

CONTRACT
to organize professional student internship

made this day of, in Poznań by and between the Poznań University of Life Sciences, ul. Wojska Polskiego 28, 60-637 Poznań, hereinafter called the **University**, represented by:
prof. dr hab. Piotr Ślósarz, Dean of the **Faculty of Veterinary Medicine and Animal Science**,
and:
represented by:, hereinafter called the **Employer**.

§ 1

1. The **University** refers a group of year students majoring in, for the purposes of conducting an internship, to the **Employer**, as per the enclosed list (Annex 1), for the period from to
2. The Framework Internship Program is provided in Annex 2.

§ 2

1. The **Employer** shall ensure such an environment as is necessary to conduct the internship and, in particular:
 - 1) secure proper posts,
 - 2) familiarize the students with the company policy on employment, occupational health and safety, confidentiality, state secrets and employee confidentiality,
 - 3) offer an occupational health and safety and fire safety orientation to the extent relevant for the intern's post,
 - 4) provide interns with any such protective clothing as stipulated in occupational health and safety regulations,
 - 5) appoint an internship advisor representing the Employer,
 - 6) oversee the performance of tasks set out in the Framework Internship Program,
 - 7) acknowledge the successful completion of internship and draw up student internship report.
2. The **Employer** shall not bear the cost of:
 - 1) student lodging,
 - 2) student travel/commutes to internship site,
 - 3) full board.
3. The **Employer** may demand that the **University** withdraw an intern who has grossly breached the rules of employee conduct or posed a serious threat to human health and/or life.

§ 3

1. The **University** shall exercise an educator's oversight over the professional internship of its students.
2. The interns shall report to the Internship Coordinator appointed by the Dean.
3. The Internship Coordinator shall be responsible for having the internship conducted in keeping with the framework program and, together with the **Employer's** Management, may make internship-related decisions.

§ 4

Any amendments or modifications hereto shall be made in writing on pain of nullity.

§ 5

This Contract is made in duplicate, one copy for each Party.

.....
Employer's representative

.....
Dean's seal and signature

to Contract No. of
to organize professional student internship

List of students referred to internship at
name and address of organization

No.	Student name	Time of internship

Remarks:

1. Short list of tasks to be completed during internship

to Contract No. of
to organize professional student internship



**Framework Program of 4-week internship for Biology majors
Faculty of Veterinary Medicine and Animal Science**

Recommended internship organizations:

research institutions, commercial companies operating in the field of biology and biotechnology, zoos, national parks, research laboratories, commercial diagnostic laboratories, veterinary clinics, public administration units operating in the field of nature (such as public authorities, schools)

The prime purpose of the internship is to acquire practical skills to complement and enhance student competencies gained during academic studies.

Specifically, the aim is to:

- learn about the working principles, responsibilities and the nature of the work conducted by research and commercial institutions operating in the field of natural sciences,
- gain additional experience and skills while conducting specific projects,
- gain opportunities for the practical application of knowledge acquired in the course of studies and acquire practical skills associated with the activities of research and research-and-development institutions,
- get to know specialist procedures,
- learn to perform specific activities without supervision,
- make connections in professional fields as necessary in the job market.

The internship should include:

- an occupational health and safety orientation relevant for the intern's post,
- a company induction – location, documentation, relevant methods and technologies, materials used, their sources and preparation, equipment and devices,
- an introduction into the organization's research methodology and other research matters,
- familiarization with the organization of work in the laboratory,
- description of tasks completed and lessons learned (internship log)

Persons responsible for conducting the internship

Major-Specific Internship Coordinator:

Vice Dean for Student Affairs:

Internship completion requirements include a written report (internship log) documenting internship working hours and basic tasks performed by students, to be acknowledged by internship organizer at host organization.

Poznan, date



Poznań University of Life Sciences

Faculty of Veterinary Medicine and Animal Science

Major

INTERNSHIP LOG

.....
Student name

.....
Student number

Place and time of internship:

.....
Name and address of Employer

.....
Internship dates

Internship Coordinator representing the University:

.....

Internship Advisor representing the Employer:

.....

WEEKLY ACTIVITY SHEET

Date	Working hours from – to	Activities; remarks; observations; intern conclusions

I hereby acknowledge that the above activities have been completed.

.....
Signature of Internship Advisor representing the Employer

Opinion of Internship Advisor representing the Employer upon Internship completion.

.....
Town and date

.....
Signature of Internship Advisor representing the Employer

Internship Report¹
(no less than 1 page)

.....
Town and date

.....
Student signature

Internship Completion

.....
Town and date

.....
Signature of Dean / Coordinator, Professional Internships

¹ Enclose any documents required by the Framework Internship Program for the relevant major.