

**Agreement
On the Organization of an Internship
Riga**

_____ 20____

No. _____

RISEBA University of Applied Sciences, represented by its Dean of the Faculty of Business and Economics Irina Sennikova who acts on the basis of Order No. 20/1.1-11/195, hereinafter - **University**, on the one hand,

_____, represented by _____
(company name) (position, name, surname)

acting according to company's articles of association, hereinafter referred as – **the Company**, on the second hand, and

_____, personal identity code: _____ - _____, address:
(student name, surname)

_____ hereinafter referred as – **the Trainee**, on the third hand, hereinafter altogether referred as – **the Parties** and each separately referred as – **the Party**, conclude the following gratuitous agreement, hereinafter referred as – **the Agreement**:

1. The Subject of the Agreement

1.1. By this Agreement, the Parties agree to cooperate in organisation of internship of a University's Trainee.

1.2. With this Agreement the University provides, but the employer accepts and in accordance with the terms of the contract provides an internship for the Trainee of the Universities' study programme _____ from _____ 20__ till _____ 20__.

2. Rights and Obligations of University

2.1. To inform the Company on aims and targets of the internship (enclosed).

2.2. To provide the Trainee with all methodological materials necessary for fulfilment of the internship programme.

2.3. To ensure Internship administration and control, to establish its aim and targets, to appoint the Trainee with an internship supervisor, to consult the Trainee on issues he might encounter during the Internship.

2.4. By prior appointment to the Company, the University internship supervisor is entitled to inspect the completion of Trainee's internship programme at his internship site.

3. Rights and Obligations of the Company

3.1. During validity of the Agreement within limits of its possibilities, without any indemnity to ensure the internship place to the Trainee.

3.2. To ensure the Trainee with internship opportunities in accordance with the internship programme harmonised between the University and the Company.

3.3. To ensure the Trainee with a workplace compliant with health and safety norms and to appoint an internship supervisor to the Trainee from its behalf.

3.4. To familiarise the Trainee with the Company work procedures and other provisions, to carry out Trainee's instruction in occupational safety and labour protection issues.

3.5. To provide the Trainee with the information necessary for fulfilment of the internship programme, excluding the information which in accordance with legal acts of the Republic of Latvia or internal regulations of the Company can be classified as the confidential information.

3.6. To inform the University about any cases of the Trainee's non-compliance with the internship programme, with Company work procedures or requirements, as well as about any accidents during the internship.

3.7. To develop and submit to the University a written report on the Trainee after the internship.

3.8. The Company has no obligation to conclude an employment agreement with the Trainee either during, or after the internship. In case if the Company has agreed upon compensation and deems it reasonable to reimburse the Trainee for the work performed, the Company's obligation is to conclude a written employment agreement or other agreement under civil law with the Trainee.

4. Rights and Obligations of the Trainee

4.1. Comply with the tasks in the internship programme, adhere to the internship supervisor's directions or requirements in regard to inventory, adhere to Company's internal rules, work health and safety and protection requirements, as well as not to disclose the Company's confidential information.

4.2. To inform the Company and University in case of absence at the internship place mentioning the reasons of such absence.

4.3. The Trainee has the obligation to receive the Company's approval of the internship report.

4.4. After completed internship the Trainee shall submit an internship report pursuant to procedure and deadlines set by the University, as well as a Company's reference on completion of the internship on a specifically developed University internship form. The internship form shall contain reasons why eventual tasks from the internship programme have not been completed.

4.5. The Trainee is entitled to refuse from internship completion in case if the work conditions pose a threat to his health and wellbeing. He is also entitled to request the University to replace the University's internship supervisor, unless more than 50% of the internship term have passed.

5. Liability of the Parties and Settlement of Claims

5.1. The Parties in accordance with legal acts of the Republic of Latvia are liable for fulfilment or improper fulfilment of obligations arising of the Agreement as well as for damages or losses caused to another Party.

