

PROFESSIONAL INTERNSHIP AGREEMENT

AS Eesti Ettevõtluskõrgkool Mainor (hereinafter: EUAS), registry code 10588537, address Suur-Sõjamäe 10a, 11415 Tallinn, represented by Head of Curriculum _____ and _____, registry code _____, address _____ (hereinafter: Internship Institution), represented by _____ and student _____, personal identification code _____, address _____ (hereinafter: Trainee) (hereinafter also referred to separately as the Party and collectively as the Parties) have entered into this Internship Agreement (hereinafter: Agreement) in the following:

1. Object of Agreement

- 1.1. In this Agreement, the Parties set forth the terms and conditions of a Professional Internship (hereinafter: the Internship) that the Trainee will complete under the _____ curriculum of EUAS (hereinafter: the Curriculum).
- 1.2. Internship period: _____
- 1.3. Internship supervisor from the Internship Institution: _____
- 1.4. Address and contact details of Internship Institution: _____
- 1.5. The aim of the Trainee during the Internship is:
 - to develop their professional competences by applying and consolidating the professional knowledge acquired during their studies in real work situations, solving professional problems and performing tasks;
 - improve their professional skills by learning from work placement;
 - deepen the understanding of the functioning of an organisation's field of activity and increase the ability to provide feedback in the form of conclusions and proposals;
 - develop the ability to critically analyse their own performance in performing professional duties and, on this basis, to understand their future professional development needs.

The aim of the Internship is based on the Curriculum and the Estonian Entrepreneurship University of Applied Sciences Guidelines for Professional Internship (Internship II) (hereinafter the Guidelines), which is an annex to this Agreement;

- 1.6. The duties to be performed by the Trainee during the Internship are:
 - 1.6.1. _____
 - 1.6.2. _____
 - 1.6.3. _____
- 1.7. The Agreement does not create an employment relationship between the Internship Institution and the Trainee.

2. Rights and Obligations of Parties

2.1. EUAS:

- 2.1.1. introduces the objectives and learning outcomes of the Internship to the Trainee before the start of the Internship;
- 2.1.2. ensures that the Trainee is adequately prepared to carry out the Internship tasks;

- 2.1.3. appoints an Internship supervisor from the school to support the exchange of information between the Internship Institution and the Trainee;
- 2.1.4. cooperates fully with the Internship Institution to ensure that the objectives of the Internship as set out in the Curriculum are achieved;
- 2.1.5. has the right to receive information from the Internship Institution and the Trainee on the progress of the Internship and the Trainee's tasks;
- 2.1.6. is not responsible for the performance of any proprietary obligations between the Internship Institution and the Trainee;
- 2.1.7. does not regulate the remuneration of the work carried out by the Trainee in the Internship Institution.

2.2. The Internship Institution:

- 2.2.1. creates opportunities to complete the Internship within the scope of the Curriculum and in accordance with the provisions of the Guidelines;
- 2.2.2. assigns a supervisor to the Trainee for the duration of the Internship and ensures supervision in achieving the objectives of the Internship;
- 2.2.3. introduces to the Trainee fire safety and occupational health and safety requirements as well as work organisation rules established by the Internship Institution and provides the Trainee with a work environment and equipment that meets the occupational health and safety requirements for completing their Internship tasks;
- 2.2.4. introduces to the Trainee the relevant documents relating to the Internship;
- 2.2.5. informs EUAS immediately of any circumstances that may prevent the proper conduct of the Internship;
- 2.2.6. informs EUAS immediately if the Trainee breaches this Agreement;
- 2.2.7. has the right to use what the Trainee has created during the Internship in their own activities;
- 2.2.8. ensures that the Trainee has at least two consecutive days off during a period of seven days. The Internship t does not take place during the national and public holidays specified in §§ 1 and 2 of the Public Holidays and Days of National Importance Act. By written agreement between the Parties and with the Trainee's consent, Internship may also take place during the aforementioned holidays if this is strictly necessary arising from the nature of the Internship;
- 2.2.9. may enter into additional written agreements with the Trainee on confidentiality and ownership of intellectual property;
- 2.2.10. after the end of the Internship, the supervisor from the Internship Institution fills in and signs an evaluation sheet on the Trainee and gives it to the Trainee.

