**AGREEMENT No \_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**for providing the student’s internship**

Riga, \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_\_

University of Latvia (hereinafter referred as UL), Reg. No 3341000218, address: Raina Blvd. 19, Riga, LV-1586, represented by Gundars Berzins Dean of the Faculty of Business, Management and Economics, on the one hand, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter referred as Institution),

Reg. No \_\_\_\_\_\_\_\_\_\_\_\_\_\_, address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

on the other hand, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identification No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred as Student) on the third hand, hereinafter referred separately as Party and jointly as Parties, sign the following Agreement.

1. **Subject of the Agreement**

Provision of an internship place and realization of an internship for the Student of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Level)*

study programme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Title)*

in the amount of \_\_\_\_\_\_ credits from\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_ to\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_.

1. **UL undertakes:**
   1. To acquaint the Institution with the internship regulations, aims, objectives and content of the internship before sending the Student to the internship.
   2. To provide the Student with the necessary prior training and to acquaint him or her with his or her duties and rights during the internship.
   3. To provide the Student with the internship supervisor/s – UL representative/s who will supervise the internship.
   4. To communicate regularly with the internship supervisor in the Institution and to settle problems collaboratively with the Institution.
   5. Not to disclose confidential information about the Institution, including students’ internship reports and information, to keep internship documentation in the manner prescribed by the UL. Confidential information is any information about the Institution that has been communicated or made known to the Student during the internship, as well as any other information which the Institution during the internship has declared in written form as confidential information.
2. **Institution undertakes:**
   1. To provide the Student with the opportunity to do an internship in accordance with the rules of the internship.
   2. To provide the Student with the internship supervisor with the practical experience.
   3. To ensure the appropriate working conditions for the Student - labour safety, fire security and standards of hygiene.
   4. To ensure the instruction of the Student on the internal regulations and labour safety regulations of the Institution and to control the compliance.
   5. To inform the Student about the personal data protection regulations and to acquaint him or her with the normative acts adopted by the Institution regarding personal data protection.
   6. Not to disclose confidential information obtained from the UL and the Student, and to indicate in a written form to the Student what information provided to him or her shall be considered confidential information.
   7. To ensure the Student’s access to the information necessary for accomplishing the objectives of the internship.
   8. To notify the UL immediately if the Student has not arrived at the Institution within the stipulated time, has violated the internal regulations of the Institution, labour safety regulations of the Institution or does not comply with the orders of the internship supervisor or the administration of the Institution.
   9. To provide the evaluation of the Student’s performance and a supervisor’s feedback at the end of an internship.
   10. To allow the use of the information and data provided in the internship report for the internship defence, after it has been signed by the supervisor of the Institution.
3. **Student undertakes:**
   1. To comply with the internal rules of the Institution, labor safety regulations, safe use of the equipment and standards of hygiene, to handle the property of the Institution with care.
   2. To fulfil the orders of the internship supervisors or the administration of the Institution.
   3. To fulfil the assignments defined in the regulations of the internship and submit the UL internship report within the set terms.
   4. Not to disclose any confidential information at the Student`s disposal which is defined and declared in written form as confidential by the Institution.
   5. To align the content of the UL internship report with the internship supervisor from the Institution.
   6. Not to disclose third-party identifying data in the internship report, presentation, or other internship documentation.
4. **Term of Agreement, amendments and termination of Agreement**
   1. The Agreement shall enter into force upon signature and is valid till the end of the internship.
   2. This Agreement may be terminated by either Party upon written notice to the other Parties.
   3. This Agreement may be amended, supplemented or terminated by written agreement between the Parties, which shall form an integral part of this Agreement.
5. **Final provisions**
   1. Each of Parties is liable for fulfilling the Agreement and in accordance with the laws of the Republic of Latvia is entitled to recover damagescaused to other Party because of default of the Agreement.

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| 6.2. The contact person from the UL: | |
| name, surname: |  |
| position: |  |
| phone, e-mail: |  |
| 6.3. The contact person from the Institution: | |
| name, surname: |  |
| position: |  |
| phone, e-mail: |  |

* 1. All disagreements are settled by the means of negotiations. If negotiations fail, the controversy will be considered by a court in compliance with the laws of the Republic of Latvia.
  2. The Agreement has been drafted in three copies, each Party receiving one copy.

1. **Parties’ signatures**

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| --- | --- | --- | --- |
| In the name of UL: |  | / | Gundars Berzins |
|  |  |  | *name surmane* |
| In the name of Institution: |  | / |  |
|  |  |  | *name surmane* |
| Student: |  | / |  |
|  |  |  | *name surmane* |