**Agreement Participants:**

**Faculty of Finance and Accounting - VŠE**

Winston Churchill Square 1938/4

**130 67 Praha 3**

**Czech Republic**

Represented by the Dean of the Faculty prof. Ing. Petr Musílek, Ph.D.

(hereinafter „Faculty“)

and

**---Name of the Receiving Institution---**

Street

**ZIP code City**

**Country**

Represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *position in the Receiving Institution* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter „Receiving Institution“)

and

**Student**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter „Student“)

**Article I. Subject of the Contract**

1. The subject of this agreement is to enable a student of the Faculty's accredited study programme in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to have an internship, which will be performed by the Student in the Receiving organisation in order to acquire professional knowledge, skills and experience.
2. The internship will take place from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The Student is not entitled to remuneration during the internship. The Receiving Institution will provide the internship free of charge.

**Article II. Rights and Obligations of the Receiving Institution**

1. The Receiving Institution will allow the Student to complete the internship within its activities and at its workplace.
2. The Receiving Organisation is obliged to create conditions for the Student to properly perform the assigned tasks arising from the approved *Professional Practice Assignment*.
3. The Receiving Institution is responsible for compliance with all applicable generally binding legal regulations, particularly in the areas of occupational health and safety, fire and hygiene regulations and the protection of personal data. The Receiving Institution is obliged to ensure that the Student is aware of the aforementioned regulations and internal regulations in force in the Receiving Institution prior to the start of the internship.
4. The Receiving Institution is obliged to ensure that the Student is aware of the regulations on handling data and information obtained during the Student's professional practice.
5. The Receiving Institution is obliged to inform the Faculty about the Student's internship whenever the Faculty requests this information in written form.
6. The Receiving Institution is obliged to assign work to the Student according to its needs in order to enable him/her to become more familiar with the activities of the Receiving Institution. The Student will carry out practical activities relevant to the accredited programme of study under the supervision of an authorised member of the Receiving Institution.
7. The person designated by the Receiving Institution as a Supervisor and responsible for the Student's internship is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
8. The Receiving Institution is obliged to notify the Faculty of the Student's work injury or accident no later than two days after the occurrence of the injury or accident.
9. The Supervisor designated by the Receiving Institution will confirm (with a signature) the Student's *Final Report on the Internship*, in which he/she will evaluate the Student's results within the Internship after the Student has completed the Internship.
10. The Receiving Institution has the right to keep one copy of the Student's *Final Report on the Internship* undertaken at the workplace of the Receiving Institution.

**Article III. Rights and Obligations of the Faculty**

1. The Faculty has the right to information about the Student's internship.
2. Before the date of commencement of the internship, the Faculty instructs the Student on his/her obligation to begin the internship in the Receiving Institution on the day of the agreed commencement of the internship, to comply with all regulations relating to the performance of the internship, which will be made known to the Receiving Institution, to follow the instructions the designated Supervisor or other authorised employees of the Receiving Institution, and to behave in such a way as to avoid damage to property, accident or injury and to achieve the objectives of the Student's internship.
3. The Faculty is obliged to notify the Receiving Organisation in case of the termination of the Student's studies within 14 days of the legal effect of the termination.
4. The Faculty has the right to keep one copy of the Student's *Final Report on the Internship* undertaken at the workplace of the Receiving Institution.

**Article IV. Rights and Obligations of the Student**

1. By signing this agreement, the Student undertakes to keep confidential all facts of which he/she has become aware during the Student's internship, with the exception of facts of a general nature which are of a working procedure with which the Student is to become familiar during the Student's internship.
2. By signing this agreement, the Student confirms that he/she is 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 Receiving Institution and is obliged to behave in accordance with good manners during the internship.
3. By signing this agreement, the Student confirms that he/she is medically fit to undertake the internship.
4. The Student is obliged to prepare a *Final Report on the Internship* at the end of the internship, which will include, among other things, the number of hours worked in the Student's internship and deliver the report to the Faculty no later than 30 days after the end of the Student's internship.
5. The Student has the right to keep one copy of the Student's *Final Report on the Internship* undertaken at the workplace of the Receiving Institution.

**Article V. Common Provisions**

1. Activities and services related to the organization and implementation of the Students' internship will not be charged between the Agreement Participants.
2. Early termination of the Student's Internship Agreement is possible by mutual written agreement between the Faculty and the Receiving Institution.
3. The Faculty or the Receiving Institution may terminate this agreement. The notice period is 14 days and begins on the date of delivery of the written notice to the other party.

**Article VI. Final Provisions**

1. The Student's Internship Agreement is prepared in three copies, of which one is given to the Faculty, the second to the Receiving Institution and the third to the Student.
2. The Internship Agreement becomes valid and effective on the date of signing by all Agreement Participants, including the Student.
3. The Agreement Participants have read the agreement, agree with its contents, and declare that it was not concluded under duress, pressure or otherwise manifestly unfavourable conditions, which they confirm by their signatures.

**On behalf of the Receiving Institution:**

In \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name Surname**

 *Receiving Institution*

**On behalf of the Faculty:**

In Prague on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **prof. Ing. Petr Musílek, Ph.D.**

*Faculty*

**Student:**

In \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name Surname**

 *Student*