**Charles University, Faculty of Science**

With its registered seat at: Albertov 6, 128 00 Praha 2, Czech Republic,

Reg. No.: 00216208, VAT No.: CZ00216208,

Represented by: prof. RNDr. Jiří Zima, CSc., dean of the faculty,

Authorized employee: >>fill in<<

(Hereinafter the „**School**“)

And

>> *name of the legal entity according to the data at www.justice.cz<<*

With its registered seat at: >>fill in<<,

Registered at >>fill in<<court in >>fill in<<, under file No.>>fill in<<,

Reg. No.: >>fill in<<, VAT No.: >>fill in<<,

Represented by: >> fill in *name, surname, function of the person authorised to sign* <<,

Authorized employee - tutor: >>fill in<<

(Hereinafter the “**Organization**”)

And

*>> name and surname of the* ***student*** *<<*

Address:>>fill in<<,

Date of birth: >>fill in<<,

Study programme: >>fill in<<, Erasmus student of the School

(As a secondary participant, hereinafter the “**Student**”)

School, Organization and Student (hereinafter together also as the “*Contracting parties*”)   
have under Sec. 1746 2) of the Act No. 89/2012 Coll., the Civil Code, entered into this:

# Internship Agreement

(Hereinafter the “**Agreement**”)

**Article I.**

**Introductory Provisions**

1. The Organization undertakes to provide internship for the Student at the Organization's workplace (hereinafter the “*Internship*”). The goal of the Internship is to>>fill in<<.
2. The Student is not entitled to remuneration for activities during the Internship. The Organization will provide the Internship free of charge.
3. The Internship within the Organization will take place under the guidance of an authorized employee of the Organization,>>fill in<< (hereinafter the “*supervisor*”) at the workplace >>fill in<<. The School and the Organization undertake to ensure mutual awareness about the course of the Internship, especially on the basis of mutual communication between the supervisor and the authorized employee of the School.
4. The Internship shall take place from >>fill in<<to>>fill in<<.

**Article II.**

**The Rights and Obligations of the Organization**

1. The Organization undertakes to create appropriate conditions for the course of the Internship with regard to the operation of the relevant workplace and to maintain its required level.
2. Other employees of the organization designated by the supervisor may participate in the course of the Internship.
3. The Organization is responsible for compliance with all valid generally binding legal regulations, especially in the field of safety and health protection at work, fire and hygiene regulations, which apply to the performance of the Internship. The Organization is obliged to demonstrably familiarize the Student with the above-mentioned regulations and internal regulations valid in the Organization before starting the Internship.
4. The Organization will allow the Student the access to the workplace where the Internship will be carried out, or to other areas related to the Internship. Furthermore, the Organization will allow the Student to store their personal belongings in lockers, use hygiene equipment and provide them with conditions for the performance of the Internship to the same extent as the working conditions for their own employees.
5. The Organization will provide the Student with protective personal work equipment, other than work clothes. The Student is responsible for their loss and is obliged to return them to the Organization on the last day of the Internship.
6. The supervisor shall agree with the School upon the Internship plan. After its completion, the supervisor prepares a written evaluation of the Internship and hands this evaluation to the Student no later than 14 days after the end of the Internship.

**Article III.**

**The Rights and Obligations of the School**

1. The School is responsible for the fact that the student's health insurance is covered by the state based on the school's initiative.
2. The School declares that it is insured against its liability for damage. The Organization declares that it is insured against its liability for damage.
3. Before sending the Student on the Internship, the School will instruct the Student on their obligation to join the Organization on the day of the agreed start of the Internship, to comply with all regulations related to the performance of the Internship, with which he will be familiarized by the Organization, to follow the instructions of the supervisor or other employee(s) of the Organization and to behave during the Internship in such a way that no damage to health and property occurs and the goal of the Internship is achieved. The School advises the Student to take out liability insurance for damage caused during Internship.

