

Internship contract no.

Signed in Toruń on between:

1. **Nicolaus Copernicus University in Toruń, located at Gagarina Street 11, 87-100 Toruń**,
NIP: 879-017-72-91, REGON: 000001324, hereinafter referred to as „**The University**”,
represented by
– Coordinator of CO-OP program under a power of attorney,
2. **Mr/ Mrs/ Ms**,
registered at, street.....
no., Personal Identity Number..... hereinafter
referred to as „**The Intern**”,
3.
.....
NIP, REGON
street. no., postal code
..... City
....., represented by
.....
hereinafter referred to as „**The Employer**”,

hereinafter jointly referred to as „**Parties**”.

§ 1

Subject and range of the contract

1. The Contract sets forth the mutual rights and obligations of the Parties with respect to the organization and performance of a student internship under the CO-OP Program, hereinafter referred to as the Internship, implemented under the "Initiative of Excellence - Research University (IDUB)" program.
2. The subject of the agreement is the organization of an internship, which is aimed at increasing employability by providing the Intern with the opportunity to simultaneously acquire knowledge, skills and social competencies, as well as their practical application in a professional work environment.
3. The range of the internship is directly related to the learning outcomes assumed for the study program of,
(study degree and profile, name of the study program)
which the Intern is taking and ensures the practical application of the aforementioned learning outcomes in the course of the tasks performed during the internship. Determination of the learning outcomes realized during the internship is attached as Annex No. 1 to the Contract. The achievement of the aforementioned learning outcomes will be confirmed in the assessment form, constituting Appendix No. 7 to this contract.

§ 2

Period and place of realization

1. The Employer shall arrange an internship for the Intern without establishing an employment relationship in the position of:
.....

2. The internship shall be realized in the period from to
3. The internship shall be carried out at full-time and shall include a total of hours, with the provision that the daily duration of the internship shall not exceed 8 hours (and 7 hours for students with disabilities), and the weekly duration of the internship shall not exceed 40 hours (and 35 hours for students with disabilities).).
4. The place of realization of the internship shall be:
.....
.....
.....
5. For the realization of the internship, the Intern shall be paid remuneration hereinafter referred to as "internship stipend" under the terms of § 6 of the contract.

§ 3

Employer's rights and obligations

In particular, the Employer undertakes to:

- 1) to accept the Intern for an internship under the terms described in § 2 of the contract and to pay the internship stipend under the terms described in § 6 of the contract;
- 2) to develop, prior to the commencement of the internship, its program (the template is attached as Annex No. 2 to this contract) in cooperation with the relevant vice-Dean of the faculty at which the student is studying, to familiarize the Intern with it and to conduct the internship in accordance with the given internship program, as well as in accordance with the internship regulations;
- 3) familiarize the Intern with his/her duties and rights assigned to him/her for the duration of the internship;
- 4) provide the Intern with an Internship Supervisor who, among other things, will provide the Intern with guidance and assistance in the performance of assigned tasks;
- 5) provide the Intern with health care to the extent provided for the Employer's personnel;
- 6) provide position training to the Intern and train the Intern in occupational health and safety and fire regulations to the extent provided for employees, as well as familiarize the Intern with the applicable work regulations;
- 7) provide the Intern with the conditions, premises for the performance of activities and tasks, as appropriate to the internship position;
- 8) allocate to the Intern, according to the rules provided for employees, materials, tools necessary for the internship, in particular if the position in which the internship is conducted requires it, clothing and work shoes, personal protective equipment and necessary personal hygiene products;
- 9) promptly inform the University of cases of interruption of the internship, of each day of unexcused absence and of other events relevant to the implementation of the program;
- 10) issue to the Intern on the day of completion of the internship a certificate containing an opinion on the internship (the model is attached as Annex No. 6 to this Agreement) in two copies, one for the Intern and one for the University;
- 11) protect the Intern's personal data in accordance with the regulations on the protection of personal data;
- 12) to confirm the Intern's attendance at the internship on the attendance list by the Internship Supervisor (the specimen is attached as Annex No. 5 to this contract);
- 13) to confirm the truthfulness of the information provided by the Internship Supervisor by the Internship Supervisor in the internship logbook (sample is attached as Annex No. 3 to this contract);

14) immediately after the end of the internship, issue an evaluation to the Intern on the form, the template of which is attached as Annex No. 7 to this contract, in two copies, one for the Intern and one for the University within 3 days of the end of the internship.

