

**Agreement
on the organization of student placement
University of Szczecin**

Concluded in Szczecin on between:

University of Szczecin in Szczecin,

Al. Papieża Jana Pawła II 22a, 70-453

Delivery address: Faculty of Economics, Finance and Management
Mickiewicza Street 64-66
71-101 Szczecin

hereinafter referred to as the University, represented by:

**Prof. US, Małgorzata Łatuszyńska, PhD, Dean of Faculty of Economics, Finance
and Management US**

.....
.....
(name and address of employer)

Represented by:

.....
hereinafter referred to as the **Workplace**

with the following content:

§1

the University of Szczecin shall direct, and the workplace shall accept, the following student
full name:

field and year of study:

mode of study: ☐ full-time studies ☐ part-time studies

Register no: Personal ID Number:.....

Residence address:

telephone number, e-mail:

to carry out student work placement in the Company within the period

1. the person authorized by the University to supervise the student on placement and to liaise with the workplace is
(mail:), hereinafter referred to as the work placement Supervisor.
2. The person authorized by the Workplace to supervise the trainee is (mail:), hereinafter referred to as the Company work placement Supervisor.
3. The Student's work placement will be carried out in accordance with the work placement programme attached to this Agreement and agreed upon between the Company work placement Supervisor and the work placement Supervisor.

§2

1. The workplace undertakes to provide the conditions necessary for the organization and conduct of the apprenticeship, in particular:
 - a) provide suitable workstations, premises, equipment, and materials, in accordance with the work placement program forming an integral part of this agreement,
 - b) familiarize the student with the company's work regulations, health and safety regulations, and other internal legal provisions if their knowledge is necessary for the completion of the work placement,
 - c) familiarizing the student with the regulations on the protection of the state, official secrets, and other legally protected secrets if their knowledge is necessary for

- the completion of the professional placement,
- d) provide the student with protective clothing, personal protective equipment, and sanitary measures for the duration of the work placement, as provided by the regulations on health and safety at work,
- e) supervision of the student's performance of tasks resulting from the work placement program,
- f) provide the necessary data on the workplace necessary for the student to write the placement report, final project, or diploma thesis,
- g) certifying the course of the work placement (in an appropriate form submitted by the student), expressing an assessment of satisfaction with the placement, and drawing up an opinion on the student's work placement.

§3

1. University shall provide didactic and organizational supervision of the work placement, in particular:
 - a) Appointment of a work placement Supervisor to oversee the didactic, educational, and organizational aspects of the work placement,
 - b) establish an appropriate program for the work placement, consistent with the student's field of study, in consultation with the Company work placement Supervisor,
 - c) carry out a satisfaction assessment of the work placement, both the student and of the workplace.
2. In relation to the existing system of voluntary insurance for student accidents, the University does not guarantee the existence of insurance cover for the student during the period of professional work placement in the Workplace.

§4

1. The student is obliged to complete the work placement in accordance with the program of the work placement and in accordance with the rules of the company. This refers particularly to the principles of occupational safety and health, fire-fighting, working time, order, and discipline, as well as keeping official secrets and protecting personal data.
2. Students who grossly violate the rules of the work placement may be expelled from the work placement by the Company. The Department of Labour shall immediately notify the University of this fact. (work placement Supervisor; § 1, point 2 of the Agreement).

§5

1. Any modification of this Agreement shall be in a written form, otherwise being null and void.
2. In matters not regulated by the Agreement, relevant provisions of commonly applicable law, including the provisions of the Civil Code, shall apply.
3. Any disputes that may arise in connection with the implementation of this Agreement will be resolved, in the first instance, by mutual agreement and settlement; in the second instance, by a common court of competent jurisdiction in Szczecin.

§6

The Agreement has been drawn up in two identical copies, one for each party.

For the University

For the workplace

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Annexes to the Agreement:

1. The work placement program

2. Syllabus for work placement