

Projekt współfinansowany przez Unię Europejską w ramach Europejskiego Funduszu Społecznego
Project co-financed by the EU in the framework of the European Social Fund

Appendix No. 7 to the Regulations

INTERNATIONAL INTERNSHIP AGREEMENT

No
entered on 31/07/2015

between:

1. **Wyższa Szkoła Biznesu w Dąbrowie Górniczej – The University of Dąbrowa Górnicza,**

address: **Str. Cieplaka 1c, 41-300 Dąbrowa Górnicza, Poland**
NIP-629-10-88-993,

represented by:

Project manager – **Professor Zdzisława Dacko - Pikiewicz,**
Hereinafter referred to as the "University",

and

2. The intern **Mr. Mykola Smuzhanytsia**
born on: **14.12.1995, in: Ukraine, Mukachevo**
address: **ul. Lisa Chaikina 4/3**

ID Card No:

Student Card No:

Pesel (Polish Resident Identification Number) No:

Hereinafter referred to as the „Intern”,

and

3. **University of Žilina, University Science Park, Univerzitná 8215/1, 010 26 Žilina, Slovakia**

NIP (Tax Identification Number):

REGON (Business Identification Number):

operating on the basis of (KRS - NCR-National Court Register, or another register):

.....

Under the number of:

represented by:

1)

2)

Hereinafter referred to as the "Internship Organizer".

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§1

Definitions:

1. **The University** – The University of Dąbrowa Górnicza, which implements the project *"Modern knowledge = modern economy – The University of Dąbrowa Górnicza potential development program"* in the framework of the Operational Program Human Potential, Priority IV, Activity 4.3 Strengthening the school teaching potential in the key areas regarding the objectives of the program: Strategy Europe 2020, project no POKL.04.03.00-00-240/12.
2. **Project** – means a venture carried out by the University called *"Modern knowledge = modern economy – The University of Dąbrowa Górnicza potential development program"* financed from the European Social Fund and from the state budget within Activities 4.3. Strengthening the school teaching potential in the key areas regarding the aims of Strategy Europe 2020 which is the subject of the Agreement concerning the project financing concluded between the Intermediary Institution and the University.
3. **Internship Organizer** – an entity which is an entrepreneur or an institution accepting a student for an internship.
4. **Student International Internship** – payable, a two-month form of stay for students of the University of Dąbrowa Górnicza in the Internship Organizer's institution, in one of the main scientific-research centers in the European Union. The internship is based on gaining practical skills useful in further professional or scientific work. The period of 2 months means 8 calendar weeks (one week means 7 calendar days); the beginning of the internship is not required to be adequate to the beginning of a month or a calendar week.
5. **The intern** – is a student of the following study fields: IT, Logistics, Physiotherapy or Management and Production Engineering who takes part in the project *"Modern knowledge = modern economy – The University of Dąbrowa Górnicza".potential development program"*.
6. **Aim of the internship** – better preparation of the University of Dąbrowa Górnicza students to enter the labor market via helping them to gain knowledge and practical skills useful in finding their position on the labor market in future as well as forming active attitudes while looking for a job and creating a positive image of the University in the region business community.
7. **Contribution payer** - the University which in accordance with the Act of 13.10.1998 (Art. 4, pt. 2, Dz. U. No 137, item. 887, with further amendments) on the social insurance system is the social security contribution payer and the payer of personal income tax advances, deducted from the remuneration (scholarship) under separate provisions.
8. **Regulations** – document binding at the University: *"The Regulations of the internship organization and internship scholarships granting in the framework of the project "Modern knowledge = modern economy – The University of Dąbrowa Górnicza potential development program"*.

