

COOPERATION CONTRACT
regarding apprenticeships

entered into at on

by and between:

Name of school

with its seat in, located at, postal
code, town

represented by

hereinafter referred to as the “School”,

and

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**”,

referred to jointly as the “Parties”,

The Parties have agreed as follows:

§ 1.

The School declares that it is a public/private school acting pursuant to the Act dated..... (Journal of Laws no., item.....), hereinafter called the “Act” and registered in the held by the Ministry ofunder the number

§ 2.

The School declares that pursuant to the Act and the relevant provisions defining higher learning standards, it is obliged to provides its students with the ability to take part in apprenticeships.

§ 3

The Ministry declares that, as a government administration office possessing a network of diplomatic posts and a qualified staff with the relevant knowledge and experience, it is prepared to – by using its own capabilities and potential and being willing to provide young students with the opportunity to gain practical experience in order to support and develop higher education – enter into cooperation with the School in the scope of organizing and conducting apprenticeships.

§ 4

The Parties agree that the term and duration of the apprenticeships, the names of the Ministry organizational units in which the apprenticeships will be held, and the number of students to assigned to apprenticeships during a given calendar year by the School to the Ministry shall be agreed upon by the Parties in writing in a timeframe enabling each Party to implement the obligations arising from the Contract.

§ 5

1. The School declares that it will only assign apprenticeships to students who possess an impeccable reputation and very good achievement grades. Students assigned to take part in apprenticeships shall be instructed as to the obligations of the apprentice arising from the present Contract.
2. The School shall provide the Ministry the application forms of the selected student together with the following attachments.
 - 1) Declaration filled out by the School authorities,
 - 2) Photocopy or scan of ID card or passport page(s) providing personal data and date of validity,
 - 3) Declaration confirming that the applicant has read the internship and voluntary work rules,
 - 4) Original declaration of clean criminal record,
no later than 45 prior to the planned date of commencement of the apprenticeship.
3. The template for the application form constitutes Appendix no. 7, the rules of internship and volunteer work – Appendix no. 1, and the template for the declaration of clean criminal record – Appendix no. 2 to the 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

The Ministry shall:

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

§7

1. The apprenticeships organized by Ministry are unpaid.
2. The duration of the apprenticeship may not exceed 3 months.
3. The Ministry does not cover travel expenses to and from the place of apprenticeship, accommodation and living expenses, and health and accident insurance costs.
4. The apprentice shall not have access to classified information or legally protected information, unless the apprentice possesses or obtains the relevant security clearance certificate or authorization to access classified information (clearance level: “RESTRICTED”) or receives the relevant authorization to process personal data.

§8

The apprentice shall:

- 1) provide an electronic-format passport-sized photograph no later than 14 days prior to the commencement of the apprenticeship,
- 2) on the date of commencement of the apprenticeship at the latest, present his/her original personal accident insurance document covering the term of the apprenticeship. The document confirming the insurance shall specifically consist of: a certificate issued by the School, 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 in the workplace, fire safety and civil defence, and in a workplace training organized by the Ministry,
- 4) acquaint himself/herself with diplomatic security issues,
- 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 apprenticeship supervisor,
- 7) not remove any documents or their copies from the premises of the Ministry without the permission of the Director of the relevant Ministry organizational unit,
- 8) not disclose any non-public information to which he/she was granted access in connection with the apprenticeship performed in the Ministry or diplomatic post, and shall not use this information for purposes other than those referred to in the apprenticeship 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 apprenticeship (computer, telephone, ID card, etc.).

§ 9

The Parties agree to provide, on a mutual basis, all information enabling proper cooperation in the scope of the present Contract.

§ 10

The Parties hereby allow for their respective names and logos, as well as all other symbols characterizing them to be used in the information and recruitment process by the other Party, and in all other activities related to the implementation of the present Contract.

§ 11

In the event of the non-compliance of the apprentice with the conditions specified in § 8, the Ministry may terminate the apprenticeship at any given time.

§ 12

1. The contract is concluded for an indefinite period. Either Party may terminate the Contract in writing upon a three months' notice.
2. To be valid, any amendments hereof have to be in writing.
3. 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.

4. The Contract has been drawn up in two counterparts, one for each Party.

.....
School

.....
Ministry