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

**on providing the Student’s Internship**

Riga \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

This Agreement (hereinafter referred to the Agreement) is entered by and between\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the name of the company or organization providing internship, registration number)

(hereinafter referred to as the Company), represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(position, name and surname of the signee)

acting in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and Riga Technical University, Reg. No 90000068977, legal address: 1 Kaļķu Street, Riga, LV-1658 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of the organizational unit posting the student for internship)

(hereinafter referred to as RTU), represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acting in accordance with (position, name and surname of the signee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname, personal ID number)

(hereinafter referred to as the Student), hereinafter referred to separately as the Party and jointly as the Parties.

**1. Subject of the Agreement**

1.1. Implementation of the Internship as a part of RTU study program \_\_\_\_(hereinafter – the Study Program) at the Company from \_\_\_ 20 till 20 according to the Internship aim and tasks stated in Annex 1 to the Agreement (hereinafter – the Internship).

1.2. The aim of the Internship is to improve the theoretical knowledge of the Student, to provide the Student with the opportunity to acquire professional experience relevant for the Study Program and to develop the total of practical skills necessary for the specialists in the respective field, to conduct research at the Company and develop suggestions for improving performance efficiency of the Company.

1.3. During the Internship, the Student shall meet the requirements set in the Methodological Guidelines for Internship, in accordance with the requirements of the Study Program.

**2. Rights and Duties of the Parties**

**2.1. Duties of the Company**

2.1.1. To provide opportunity for the Student to implement Internship program during the period specified in Paragraph 1 of the Agreement according to the Internship aim and tasks stated in Annex 1 to the Agreement, occupational safety, fire safety and sanitary and hygiene norms;

2.1.2. To instruct the Student on the Company Code of Conduct (internal regulations) and occupational safety regulations, personal data protection regulations and code of ethics, and to control the compliance to these regulations;

2.1.3. To assign an Internship Supervisor to the Student, who will supervise the course of the Internship, approve Internship Reports drawn up by the Student and draw up the Internship Reference;

2.1.4. To ensure the Student’s access to the Company’s equipment, instruments and information at Company disposal necessary for accomplishment of the Internship tasks;

2.1.5. On completion of the Internship to electronically draw up the Internship Reference in the web page created by RTU and to sign the Internship Report drawn up by the Student;

2.1.6. To provide information and suggestions to RTU that would improve the quality of the study process and promote cooperation with employers;

2.1.7. To notify the Internship Coordinator appointed by RTU in case the Student does not implement internship tasks, disregards the Company Code of Conduct or occupational safety regulations or does not meet other requirements of the Company, and to immediately inform about workplace accidents the Student has been involved in and which occurred at the Internship Place;

2.1.8. The Company processes the personal data of the Student to the extent necessary to ensure the Students the opportunities to complete Internship tasks and activities laid out in the laws and regulations of the Republic of Latvia in accordance with the requirements of the regulations on personal data protection.

**2.2. Duties of RTU**

2.2.1. To perform the necessary preparatory work to ensure implementation of the Internship program, including drawing up and signing the Internship Agreement;

2.2.2. To assign an Internship Coordinator at the organizational unit who will ensure methodological guidance and supervision;

2.2.3. To duly inform the Internship Supervisor about the Methodological Guidelines for Internship, and on the changes to the tasks;

2.2.4. To check whether the Student possesses appropriate preliminary theoretical and practical qualification to complete the Internship tasks stated in Annex 1 to the Agreement;

2.2.5. To maintain regular contact with the Internship Supervisor and the management of the Company, and to solve disputable issues connected with Student’s work in case they arise;

2.2.6. To evaluate the Internship Report drawn up by the Student and the overall internship performance.

**2.3. Duties of the Student:**

2.3.1. To faithfully implement the Internship tasks stated in Annex 1 to the Agreement in the work period specified by the Company, in compliance with the instructions and requirements of the Internship Supervisor and Internship Coordinator;

2.3.2. To immediately notify the Internship Supervisor and Internship Coordinator on Internship workplace non-attendance and the reasons for non-attendance;

2.3.3. To observe generally accepted behavior and communication norms communicating with the Internship Supervisor and the Company personnel;

2.3.4. To handle with care the Company equipment and hardware provided for implementation of the Internship tasks;

2.3.5. To get acquainted and to observe the Company Code of Conduct, regulations on personal data protection, occupational safety, safety equipment, health and safety regulations;

2.3.6. Upon completion of the Internship, to draw up the Internship Report and to submit it to the Coordinator;

2.3.7. Not to disclose to third parties confidential information that came at Student’s disposal;

2.3.8. Not to process, as well as not to store and not to illegally disclose the data of other natural persons provided for the disposal of the Student. The Student shall perform personal data processing observing the requirements of exclusively effective legal enactments of the Republic of Latvia, as well as the Company policies and regulations with regard to personal data processing. The obligation to observe the requirements laid down in Paragraph 2.3.7 of this Agreement, including nondisclosure of the personal data, is binding for the Student also after the completion of the Internship and termination of the Agreement. In case during the Internship the Student illegally discloses natural person data or confidential information given to their disposal without due cause, the Company is eligible to withdraw from this Agreement in writing;

2.3.9. On signing this Agreement, the Student is informed about their personal data transfer to the Company and RTU, as well as about their data processing for the causes stipulated by this Agreement.