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§2

Subject of the agreement

1. This Agreement is concluded for the purpose of the project *"Modern knowledge = modern economy – The University of Dąbrowa Górnicza potential development program"*
2. The parties of this agreement: The University, the internship Organizer and the Intern are obliged to carry out the internship together on the basis specified below and on the basis of *"The Regulations of the internship organization and internship scholarships granting in the framework of the project "Modern knowledge = modern economy – The University of Dąbrowa Górnicza potential development program"*.
3. Doing the internship shall not create an employment relationship between the Participant and the internship Organizer or the University.

§ 3

Obligations of the University

In the framework of this agreement, the University obliges to provide the Intern the appropriate conditions and resources to complete the internship; in particular the obligations are as follows:

1. Preparing necessary documents connected with the Intern's qualification for an Internship.
2. Collecting all information concerning the Interns and Internship conditions in order to conduct the Internship enrolment and organization on the basis of the cooperation with an Internship Organizer,
3. Undertaking necessary actions to prepare realize and conduct the Internship course effectively.
4. On the basis of provisions specified in the Regulations and in this agreement, providing the Intern with a payment in the form of an internship scholarship according to the rules specified in § 7 par. 1 and providing (if applicable) the financial liabilities specified in §7 par. 6 for the Intern's guardian.
5. Controlling and monitoring the Internship quality and compatibility with the Internship Program (the Program formula is attached as Appendix No. 2 to this agreement)
6. Providing the Intern a support during the arrangement of administrative paperwork necessary to complete the Internship.
7. Coordinating the cooperation between the University and the parties that are involved in the Internship implementation.
8. Controlling the Intern's monthly attendance lists that are delivered by the Intern to the Project Office (the attendance list formula is attached as Appendix No. 3 to this agreement).
9. Approving the issued by the Internship Organizer certificate of the Internship completion (the certificate formula is attached as Appendix No. 5 to this agreement).

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10. Delivering the Internship Organizer the EU and the European Union Funds symbols in order to place them in the Internship location's prominent location.

§ 4

Obligations of the Internship Organizer

1. In the framework of this agreement, the Internship Organizer obliges to the following:
 - 1) Preparing the Internship Program consisting of the elements defined in the Regulations; in particular, indicating the range of Internship realized activities and factors harmful for health that the workplace involves.
 - 2) Providing the Intern with the conditions and resources to complete the Internship appropriately within the defined range of duties included in the Regulations.
 - 3) Providing the Internship Participant's real knowledge and skills exploitation and assigning him tasks and obligations that are consistent with the Internship Program and that correspond with the Intern qualifications and experience.
 - 4) Assigning the Internship Guardian for the Intern, it means appointing a person who is employed in the Internship Organizer's institutions and who is responsible for the Internship course. The Internship Guardian is responsible for the direct supervision over the Intern through the whole Internship period and for providing the appropriate task realization according to the Regulations. Detailed Internship Guardian's obligations are specified in the Regulations.
 - 5) Providing the Intern with the workplace protective means and clothing in the case when they are required.
 - 6) Familiarizing the Intern with the Health and Safety at Work Regulations that are applicable while the delegated obligations are performed by Intern as well as with the work regulations, other regulations and internal regulations that are in force in the Internship Organizer's institution. The Intern should adhere to these regulations. The Internship Organizer issues an Internship completion certificate which is signed by the Intern.
 - 7) Organizing a work place that enables the Intern to perform delegated tasks and obligations and equipping the Intern with tools and other measures necessary to complete the Internship.
 - 8) Establishing the internship schedule together with the Intern within 7 working days.
 - 9) Internship monitoring, keeping in touch with the project Manager, reporting about any difficulties connected with the Internship implementation.
 - 10) Informing the University immediately, not later than within 3 calendar days, about the case of Intern's resignation, unexcused absence and other events that influence the Internship Program implementation.

