**Annex 3**

**to the Regulations on the procedure for the internship**

**of students at Igor Sikorsky Kyiv Polytechnic Institute**

**AGREEMENT No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**on the organization and conduct of student internships at enterprises, institutions, and organizations**

Kyiv \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_

The National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute” represented by the dean of the faculty/director of institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(occupation, full name)

acting based on the Rector's order dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name of enterprise, institution, or organization)

represented by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(occupation, full name)

acting based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have entered into this Agreement on the following:

**1**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **has the following obligations**:

(full name of enterprise, institution or organization)

1.1. Accept students for internship according to the calendar plan:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Specialty | | Year  of study | Type  of internship | Number of students | | Dates of internship | |
| Code | Title |
| Stated | Taken | Beginning | End |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1.2. Appoint qualified specialists by order to directly supervise the internship.

1.3. Create the necessary conditions for students to complete the internship program and to prevent them from being employed in positions and jobs, that do not correspond to the internship program and future specialty.

1.4. Enable students to learn new techniques and advanced technology.

1.5. Ensure safe working conditions for students at every workplace. Conduct mandatory occupational safety training. Train students in safe working practices, if necessary. Provide students with protective clothing, safety devices and medical and preventive care following the standards established for regular employees.

1.6. Provide students and their assigned supervisors from the university with the opportunity to use laboratories, offices, workshops, library, technical and other documentation necessary for the implementation of the internship program.

1.7. After completing the internship, provide a characteristic for each student-trainee, which should reflect the implementation of the internship program, the quality of the report prepared by the student, etc.

1.8. Provide students with the opportunity to collect information for term papers and theses based on the results of the enterprise's activities, which is not a commercial secret, based on the directions of the departments.

1.9. Additional terms and conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. The National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute” has the following obligations:**

2.1. Ensure the arrival of students at the enterprise within the time specified in the calendar plan.

2.2. Two months before the start of the internship, submit for approval the internship program and no later than one week - the lists of interns

2.3. Appoint qualified teachers as internship supervisors.

2.4. Provide teaching and methodological guidance and control over student internships.

2.5. Additional terms and conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. General provisions**

3.1. Conduct joint investigations of accidents that occurred to students during their internships.

3.2. All disputes arising between the parties under the contract shall be resolved in the prescribed manner.

3.3 The agreement shall enter into force after its signing by the parties and shall be valid until the end of the internship following the calendar plan. The parties shall make amendments and additions by an additional agreement.

3.4. The agreement is made in two copies: one for each party.

3.5. Legal addresses of the parties and settlement accounts:

|  |  |
| --- | --- |
| Igor Sikorsky Kyiv Polytechnic Institute  37, Prosp. Peremohy, Kyiv, Ukraine,  03056, Tel.: +380 44 204 9494 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The agreement signed by:

|  |  |
| --- | --- |
| For Igor Sikorsky Kyiv Polytechnic Institute  Dean of the Faculty/  Director of the Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *STAMP* | *STAMP* |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |