1. **AGREEMENT**

**on the organization and implementation of the traineeship**

**for the students of the West Pomeranian Business School in Szczecin/POROZUMIENIE**

**w sprawie organizacji i realizacji praktyki zawodowej**

**dla studentów Zachodniopomorskiej Szkoły Biznesu w Szczecinie**

concluded on ………………………………………… between:

West Pomeranian Business School in Szczecin, ul. Żołnierska 53, hereinafter referred to as the "University", represented by the Dean …………………………………………………………………………… .. on the one hand, and:

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

*(name and address of the company / institution)*

hereinafter referred to as the "traineeship organizer", represented by Mr/Mrs

:.................................................................................................................................................................. *(name and last name, position of the traineeship organizer)*

which reads as follows:

1. The West Pomeranian Business School directs and the traineeship organizer accepts the student listed below for the traineeship.

................................................................................................................................................................ *(student’s name and last name)* ……………………………………………………………….………………………………………………………………….……………… *(department, field of study, specialization)*

The traineeship will take place from ……………………… .. to ………………………………….

2. The traineeship organizer appoints the traineeship tutor on behalf of the company / institution

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

*(name and last name, position)*

3. The traineeship organizer undertakes to:

a) provide appropriate premises, tools, materials, in accordance with the Traineeship framework program, for a given specialization,

b) familiarize the student with the company work regulations, health and safety regulations and the protection of official and state secrets, etc.,

c) appoint a traineeship tutor on behalf of the company / institution with appropriate professional experience, taking care of the student on behalf of the traineeship organizer,

d) determine the scope of activities performed by the student as part of the tasks resulting from the traineeship programme,

e) supervision over the performance of tasks by the student, resulting from the traineeship program,

f) apply to the management of the traineeship organizer for a request from the University to recall a student from the traineeship if one grossly violates the work discipline

g) confirmation of the course of the traineeship in the Individual Card for the implementation of the Traineeship.

4. The University undertakes to:

a) develop substantive assumptions regarding traineeships for individual specializations,

b) prepare students for the traineeships, incl. by familiarizing them with the MAP module card (Module of Practical Activities) and with the traineeship regulations,

c) cooperation with students and traineeship organizers in creating the programme, manner and schedule of the traineeship,

d) substantive supervision over the course of the traineeships,

e) support students in the proper preparation of documentation on the course ofthe traineeship.

5. A student participating in ana traineeship is obliged to insure himself against accidents and civil liability during the student traineeship.

6. All non-pecuniary disputes that may arise from this agreement are settled by the University - the dean, and by the traineeship organizer, the director / manager of the company / institution or persons authorized.

7. This agreement has been drawn up in two identical counterparts, one for each party........................................................ ............................................................................

 (dean’s signature) (signature of the director / manager of the company / institution

 or an authorized person)

**Please send a signed copy to:**

West Pomeranian Business School

Ul. Żołnierska 53

71-210 Szczecin

**GDPR INFORMATION CLAUSE**

*The West Pomeranian Business School, ul. Żołnierska 53 in Szczecin, and the organizer of professional practice, which is:*

*…………………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………………………………… …………………………………………………………………………… ..*

*(name of the company / institution)*

 *as administrators of this personal data, inform that the provision of personal data is voluntary, but necessary to implement this Agreement, and the persons providing them have the right to request access to their data, correct, update, rectify, transfer, delete or limit their processing, object to data processing, withdraw consent, lodge a complaint with the President of the Personal Data Protection Office. Detailed information on the rules for the processing of personal data can be found on the ZPSB website (www.zpsb.pl/informacje-prawne) and on the website of the traineeship organizer …………………………………………………… ………………………………………………………………………………………………………*

 *(website address of the traineeship organizer)*

*.................................................. ..... ........................................... ............................*

 *(signature of the internship tutoron behalf of the internship organizer) (student's signature)*