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- 11) Enabling the University representatives to visit the Internship Organizer's institution at every stage of the Internship implementation (Internship Organizer will be informed about the visit by phone or e-mail within 3 working days in advance).
- 12) Abiding the Internship work time defined in § 6 par. 3 (additional working hours defined in § 6 par. 3 will not be paid in the framework of the internship scholarship).
- 13) Issuing three copies of the Internship Completion Certificate not later than to the 14th day after the Internship completion. One copy is for the Intern who confirms the certificate obtaining by his handwritten signature, the second copy and the last attendance list are for the University and the third copy is for the Internship Organizer. This copy remains in the institution's Internship records (the certificate formula is attached as Appendix No. 5 to this agreement).
- 14) Placing the poster advertising the project data or other project promotional materials in the Internship location.
- 15) Maintaining the security of personal data in accordance with the Act of 29 August 1997 on the personal data protection with further amendments.

2. The following person is appointed as the Intern's Guardian:

Name and surname: **Dr. Veronika Šramová**
Position, education: **Researcher, Management and Logistics**

3. In the case of any disputes connected with the Internship organization and course, the Internship Organizer is obliged to inform the University in writing within 3 days.
4. Internship Organizer obliges not to establish with the Intern the additional employment relationship connected with delivering services or work during the Internship course.
5. Internship Organizer agrees to process his personal data by the University and to disclose and disseminate the information on his participation in the Project. He also ensures that in the appropriate time (moment of the agreement signing) he will obtain the Intern Guardian's permission to process his personal data by the University in the project necessary scope.
6. Internship Organizer obliges to follow all provisions included in the Internship Regulations as well as grant and pay internship scholarships implemented in the framework of the project: *Modern knowledge + modern economy – The University of Dąbrowa Górnicza potential development program* that are not mentioned in this agreement.

§ 5

Obligations of the Intern

1. In the framework of this agreement, the Internship participant obliges to the following:
 - 1) Carrying out the preliminary preventive medical examination at their expense.
 - 2) Possessing the accident insurance for the whole Internship period and delivering the insurance to the Project Office prior to the Internship.



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- 3) Starting and finishing the Internship in accordance with the timing and the amount of working time specified in § 6 par. 3 of this agreement.
- 4) Participating in all activities that are provided within the Internship Program and confirming their presence on the attendance lists by their handwritten signature.
- 5) Striving for broadening their knowledge and skills during the delegated task performance.
- 6) Informing the University about the Internship schedule i.e. about the Internship working days and hours through delivering the copy of the schedule to the Project Office.
- 7) Following the Internship Program provisions (Appendix No. 2 to this agreement), including the conscientious and careful tasks performance on time and faultlessly and following the Guardian's or other people appointed by the Guardian instructions.
- 8) Following the rules and legal regulations concerning the professional secrecy, work time schedule specified by the Internship Organizer as well as following the rules, legal regulations concerning, in particular, work regulations, professional secrecy, Health and Safety at Work regulations and fire regulations that are binding for the employees.
- 9) Establishing with the Guardian the Internship schedule within 7 working days since the Internship beginning and delivering the schedule copy to the Project Office within 10 working days since the Internship beginning.
- 10) Maintaining the Intern monthly attendance lists according to the formula (the attendance list formula is attached as Appendix No. 3 to this agreement).
- 11) Delivering the Intern the monthly attendance lists (the attendance list formula is attached as Appendix No. 3 to this agreement) and the Internship Monthly Report (the Internship Monthly Report formula is attached as Appendix No. 4 to this agreement) to the Project Office at the University not later than to 5th day of every month following the worked month. The documents need to be approved by the Internship Guardian. After the first Internship month, the certified copy of the Health and Safety at Work training protocol, the certified copy of the fire prevention training protocol and a copy of the Intern's medical certificate concerning the absence of contraindications to perform work on a given position by the Intern are to be delivered to the Project Office (original documents are kept in the Intern's record files in the Internship Organizer's institution).
- 12) Informing the Internship Organizer and the University about every absence and indicating the causes of absence, estimated time of absence (in the case of an illness) and submitting the medical certificate confirming inability to work. The Intern has the obligation to inform the Internship Organizer and the University

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about the absence by the end of the second day of this absence. Any failures in this matter cause that the absence will not be excused and the payment will not be entitled.

