**FRAMEWORK AGREEMENT**

regarding the internship within undergraduate and master’s degree programs

This framework agreement is concluded between:

**1.** **National University of Science and Technology POLITEHNICA Bucharest**, headquartered in Bucharest, Str. Splaiul Independenței, no. 313, Sector 6, postal code 060042, phone +40213171001, e-mail: cabinet.rector@upb.ro, legally represented by the Rector – Mihnea Cosmin COSTOIU, through the authorized representative Ms. Maria-Iuliana DASCĂLU, acting as Dean of the Faculty of Engineering in Foreign Languages, under Decision no. 412/15.05.2024 (hereinafter referred to as the **Internship Organizer**),

**2.** **The company, central or local institution, legal entity** .................................................., headquartered in ................................................, str. ....................................................................., postal code ......................, phone: ..................., e-mail: ..................., legally represented by ................................................... as .............................................
(hereinafter referred to as the **Internship Partner**),

**3.** **Student** ....................., PNC ......................., date of birth ......., place of birth ........., citizenship ............., passport (if applicable) ............, residence permit (if applicable) ..................., permanent address .........................................., address during the internship .........................................., enrolled in the academic year .................., University ..........................., Faculty ..................., series ........., group .........., e-mail: ..........., phone: ............,
(hereinafter referred to as the **Intern**).

**Art. 1. OBJECT OF THE FRAMEWORK AGREEMENT**

1. This framework agreement establishes the framework in which the internship is organized and carried out, with the aim of consolidating theoretical knowledge and developing skills to apply them in accordance with the specialization in which the intern is being trained. The organization of internships is carried out in accordance with the provisions of Law no. 199/2023 on higher education, with its subsequent amendments and completions, and with Order of the Ministry of Education no. 3955/2008.
2. The internship is carried out by the intern for the purpose of acquiring the professional competencies mentioned in the internship portfolio, which is an integral part of this framework agreement.
3. The methods of implementation and the content of the practical training internship are described in this framework agreement and in the internship portfolio annexed to this framework agreement.

**Art. 2. STATUS OF THE INTERN**

The intern remains, for the entire duration of the practical training, a student of the higher education institution.

**Art. 3. DURATION AND PERIOD OF THE INTERNSHIP**

1. The internship will have a duration of360 hours;
2. The internship will take place from ................................ to ............................, with the final evaluation week held at the university.

**Art. 4. PAYMENT AND SOCIAL OBLIGATIONS**

1. The practical training internship (mark the appropriate situation):
	* Is carried out under an employment contract.
	* Is not carried out under an employment contract.
2. In the case of later employment, the internship period will not be considered as work seniority if the agreement is not carried out under an employment contract.
3. The intern cannot claim a salary from the internship partner, except in the case where the intern holds employee status.
4. However, the internship partner may grant the intern an allowance, bonus, reward, or benefits in kind, as specified in Art. 12.

**Art. 5. RESPONSIBILITIES OF THE INTERN**

1. During the internship, the intern is obliged to follow the work schedule and carry out the tasks specified by the tutor, in accordance with the internship portfolio, under legal conditions regarding workload and difficulty.
2. The intern must comply with the internal regulations of the internship partner. In case of violation, the partner’s manager reserves the right to terminate the agreement, after having heard the intern’s and tutor’s point of view and informed the head of the educational institution, receiving confirmation of this notice.
3. The intern must comply with health and safety regulations as communicated by the internship partner before the internship begins.
4. The intern agrees not to disclose or use any information accessed during the internship regarding the partner or its collaborators, either to third parties or for publication, even after the internship ends, without the partner’s consent.
5. The intern must comply with legal regulations on classified information, health and safety, fire protection, civil protection, and any other internal rules set in the Agreement.
6. The intern must complete an internship report.

**Art. 6. RESPONSIBILITIES OF THE INTERNSHIP PARTNER**

1. The internship partner will appoint a tutor for the internship, selected from its own employees, whose duties are specified in the internship portfolio, an integral part of this framework agreement. The tutor will ensure that the practical research activity is conducted in accordance with the internal rules of the company and the studied subject.
2. In case of failure by the intern to meet obligations, the tutor will contact the supervising academic staff member, and sanctions may be applied according to the rules and regulations of the higher education institution.
3. Before the internship begins, the partner is obligated to provide safety and health training to the intern, in accordance with current legislation. The partner must also take all necessary measures to ensure the intern’s health and safety at work, including communicating risk prevention rules.
4. The internship partner must provide the intern with all necessary tools and resources required to acquire the competencies outlined in the internship portfolio.
5. The partner must ensure free access for interns to occupational health services throughout the internship.
6. The partner must inform the intern which types of information are considered confidential or work-related secrets and what data constitutes personal information, including responsibilities resulting from access to such data.
7. At the end of the internship, the tutor will prepare a report based on the intern’s competency acquisition. This evaluation will be used by the supervising academic staff member to assign a grade.

**Art. 7. RESPONSIBILITIES OF THE INTERNSHIP ORGANIZER – THE HIGHER EDUCATION INSTITUTION**

1. The organizer designates an academic supervisor responsible for planning, organizing, and overseeing the practical training. The academic supervisor, together with the tutor assigned by the partner, will determine the internship subject and the professional competencies to be acquired during the training.
2. If the internship does not comply with the partner's commitments, the university's representative may decide to terminate the internship after informing the partner and receiving confirmation of the notice.
3. Upon successful completion of the internship, the organizer will award the intern the number of credits specified in this agreement, which will also be recorded in the Diploma Supplement, in accordance with Europass regulations (Decision 2018/646 of the European Parliament and of the Council).

