

POST-GRADUATE INTERNSHIP CONTRACT

entered into at on

by and between:

....., PESEL no....., holder of national ID card or passport
no., residing at,
hereinafter referred to as the “**Intern**”,

and¹

The Ministry of Foreign Affairs of the Republic of Poland,
with its seat in Warsaw (postal code 00-580), located at ul. J. Ch. Szucha 23,
represented by the Director General of the Foreign Service.....,

acting through,

hereinafter referred to as the “**Ministry**”,

diplomatic post.....,

with its seat in, located at,

represented by

.....
hereinafter referred to as the “**Post**”,

referred to jointly as the “Parties”,

The Parties have agreed as follows:

§ 1.

The Ministry/Post¹ shall receive the Intern with the aim of pursuing a post-graduate internship,
which shall consist in

.....
(work aimed at expanding the experience and practical skills of the intern)

§ 2.

1. The Intern shall:

- 1) provide an electronic-format passport-sized photograph no later than 14 days prior to the commencement of the internship,
- 2) on the date of commencement of the internship at the latest, present his/her original personal accident insurance document covering the term of the internship. The document confirming the insurance shall specifically consist of: a certificate issued by the university, an insurance policy issued by an insurance company, a Euro 26 ID card, an ISIC ID card,
- 3) participate in trainings in the field of health and safety at work, fire safety and civil defence, and in a workplace training organized by the Ministry/Post¹,
- 4) acquaint himself/herself with diplomatic security issues,

¹ Delete as appropriate

- 5) comply with workplace regulations and the Rules of Internship and Volunteer Work at the Ministry of Foreign Affairs and Diplomatic Posts constituting Appendix no. 1 to Ordinance no 13 of the Director General of the Foreign Service of 30th May 2011 on organizing and pursuing internships, volunteer work and traineeships at the Ministry of Foreign Affairs and diplomatic posts.
 - 6) perform work assigned by the internship supervisor,
 - 7) not remove any documents or their copies from the premises of the Ministry and/or the diplomatic post without the permission of the Director of the relevant Ministry organizational unit or the head of the diplomatic post,
 - 8) not disclose any non-public information to which he/she was granted access in connection with the internship performed in the Ministry or diplomatic post, and shall not use this information for purposes other than those referred to in the internship programme, without the written consent of the Director of the relevant Ministry organizational unit or the head of the diplomatic post,
 - 9) comply with generally accepted standards of good behaviour and with the recommendations concerning clothing and appearance which apply to the employees of the Ministry of Foreign Affairs and diplomatic posts while performing their duties and which arise from the staff regulations,
 - 10) account for all provided equipment after the end of the internship (computer, telephone, ID card, etc.).
2. In the event of the non-compliance of the Intern with the conditions specified in subparagraph , the Ministry or the head of the diplomatic post may terminate the internship at any given time, pursuant to § 7 of the present contract.

§ 3.

The Ministry/Post¹ shall:

- 1) designate a unit where the Intern will pursue his/her internship,
- 2) provide the Intern with a workplace,
- 3) develop an internship plan,
- 4) designate a supervisor who shall be responsible for the course of the internship, organize the work of the Intern and provide supervision over the intern,
- 5) instruct the Intern in the field of health and safety in the workplace, fire safety and civil defence, and carry out a workplace training,
- 6) acquaint the student with the organizational structure of the Ministry/Post¹, work regulations and diplomatic security issues.
- 7) issue a periodic ID card valid during the term of the internship,
- 8) fill out the Intern evaluation sheet after the end of the internship,
- 9) issue an internship completion certificate to the intern¹.

§ 4

The contract is concluded for a definite period of time, from until

§ 5

During the term of the internship, the Intern shall work hours per week.

§ 6²

The Intern shall receive a monthly remuneration amounting to, not exceeding twice the minimum wage established on the basis of separate regulations.

§ 7

1. In the case of an unpaid internship, either Party may terminate the Contract in writing at any given time.
2. In the case of a paid internship, either Party may terminate the Contract in writing upon a 7 days' notice period. The remuneration shall be paid out for the term of the internship served.

§ 8

The provisions of the Civil Code and provisions on post-graduate internships shall apply to matters not regulated by this Contract.

§ 9

1. To be valid, any amendments hereof have to be in writing.
2. Any disputes that may arise in connection with the performance of this Contract shall be resolved by the Parties amicably and failing that, they shall be resolved by a common court of law with jurisdiction over the seat of the Ministry.
3. The Contract has been drawn up in two counterparts, one for each Party.

.....
Intern

.....
Ministry/Post¹

² Applicable to paid internships.