2.3. The Trainee:

- 2.3.1. undergoes the Internship in accordance with the volume and terms and conditions set out in the Curriculum and the Guidelines and is responsible for the results of their activities;
- 2.3.2. conscientiously and correctly performs the tasks assigned by the Internship supervisor and other persons authorised to manage the Internship, as well as the Internship tasks and instructions given as part of the Internship;

- 2.3.3. refrains from any action that may endanger the Internship Institution or the life, health, property or reputation of other persons and inform the Internship Institution immediately of the occurrence of any such risk;
- 2.3.4. uses the resources provided by the Internship Institution to the Trainee for the purpose of the Internship in a good manner and ensures their preservation;
- 2.3.5. immediately inform the Internship Institution of any circumstances that may prevent the proper performance of the Internship;
- 2.3.6. abides by the work organisation rules of the Internship Institution;
- 2.3.7. submits an Internship report to the educational institution at the end of the Internship, together with the supervisor's evaluation.

3. Termination of Agreement

- 3.1. The Internship Institution shall have the right to terminate the Agreement extraordinarily if the Trainee:
 - 3.1.1. changes Curriculum;
 - 3.1.2. is absent from Internship or fails to perform the agreed activities properly;
 - 3.1.3. breaches of professional ethics or health and safety requirements;
 - 3.1.4. is intoxicated while working at the Internship;
 - 3.1.5. commits theft;
 - 3.1.6. damages the property or reputation of the Internship Institution, commits a material breach of any other obligations set out in the Agreement and fails to remedy the breach within the time limit set by the Internship Institution.
- 3.2. The Internship Institution does not have to grant the Trainee an additional period to remedy the breach if, considering the circumstances, it cannot be assumed that the contractual relationship will continue.
- 3.3. The Trainee has the right to terminate the Agreement extraordinarily if the Internship Institution breaches its obligations under the Agreement and does not remedy the breach within 15 days of receiving the respective notice.
- 3.4. The notice of termination shall be given to the other Party in a form reproducible in writing.

4. Final provisions

- 4.1. The Parties have the right to withdraw from the Agreement if the Internship Institution does not provide an opportunity to hold an Internship position or the Trainee does not commence performing his obligations on the agreed date.
- 4.2. The Parties are responsible for the full and timely performance of their obligations.
- 4.3. Upon breach of the Agreement or invalidity of the representations and warranties provided in the Agreement, the Party compensates the other Party for the proprietary damage caused by breach of the obligations set out in the Agreement in full.
- 4.4. The Agreement may be amended, modified or terminated before the date of expiry by written agreement between the Parties.
- 4.5. The Parties undertake to inform the other Party immediately of any changes to the contact details. Until receipt of the notification, the information provided to the Party shall be deemed to be valid.
- 4.6. Any disagreement arising out of or in connection with this Agreement shall be settled by negotiation. If the dispute cannot be resolved through negotiations, the Parties have the right to apply to the Harju County Court for the resolution of the dispute.

4.7. This Agreement has been drawn up in one counterpart and signed digitally. The Agreement is supplemented by Annex 1. Estonian Entrepreneurship University of Applied Sciences Guidelines for Professional Internship (Internship II).

5. Contact details of Parties:

EUAS:	Internship Institution:	Trainee:
Telephone: +372 610 1900	Telephone:	Telephone:
E-mail: euas@euas.ee	E-mail:	E-mail:
_____ <i>/ signed digitally /</i>	_____ <i>/ signed digitally /</i>	_____ <i>/ signed digitally /</i>

Date: _____