**Art. 8. PERSONS DESIGNATED BY THE INTERNSHIP ORGANIZER AND THE INTERNSHIP PARTNER**

1. **The tutor** (the person responsible for supervising the intern on behalf of the internship partner):
* Name and surname: .......................................................
* Position: ............................................................
* Phone: ..................., Email: .......................
1. **The supervising academic staff member**, responsible for monitoring the internship on behalf of the internship organizer:
* Name and surname: .......................................................
* Position: ............................................................
* Phone: ..................., Email: .......................

**Art. 9. EVALUATION OF THE INTERNSHIP THROUGH TRANSFERABLE CREDITS**

The number of transferable credits that will be obtained following the internship is 8 ECTS.

**Art. 10. REPORT ON THE INTERNSHIP**

1. During the internship, the tutor and supervising academic staff will continuously evaluate the intern based on an observation/evaluation sheet. They will assess both the level of acquired professional competencies and the intern’s behavior and integration into the partner's activity (discipline, punctuality, task responsibility, compliance with internal regulations, etc.).
2. At the end of the internship, the tutor prepares a report evaluating the competencies acquired by the intern.
3. Periodically and after the internship, the intern will present an **Internship Logbook** containing:
* the name of the training module;
* skills practised;
* activities carried out during the internship period;
* personal observations regarding the activity performed.

**Art. 11. OCCUPATIONAL SAFETY AND HEALTH. SOCIAL PROTECTION OF THE INTERN**

1. The intern shall attach proof of valid medical insurance for the duration and within the territory where the internship is carried out.
2. The internship partner must comply with legal provisions regarding health and safety at work for the duration of the internship.
3. The intern shall benefit from social protection under current legislation.
4. In case of an accident, either during or while traveling to/from work, the internship partner must notify the insurer.

**Art. 12. OPTIONAL CONDITIONS FOR CONDUCTING THE INTERNSHIP**

1. Allowance, bonuses, or rewards granted to the intern.
2. Possible benefits (e.g., reimbursement of transportation to and from the internship location, meal vouchers, access to the partner’s cafeteria, etc.).
3. Other specifications.

**Art. 13. PROTECTION OF PERSONAL DATA**

1. The parties acknowledge the provisions of EU Regulation No. 679/2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and agree to fully comply with them.

2. The parties agree that any processing of personal data provided and used for executing this framework agreement will be done only under the conditions stipulated by the GDPR Regulation of the European Union, and in compliance with the applicable Romanian legislation.

**Art. 14. FINAL PROVISIONS**

This framework agreement is drawn up in three original copies, one for each signatory party, on the date of ..................

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Internship Organizer**Authorized RepresentativeDean,Maria-Iuliana DASCĂLUFaculty of Engineering in Foreign Languages | **Representative,**Internship Partner | **Intern**(Student) |
| **Name and surname** |  |  |  |
| **Signature** |  |  |  |
| **Stamp** |  |  |  |
| **Date** |  |  |  |

**Acknowledged by:**

|  |  |  |
| --- | --- | --- |
|  | **Supervising Academic Staff** | **Tutor** |
| **Name and surname** |  |  |
| **Position** |  |  |
| **Signature** |  |  |

**ANNEX to the framework agreement**

**INTERNSHIP PORTFOLIO**

regarding the internship within undergraduate and master’s degree programs

1. **Total duration of practical training**: 360 hours
2. **Internship period**: ...............
3. **Internship schedule and working hours** (specify internship days in case of part-time work): ...................................
4. **Address where the internship will take place**:
...........................................
5. **Off-site travel** (if applicable):
.....................................
6. **Conditions for admitting the student to the internship**:
The student is admitted based on the selection conducted by the internship organizer and, if applicable, in collaboration with the internship partner.
7. **Ways to ensure complementarity between academic training and the internship**:
The planned internship activities align with the theoretical knowledge gained by students during the early years of their undergraduate program.
The competencies acquired during the internship correspond to the general and specific competencies related to the student’s field of study.
8. **Name and surname of the supervising academic staff member**:
.....................................
9. **Rights and responsibilities of the academic supervisor**:
* Plans, organizes, and oversees internship activities with the designated tutor.
* Establishes the internship theme and target competencies with the tutor.
* Informs students about internship requirements.
* Ensures that the internship is conducted according to agreed commitments.
1. **Name and surname of the designated tutor from the company/institution**:
..........................................................
2. **Rights and responsibilities of the designated tutor**:
* Plans, organizes, and oversees the internship with the academic supervisor.
* Defines the internship topic and target competencies.
* Trains the intern in health and safety regulations.
* Provides protective equipment and specific tools where applicable.
* Participates in the final evaluation and issues the internship certificate.
* May be part of the evaluation committee.
* Ensures the internship runs according to commitments.
1. **Definition of the competencies to be acquired during the internship**

| **No.** | **Competency** | **Training Module** | **Workplace** | **Planned Activities** | **Observations** |
| --- | --- | --- | --- | --- | --- |
| 1 |  | Training in the field of ……… | ………… | - |  |
| 2 |  |  |  | - |  |
| 3 |  |  |  | - |  |

13. **Methods for evaluating the Intern’s professional training**

Evaluation will be based on:

* The internship certificate issued by the tutor;
* Presentation of the internship report before a committee appointed by the internship organizer.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name and surname | Position | Signature |
| Supervising Academic Staff |  |  |  |
| Tutor |  |  |  |
| Intern (Student) |  | Student |  |
| Date |  |  |  |