## AGREEMENT ON THE STUDY INTERNSHIP

Riga \_\_\_\_\_\_\_\_\_\_\_\_\_ (date/month/year)

SIA “Ekonomikas un kultūras augstskola” (EKA University of Applied Sciences), hereinafter referred to as – "the University", represented by its Rector, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_which operates under the Cabinet of Ministers of 11.01.2017. Regulations No. 21 and EKA Constitution,

(the place of internship)

represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_its managing director or CEO (name, surname, hereinafter referred to as – "the place of internship” and the intern **Name Surname (xxxxxx-xxxxx)**

(hereinafter – the parties) agree on the following:

**I The subject matter of the contract**

* 1. The University intern’s study internship (hereinafter – the internship) occurs within the study program’s

**"PROGRAM" (Professional bachelor’s study program)**

the place of internship

internship duration  **dd.mm.yyyy. – dd.mm.yyyy**

* + 1. **Obligations and rights of the parties**
	1. **The University shall:**
		1. provide the intern with the previous professional training (preparedness) and introduce the intern with his/her rights and duties during the internship;
		2. design the internship program;
		3. give the internship paperwork (documentation) to the intern;
		4. assign the Internship Supervisor – the University instructor, whose responsibilities include:
			1. to coordinate and to control the course of the internship;
			2. to advise the intern and the place of internship in accordance with the designed and approved internship program;
			3. to review and assess the internship report (in written or visual form);
			4. to decide on the admission to the internship report defense;
			5. to participate in defense and evaluation of the internship report.
	2. **The place of internship shall:**
		1. provide the intern with a work placement appropriate for the internship program;
		2. introduce and instruct the intern on matters of work rules, work safety and protection, fire protection;
		3. designate the Internship Supervisor, whose responsibilities include:
			1. to foster the cooperation between the place of internship and the University, to inform the University about the progress of the study internship;
			2. to supervise the intern’s job and advise the intern in accordance with the internship program;
			3. to provide the intern with the necessary internship material and resources;
			4. to provide a letter of recommendation for the intern and evaluate the intern’s professional training (preparedness).
		4. The place of internship shall have the right to refuse to fulfill its liabilities arising from this agreement by notifying the University about it, if the intern disregards the instructions of the place of internship for conducting the internship, including work rules, requirements for work safety or protection.
	3. **The intern shall:**
		1. get acquainted with the internship documentation, the aim and objectives of the internship and the criteria of the internship report evaluation;
		2. adhere to the place of internship work rules, safety, protection and fire safety requirements, to handle the place of internship inventory with care, not disclose commercial secrets;
		3. fulfill the objectives described in the internship program and comply with the Internship Supervisors’ guidance;
		4. perform the work with good quality while meeting the set deadlines;
		5. to ensure that the materials entrusted by the employer are used only for their intended purpose within the scope of internship and in accordance with the internship work tasks; they shall not be transferred to the third parties as well as their contents must not be disclosed to the third parties;
		6. prepare and format the internship report and together with the Agreement on the study internship, the intern’s letter of recommendation from the place of internship, within the set deadlines scheduled by the internship program, shall submit all the aforementioned to the University.

**III Mutual payments of the parties**

* 1. The parties mutually agree to the payment procedure described in the Section\_\_\_\_ of this Agreement:

(please specify 3.1.1. or 3.1.2.)

* + 1. The intern shall perform the internship work tasks without remuneration.
		2. The intern shall perform the internship work tasks by getting remuneration in accordance with the laws and regulations of the procedures provided for employment contracts for internship placements (employers).

**IV Additional provisions**

* 1. If any of the parties wishes to terminate the Agreement in the case of violation of its provisions, such violation shall be recorded in writing and other parties shall be notified about a unilateral termination of the agreement at least five working days prior. In the case of termination of the Agreement, the parties shall be obliged to completely fulfill all liabilities that occurred until the termination of the Agreement. The party at fault due to violation of which the Agreement is terminated shall cover direct losses incurred to other parties in full amount.
	2. All disputes concerning contractual obligations shall be resolved by the parties through negotiation. If the parties fail to agree within one month, disputes shall be resolved in the court according to the procedure stipulated in regulatory enactments of the Republic of Latvia.
	3. All amendments made to the Agreement shall be effective only, if submitted in writing and confirmed with signatures of all parties.
	4. This Agreement shall enter into force on the day of its signing.
	5. The Agreement is drawn up in three original copies, one copy shall be kept at the University, the second copy – at the place of internship, and the third copy – with the intern. All original copies shall have equal legal force.

**V Details of the parties:**

EKA University of Applied Sciences Rector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature and full name)

Lomonosova iela 1/5, Riga, LV-1019, registration number 40003402986,

A/S Citadeles banka, code PARXLV22, account no. LV54PARX0000350971017 phone 20009053

Seal

(date)

Managing Director, CEO of the internship place (signature and full name)

(address of the place of internship, registration No. and current account No. in bank)

Seal

(date)

The Intern

(signature and full name) (date)