinafter collectively referred to as "Parties", and each separately "**Party**".

1. The subject of the Agreement is to determine the conditions for organising student internships.
2. The University declares that it is an institution of higher education providing studies based on the Law of 20 July 2018 on Higher Education.
3. Collegium Civitas refers the Student, (name and surname)**................................................ .........................................** for an internship under the direction of the Internship Provider in the period from (day/month/year) **...............................** to (day/month/year) **................................** amounting to **.....................** hours.
4. The Internship Provider agrees to provide the internship, which will take place on-site or remotely at the choice of the Internship Provider.
5. The Internship Provider agrees to:
6. provide appropriate conditions for the realisation of the internship, allowing for the achievement of the learning outcomes assumed for the internship, in particular: the proper range of tasks to be performed, equipment, tools and materials;
7. acquaint the apprentice with the company's work regulations insofar as they may affect the performance of the internship, rules on occupational health and safety and the protection of entrusted information;
8. supervise the Intern's performance of assigned tasks;
9. provide other conditions necessary for the completion of the internship.
10. The internship should not occur in conditions that are harmful or arduous to health within the meaning of labour law.
11. The Internship Provider shall have the right to terminate this Agreement at any time with immediate effect in the event of gross violation by the Intern of the provisions of this Agreement to the extent related to the organisation of the Internship, in particular in the event of a breach of the obligations specified in § 3 of this Agreement.
12. Collegium Civitas undertakes to provide substantive and didactic supervision of the internship.
13. The duties referred to in point 1 par. 4 are performed on behalf of Collegium Civitas by the Head of the Department or a person authorised by him/her, who is authorised to control the realisation of the placement objectives and to settle, in Agreement with the Internship Provider, all matters connected with the course of the internship.

The interning Student agrees to:

1. complete the internship following the objectives and learning outcomes set out in the Internship Charter and Logbook/Internship Syllabus,
2. take out insurance against personal injury accidents (NNW) for the duration of the internship and to show proof of insurance at the request of the internship provider,
3. abide by the rules of the internship as defined by Collegium Civitas,
4. respect the order and discipline established by the Internship Provider at the internship site, including the rules of safety and fire protection;
5. the principles of preserving the secrecy of the Internship Provider enterprise to the extent specified by the Internship Provider.
6. Upon completion of the Internship, the Intern will submit the Internship Card and the Internship Logbook to the Internship Provider and the Head of the Department or a person authorised by him/her for approval.

The parties declare that to implement the activities included in the Agreement, they undertake to cooperate in an atmosphere of mutual support and respect for each other's interests at the highest level

**Protection of personal and confidential information**

* 1. The interning Student grants the Internship Provider the irrevocable and gratuitous consent to use their image multiple times without the necessity of approval each time. The consent shall include, in particular, recording, processing, copying and trading in the copies on which the image has been recorded, as well as multiplying the image by any available techniques and methods.
	2. The Internship Provider declares that the image of the interning Student will be used exclusively to promote the Internship Program of the Internship Provider, in particular in materials distributed in:
1. electronic media, in particular on websites,
2. press,
3. brochures, flyers, newsletters, etc.

***§ 8***

1. The interning Student undertakes that all confidential information provided and disclosed by the Internship Provider will be kept in complete confidence and secrecy, will be used and employed solely for the purposes of the performance of this Agreement and will not be provided or disclosed to any third party without the express prior consent of the Internship Provider.
2. The interning Student agrees: not to copy, reproduce or in any way disseminate confidential information except as needed for the performance of the contract, in which case any such copies will be the property of the Internship Provider.
3. Confidential information and the confidentiality commitment do not include information:
4. which are widely known,
5. that have been made public by the Internship Provider,
6. obtained from third parties who had the right to possess and disclose them,
7. the disclosure of which is necessary in connection with the sale of a claim or the assertion of a claim under the Agreement.
8. Each Party shall be exempt from the obligation to keep confidential any confidential information obtained from the other Party if the obligation to disclose such information results from mandatory provisions of law. In any such case, the disclosing Party will be required to:
9. promptly inform the other Party of its obligation to disclose Confidential Information to persons to whom disclosure is to be made or has been made unless prohibited by law,
10. disclose only as much confidential information as required by law,
11. take all possible steps to ensure that the confidential information disclosed is treated in confidence and used only for the purposes warranted by the purpose of the disclosure.
12. The obligation to keep confidential the Confidential Information shall last for 10 years, counting from the date of termination or expiration of the Agreement.

***§ 9***

1. In matters not regulated by this Agreement, the provisions of the Civil Code shall apply.
2. Any amendment to this Agreement shall be in writing under penalty of nullity.
3. **The Agreement is drawn up in three counterparts, one for each Party.**

**For the Internship Provider** **For the University**

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