*Appendix No. 2 to the Regulation No. 82 of the UL Rector of 20 January 2021*

Agreement

on carrying out a field-specific internship

[continuous/ part-time – *as chosen in the system]*

Agreement made and entered into by and between:

the University of Lodz

………………………………………………………………………

 (*name of the Faculty*)

 represented by: ………………………………………………………………………

 (*Dean of the Faculty*)

and: ………………………………………………………………………………………………...

 (*name of the institution*)

represented by:……………………………………………………………………

§ 1

The subject matter of the hereby Agreement is a field-specific internship [continuous/part-time –*as chosen in the system*] [of a UL student – *as chosen in the system* – if one student’s: name, surname and name of the study programme is generated from the system, if the UL students’: then the name of the study programme is generated from the system and the text shall be saved as “in accordance with the attached list”].

§ 2

The Parties agree that the internship referred to as in § 1 shall be conducted pursuant to the rules of participation in field-specific internship [continuous/ part-time – accordingly to the title of the appendix] which constitute the appendix to the hereby Agreement (the rules of participation in the internship are also available on the website of the appropriate UL Faculty).

§ 3

1. The Parties agree that the internship referred to as in § 1 may be carried out in a system appropriate with the host institution's mode of work (traditional or hybrid or remote).
2. The company hosting a student for the internship bearing in mind the nature of the internship and the rules of participation in field-specific internship referred to as in § 2.
3. The University of Lodz is authorised to suspend chosen or all the systems of internship participation (traditional or hybrid or remote) due to external factors, e.g. epidemiological. In such situations the Parties jointly decide on discontinuation, suspension, changing the previously established system or continuation of the commenced internship.

§ 4

1. The University of Lodz directs student to an internship by the referral in a written form including: student’s name and surname, student ID number, year of study, type of internship, time of internship – *as chosen in the system*.
2. The University of Lodz authorises the entity carrying out internship to have access to personal data of students directed to the internship in scope of: name, surname, student ID number/student number, Faculty, study programme and year of study.
3. Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the EU Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) the Personal Data Controllers are:
4. the University of Lodz – in scope of giving authorisation to access to personal data of students directed to internships;
5. the entity carrying out internships – in scope of processing of students’ personal data in accordance with participation in internship.
6. Each of the Data Controllers is solely responsible for ensuring that data processing is performed in compliance with the provisions of data protection legislation.
7. The Parties of the hereby Agreement undertake to comply with the rules of data processing pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the EU Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation) and the provisions of the Act of 10 May 2018 on personal data protection (consolidated text, Dz. U. - Journal of Laws of 2019, item 1781).

§ 5

The internship duration is …................hours, ….....................weeks.

§ 6

The institution hosting a student for an internship is obliged to provide him/her with:

1. an internship supervisor appointed by the representative of the host institution,
2. appropriate working conditions,
3. systematic supervision while completing the internship programme,
4. possibility of observation and assistance by an academic teacher,
5. possibility to participate in internship in a traditional or hybrid or remote system.

§ 7

The institution hosting a student for an internship shall not be charged for the costs of accommodation, food and students insurance.

§ 8

[Student is obliged to own an accident insurance within the time of participation in an internship – *as* *chosen in the system*]

§ 9

The Agreement is concluded for the period: from …..................... until ….........................

§ 10

The hereby Agreement is drawn up in duplicate, one for each of the two Parties.

…………………………………………………… …………………………………………………………

*(stamp and signature of the head of the institution) (stamp and signature of the Dean)*

*Appendix No. 3 to the Regulation No. 82 of the UL Rector of 20 January 2021*

Agreement

on carrying out a field-specific internship

[continuous/ part-time – *as chosen in the system*]

Agreement made and entered into by and between:

the University of Lodz

 ………………………………………………………………………

 (name of the Faculty)

represented by:

………………………………………………………………………..

(Dean of the Faculty)

and:

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

 (*name of the institution*)

represented by:

…………………………………………………………………...

§ 1

The subject matter of the hereby Agreement is a field-specific internship [continuous/part-time –*as chosen in the system*] [of a UL student – *as* *chosen in the system* – if one student’s: name, surname and name of the study programme is generated from the system, if the UL students’: then the name of the study programme is generated from the system and the text shall be saved as “in accordance with the attached list”].

