

**COOPERATION CONTRACT  
regarding student internships**

entered into at ..... on .....

by and between:

**Name of higher learning institution**.....

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

represented by .....,

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

and<sup>1</sup>

**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 University declares that it is a public/private higher learning institution acting pursuant to the Act dated....., hereinafter called the “**Act**” and registered in the University Register ..... held by the Ministry of Science and Higher Learning under the number .....

**§ 2.**

The University declares that pursuant to the Act and the relevant provisions defining higher learning standards, it is obliged to provide its students with the ability to pursue student internships.

**§ 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,

The Post declares that, possessing a qualified staff with the relevant knowledge and experience, it is prepared to<sup>1</sup>,

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<sup>1</sup> Delete as appropriate

- 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 University in the scope of organizing and conducting student internships.

#### § 4

The Parties agree that the term and duration of the internships, the names of the Ministry/Post<sup>1</sup> organizational units in which the internships will be held, and the number of students to assigned to internships during a given calendar year by the University to the Ministry/Post<sup>1</sup> 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 University declares that it will only assign internships to students who possess an impeccable reputation and very good achievement grades. Students assigned to take part in internships shall be instructed as to the obligations of the intern arising from the present Contract.
2. The University shall provide the Ministry/Post<sup>1</sup> the application forms of the selected student together with the following attachments.
  - 1) Declaration filled out by the university faculty office,
  - 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 days prior to the planned date of commencement of the internship.
3. The template for the application form constitutes Appendix no. 5, 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 30<sup>th</sup> May 2011 on organizing and pursuing internships, volunteer work and traineeships at the Ministry of Foreign Affairs and diplomatic posts.

#### § 6

The Ministry/Post<sup>1</sup> 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, in consultation with the internship supervisor assigned by the authorities of the University, 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 at work, fire safety and civil defence, and carry out a workplace training,
- 6) acquaint the student with the organizational structure of the Ministry/Post<sup>1</sup>, 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 intern and confirm the term of the internship and the tasks performed by the intern in the intern record book.

### §7

1. The internships organized by Ministry/Post<sup>1</sup> are unpaid.
2. The duration of the internship may not exceed 3 months.
3. The Ministry/Post<sup>1</sup> does not cover travel expenses to and from the place of internship, accommodation and living expenses, and health and accident insurance costs.
4. The intern shall not have access to classified information or legally protected information, unless the intern 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

Pursuant to the rules of internship and volunteer work, 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/Post<sup>1</sup>,
- 4) acquaint himself/herself with diplomatic security issues,
- 5) comply with workplace regulations and the rules of internship and volunteer work,
- 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.).

### § 9

The Parties agree to mutually provide one another with 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 intern with the conditions specified in § 8, the Ministry/Post<sup>1</sup> may terminate the internship 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.

.....  
University

.....  
Ministry/Post<sup>1</sup>