**Article IV.**

**The Rights and Obligations of the Student, Confidentiality**

1. By signing this Agreement, the Student undertakes to maintain confidentiality regarding all facts that they learned about during the Internship (hereinafter the “*data*”). The Student declares to treat all data as confidential and undertake to keep them confidential and to take all necessary measures to ensure that such data shall not be disclosed to third parties without the prior written consent of the Organization or the owner of the data. The Student undertakes to protect such confidential information against any leakage, disclosure or other unauthorized access to any third party. This obligation of confidentiality continues even after the end of the Internship and the completion of studies at the School.
2. The Student undertakes to return or destroy any and all data received from the Organization after the completion of the Internship, except for those that have been legitimately disclosed.

This obligation of the Student does not apply to facts of a general nature, work procedures that the Student should become familiar with during Internship, to publicly available data and to data that become, not through the actions of the Student, publicly available after they have been handed over to the student.

1. Should the Student would cause any damages by failing to fulfil these obligations or by their defective fulfilment, they undertake to reimburse such a damage in full upon the rightful demand.
2. The Student confirms that they are aware of the obligation to comply with applicable generally binding legal regulations in the field of occupational safety, fire protection, hygiene regulations and internal regulations of the organization and to behave in accordance with good morals when performing the Internship.
3. The Student confirms to be medically fit to perform the Internship.
4. The Student declares to meet the conditions of integrity according to applicable legal regulations.

**Article V.**

**Duration of the Internship**

1. This Agreement is concluded for a fixed period until the end of the Internship in accordance with the Article 1.4 above.
2. Early termination of this Agreement is possible based on a mutual written agreement between the School and the Organization.
3. The Organization is entitled to terminate the Internship before the end of the agreed period with immediate effect and withdraw from this Agreement should the Student:

* Violate applicable generally binding legal regulations, in particular regulations related to work safety, fire regulations, hygiene regulations or internal regulations of the Organization, which they have undertaken to comply with;
* Act contrary to the instructions of the supervisor or designated employee of the Organization.

1. This Agreement can be terminated by the Organization and the School. The notice period is 14 days and begins on the day the notice is delivered to the other party.
2. The student may withdraw from the Agreement for serious reasons, especially for health reasons. They are obliged to communicate these reasons to the School and the Organization and to document them in a way that does not raise doubts. Withdrawal is delivered to both the Organization and the School and is effective upon delivery to the other of these institutions.
3. The responsibility of the Organization, the School and the Student for damage is governed by applicable generally binding legal regulations, in particular the Sec. 391 of Act No. 262/2006 Coll., the Labor Code.

**Article VI.**

**Final Provisions**

1. The contracting parties undertake to protect the good reputation of any counterparty and to refrain from any interventions that could lead to its endangerment or disruption. The contracting parties are aware that in the event of any unauthorized interference with the good reputation, the injured party may be entitled to compensation for damages and non-material damage.
2. This Agreement is made in **three** identical copies of which the School, the Organization and the Student receives one each.
3. This Agreement shall enter into force and effect on the date of its signing by each of the Contracting parties, including the Student.
4. Changes to this Agreement are possible only on the basis of written, numbered amendments, which must be signed by all Contracting parties.
5. The Contracting parties agree that any dispute arising from this contract will be governed by valid Czech legal regulations.
6. The contracting parties declare that this Agreement has been concluded according to their true and free will, certainly and seriously, that all provisions are clear and comprehensible to them, and that the Agreement has not been negotiated in distress under noticeably unfavourable conditions, as evidenced by the below situated signatures.

In Prague on

**On behalf of the School:**

|  |  |
| --- | --- |
| *……………………* | *……………………* |
| prof. RNDr. Jiří Zima, CSc., dean  Charles University, Faculty of Science | >>fill in<< *(name, surname)*  authorized employee |

In >>fill in<< on

**On behalf of the Organization:**

|  |  |
| --- | --- |
| *……………………* | *……………………* |
| >>fill in<< *(name, surname, function of the person authorised to sign)* | >>fill in<< *(name, surname)*, tutor |

In >>fill in<< on

**Student:**

|  |
| --- |
| *……………………*  >>fill in<< *(name, surname)* |