13) Working off the excused hours in the same location where the Internship is conducted in the established with the Internship Guardian period.

14) Informing the University immediately about any Internship irregularities in writing.

2. The Intern declares that they do not remain in any employment relationships under the employment contract in accordance with the Act of 26 June 1974 of the Labor Code (Dz. U. of 1998, No 21, par. 94 with further amendments), as well as they do not run their own business and do not generate revenues on the basis of the civil law contracts. The Intern declares that in the period of the Internship course they will not enter into the employment relationship, will not run their own business and will not run any activities generating revenues on the basis of the civil law contracts.

3. The Intern obliges not to enter into any legal relationships connected with delivering by the Intern work, services with the Organizer within the Internship period (excluding this agreement).

4. The Intern declares that they agree to process their personal data by the University and the Internship Organizer in the period necessary to implement the Project, including the statistical, evaluation and promotional purposes.

5. The Intern obliges to follow all provisions included in the *"The Regulations of the internship organization and internship scholarships granting in the framework of the project "Modern knowledge = modern economy – The University of Dąbrowa Górnicza potential development program"* that are not mentioned in this agreement.

§ 6

Rules of the international internship implementation

1. Period of the international internship implementation is 8 weeks (a week is understood as 7 calendar days).
2. International internship starts on **3. August 2015** and finishes on **30. September 2015**
3. International internship lasts not longer than 8 weeks, not more than 8 hours a day, on average not more than 25 hours a week, totally not more than 200 hours during the whole Internship period. The number of hours within individual Internship weeks can vary and it is established in the Internship schedule mentioned in par.4.
4. The intern and the organizer (intern's guardian) will jointly determine the schedule of the internship, i.e. days and hours of the internship. This schedule will be agreed within 7 working days from the start of the internship. Within 10 days from the start of the internship, the Intern will inform the University about the schedule by providing its copy to the Project Office.

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5. The maximum daily internship time for the Intern is 8 hours. This standard does not apply to Interns, to whom, according to the respective labor regulations, including the Labor Code, the Health Care Law, the Act on vocational and social rehabilitation and employment of persons with disabilities or others apply different, lower standards of daily working time because of the qualities of a person or the type of a job.
6. The internship cannot interfere with the student's classes at the University.
7. The internship is carried out in accordance with an approved internship program, which is the Appendix No. 1 hereto. The internship program includes the job title, the scope of activities carried out during the internship, indication of factors hazardous or harmful to health occurring in the workplace. The content of the internship program is specified in detail by the Regulations.
8. The Intern takes the position of: **Undergraduate Researcher in Logistics**
9. The place of the internship is: **University of Zilina, University Science Park.**
10. The internship cannot be interrupted, except in cases referred to in the Regulations. The decision as to the effects of interruptions is taken by the University, taking into account the position of the Intern and the Internship Organizer's as to the possibility and willingness to continue the Internship.
11. The purpose of the Project is deemed to be achieved if a justified interruption in the internship lasted no more than 20% of absence (also justifiable) in classes.
12. In the case when the internship is interrupted, the parties of this agreement shall conclude an agreement, in which, among others, they determine the expected period of the internship continuation. The continued internship cannot be completed after the date of 30.11.2015.
13. Where it is not possible to continue the interrupted internship for reasons attributable to the Intern, they are obliged to pay a contractual fine equivalent to the internship scholarship as well as taxes and social and health insurance contributions actually paid by the University.
14. Where it is not possible to continue the interrupted internship for the reasons attributable to the Internship Organizer, the Organizer is obliged to pay a contractual fine equivalent to the internship scholarship as well as taxes and social and health insurance contributions actually paid by the University.