§ 4

University's rights and obligations

1. The Parties declare that the University:
 - 1) shall not be liable for any damage caused by the Intern as a result of his/her actions or omissions during the internship, in particular, the University shall not be liable for any violation by the Intern of his/her obligation to maintain the confidentiality of information provided to him/her by the Employer;
 - 2) shall not be liable for damage to the Intern's person or property caused by his/her internship.
2. The University undertakes to:
 - 1) maintain ongoing contact and cooperation with the Intern, the Employer and the Internship Supervisor on the subject of the realization of the contract;
 - 2) to pay the Internship stipend to the Intern in accordance with the principles specified in § 6 of the contract;
 - 3) pay mandatory social and health insurance premiums for the Intern who is doing the internship and receiving the internship stipend for the first month of the Internship.

§ 5

Intern's obligations

1. The Intern states that:
 - 1) all information provided in the internship application form and other project documents is true and factual;
 - 2) he/she is familiar with the Rules and Regulations for participation in the internship under the CO-OP program, accepts its provisions and undertakes to abide by them, as well as to abide by any amendments to the Rules and Regulations;
 - 3) agrees, without additional compensation, to publicize and use his/her image for the purpose of promoting the results of the Project and good practices;
 - 4) as of the date of signing of this agreement, he/she meets the access criteria for the CO-OP program.
2. The Intern undertakes to:
 - 1) submit to a medical examination to which he/she will be directed by the University;
 - 2) begin and complete the internship with the Employer in accordance with the established internship program and the requirements established by the Employer within the timeframe stipulated in § 2(2) of this contract;
 - 3) comply with the internship time schedule established by the Employer;
 - 4) conscientiously and diligently perform the tasks covered by the internship program and comply with the instructions of the Employer and the Internship Supervisor, provided that they are not contrary to law;
 - 5) comply with the rules and regulations applicable to employees employed by the Employer, in particular the work regulations, regulations and rules of occupational safety and health, fire regulations;
 - 6) be responsible for the damage caused, the losses caused to the Employer, as a result of his intentional actions;
 - 7) immediately inform the University of the facts that may affect the implementation of this agreement and any irregularities in the course of the internship;
 - 8) keep an internship logbook (sample is attached as Annex No. 3 to the Agreement) and deliver the duly completed internship logbook containing the statement of the Internship Supervisor referred to in § 3 item 13 of the contract by the 5th working day

of the month following the completed month of the internship to the Dean's Office of the faculty where the student is studying, and a copy to the IDUB Secretary Office;

9) complete and deliver the internship evaluation form (sample is attached as Annex No. 4 to the contract) to the dean's office of the faculty where he/she studies by the 5th working day of the month following the end of the internship and a copy to the IDUB Secretary Office;

10) deliver, no later than the 5th working day of the month following the end of the internship, the Employer's evaluation form referred to in § 3 item 14 to the Dean's Office of the faculty where he/she studies and a copy to the IDUB Secretary Office;

11) record his/her work time during the internship by confirming his/her attendance on a list (sample is attached as Annex No. 5 to the contract) and submit the aforementioned list confirmed by the Internship Supervisor by the 5th working day of the month following the completed month of his/her internship to the Dean's Office of the faculty where he/she studies and a copy of the list to the IDUB Secretary's Office;

12) not to disseminate, disclose, or use information acquired during the internship, the dissemination, disclosure or use of which could in any way harm the competitiveness of the Employer. In particular, the Intern undertakes to maintain the confidentiality of any information, the disclosure of which could expose the Employer hosting the internship to harm. Confidential information means, in accordance with the Suppression of Unfair Competition Act of April 16, 1993, technical, technological, organizational or other information of economic value not disclosed to the public, as to which the Employer accepting the internship has taken the necessary measures to keep it confidential;

13) cover the costs of completing the internship as specified in § 7, section 1 and provide the Dean's Office of the faculty in which he/she is studying with a copy of the policy referred to in § 7 section 1.

3. The Intern may not delegate any actions related to the realization of the internship to another person.

§ 6

Internship stipend

1. The internship stipend for the first month of the internship shall be paid to the Intern by the University. The internship stipend is paid from IDUB funds allocated for the CO-OP program.
2. The amount of internship stipend referred to in section 1 is PLN (in words) gross during the first month of the internship.

