**AGREEMENT No. 20192020/number**

**on the provision of student internship**

Riga

*date*

University of Latvia, reg. No. 3341000218, Raiņa bulv. 19, Riga, LV-1586, represented by the Dean of the Faculty of Computing, Prof. Guntis Arnicāns (hereinafter LU), the party of the first part, and *name of the institution*, reg. No. *number*, *registered* *address,* represented by its *position name and surname* (hereinafter the Institution), the party of the other part, *name and surname* (hereinafter the Student), the party of the third part, collectively referred to as the Parties, have entered into the following agreement.

**1. Subject of the Agreement**

**Provision for a place of internship and implementation of internship for a Student of the first level professional higher education study programme Programming and Computer Network Administration in the amount of 680 hours during the period from 18.05.2020 to 29.11.2020.**

**2. LU shall:**

2.1. introduce the internship regulations, objectives, tasks and content to the Institution prior to referring the Student to the internship;

2.2. provide the Student with the necessary preliminary preparation and brief of his/her duties and rights during the internship;

2.3. provide the Student with an internship manager - a representative of LU, who supervises the internship;

2.4. maintain regular contact with the internship manager at the Institution and address the arising conflict situations in cooperation with the Institution;

2.5. not disclose confidential information about the Institution, including not disseminate internship reports and information, store the internship documents in the procedure set forth by LU. Confidential Information shall mean any kind of information about the Institution that has been transferred in any way or has become known to LU during the internship or its organisation, as well as any other information that the Institution has designated as confidential in writing during the internship or its organisation.

**3. The Institution shall:**

3.1. provide the Student with practice opportunities in accordance with the internship regulations. And in accordance with the requirements of the professional standard of the Computer Systems and Computer Network Administrator (standard No. 2.26, profession name: computer systems and computer network administrator, profession code: 2522 01);

3.2. provide the Student with an internship manager with practical work experience;

3.3. provide the Student with working conditions compliant with work safety, fire safety and sanitary hygiene norms;

3.4. provide the Student with a briefing on the internal rules and work safety regulations of the Institution and monitor compliance with such;

3.5. provide the Student with a briefing on the compliance with personal data protection regulations and introduce it to the regulations adopted by the Institution, which apply to the provision for the protection of personal data;

3.6. not disclose confidential information obtained from LU and the Student, specify to the Student in writing what information provided to him/her is considered as confidential information;

3.7. provide the Student with access to the information at the disposal of the Institution, which is necessary for the performance of the internship tasks;

3.8. immediately notify LU if the Student has not arrived at the Institution by the specified deadline, has violated the internal rules or work safety regulations of the Institution, or does not comply with the orders of the internship managed or the administration of the Institution;

3.9. at the end of the internship, provide the Student's internship assessment and the reference by the internship manager to LU;

3.10. allow the use of the information and data specified in the internship report in the defence of the internship, which shall be certified by the internship report signed by the internship manager of the Institution.

**4. The Student shall:**

4.1. comply with the internal rules of procedure, labour protection, work safety and hygiene requirements of the Institution, take good care of the property of the Institution;

4.2. perform the orders of the internship manager and the administration of the Institution;

4.3. perform the tasks specified in the internship regulation and submit the internship report of the LU by the specified deadline;

4.4. not disclose confidential information at the disposal of the Student, which has been acknowledged as such and specified in writing by the Institution or LU;

4.5. coordinate the content of the internship report with the internship manager of the Institution;

4.6. not disclose any data identifying third parties in the internship report, presentation or other internship documentation.

**5. Term of the agreement, procedure of its amendment and termination**

5.1. The Agreement shall enter into force at the moment of its signing and shall remain valid until the end of the internship.

5.2. Any of the Parties may terminate this Agreement by advance written notice to the other Parties.

5.3. The Agreement may be amended, supplemented or terminated upon written agreement of the Parties, which shall become an integral part of this Agreement.

**6. Final Provisions**

6.1. Each Party shall be responsible for the performance of obligations hereunder and shall, in the procedure set forth by laws and regulations of the Republic of Latvia, indemnify damages caused to any of the Parties by failing to perform the obligations hereunder.

6.2. Contact person of LU:

Name, surname: Māris Vītiņš

Position: professor

Phone, e-mail: 29287349, [maris.vitins@lu.lv](mailto:maris.vitins@lu.lv)

6.3. Contact person of the Institution:

Name, surname: *name, surname*

Position: *position*

Phone, e-mail: *number*, *e-mail*

6.4 All disputes regarding contractual obligations shall be solved by the Parties through negotiations. If the Parties fail to negotiate, disputes shall be resolved in accordance with the laws and regulations of the Republic of Latvia.

6.5. The Agreement is prepared in three counterparts, one for each Party.

**7. Signatures of the Parties:**

On behalf of LU: G. Arnicāns

On behalf of the institution: *n. surname*

The Student: *n. surname*