**AGREEMENT ON COOPERATION**

**REGARDING THE IMPLEMENTATION OF PRACTICAL PLACEMENTS**

**BY AGH STUDENTS**

concluded

on …………………………………………………

between

AGH University of Krakow,

with its registered seat in Krakow at Al. Mickiewicza 30, 30-059 Krakow,

represented by ……………………………………………………………………………………………………………

hereinafter referred to as “**AGH”**

and

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

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

*(full name and address of the entity where AGH students will carry out their mandatory student practical placement)*

represented by ……………………………………………………………………………………………………………

*(name and surname and position of the person authorized to represent the entity where AGH students will carry out their mandatory practical placement)*

hereinafter referred to as the “**Workplace”**

hereinafter referred to as the “**Parties”**, who have agreed as follows:

§ 1. **General provisions**

1. The subject matter of this Agreement is to set forth the rules of cooperation between the Parties with respect to the implementation at the Workplace of mandatory student practical placements: vocational/diploma\* provided as part of the first-cycle/second-cycle degree programme with a general academic/practical profile\* conducted in the field of study …………………………………………………………………………………………………………, at the Faculty of ………………………………………………………………………………………………………………………… by AGH students, hereinafter referred to ***as “Trainees”***, during the …… semester of studies.
2. The practical placement is an unpaid practical placement, therefore the Trainees do not receive any cash benefits from AGH or the Workplace.
3. The person authorized on behalf of AGH to supervise Trainees shall be:

…………………………………………………………………………………………………………….……………………………, *(name, surname and position of the person authorized to supervise Trainees)*

hereinafter referred *to as the* ***AGH Practical Placement Supervisor***.

1. The person authorized on behalf of the Workplace to supervise Trainees shall be:

…………………………………………………………………………………………………………….……………………………, *(name, surname and position of the person authorized to supervise Trainees)*

hereinafter referred to as the ***Workplace Practical Placement Supervisor*** .

1. The student practical placement shall be carried out within the time-limits set by the AGH Practical Placement Supervisor in consultation with the Workplace Practical Placement Supervisor.
2. During the practical placement period, trainees are/are not\* obliged to have accident and/or civil liability insurance.
3. Upon the conclusion of this Agreement, AGH shall provide the Workplace with the personal data of Trainees (students sent to undergo practical placements), in the following scope: name and surname, student ID number, name of the Faculty, field of study with indication of the level and profile, and semester of study.
4. The transfer of personal data takes place in accordance with Article 6 section 1 letter e) of the Regulation (EU) 2016/679 of the European Parliament and of the 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 repealing Directive 95/46/EC (General Data Protection Regulation data), hereinafter referred to as GDPR in conjunction with the provisions of the Act of July 20, 2018 – Law on Higher Education and Science.
5. The Workplace shall be the controller of the Trainee's personal data as regards the data transmitted by AGH and other data possibly collected for the purpose of performance of this Agreement.

§ 2. **Responsibilities of the Workplace**

1. The Workplace undertakes to organize and conduct practical placements in a manner that allows for the achievement of the learning outcomes assumed to the practical placements provided for in the curriculum applicable to the field of study as referred to in § 1 section 1 of this Agreement, based on the practical placement programme.
2. The practical placement programme shall be established on the basis of the syllabus in accordance with the curriculum applicable to the field of study as referred to in § 1 section 1 of this Agreement, and constitutes an Attachment to this Agreement.
3. The Workplace undertakes to provide the conditions necessary to preform practical placement, and in particular to:
4. ensure safe and hygienic conditions for carrying out practical placements;
5. provide appropriate workstations, rooms, workshops, equipment, tools and materials, in accordance with the practical placement programme and assigned duties;
6. familiarizing Trainees with the work regulations, health and safety regulations, fire regulations in the Workplace, as well as the rules concerning the protection of secrecy, data confidentiality and personal data protection;
7. exercise substantive supervision of the Trainees’ performance of tasks resulting from the practical placement programme and assigned duties;
8. provide Trainees with protective clothing, personal protective equipment and hygienic measures for the duration of a practical placement, as provided for in occupational health and safety regulations;
9. provide the necessary data about the Workplace for the purpose of the preparation of a practical placement report.
10. After a practical placement has been completed, the Workplace Practical Placement Supervisor shall confirm the completion of the practical placement by the Trainee in a certificate issued in accordance with the template established by AGH.
11. If a student is expelled from the practical placement, the Workplace Practical Placement Supervisor shall notify the AGH Practical Placement Supervisor in writing of the reason and date of expulsion.

§ 3. **Responsibilities** of AGH

1. AGH shall refer Trainees to the Workplace on the basis of a written individual referral of a given Trainee for practical placement issued by the AGH Practical Placement Supervisor, in accordance with the template established by AGH.
2. The AGH Practical Placement Supervisor shall exercise educational supervision of the progress of the practical placement in accordance with the practical placement programme.

§ 4. **Responsibilities** of Trainees

1. Trainees shall carry out their practical placements in accordance with the established practical placement programme and assigned duties, and in accordance with the rules in force at the Workplace, in particular with regard to the health and safety and fire regulations, working time, order and discipline, as well as the protection of secrecy of the Workplace, data confidentiality and personal data protection.
2. During the practical placement, Trainees shall be obliged in particular to:
3. represent AGH with dignity;
4. comply with all regulations in force at the premises of the Workplace;
5. carry out the practical placement in accordance with the practical placement programme and assigned duties;
6. justify their absence and agree on the manner of making up for the justified absence with the AGH Practical Placement Supervisor and the Workplace Practical Placement Supervisor.
7. The student shall, prior to being directed to the practical placement, submit a declaration regarding having appropriate insurance, if required by the Workplace
8. The costs related to the implementation of the practical placement, in particular the costs of travel, accommodation, meals and insurance costs, are borne by the Trainees on their own, unless the University or the Faculty has funds from external sources to cover the costs of the practical placement.
9. Trainees who seriously infringe the rules of the practical placement implementation may be expelled from the practical placement by the Workplace. The Workplace Practical Placement Supervisor shall immediately inform the AGH Practical Placement Supervisor of this fact.

§ 5. Final provisions

1. The Agreement has been concluded for a fixed period from ..... to ..... / indefinite period of time\*.
2. Any changes to this Agreement shall be made in writing.
3. In matters not regulated in this Agreement, the provisions of generally applicable law, in particular the Labour Code and the Civil Code, shall apply.
4. The Agreement has been drawn up in two identical copies, one for each Party.

*……………………………………………………………… ……………………………………………………………*

*signature of an authorized representative of AGH signature of an authorized representative of the Workplace*

Attachments:

1. practical placement programme established on the basis of the syllabus in accordance with the applicable curriculum;
2. learning outcomes assumed for student practical placements in the first-cycle/second-cycle curriculum with a general academic/practical profile\* in the field of study ………………………………………………………………………………………, conducted at the Faculty of ………………………………………………………………………………………………… in terms of knowledge, skills and social competences that the Trainee will achieve after its completion.

*\*delete as appropriate*