



COOPERATION AGREEMENT

concluded in Poznań on **Please choose the date**, between:

Enter the full name of the Company / Employer,

with its registered office in **Enter the full address,**

NIP / TIN: **Enter NIP / TIN,**

REGON: **Enter REGON,**

hereinafter referred to as the Company and/or the Employer, which is represented by

Enter the name and surname of the representative - position,

and

Poznan University of Technology, with registered address in Poznan 60-965, pl. Maria Skłodowska-Curie 5, hereinafter referred to as the University, represented by:

PUT Prof. Arkadiusz Ptak, Ph. D., D.Sc – Vice-Rector for Development and Cooperation with Business and Industry,

The representatives of the Parties declare that they are authorized to enter into obligations under this Agreement.

The Parties agreed as follows:

§ 1

The Parties shall establish cooperation in order to ensure a high level of education of the University's students and effective use of the acquired knowledge and skills in the future.

§ 2

The cooperation referred to in §1 may be implemented, inter alia, by:

1. Organizing and conducting apprenticeships and internships for students and graduates of the University at the Employer's;
2. Organizing job positions for students and graduates of the University;
3. Determining the subjects of diploma theses that could be implemented as part of cooperation with the Employer under the care of a person appointed on behalf of the University;
4. Organizing study trips, workshops, symposia and exhibitions;
5. Exchange of visits by employees of both parties;
6. Conducting research work of students and doctoral students in topics of interest to both parties.

§ 3

This Agreement shall not impose any obligations on the Parties. The Parties shall conclude separate agreements that will regulate in detail the scope and method of implementation of the cooperation referred to in § 1 of the said agreement.

§ 4

The Parties shall exercise due diligence to ensure the most favorable conditions for the implementation of this Agreement.

§ 5

1. In the case of cooperation concerning the organization of apprenticeships, internships or work places, the place of publishing offers will be the website of the Center for Internships and Career of Students and Graduates of Poznan University of Technology (www.cpk.put.poznan.pl).

2. The company undertakes to specify each time the details of the offer, and above all: its scope, time dimension and qualifications of the candidates according to a given pattern.

§ 6

1. The Employer declares to provide students with the conditions of apprenticeships and / or internships, in particular:
 - a) appointing a tutor for apprenticeships and / or internships,
 - b) providing suitable places for apprenticeships and / or internships,
 - c) acquainting the student with health and safety regulations, professional protection and work regulations,
 - d) making sure that the student implements the apprenticeship and / or internship program,
 - e) enabling control of the course of the internship and/or internship to the student's teaching supervisor on behalf of the University,
 - f) work clothing, personal protection equipment – if necessary, in accordance with applicable regulations.
2. The University declares:
 - a) to develop, in consultation with the Employer, a detailed internship and / or apprenticeship program,
 - b) cooperation with the Employer in the scope of the substantive course of the internship and / or apprenticeship as well as control and evaluation of this internship.
3. The student sent to internship or apprenticeship is obliged to observe:
 - a) the order and discipline of work set by the Employer,
 - b) the Employers' fire protection and occupational health and safety regulations,
 - c) the rules of protecting classified information in force at the Employer's,
 - d) principles of protection of the Employer's secrecy,
 - e) protection of confidentiality of data in the scope defined by the Employer.

§ 7

1. If either of the Parties breaches the terms of the Agreement, the other Party is entitled to withdraw from its further implementation.
2. The Employer may request the University to withdraw from the apprenticeship or internship of a student who during the period of apprenticeship or internship violates the work regulations, or other regulations applicable at the Employer, or if the student in any other way will act to the detriment of the Employer.

§ 8

The Parties agree that the person responsible for coordinating the activities arising from this agreement

Name, Surname **Enter the full name**
Position: **Enter the position**
e-mail: **Enter e-mail address**
Phone No.: **Enter the phone number**

On behalf of the University, the person responsible for contact with the company is:

Careers Service Centre (CPIK)

ul. Piotrowo 3, room 327

61-138 Poznań

Tel: +48 616652010

E-mail: cpk@put.poznan.pl

and faculty internships coordinators.

§ 9

Pursuant to the provisions of 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 (hereinafter referred to as "RODO"), the Company and the Student declare that they have been informed that:

1. The administrator of your personal data is Poznan University of Technology located at Pl. Marii Skłodowskiej-Curie 5, e-mail: biuro.rektora@put.poznan.pl, telefon: 61 665 3639,
2. The Controller appointed the Data Protection Inspector – Mr. Piotr Otomański, who supervises the correctness of the processing of personal data at Poznan University of Technology. The DPI can be contacted by e-mail by sending a message to the following address: iod@put.poznan.pl,
3. These data will be processed on the basis of art. 6 ust. 1 letters b, c, e and f of RODO, in order to:
 - a) dispose of personal data, for the period preceding the conclusion of the Agreement for the purposes of submitting an offer or negotiations and for the period of performance of the Agreement, its implementation, settlement, coordination by natural persons indicated for working contacts,
 - b) fulfillment of legal obligations incumbent on the administrator, in particular resulting from accounting and tax regulations; from the archiving obligation, in accordance with applicable law, resulting from the provisions contained in the Act on Higher Education and Science,
 - c) the performance of a task carried out in the public interest, consisting in particular in conducting scientific activities, providing research services and transferring knowledge and technology to the economy,
 - d) in order to establish, investigate or defend against possible claims for the performance of the contract, constituting a legitimate interest of the administrator,
4. The source of personal data may be the data subject, but also the Party to the contract. The following categories of data will be processed: personal data of representatives, employees/collaborators – indicated in the content of the contract or other contact data necessary for its implementation, coordination and settlement, in particular: name and surname, work e-mail, telephone number, degree/academic title, function/position and workplace.
5. The recipients of the data may be:
 - a) public authorities and public offices or other bodies authorised by law or carrying out tasks carried out in the public interest or in the exercise of official authority,
 - b) other entities that, on the basis of relevant agreements signed with Poznan University of Technology, process personal data for which the administrator is Poznan University of Technology, in particular entities providing IT services to the Administrator.
6. The Controller will store personal data for the period necessary to document activities with the participation of data subjects, in connection with taking actions before the conclusion of the contract and its performance, for the period resulting from accounting and tax regulations. In the event of the need to determine, pursue or defend against claims arising from the implementation of this Agreement, until the time limit for possible claims expires. The documentation will be archived in accordance with applicable law.
7. In connection with the processing of personal data, data subjects have the following rights (on the terms specified in RODO): the right to access the content of their personal data, objection, the right to rectify, delete, transfer and limit the processing and the right to submit a complaint to the President of the Office for Personal Data Protection,
8. Personal data will not be transferred to a third country or an international organization.
9. Provision of personal data is voluntary but necessary to conclude and perform a contract.
10. Personal data will not be processed in an automated way, including in the form of profiling.

§ 10

This Agreement may be amended with the consent of both Parties, however, all changes and additions to it must be in writing or otherwise they shall be null and void.

§ 11

This Agreement shall enter into force upon signature by the Parties.

§ 12

This Agreement has been drawn up in two copies, one for each of the Parties.

Annexes to this Agreement:

1. Document referring the student to the internship

EMPLOYER

UNIVERSITY