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§ 7

Financing of foreign internship

1. In connection with the internship implementation, the University will pay the Intern a scholarship in the amount of 30,00 PLN gross (say: thirty zlotys) per each hour of the classes, i.e. for the whole internship period in the total amount of 6000,00 PLN gross (say: six thousand zlotys). This amount represents the full cost of employment per hour of work, thus it includes all the required contributions by which the remuneration will be reduced accordingly.
2. In connection with the payment of internship scholarships and salaries for the intern's Guardian*, the University will pay social and health insurance contributions, if such an obligation results from the applicable laws, especially from the Act dated 13.10.1998 on the Social Insurance System (Dz. U. of 2007. No. 11 par. 74, with further amendments). In connection with the application for the insurance the Intern and the intern's Guardian* are obliged to complete and deliver the document entitled Personal Information (Appendix No. 1 to this agreement) and carry out all the operations specified in the applicable laws.
3. Internship scholarships will be paid on a monthly basis by the last working day of the following month. The payment of subsequent tranches will be made on the basis of the following condition: submitting the Register of Intern's Attendance and Monthly Internship Report approved by the Intern's Guardian to the Project Office located at the University of Dąbrowa Górnicza, Ciepłaka Str. No.1C, 41-300 Dąbrowa Górnicza, Poland, within the time specified in § 5 sec. 1 par. 11.
4. Failure to provide the documentation referred to in § 5 sec. 1 pt. 11 within the specified time will result in withholding of the payment of subsequent tranches of the internship scholarship.
5. The payment of the internship scholarship referred to in paragraph 1, will be transferred to the bank account number
the name and address of the bank
6. The Intern's Guardian, appointed by the Internship Organizer, will receive/~~will not receive~~* the remuneration based on the commission agreement concluded with the University (remuneration respectively reduced by the due contributions and taxes) for preparing the internship program and supervising the Intern.
7. Payment of internship scholarships as well as due taxes and social and health insurance contributions (paid by the University in accordance with the provisions of the law) will be covered by the University with funds obtained for the project "*Modern knowledge = modern economy – the University of Dąbrowa Górnicza potential development of program*".
8. The parties agree to comply with the provisions of the Regulations concerning the internships financing that are not included in this Agreement.

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§ 8

Termination of the agreement

1. Duration of the Internship, as defined in § 6. 2, is the duration of this agreement.
2. The Parties of the internship agreement are required to act with due diligence to ensure the proper implementation of the Internship and its timely completion.
3. Termination of the Internship agreement is the time of the expiry of the period for which it was concluded, i.e. the completion of an 8-week period of the Internship by the student and handing him by the Internship Organizer the certificate of the Internship completion.
4. The Internship Organizer and the Intern are required to: prepare, fill and submit to the University all the required documents certifying the implementation and completion of the internship program.
5. The internship agreement may be terminated prior to the deadline it was concluded for, only in justified cases specified in paragraph 7.
6. Termination of the agreement must be in writing under pain of nullity and it exerts immediate effect.
7. The Internship agreement may be terminated for the reasons attributable to the Intern's before the internship deadline in the cases of:
 - 1) Intern's unexcused absence lasting longer than one working day,
 - 2) Intern's violation of basic employee duties, which are specified in the work regulations of an Internship Organizer, including the disclosure of the Internship Organizer's confidential information,
 - 3) disclosure of prior to the Internship and known to an Intern circumstances, which would disqualify him from participating in the Internship,
 - 4) Intern's participation after using alcohol, drugs, designer drugs, psychotropic drugs or other substances with similar effects or consuming alcohol or taking these substances during the internship course,
 - 5) acting without respect for the good name of the Internship Organizer and the lack of respect for the property owned by the Internship Organizer,
 - 6) establishing with the Internship Organizer an additional legal relationship (other than the one specified in the Agreement) providing labor, services or execution of a work on the basis of a specific task contact,
 - 7) taking up employment, business or any other activities associated with generating revenues mentioned in § 5 par. 2.
 - 8) applying for the internship grant from other sources other than the one provided in the framework of the Project,
 - 9) flagrant violation of the binding Regulations and this Agreement other provisions.