**3. Intellectual Property and Confidentiality**

3.1. Upon termination of the Agreement, all derived intellectual property rights arising from the activities of the Student conducted within the terms of this Agreement at the Company, are fully allocated to the Company.

3.2. During the term of the Agreement and upon its termination, the Parities undertake not to disclose, disseminate and in any other way to transfer to third parties confidential information received from the Company, not to use this information for their own personal merit without the written consent of the Company, as well as to ensure that it is not directly and indirectly available to third parties if not stipulated otherwise in the legal enactments.

3.3. Any existing or obtained in the work process oral or written, textual or visual information, or financial, economic, legal or other information included in the data base pertaining to the Company that has been transferred or has become known to the Parties performing contractual obligations within this Agreement shall be considered confidential and shall not be disclosed.

3.4. If performing contractual obligations within this Agreement, documents or information are generated, which contain or may contain natural person data in future (hereinafter – the Data), the Parties are eligible to process the data obtained from the other Party only for the purpose to ensure performance of contractual obligations pursuant to “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)” (hereinafter – the Regulation) and the requirements set in the legal enactments of the Republic of Latvia regarding such data processing and protection. Processing the data, each Party is responsible for data processing in accordance with this Agreement, the Regulation and provisions of the legal enactments of the Republic of Latvia. Within this Agreement, each Party is liable for implementing relevant technical and organizational measures to ensure and be able to demonstrate that data processing is implemented in accordance with legal enactments regulating data processing.

3.5. If within this Agreement one Party transfers the data to another Party, then the Party that transfers the data is responsible for the transferred data accuracy and ensures that it is eligible to transfer these data to the other Party. The Party updates or improves the data or terminates processing of the data transferred by the respective Party or eliminates them, if the transferred data are incomplete, outdated, inaccurate, illegally processed. The Parties undertake to process the data received within the Agreement only to reach the aims of the Agreement, as well as undertake not to store the data longer than it is necessary for reaching the aims for which the data have been transferred, and upon reaching the aims set in the Agreement undertake to eliminate the received data from their information systems in the shortest possible time.

3.6. In case of breach of the confidentiality clause, the Party is fully liable to the other Party for any provable losses.

**4. Liability of the Parties**

4.1.Each Party is liable for fulfilling the terms of the Agreement, and in accordance with the laws and regulations of the Republic of Latvia is liable for damages caused to other Parties due to default on the Agreement.

4.2.The Student is fully financially liable for damage to the Company equipment and hardware provided for Internship task implementation and the Company losses resulting directly from the Student’s deeds.

**5. Validity, Amendment and Termination of the Agreement**

5.1.The Agreement shall come into force upon signing and shall remain valid until the end of the Internship period in accordance with the Internship tasks and until the fulfillment of all commitments established hereby.

5.2.The Agreement can be terminated in the following cases:

5.2.1. by written agreement among the Parties;

5.2.2. unilaterally:

5.2.2.1.if the Company at least 5 (five) days in advance sends a notice signed by its legal representative to the Parties to the Agreement on the termination of the Agreement, and the termination of the Agreement is due to the fact that the Student repeatedly disregards the instructions of the Company management and the Internship Supervisor or does not observe the Company Code of Conduct, personal data protection, occupational and fire safety regulations, safety and other commitments specified by the Agreement;

5.2.2.2. if RTU at least 5 (five) days in advance sends a notice signed by its legal representative to the Parties to the Agreement on the termination of the Agreement;

5.2.2.3.if the Student at least 5 (five) days in advance sends a personally signed notice to the Parties to the Agreement on the termination of the Agreement.

5.3.The Agreement may be amended and modified by mutual written consent of the Parties; amendments to this Agreement shall form an integral part thereof.

**6. Miscellaneous**

6.1.The Parties resolve the issues pertaining to the terms of this Agreement by conciliation. Should the Parties fail to reach an agreement, any dispute shall be resolved following the procedures set out in the laws and regulations of the Republic of Latvia.

6.2.RTU Internship Coordinator during the term of the Agreement is RTU \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Internship Coordinator’s position, name, and surname, e-mail)

6.3.Company Internship Supervisor is \_\_\_\_\_\_\_\_\_\_\_\_. (Internship Supervisor’s position, name, and surname, e-mail)

6.4.The Agreement has been drafted in 3 (three) copies which are equally binding, each on \_\_\_(\_\_\_\_\_\_\_\_) pages excluding the annexes, with Annex 1 on 1 (one) page, each Party holding one copy.

**7. Signatures and Particulars of the Parties**

**Company RTU Student**

Position Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature, print full name) (signature, print full name) (signature, print full name)