AGREEMENT No. \_\_\_\_

on organization and implementation of practical training

of St. Petersburg State University students

**St. Petersburg “\_\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_, 20\_\_**

The Federal State Budgetary Educational Institution of Higher Education “Saint-Petersburg State University”, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acting on the basis of the power of attorney granted by the Rector of St. Petersburg State University, hereinafter referred to as the “University”, AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acting on the basis of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as the “Organization”, hereinafter collectively referred to as the “Parties”, have entered into this Agreement as follows:

**1. SUBJECT AREAS**

The subject area of this Agreements is organization and implementation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ practical training of the University students (hereinafter the Students) in the following field of study of their main bachelor’s/specialist’s/master’s educational programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate the field of study) at the Organization on the dates agreed upon by the Parties, with consideration to the time schedules specified in the programme syllabuses.

**2. RIGHTS AND OBLIGATIONS OF THE PARTIES**

**2.1. The Organization undertakes the following:**

2.1.1. To accept the Students sent for practical training in accordance with the applications submitted by the University.

2.1.2. To determine the duration of the working day and the breaks during the working day for the Students undergoing their practical training, in accordance with the requirements established by the labour laws of the Russian Federation.

2.1.3. To provide orientation on health and safety procedures for the Students.

2.1.4. To appoint a person responsible for Student practical training on the part of the Organization and inform the University about the appointment, providing the necessary contact details.

2.1.5. To appoint a personal supervisor for each Student, who is responsible for his/her practical training.

2.1.6. To ensure for each Student that conditions of their practical training meet the requirements of the labour laws of the Russian Federation and national labour protection requirements.

2.1.7. Not to involve students in the work that is not provided for in the established practical training syllabus.

2.1.8. At the end of practical training, to issue every Student with a report, containing objective assessments of his/her professional work during the time of practical training.

2.1.9. To inform the University of all instances of violation by the Students of work discipline or rules of labour conduct at the Organization.

2.1.10. To register any accidents and investigate the accidents that might happen to the Students during their practical training at the Organization in accordance with the laws of the Russian Federation.

**2.2. The Organization shall have the right:**

2.2.1. To stop the practical training for the Student in the case of a serious violation of safety procedures, the rules of practical training at the Organization, or the internal rules of labour conduct at the Organization. Practical training can only be terminated upon consultation with the University head of practical training in the relevant field of study.

2.2.2. To demand, within 5 days after the submission of the application by the University, a reduction in the number of Students indicated in the application if the Organization cannot provide all Students with the conditions necessary for practical training in accordance with this Agreement.

2.2.3. To review the internship syllabuses and suggest changes to the curriculum, subject syllabuses and other materials ensuring the high quality of student training, as well as the academic schedules of the main educational programmes specified in section 1 of this Agreement.

2.2.4. Upon availability of any job vacancies, to provide employment opportunities to the University graduates who took internship and / or research practice at the Organization and received positive feedback with regard to their work from the employees of the Organization.

**2.3. The University undertakes the following:**

2.3.1. Not later than two weeks before the start of the practical training, to notify the Organization of the number of Students to be sent for training, by submitting an application (Annex to this Agreement). The application should include the practical training task plan, the list of students, the name of the field of study in which students specialize, and the practical training time schedule.

2.3.2. To issue a practical training assignment to each Student.

2.3.3. To provide orientation for Students on the rules of practical training and the results assessment procedure established by the Regulation on organization and implementation of practical training of SPbU students.

2.3.4. To appoint a person responsible for Student practical training on the part of the University and inform the Organization about the appointment, providing the necessary contact details.

2.3.5. To submit to the Organization the curriculum, the subject syllabuses and other materials ensuring the high quality of student training, as well as the syllabuses of curricular practical training and internships, and the academic schedules of main educational programmes specified in section 1 of this Agreement, for the purposes indicated in subsection 2.2.3 hereof.

2.3.6. Not to disclose, not to transfer and not to provide to third parties any confidential information that might be entrusted or become known to the University in connection with the execution of this Agreement.

**2.4. The University shall have the right:**

2.4.1. To send Students to the Organization for practical training on the dates indicated in section 1 “Subject Areas” of this Agreement.

2.4.2. To monitor the practical training of Students in the forms approved by the Organization.

2.4.3. To make suggestions for improving the organization of practical training.

2.4.4. To participate in investigation of any accidents that might happen to the Students during their practical training at the Organization.

**3. DURATION OF THE AGREEMENT**

3.1. This Agreement shall enter into force from the day on which it is signed by the Parties.

3.2. This agreement is concluded for a period of three years, upon expiration of which and in the absence of objections from the Parties, it shall be deemed to be effective for an indefinite period.

**4. FINAL PROVISIONS**

4.1. This Agreement is made in a set of two; each party will keep one copy.

4.2. During their practical training, the Students are subject to labour protection rules and internal labour regulations effective in the Organization.

4.3. This Agreement may be terminated at any time by mutual agreement of the Parties, which shall be executed as an additional agreement to this Agreement and shall constitute an integral part thereof.

4.4. Any of the Parties may choose to terminate this agreement unilaterally by providing a written notice of its intention to the other Party 30 calendar days prior to such termination.

4.5. Agreements to amend or terminate this Agreement shall be executed in the same form as this Agreement.

4.6. If this Agreement is terminated, its provisions shall remain in force with regard to the student practical training that is already in effect until its completion.

**5. ADDRESSES AND BANK DETAILS OF THE PARTIES**

|  |  |
| --- | --- |
| **Organization** | **University** |
|  | The Federal State Budgetary Educational Institution of Higher Education “Saint-Petersburg State University” |
| Address: | Address: Universitetskaya nab., 7/9, St. Petersburg, 199034, Russia  Phone: 328 96 14, fax: 326 49 76, 328 77 21  INN 7801002274, a/n 40501810300002000001 at the North-Western Main Branch of the Central Bank of the Russian Federation  RCBIC 044030001, RRC 780101001 |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (position)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/  (signature) (last name, first name, patronymic)  Contact person:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (position)  /  (signature) (last name, first name, patronymic)  Contact person:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

Annex to Agreement No. \_\_\_\_\_\_

of “\_\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_ , 20\_\_

Application

for organization and implementation of practical training

within Agreement No. \_\_\_\_\_\_\_\_\_\_\_\_ of “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_ 20\_\_\_

|  |  |
| --- | --- |
| St. Petersburg | “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_ 20\_\_\_ |

1. In accordance with subsection 2.4.1 of the Agreement, the University will send the following Students for practical training at the Organization.

|  |  |  |
| --- | --- | --- |
| No. | Full name of Student | Field of study |
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|  |  |  |
|  |  |  |
|  |  |  |

2. Practical training time schedule: from “\_\_\_” \_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ to “\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_, 20\_\_

3. Practical training task plan

The person responsible for

organization of student practical training

on the part of the University /Last name, first name, patronymic name/