# AGREEMENT PREPARATION FORM or REFERRAL FOR TRAINEESHIPS FORM

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| Agreement No.TO BE FILLED IN BY THE UW CARRERS OFFICE |       |

#  STUDENT’S DATA:

|  |  |
| --- | --- |
| NAME AND SURNAME  |    |
| FACULTY AND COURSE OF STUDY | Faculty       at the University of WarsawCourse of study:      Specialization (if applicable):       |
| YEAR OF STUDY, TYPE OF STUDY (First-cycle, second-cycle, or long cycle studies)  |  |
| Personal Identification Number (PESEL) |       |
| PHONE NUMBER |       |
| E-MAIL |       |
| THE DATES OF COMMENCING AND COMPLETING THE TRAINEESHIP | FROM:      TO:       |
| ADDRESS OF RESIDENCEconcerning Tripartite Agreements: Company - UW - Trainee  |       |

TYPE OF PRACTICE (tick the appropriate box):

|  |  |
| --- | --- |
| [ ]  OBLIGATORY TRAINEESHIP - traineeship placement resulting from the study programmeUW Careers Office reports for insurance if the Faculty does not send the student on traineeship | [ ]  OPTIONAL TRAINEESHIP - traineeship placement not resulting from the study programmeThe trainee is responsible for providing his/her own accident insurance for the duration of the traineeship. |

# THE DETAILS OF THE COMPANY WHERE THE PLACEMENT WILL TAKE PLACE:

|  |  |
| --- | --- |
| COMPANY NAMEincluding legal form  |       |
| UNIT/SECTION/DEPARTMENT |       |
| NIP, REGON Numbers | TAX IDENTIFICATION NUMBER (NIP) BUSINESS IDENTIFICATION NUMBER (REGON) |
| COMPANY ADDRESS Not applicable to long-term agreements |       |
| NAME AND SURNAME, POSITION/SCIENTIFIC TITLE OF THE SIGNATORY OF THE AGREEMENT ON BEHALF OF THE COMPANYNot applicable to long-term agreements | NAME AND SURNAME:      POSITION/SCIENTIFIC TITLE:      |
| NAME AND SURNAME, POSITION OF TRAINEE SUPERVISOR | NAME AND SURNAME:      POSITION/SCIENTIFIC TITLE:      |
| E-MAIL ADDRESS AND PHONE NUMBER OF TRAINEE SUPERVISOR | E-MAIL:      PHONE NUMBER:       |

I declare that I will retain my student status for the duration of the traineeship\*.

*……………………………… ………………………………………………………………..*

DATE LEGIBLE SIGNATURE OF THE STUDENT

**FRAMEWORK PROGRAMME FOR INTERNSHIP**

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2.
3.
4.
5.
6.

**Information obligation pursuant to Article 13 of the GDPR[[1]](#footnote-1)**

1. **Controller**

The data Controller, i.e. the entity that decides how your personal data will be used, is the University of Warsaw represented by the Rector with the registered office at 26/28 Krakowskie Przedmieście Street.

You can contact us:

* by mail: The University of Warsaw, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw ;
* by phone: 22 55 20,763
* by e-mail: biurokarier@adm.uw.edu.pl
1. **Data Protection Officer (DPO)**

The Rector of the University of Warsaw has appointed a Data Protection Officer whom you may contact in matters concerning your personal data. You can contact the DPO by sending an email to:iod@adm.uw.edu.pl

1. **Purposes of and legal basis for processing the personal data**

With your consent (Article 6(1)(a) of the RODO), we process your personal data for the purpose of preparing a referral or contract for an internship placement.

1. **Period of personal data processing**

Your personal data will be stored for the duration of the internship, and then for the period resulting from the Regulation No. 86 of the Rector of the University of Warsaw of 27 December 2012 on the establishment of filing instructions, uniform material list of files and instructions on the organization and scope of the University of Warsaw Archives (Monitor UW of 2012, No. 10B, item 349).

1. **Recipients of the data**

The recipients of your personal data will be entities authorized by law and the internship organizer.

1. **Rights connected to the processing of personal data**

We guarantee that all your rights are met under the terms of the RODO, i.e. the right of access and rectification, and the right to restrict processing and erasure, as well as to withdraw consent at any time. You can contact the DPO by sending an email to:biurokarier@adm.uw.edu.pl

1. **Obligation to provide data and consequences of failure to provide data**

Provision of data for the purpose of preparing a referral or an internship agreement is voluntary, failing which you will not be able to benefit from the internship.

1. **Right to lodge a complaint to the President of the Personal Data Protection Office**

If you consider that the processing of your personal data violates the provisions of the RODO you have the right to lodge a complaint with the President of the Personal Data Protection Office.

1. \* Pursuant to Article 109 of the Law on Higher Education and Science, a person who has completed a first-cycle programme retains student rights until 31 October of the year in which he or she completed the programme, with the exception of the right to benefits under Article 86, section 1, points 1-4.

 In other cases, the date of graduation is the date of passing the diploma examination, in accordance with Article 76, paragraph 7, sentence 1 of the Law on Higher Education and Science.

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). [↑](#footnote-ref-1)