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8. In the case of the Intern's behavior mentioned in paragraph. 7, the University is obliged to terminate the Internship Agreement immediately upon the receipt of the notification from the Internship Organizer concerning any of the above mentioned violations, and after checking the validity of allegations contained therein.

9. The Intern who has been removed from his internship on the basis of the notification referred to in paragraph. 8, cannot either apply for participation in a terminated internship again or complete an internship with another Internship Organizer.

10. The Intern has the right to withdraw from the internship participation or to discontinue the Internship without the financial responsibility only if the resignation is justified by important random incidents (e.g. illness). The Intern is obliged to submit a written resignation within 7 days after the occurrence of the reasons causing the need for this resignation. Providing reasons for the resignation and submitting the relevant certificate (eg. sick leave) must be supplied. The decision on the Internship interruption or abandonment is made by the Project Manager taking into account the Intern's position and the Internship Organizer's opinion on the possibility and the will to continue the internship.

11. In case of the Internship interruption for reasons beyond the control of either party of this agreement, the parties may enter into an agreement determining the expected continuation of the internship period. Continued internship may not have been completed after the date of 30th November 2015.

12. In the case when it is not possible to continue the Internship interrupted for reasons attributable to the Intern, they are obliged to pay a contractual penalty constituting an equivalent of actually paid by the University scholarship and the discharged from the income tax and social security and health insurance contributions.

13. Internship agreement may be terminated for the reasons attributable to the Internship Organizer before the Internship deadline in the cases of:

- 1) violation by the Internship Organizer the basic employee duties specified in the work regulations and in the internship program provisions;
- 2) violation of health and safety at work provisions provided by the labor law,
- 3) not allowing the Participant to take part in the Internship,
- 4) preventing an inspection, referred to in § 10 par. 2 of this Agreement,
- 5) establishing with the Intern an additional legal relationship (other than the one specified in the Agreement) providing labor, services or execution of a work on the basis of a specific task contact,
- 6) applying for the internship grant from other sources other than the one provided in the framework of the Project,
- 7) flagrant violation of the binding Regulations and this Agreement other provisions.

14. In the case of the internship termination for the reasons attributable to the Internship Organizer, he is obliged to:

- 1) pay a contractual penalty constituting an equivalent of actually paid by the University scholarship and the discharged from the income tax and social security and health insurance contributions,
- 2) pay the Internship Intern the remuneration from his own resources for the working period, which the University has not already paid the scholarship for.

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15. The Agreement may be terminated for reasons attributable to the University in case of the flagrant violation of this Agreement or the Regulations by the University, if such a violation results from the University's fault.

16. The Intern is entitled to terminate this agreement in case when the service premium has not been paid for two payment periods on time.

17. In the case when the University exercised the right referred to in paragraph. 5 and 7 of this paragraph, the party of the agreement, which caused the agreement termination, is required to pay a penalty equivalent of the internship scholarship paid by the University and actually discharged from the income tax and social security contributions and health insurance.

18. The University is not liable for damages caused by the Intern resulting from the implementation of this agreement.

19. If unable to the amicable settlement of the disputes arisen with the execution of this agreement, they will be the subject to applicable court according to the provisions of the Code of Civil Procedure.

§ 9

Liabilities of the Parties

1. The University shall not be liable for damage caused by the Intern resulting from the performance of this agreement.

2. The University shall not be liable towards the Intern, the internship Organizer or third parties for damage resulting from the performance of this agreement.

3. The internship Organizer shall be liable for damage caused unintentionally by the Intern in the pursuit of the duties connected with the position assigned to them and damage/harm suffered by the Intern or third parties resulting from the performance thereof, however only to the extent that the damage/harm is due to the lack of appropriate supervision over the Intern, poor organization of the internship performance and other internship Organizer's negligence.

