

APPRENTICESHIP AGREEMENT

Signed on..... in Krakow by and between:

The University of the National Education Commission (Uniwersytet Komisji Edukacji Narodowej), ul. Podchorążych 2, 30-084 Kraków, NIP (tax identification number): 675 02 00 195, Regon (statistical number of the organization): 000001375, represented by the Head of the Institute of Security and Computer Science, prof. dr hab. Olga Wasiuta, hereinafter referred to as the **University**

and

..... /please enter the full name or other designation of a business, including detailed specification of legal form/organization type/,/please enter the exact address/, Regon (statistical number of the organization)/for entities registered in the National Court Register (KRS) please enter also the number in the Register/, represented by/please enter personal data of the persons authorized to represent the organization; for an attorney, please enter the date when the Power of Attorney was granted and the granting person/, hereinafter referred to as the **Employer**,

jointly referred to as the **Parties** and each separately as the **Party**.

§ 1

1. Under this Agreement the Employer is obliged to organize student apprenticeship for -- the student of the University [please enter first and last name, year of studies and field of study/.
2. The practical period lasts from to /please enter the period of apprenticeship/.
3. The maximum number of working hours for the Apprentice under the apprenticeship agreement is /please specify the maximum number of hours of Apprentice's work/ hours per week during the Employer's working hours schedule.
4. If justified, the apprenticeship may also be completed in the time other than the working hours designated by the Employer with the consent of the Apprentice and the University.

§ 2

1. Under this Agreement, the Employer is obliged to:
 - 1) Appoint the apprenticeship supervisor, whose responsibility is:
 - a) Providing the Apprentice with information regarding their duties as well as rules and procedures applicable in the Employer's organization,
 - b) Monitoring the Apprentice's performance of duties specified in the training plan, which builds upon the apprenticeship agreement and outlines the planned content and schedule of training to be delivered.,
 - c) Providing the feedback on the Apprentice's results, duty fulfilment, developed skills and social competence.

- 2) Prepare the work station for the Apprentice prior to the commencement of apprenticeship in compliance with the standard for the work station of Employer's staff.
- 3) Ensure preliminary training on health and safety regulations.
- 4) Enable the University's apprenticeship manager to supervise the off-the-job training (or academic courses).
- 5) Issue a certificate confirming the completion of the apprenticeship by the Apprentice unless information on the process and timing the apprenticeship have been entered in the apprenticeship log;

§ 3

1. Under this Agreement, the University is obliged to:
 - 1) Provide the Employer, prior to the commencement of apprenticeship, a referral to apprenticeship issued by the University including at least the student's first and last name, a year of studies and a field of study */also other personal data can be added with the proviso that only the necessary data should be given - see: GDPR/*,
 - 2) Develop the training plan, which builds upon the apprenticeship agreement and outlines the planned content and schedule of training to be delivered (Attachment 1) and have the student read it,
 - 3) Supervise off-the-job training (or academic courses) as the parts of the apprenticeship,

§ 4

The following persons are responsible for cooperation under this Agreement:

- 1) For the University: first and last name:

- mgr Wojciech Baran, e-mail: wojciech.baran@up.krakow.pl
- dr inż. Grzegorz Sokal, e mail: grzegorz.sokal@up.krakow.pl

- 2) For the Employer: Mr./Ms

email: , phone:

§ 5

1. The Employer is exempt from paying any remuneration for duties performed by the Apprentice and does not bear the costs of Apprentice's medical treatment.
2. The Parties agree that actions specified in this Agreement are taken as part of a joint venture and they do not entail any cost incurred on any of the Parties.

§ 6

The Employer may request that the University should recall the Apprentice from the apprenticeship in case the Apprentice has violated work discipline or health and safety regulations. If the violation of work discipline or health and safety regulations entails a risk to health or life, the Employer may refuse to allow the Apprentice to continue the apprenticeship immediately without prior notification of the University. In such a case, as its aftermath the Employer notifies the University and specifies the reason why the Apprentice has not been allowed to continue the apprenticeship.

§ 7

1. The Agreement shall apply for the duration of the apprenticeship. */if several students are referred, please enter: "apprenticeships"/*.
2. Any and all disputes arising out of the Agreement shall be settled by a common court competent for the University.
3. Any and all changes and attachments to the Agreement must be made in writing, otherwise they are null and void.

§ 8

1. The Agreement comes in two counterparts, one for each Party.

§ 9

1. The Agreement comes into force upon signing.

Employer

University

Attachment 1

.....

(Employer's stamp)

.....

(Student's first and last name)

TRAINING PLAN

Mr./Mss. completes the apprenticeship
by performing the following duties:

No.	Specification of duties and tasks at the work position (in the profession)

.....

Signature of the Employer's apprenticeship
manager

.....

Signature of the Apprentice