**STUDENT VOLUNTARY INTERNSHIP AGREEMENT No.**

**(day-month-year)**

Vilnius

**Vilnius University** (hereinafter – the Higher Education Institution, HEI), represented by **Vice-Dean** of Faculty of Economics and Business Administration, VU **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** **(year) Student** of the study programme **(title)**, specialization **(title), (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 voluntary Internship at the Host Organisation.

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

2. The HEI undertakes:

* 1. To ensure the necessary theoretical and practical preparation of the student for carrying out the Internship.
  2. If necessary, along with the responsible Host organisation employees effectively solve any emerging problems and provide the student with the necessary assistance.

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

1. The host organization undertakes:
   1. To provide the student with the voluntary internship place at **(title and address of the Internship workplace)**, provide the student with internship tasks and required documents, do not distract the student from performing said tasks.
   2. The ensure that the student is assigned with a qualified internship supervisor in the organisation.
   3. To organize the necessary briefings on workplace safety, health protection and fire safety.
   4. Unless otherwise agreed by the Parties, to 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. Additional obligations of the organisation –
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 doctor’s note;
   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;
   3. To protect 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. Additional obligations of the student – .
2. The student is entitled to receiving internship tasks, work safety and health protection equipment as well as other equipment necessary for the internship.

**V. 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:
3. If a Student violates the regulations and rules of procedure of the organisation.
4. Upon mutual agreement by both Parties.

9. A Party shall notify the other Parties hereto about termination of the agreement no later than 5 working days prior to its termination.

10. 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.

11. This agreement shall come into effect **(day, month, year)** and shall remain in effect until completion of the Internship **(day, month, year)** and full satisfaction of all other obligations set out herein.

12. 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) |
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**SIGNATURES OF THE PARTIES**

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