§ 10

Reporting and control

1. The internship Organizer and the Intern are obliged to: draw up, fill in and submit to the University all the required documents establishing the execution and completion of the Internship Program.

2. The internship Organizer and the Intern are obliged to undergo control of the University, as well as the Intermediary Institution, the Managing Authority or another controlling body as regards the Project implementation or expenditure of EU funds.

§ 11

Reimbursement

1. In the event that the Managing Authority, the Intermediary Institution or another controlling body as regards to the expenditure of EU funds, issues a final decision objecting to the eligibility of expenditure of appropriation intended to cover remuneration as per § 7 hereof, in particular in the cases of:

1) a breach of this agreement by the internship Organizer,

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2) a breach of this agreement by the Intern or giving factually inaccurate data as per § 5 hereof,

The Party whose act or omission provided the basis for the demand of recovery is obliged to recover to the University any costs incurred by the University relating to the Internship performance, in particular the scholarship paid to the Intern, social insurance and health contributions and taxes, as well as interest or other penalties the University has been charged with.

2. Recovery of the means shall be effected within 14 days following the date of the notification obliging the Party to recover the means.

§ 12

Final provisions

1. Any modifications to this agreement shall be made – otherwise null and void – only in the form of a written Annex signed on behalf of each Party by people authorized to represent them.

2. In cases not provided for in this agreement, the provisions of the Civil Code, *the Regulations* and the project „*Modern knowledge= modern economy – the University of Dąbrowa Górnicza potential development program*”, co-financing agreements entered into between the Intermediary Institution and the University shall apply.

3. The agreement is drawn up in three identical copies, one for each of the Parties.

The University

Internship Organizer

Intern

Appendixes:

1. Appendix No. 1 – Personal data form
2. Appendix No. 2 – Internship program within the framework of the project „*Modern knowledge= modern economy – the University of Dąbrowa Górnicza capacity development program*”
3. Appendix No. 3 – Attendance list of the Participant
4. Appendix No. 4 – Monthly report on the internship implementation
5. Appendix No. 5 – Certificate of the internship

* delete as appropriate

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Appendix No. 1 to the international internship agreement

PERSONAL DATA FORM

SURNAME.....

FAMILY NAME

FIRST NAMES.....

DATE OF BIRTH.....

PLACE OF BIRTH.....

PARENTS' FIRST NAMES.....

PERMANENT ADDRESS

(post code, city)

.....

(street)

.....

(community, district, province)

PLACE OF RESIDENCE /

MAILING ADDRESS (post code, city)

(fill if different from permanent address)

.....

(street)

.....

(community, district, province)

INLAND REVENUE

NFZ NO (NATIONAL HEALTH PROTECTION FUND NO.)

PESEL NO (POLISH RESIDENT IDENTIFICATION NO.)

NIP NO (TAX IDENTIFICATION NUMBER)

ID CARD NO., ISSUED BYDATE OF ISSUE.....

PERMANENT WORK PLACE.....

PRIVATE / WORK PHONE NUMBER.....

E – mail

Please transfer my remuneration to the following bank account:

Bank name.....

Bank account number

I declare that I am/am not* registered at the Employment Office as an unemployed person.

I declare that I am/am not* entitled to the annuity or pension.

I provided the above data in accordance with the facts. I commit myself, under legal and financial effects, to notify the University of Dąbrowa Górnicza about any amendments.

.....

