

AGREEMENT ON INTERNSHIP OF A STUDENT OF THE RTC STUDY PROGRAMME
"XXXXXXXXXXXXXX"

_____*

(place of conclusion of the agreement)

(month, date)

The date of the document is the date of its electronic signature**

Riga Technical College, represented by its _____, acting on the basis of _____, hereinafter - **the educational institution**,
employer _____
(name of the organization)

represented by its _____, acting on the
basis of _____, hereinafter - **the internship site**,
(name and surname)

and student _____, hereinafter - **the intern**, all
together,
(name and surname)

In accordance with the Cabinet of Ministers Regulations No. 481 of 29 August 2023 "Procedure for Organization of Internship in Vocational Education Programmes", hereinafter - the parties, hereby agree on the following:

I. Subject of the Agreement

1. The intern's internship, hereinafter - the internship, shall take place at the internship site _____.
(address of the internship site)
2. The purpose of this internship is _____.
3. Tasks of the internship:
 - 3.1. familiarize oneself with the management structure and operating principles of the internship site;
 - 3.2. _____;
 - 3.3. _____;
 - 3.4. _____.
4. Internship design:
 - 4.1. from _____ to _____.
 - 4.2. duration of internship in academic hours _____.
 - 4.3. number of credit points _____.

II. Obligations and Responsibilities of the Parties

5. The educational institution shall:

- 5.1. Appoint the internship supervisor - an employee of the vocational education institution _____, tel. _____ who shall supervise the internship and support the intern during the internship in accordance with the internship programme approved by the vocational education institution, hand over the internship programme to the internship supervisor at the internship site.
- 5.2. If conditions endangering the life or health of the intern are found at the internship site, the educational institution may withdraw the intern from the internship site until these conditions are remedied by notifying the internship site: in this case, the internship site may be changed by written agreement of the parties.
- 5.3. After the internship, evaluate the internship on the basis of the internship documents that are submitted by the intern and agreed with the internship site.
- 5.4. Take out insurance for the intern, if required by the legislation.

6. The internship site shall:

- 6.1. Provide the intern with a workplace that complies with the internship programme, occupational health and safety requirements, fire safety and sanitary and hygienic standards.
- 6.2. Appoint the internship supervisor - a representative of the internship site working in the relevant profession _____, tel. _____, who shall supervise the internship,

approve the intern's entries in the internship diary, prepare the intern's profile/internship evaluation in accordance with the evaluation procedure set out in Appendix 1 to this Agreement and approve the internship report prepared by the intern.

- 6.3. Provide the intern with occupational safety training, including induction and on-the-job instruction, as well as fire safety instruction and supervision until the intern has learned safe working methods and techniques.
- 6.4. Provide the intern with the materials, tools and protective equipment needed for the internship.
- 6.5. Not use the intern for tasks that are not relevant to the tasks of the internship.
- 6.6. Inform the educational institution of cases of non-compliance with the internal rules of the internship site or accidents involving the intern at the internship site. If necessary, exclude the trainee from further internship by notifying the educational institution.
- 6.7. The internship site shall have the right to withdraw from the obligations arising from this agreement by notifying the educational institution if the intern repeatedly fails to comply with the internship site's internal rules of procedure, safety or health requirements.

7. The intern shall:

- 7.1. Carry out the tasks of the internship program and comply with the internal rules of the internship site, carry out the work to the required quality and within the time limits set by the internship site; comply with the instructions of the internship supervisor, comply with the requirements of occupational safety, handle the inventory of the internship site with care, not disclose commercial secrets, complete the internship documents (fill in the internship diary, prepare the internship report) and submit them to the educational institution by the due date.
- 7.2. The absence and the reasons for it shall be immediately reported to the internship site and educational institution.
- 7.3. Inform the educational institution of any failure on the part of the internship site to fulfill its obligations under this agreement.
- 7.4. The intern shall have the right to refuse to carry out internship work if the working conditions pose a risk to personal health and life or to the health or life of others by notifying the internship site and the educational institution.

III. Other provisions

8. If either party wishes to terminate the agreement for breach of its terms, the breach shall be recorded in writing and the other parties shall be given at least five working days' written notice of unilateral termination. In the event of termination, the parties shall fully perform all obligations arising prior to termination. The party at fault whose breach results in the termination of the agreement shall bear the full direct damages caused to the other parties;
9. In matters not covered by this agreement, the parties shall be guided by the Cabinet of Ministers Regulations No. 481 of 29 August 2023 "Procedure for Organization of Internship in Vocational Education Programmes"
10. All disputes concerning contractual obligations shall be settled by negotiation. If the parties are unable to reach an agreement within one month, disputes shall be settled in court in accordance with the procedure established by the laws and regulations of the Republic of Latvia.
11. Any amendment to the agreement shall be valid only if in writing and signed by all parties.
12. The agreement shall enter into force upon signature.
- 13.* The agreement is drawn up in triplicate with one appendix, one copy at the educational institution, one copy at the internship site and one copy with the intern. All copies shall have the same legal effect
- 14.**the agreement is drawn up in electronic form, in Latvian, and an electronic version of the agreement signed by all parties shall be kept by each of the parties.
- 15.** The date of signature of the agreement shall be the date and time of the time stamp affixed by the last signatory.

Signatures of the Parties

Educational institution	Internship site	Intern
Riga Technical College Riga, Braslas Street 16, LV 1084 Reg. No. 90000022223	_____ (name, surname)	_____ (name, surname)
_____ (name, surname)	_____ (address of the internship site)	
	_____ (registration No.)	

*to be included in the text of the agreement if the agreement is signed in paper format

** to be included in the text of the agreement if the agreement is signed electronically

Procedures for assessing internship achievements/intern's profile

1. Internship site

Name	
Registration No.	
Address	
Address of the internship	

2. Intern's professional skills

	Evaluation*
Theoretical preparedness, understanding of the main regularities of the occupational area	
Practical preparedness, skills and knowledge to solve tasks assigned during the internship	
Professional and meticulous work, quality performance	
Ability to work with the professional information analytically and in a structured way	
Overall assessment:	

Notes**:

3. Student's personal attitude and contribution

	Evaluation*
Responsible attitude towards entrusted responsibilities, discipline	
Analytical, logical behavior and understanding of situation when carrying out assigned tasks	
Independence and critical evaluation of one's own work	
Personal initiative and an innovative approach	
Communication skills and ability to have a reasoned debate	
Ability to align and work in a team	
Professional ethics	

Notes**:

4. Additional information

(including what materials the student has been exposed to and what tools, hardware and software they have worked with during their internship, what projects or research they have been involved in, etc.).

* Intern's performance on a scale of 10 (ten) (10 - excellent, 9 - outstanding, 8 - very good, 7 - good, 6 - almost good, 5 - average, 4 - almost average, 3 - poor, 2 - very poor, 1 - very, very poor).

** The "Notes" section shall be filled in if additional explanation/justification of the assessment is needed.

Internship supervisor _____