3. The internship stipend shall be paid by the University to the Intern's bank account specified in a separate statement (Annex No. 5 to the Internship Regulations).
4. The internship stipend referred to in section 1 shall be paid "in arrears" by the 15th working day counted from the date of completion of a full month of the internship, subject to section 5 and section 6.
5. The internship stipend referred to in section 1 and section 7 shall be paid on the dates referred to in section 4 and section 9, subject to:
 - 1) delivering to the dean's office where the student is studying a properly completed attendance list together with the internship logbook confirmed by the Internship Supervisor no later than the 5th working day, counting from the day of completion of a full month of internship,
 - 2) Confirmation by the CO-OP Program Coordinator of the documents received from the Dean's Office for a given month of internship, referred to in point 1, and submission of documentation for payment of the internship stipend to the University unit making the payments by the 9th working day counted from the day of completion of a full month of internship.
6. If the deadline referred to in section 5 point 1 is exceeded, the deadlines specified in section 4 and section 5 point 2 shall be extended accordingly.
7. The cost of the internship stipend for the second and subsequent months of the internship shall be borne by the employer. The stipend shall be paid to the intern by the University, which shall issue a note to the employer after payment. On the basis of the note, the employer shall reimburse the stipend.
8. The amount of the internship stipend referred to in section 7 is PLN. (in words PLN) gross per month. PLN. (PLN) gross.
9. The internship stipend referred to in section 7 shall be paid "in arrears" by the 15th working day counted from the day of completion of a full month of the internship to the bank account of the Intern specified in a separate statement (Annex No. 5 to the Internship Regulations).

§ 7

**Remaining costs involved in realization of
the internship**

1. The Intern shall cover all costs related to the internship, including, in particular, the cost of travel to and from the internship site, the cost of living if the internship is held outside the place of residence, and the intern's accident insurance.
2. The University shall cover the costs of the Intern's medical examination.

§ 8

Medical examination

1. The procedure related to the selection of the contractor for the Trainee's medical examination referred to in paragraph 7 section 2 shall be carried out by the University.
2. The Intern shall receive a referral for mandatory medical examination from the University issued by the CO-OP Program Coordinator.
3. After the medical examination, the Intern shall immediately provide a medical certificate confirming the medical examination to the Deans' Office of the faculty in which he/she studies.

§ 9

Project implementation control

1. Both the Employer and the Intern shall be obliged to provide the University and other authorized institutions monitoring the implementation of the activities provided for in this contract, at their every request, with reliable information and explanations and make available all documents related to the activities associated with the internship.
2. The University reserves the right to monitor and control the implementation of the internship, including at the site of the internship.
3. Other authorized entities shall also have the right to monitor and control the course of the internship at the site.

§ 10

Termination of the contract

1. The contract is concluded for the duration of the internship specified in paragraph 2 section 2. This contract shall expire at the end of the period for which it was concluded.
2. The University, at the justified request of the Intern or on its own initiative, after obtaining the Employer's position, may terminate the Internship Contract to the Employer, with immediate effect, in the event of material or repeated violation by the Employer of the internship rules.
3. The University, at the request of the Employer or on its own initiative after obtaining the Employer's consent, shall terminate the Internship Contract with immediate effect in the case of:
 - 1) unexcused absence during more than one working day,
 - 2) violation of basic duties specified in the work regulations, in particular, coming to work in a state indicating consumption of alcohol, drugs or psychotropic agents, or consuming alcohol, drugs or psychotropic agents at the workplace.
4. Termination of the Agreement by one of the Parties shall cause its termination between all Parties.

§ 11

Contact persons

1. Communication between the Parties with respect to the implementation of this contract shall take place between the designated contact persons.
2. The person designated by the Employer to contact the University and the Intern is the internship supervisor – Mr/Mrs/Ms: Name(s) and surname position....., telephone number....., e-mail address
3. The person designated by the University to contact the Employer and the Intern is an employee of the Career Office – Mr/Mrs/Ms: Name(s) and surname..... position, telephone number, e-mail address
4. The Employer or the University, respectively, shall inform the other Parties of any change in the contact person referred to in sections 2-3.
5. A change in the contact person shall not constitute an amendment to the Agreement and shall not require an annex thereto.

§ 12

Final provisions

1. In matters not covered by this contract, the provisions of the Civil Code shall apply.
2. Any amendments to the contract shall be in writing under pain of nullity.
3. Disputes arising from this contract shall be resolved by the common courts having jurisdiction over the University.
4. The Rules and Regulations of the internship, adopted by Order No. by the NCU Rector of 2022, shall be an integral part of the agreement. Regulations of the competition for student internships within the framework of CO-OP program at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2022, item) and annexes:
 - 1) A list of learning outcomes implemented during the internship.
 - 2) The internship program
 - 3) Internship logbook
 - 4) Internship evaluation form
 - 5) Attendance list
 - 6) Form of opinion about the completed internship
 - 7) Form of evaluation of the Intern by the Employer.
5. The agreement is drawn up in three counterparts, one for each of the parties to this contract.

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Employer

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Intern

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University