**STUDENT INTERNSHIP AGREEMENT No.**

**(day-month-year)**

Vilnius

**Vilnius University** (hereinafter – the Higher Education Institution, HEI), represented by the v**ice-dean** **assoc. prof. dr. Roma Adomaitienė**, acting on the basis of warrant No. RI-276 of the Rector of Vilnius University, and **(name of the Host Organisation)** (hereinafter – the Host Organisation), represented by **(name, surname, position),** acting on the basis of **(order by the organisation)** and **the 4th-year Student** of the study programme **Management and Business Administration**, specialization **Business Administration** **(Student's name, surname)**, born **(birth date),** residing **(address of permanent place of residence)**, in consideration of the laws of the Republic of Lithuania, hereby agree as follows:

* 1. **GENERAL PROVISIONS**

1. This agreement is concluded for the entire period of Internship at the Host Organisation.
2. The Student implements Internship according to the internship requirements of the HEI:
   1. **The purpose of the Internship: to enhance and develop knowledge, competences and practical skills, acquired by the Student during the years of study.**
   2. The Contents of the Internship:

* **To analyse the portfolio of the internship organization and to evaluate its position among the closest competitors.**
* **To analyse separate business processes of the organization (purchase and supplement, production, human resource management and distribution) and to determine their current situation.**
* **To analyse business activity indicators of a couple of previous years of the internship organization, focusing on the indicators related to manufacturing, commercial and financial activities of the organization.**
* **To determine possible effects of macro-environmental activities on the organization under the investigation and evaluate strategic choices proposed by the organization.**
* **After conducting the analysis of the organization, the evaluation of the analysis results, and applying integrated approach to the internal and external situation of the organization, to prepare a report relying on a SWOT analysis.**
* **To evaluate the current strategy of the organization and to prepare grounded suggestions for its improvement;**
* **After carrying out the investigation, analyse a specific problem of the organization, related to its establishment and/or management and suggest possible solutions.**
  1. Internship begins on the **4th of February 2020** and finishes on the **1st of May 2020**.

**II. RIGHTS AND OBLIGATIONS OF THE HEI**

3. The HEI undertakes:

1. To ensure the necessary theoretical and practical preparation of the Student for carrying out the Internship.
2. To control the process of the Student’s internship and if necessary, along with the responsible Host Organisation employees effectively solve emerging problems and provide the Student with the necessary assistance.
3. To prepare a plan for the internship and arrange it with the Host Organisation.
4. To assign the Student with a supervisor – a professor in the faculty.
5. The HEI is entitled to cancel the Student’s internship if:
   1. The Host Organisation does not provide the Student with the internship place according to the Student’s study programme.
   2. The Student violates the requirements of the internship agreement.
   3. The Student is assigned only with an unqualified job.

**III. RIGHTS AND OBLIGATIONS OF THE HOST ORGANISATION**

1. The Host Organisation undertakes:
   1. To provide the Student with an Internship workplace at **(name and address of the internship workplace)**, internship tasks and their necessary documents, and to not distract the Student from the performance of the internship tasks.
   2. Ensure that the Student is assigned with a qualified supervisor in the Host Organisation.
   3. Organise necessary briefings on workplace safety, health protection and fire safety.
   4. Ensure that the Student’s working conditions meet workplace safety, health and hygiene standards.
   5. To keep records of the internship of the Student; after the internship, provide the Student with the conclusions and results of his/her internship.
   6. To inform the HEI about the violations of the internship agreement and Student’s absence from the internship.
2. The Host Organisation is entitled to allow the Student to perform the assigned functions of taking part in production or service supply processes only if the Host Organisation and the Student sign a temporary work contract, as prescribed by the legal acts.

**IV. RIGHTS AND OBLIGATIONS OF THE STUDENT**

1. The Student undertakes:
   1. To perform the assigned tasks of the internship, in case of absence immediately inform the internship supervisor in the organisation and provide a reason, in case of illness – provide a document from the doctor.
   2. To follow the regulations and rules of procedure of the organisation, to not reveal any commercial and otherwise confidential information of the organisation, in case the Student receives any sensitive data and technical documentation during the internship.
   3. To protect the property of the Host Organisation and to take responsibility for inflicted material damage as prescribed by the law.
   4. To follow the requirements of workplace safety, health protection and fire safety rules.
   5. To prepare the Internship report.
2. The Student is entitled to:
   1. Receiving the internship programme from the HEI, as well as all information that is relevant to the internship.
   2. Receiving the internship task (tasks) from the Host Organisation, workplace safety and health equipment necessary for the internship.
3. **FINAL PROVISIONS**

1. The agreement may be amended only by a written agreement of all the Parties. All amendments to the agreement are deemed as an integral part of the agreement.
2. The agreement may be terminated in the following cases:
   1. When a Student is expelled from the HEI, terminates or temporarily suspends studies (including the Students who take an academic leave).
   2. When a Student violates the regulations and rules of procedure of the organisation.
   3. Upon mutual agreement of the Parties.
3. A Party shall notify the other Parties hereto about termination of the agreement no later than 5 days prior to its termination.
4. Any disputes which the Parties cannot resolve in good faith shall be settled in the manner prescribed by the legal acts of the Republic of Lithuania.
5. This agreement shall come into effect **on the 4th of February 2020** and shall remain in effect until completion of the Internship and full satisfaction of all other obligations set out herein.
6. The agreement is concluded in three copies of equal legal force, one for each Party hereto.

**DETAILS OF THE PARTIES**

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| **The HEI:**  Vilnius University Universiteto str. 3, LT-01513 Vilnius Company code 211950810 PVM code LT 119508113  VU Faculty of Economics and Business Administration  Saulėtekis al. 9, II building  LT-10222 Vilnius | **The Student:**  (Student name, surname, phone number, e-mail)  **The Host Organisation:** (Host Organisation name, address, company code)  **Internship supervisor:**  (name, surname, position, phone number, e-mail) |

**SIGNATURES OF THE PARTIES**

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(VU FEBA vice dean) (Host Organisation) (Student)