Legible signature

* delete as appropriate

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Appendix No. 2 to the international internship agreement

.....
(employer's seal)

.....
(full name of person accepted for the internship)

INTERNSHIP PROGRAM

**in the framework of the project: "Modern knowledge=modern economy - the University of Dąbrowa Górnicza potential development program"
POKL.04.03.00-00-240/12**

Mr./Mrs. will
do the internship at the position of

No.	List of activities or assignments related to a given position (occupation), Determining conditions that are harmful or burdensome for health

I appoint the following person as the Internship Guardian:

.....
(full name, position, education)

EMPLOYER'S DETAILS

1. Date of starting a business.....
2. NIP (Tax Identification Number)
REGON (Business Identification Number)
PKD (Polish Classification of Activities)
3. Type and legal form of performed activity

Enclosed:

- copy of company's registration document (National Court Register or entry to the register or other)

.....
signature of entitled person

Projekt współfinansowany przez Unię Europejską w ramach Europejskiego Funduszu Społecznego
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Appendix No. 3 – Attendance list of the Participant

LISTA OBECNOŚCI OSOBY ODBYWAJĄCEJ STAŻ
w ramach projektu pn. „Nowoczesna wiedza= nowoczesna gospodarka – program rozwoju potencjału
Wyższej Szkoły Biznesu w Dąbrowie Górniczej”
POKL.04.03.00-00-240/12

za okres od do.....

Imię i nazwisko studenta

.....

Nazwa (lub pieczętka) Zakładu Pracy

.....

Data	Godziny praktyki od... do...	Liczba godzin	Podpis stażysty	Data	Godziny praktyki od... do...	Liczba godzin	Podpis stażysty

.....

Miejscowość, data

.....

Pieczętka i podpis Opiekuna Stażu ze strony
Organizatora Stażu

Uwaga !

Dobowy i tygodniowy rozkład czasu pracy i przerw na odpoczynek winien być zgodny z obowiązującymi przepisami prawa. Odpowiedzialność za prawidłowy przebieg stażu w zakresie czasu pracy spoczywa na Zakładzie Pracy.



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Appendix No. 4 – Monthly report on the internship implementation

MIESIĘCZNE SPRAWOZDANIE Z PRZEBIEGU STAŻU
realizowanego w ramach projektu „Nowoczesna wiedza= nowoczesna gospodarka – program rozwoju
potencjału Wyższej Szkoły Biznesu w Dąbrowie Górniczej”

za okres od do

Pan(i)

odbywa staż na stanowisku

Lp.	PRZEBIEG STAŻU W OKRESIE PODLEGAJĄCYM SPRAWOZDANIU (zadania, czynności)

.....
(Miejscowość i data)

.....
(Podpis Stażysty)

Jako opiekun osoby objętej programem stażu potwierdzam opisany przebieg stażu:

.....
Imię i nazwisko Opiekuna

.....
(Podpis i pieczęć Opiekuna Stażysty)



KAPITAŁ LUDZKI
NARODOWA STRATEGIA SPÓJNOŚCI

UNIA EUROPEJSKA
EUROPEJSKI
FUNDUSZ SPOŁECZNY



Projekt współfinansowany przez Unię Europejską w ramach Europejskiego Funduszu Społecznego
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Appendix No. 5 – Certificate of the internship
....., day.....
(Place)

.....
(Pieczęć Pracodawcy)

ZAŚWIADCZENIE O ODBYCIU STAŻU

Pan(i).....
(imię i nazwisko)

Urodzony(a) w dniu W

Odbył(a) staż w.....
(nazwa pracodawcy)

W okresie od dnia do dnia

W na stanowisku

Staż obejmował /główne czynności/.....
.....
.....
.....

Staż przeprowadzono w ramach Projektu „Nowoczesna wiedza = nowoczesna gospodarka – program rozwoju potencjału Wyższej Szkoły Biznesu w Dąbrowie Górniczej” POKL.04.03.00-00-240/12, współfinansowanego ze środków Unii Europejskiej w ramach Programu Operacyjnego Kapitał Ludzki.

Opinia Pracodawcy:

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

.....
(podpis i pieczęć osoby upoważnionej do wystawienia zaświadczenia)

W imieniu Wyższej Szkoły Biznesu w Dąbrowie Górniczej potwierdzam odbycie praktyki przez Pana(ią).....

.....
(podpis i pieczęć osoby upoważnionej)