§ 2

The Parties agree that the internship referred to as in § 1 shall be conducted pursuant to the rules of participation in field-specific internship [continuous/ part-time – accordingly to the title of the appendix] which constitute the appendix to the hereby Agreement (the rules of participation in the internship are also available on the website of the appropriate UL Faculty).

§ 3

1. The Parties agree that the internship referred to as in § 1 may be carried out in a system appropriate with the host institution's mode of work (traditional or hybrid or remote).

2. The company hosting a student for the internship bearing in mind the nature of the internship and the rules of participation in field-specific internship referred to as in § 2.

3. The University of Lodz is authorised to suspend chosen or all the systems of internship participation (traditional or hybrid or remote) due to external factors, e.g. epidemiological. In such situations the Parties jointly decide on discontinuation, suspension, changing the previously established system or continuation of the commenced internship.

§ 4

1. The University of Lodz directs a student to the internship by the referral in a written form including: student’s name and surname, student ID number, year of study, type of internship, time of internship – *as chosen in the system*.
2. The University of Lodz authorises the entity carrying out internship to have access to personal data of students directed to the internship in scope of: name, surname, student ID number/student number, Faculty, study programme and year of study.
3. Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the EU Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) the Personal Data Controllers are:
4. the University of Lodz – in scope of giving authorization to access to personal data of students directed to internships;
5. the entity carrying out internships – in scope of processing of students’ personal data in accordance with participation in internship.
6. Each of the Data Controllers is solely responsible for ensuring that data processing is performed in compliance with the provisions of data protection legislation.
7. The Parties of the hereby Agreement undertake to comply with the rules of data processing pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the EU Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation) and the provisions of the Act of 10 May 2018 on personal data protection (consolidated text, Dz. U. - Journal of Laws of 2019, item 1781).

§ 5

The internship duration is …................ hours, ….................. weeks.

§ 6

The institution hosting a student for an internship is obliged to provide him/her with:

1. an internship supervisor appointed by the representative of the host institution,
2. appropriate working conditions,
3. systematic supervision while completing the internship programme,
4. possibility of observation and assistance by an academic teacher,
5. possibility to participate in internship in a traditional or hybrid or remote system.

§ 7

The University of Lodz provides the remuneration for the persons caring for students participating in internships. Contract for specific work entered into by the University of Lodz and the internship supervisor constitutes the indication for the remuneration payment.

§ 8

The institution hosting a student for an internship shall not be charged for the costs of accommodation, food and students insurance.

§ 9

[Student is obliged to own an accident insurance within the time of participation in an internship – *as* *chosen in the system*]

§ 10

The Agreement is concluded for the period: from …..................... until ….........................

§ 11

The hereby Agreement is drawn up in duplicate, one for each of the two Parties.

…………………………………………………… …………………………………………………………

*(stamp and signature of the head of the institution)*  (*stamp and signature of the Dean*)

*Appendix No. 4 to the Regulation No. 82 of the UL Rector of 20 January 2021*

(*fills the UL*)

…........................................................................... Lodz, date ...................................

(*seal of the Faculty*)

**Internship referral form [teaching/field-specific** – *as chosen in the system***]**

**[continuous/part-time** – *as chosen in the system***]**

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

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

[*head, name and address of the kindergarten/school/institution/establishment - as chosen in the system*]

The University of Lodz asks for an internship [at the kindergarten/school/institution – *as chosen in the system*] for [a **student,** of the: **Faculty, study programme, year of study, student ID number** – *generated by the system*]. Pursuant to § 3 of the Agreement, the University of Lodz asks for an internship in the premises of the kindergarten/school/institution/establishment in a traditional or hybrid or remote mode.

Internship duration [**weeks/hours** - *as chosen in system, choosing two options allowed*].

Date of the internship – .......................................................

…………………………………………………

(*signature of the UL field-specific internship supervisor*)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(*fills the institution hosting a student for internship*)

………………………………….. ……………………………………

[*stamp of the institution – as chosen in system*] (*date*)

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

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

(*head, name and address of the institution*)

Agrees to host for internship [**teaching/field-specific** – *as chosen in the system*] [**continuous/part-time** – *as chosen in the system*] [a **student/students** - if one student, name, surname, student ID number are generated; if students - “in accordance with the attached list” is generated].

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

The internship supervisor is:

.......................................................................................................................................................(*name, surname*)

………………………………………………

 (*signature and seal of the head of the*

 *kindergarten/school/institution/establishment\**)

\*Delete as appropriate.