5.2. Parties are not liable for non – fulfilment of their obligations if this is caused by force majeure obstacles, which could not be foreseen, prevented and influenced and which were not caused by the Parties, i.e. cataclysm, war, blockade, mutiny of population, strikes, as well as legal acts binding to the Parties and causing impossibility to fulfil obligations arising of the Agreement.

5.3. Parties agree to solve all disputes through negotiations. In case of impossibility to solve a dispute through negotiations, the dispute should be solved by the competent court of the Republic of Latvia.

6. Personal Data Processing

6.1. In the interests and at the behest of the Intern, the Internship provider (Supervisor) processes the following personal data: *Name, surname and personal identity code of the Intern, as well as any other data that could be required to fulfil the Agreement obligations* (hereinafter referred to as – Personal data).

6.2. Personal data processing purpose – provision of an Internship place in accordance with the Agreement.

6.3. Legal grounds for personal data processing: processing of the Intern's personal data to conclude and fulfil the Agreement within the timeframe provided for in the Agreement.

6.4. The Internship provider will process the Intern's Personal data for as long as necessary, in order to provide an internship place for the Intern or in accordance with the requirements of laws and regulations.

6.5. The Internship undertakes to process Personal data in conformity with the requirements of laws and regulations, including in compliance with the requirements of the Personal Data Processing Law and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

6.6. The Internship provider attests and guarantees that the corresponding technical and organizational measures will be implemented, in order to ensure secure personal data processing.

6.7. The Internship provider will also provide the Intern with other information about the processing of the Intern's personal data, which is not referred to in this Agreement.

6.8. The Intern is entitled to approach the University and the Internship provider, in order to receive information about the processing of his or her personal data, as well as to submit a complaint or objection, sending requests to the following e-mail addresses:

6.8.1. Internship place: _____@_____.

6.8.2. University: riseba@riseba.lv.

6.9. The Intern is entitled to submit a complaint regarding the unlawful processing of his or her personal data, submitting the complaint to the Data State Inspectorate, whose contact information is as follows: Blaumaņa Street 14, Riga, phone: 67223131, e-mail: info@dvi.gov.lv.

7. Validity of the Agreement and Termination Order

7.1. The Agreement becomes valid from the moment of its signing and is binding to the Parties till all obligations arising of the Agreement have been fulfilled.

7.2. Termination of the Agreement is possible in the following cases:

7.2.1. if the Parties agree to terminate the Agreement;

7.2.2. the Company has the right to terminate the Agreement unilaterally notifying University and the Trainee if the Trainee does not fulfil or fulfils in improper way his obligations arising of the Agreement.

7.3. In case of pre-term termination of the Agreement provisions of Clause 8.1. of the Agreement are still binding to the Parties.

8. Other conditions

8.1. The Trainee and University undertake not to express to any third party any confidential, commercial, technical and other information of the Company and about its activities, which became known to them during the internship, excluding cases mentioned in legal act of the Republic of Latvia. Validity of provisions of this Clause do not have time limit and can not be annulled in case of pre-term termination of the Agreement.

8.2. All further amendments and additional agreements to the Agreement shall be made in written form and become valid after they are signed by all Parties. All amendments, agreements and annexes to the Agreement become an integral part of the Agreement.

8.3. The Contract has been drawn up in three identical copies with equal legal force, with one copy being issued to each Party.

8.4. _____, phone No. _____, e-mail: _____ has been approved by University as the internship supervisor of the Trainee.

8.5. _____, phone No. _____, e-mail: _____ has been approved by the Company as the internship supervisor of the Trainee.

9. Signatures of the Parties

University:	Company:	The Trainee:
RISEBA University of Applied Sciences Address: 3 Meza Street, Riga, LV-1048 Dean of the Faculty of Business and Economics Irina Senņikova _____ <i>/signature, signature in printed letters/</i> Date: _____	Company name: Address: Registration No.: Position: _____ <i>/signature, signature in printed letters/</i> Date: _____	Name, Surname: Address: _____ <i>/signature, signature in printed letters/</i> Date: _____