



# POLITECHNIKA POZNAŃSKA

## AGREEMENT WITH THE UNIVERSITY

Nr CPIK/...../2025

Concluded on **Choose the date of the** year, between:

**Enter company name and address,** ( company name and address)

NIP: **Enter NIP**, REGON: **Enter REGON**,

hereinafter referred to as "Company",

represented by:

**Enter the Representative,**

(full name, title)

and

Ms / Mr. / **Enter name and surname**,

residing at **Enter full address.** ( full address)

student of Poznań University of Technology, holding a student card with the number **Enter number**,

hereinafter referred to as "Student",

and

**Poznan University of Technology, with registered adress in Poznan 60-965, pl. Marii Skłodowskiej Curie**, hereinafter referred to as "the University", represented by:

dr hab. Arkadiusz Ptak, prof. PP – Vice-Rector for Development and Cooperation with the Economy,

the following agreement was concluded:

### § 1

The university sends the student - Mr/Ms: **Enter name and surname**

student of the Faculty **Enter the name of the Faculty**

field of study **Enter the name of field of study**

semester **Enter the semester**

for student internship in **Enter the name of the Company, address**

(Company name, address)

### § 2

1. During the internship, the Trainee will gain experience and master practical skills according to the plan attached as Annex 1 to this Agreement.
2. The duration of the apprenticeship is set for:
  - from **Select Start Date** to **Select End Date**
  - **Enter the number of weeks** weeks,
  - **Enter the number of hours** per week.
3. The implementation of the internship should be carried out according to a fixed plan drawn up by the supervisor and approved by the University..

### § 3

The internship will be carried out free of charge.

### § 4

1. Before beginning the internship the student is required in particular to:
2. 1. submit a certificate confirming student status
3. 2. submit a proof of accident insurance (NNW).

## § 5

The company is obliged to:

1. appoint a person supervising the implementation of the internship hereinafter referred to as "the Supervisor", who is:  
name and surname: **Enter name and surname**  
position: **Enter the position**  
Department: **Enter department**  
e-mail: **Enter e-mail address**  
tel.: **Enter the telephone number**
2. provide an appropriate place for the internship which is compliant with the internship assumptions,
3. familiarize the student with the company regulations, health and safety regulations as well as confidentiality regulations before the beginning of the internship,
4. issue an opinion concerning the trainee.

## § 6

The University is obliged to provide didactic supervision of the internship.

## § 7

During the internship the student is obliged in particular to:

1. perform the tasks resulting from the internship plan and the supervisor's instructions,
2. abide by the working time set by the Company,
3. perform the tasks resulting from the internship plan with due care and diligence and follow the Supervisor's instructions, unless they are against the law,
4. abide by regulations and rules for Company employees, particularly, work regulations, health and safety regulations, fire protection regulations, confidentiality regulations and trade secrets,
5. comply with generally accepted standards of good conduct,
6. not to take any documents and copies thereof from the Company, and not to process them without the Manager's permission.

## § 8

The Company may refuse the student to continue the internship in the following cases:

1. unexcused absence during the internship
2. appearing in the place of internship under influence of alcohol, drugs or psychotropic substances,
3. drinking alcohol or using other intoxicants at the workplace ,
4. violating the basic obligations set out in the Company regulations,
5. acting to the detriment of the Company.

## § 9

1. 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:
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](mailto: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 the GDPR): 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

1. The contract has been made in four identical copies, of which one is given to the Company, two copies to the University and one to the Student.
2. In matters not covered by this agreement , generally applicable laws and Company regulations shall apply.

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stamp of the University and signature(s)  
of persons acting on behalf of the University

\_\_\_\_\_  
stamp of the Company and signature (s)  
of persons acting on behalf of the Company

\_\_\_\_\_  
Student's signature