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| **Agreement No.** |  |

**of Students’ Traineeship at Latvia University of Life Sciences and Technologies**

Jelgava

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The Agreement is made among:

Latvijas Lauksaimniecības universitāte (The Latvia University of Life Sciences and Technologies), registration number 90000041898, address: 2 Lielā street, Jelgava, Latvia, LV-3001, hereinafter referred to as **LLU**, represented by

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|  | | | , the Dean of the Faculty |
| *(name, surname)* | | |  |
| of |  | of LLU, acting according to | |

Decision No 8-198 “Traineeship Regulations” as of October 14, 2015 issued by the Senate of LLU;

the Hosting Organisation

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| *(name, registration number, address of the Hosting Organisation)* |

hereinafter referred to as and **the Hosting Organisation**, legally represented by

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|  |
| *(position, name, surname)* |

and acting according to

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| *(Statutes or Power of Attorney)* |

and the Student, hereinafter referred to as **the Trainee**,

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|  |
| *(name, surname, identity number)* |

collectively and separately referred to as the Parties, hereby agree as follows:

1. **Subject of Agreement**

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| *(title of the traineeship)* | |
| of the Faculty of |  |
|  | *(the name of the faculty)* |

shall take place in the Hosting Organisation

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| for |  | weeks from | |  | to |  | |
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**2. Obligations and Rights of the Parties**

**2.1. LLU agrees:**

2.1.1. To provide the Trainee with: the theoretical knowledge necessary for the traineeship period, to acquaint the Trainee with the general rules of labour safety (rights at work, workplace safety, workplace hygiene, and fire safety) and working regulations as well as his/her rights and responsibilities during the traineeship period, and, prior to the beginning of the traineeship, to register it in the relevant registers.

2.1.2. To appoint the traineeship coordinator

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|  | from |
| *name, surname* |  |

the department / institute of LLU who coordinates and monitors the traineeship.

2.1.3. To work out the program of the traineeship, and to give it to the Trainee who acquaints the Hosting Organisation with it.

2.1.4. To monitor the Trainee’s work during the traineeship and evaluate the outcomes of the traineeship.

2.1.5. If the Trainee’s safety is exposed to serious and imminent danger, the traineeship coordinator has the right to withdraw the Trainee from the Hosting Organisation, while the necessary measures to eliminate the danger are being taken, meanwhile informing the Hosting Organisation about it. In such a case, the Hosting Organisation can be changed after signing a written agreement among the parties.

2.1.6. The traineeship coordinator has the right to accept the Trainee’s report only if it has been confirmed by the Hosting Organisation.

**2.2. The Hosting Organisation agrees:**

2.2.1. To provide the Trainee with the work relevant to the traineeship programme and / or professional standards, and the workplace in accordance with the workplace safety requirements.

2.2.2. To appoint a tutor to supervise the traineeship and consult the Trainee according to the traineeship program.

2.2.3. To acquaint the Trainee with the working regulations, safety methods and workplace hygiene requirements, workplace safety and fire safety, as well as informs the Trainee that his/her personal data will processed in compliance with general data protection regulations.

2.2.4. To provide the Trainee with a safe working environment and processing of personal data in compliance with general data protection regulations.

2.2.5. To provide the Trainee with the necessary materials and equipment.

2.2.6. To sign all the required traineeship documents and to write a reference letter for the Trainee.

2.2.7. Not to give tasks irrelevant to the traineeship programme.

2.2.8. To inform the traineeship coordinator about the cases when the Trainee does not observe working regulations of the Hosting Organisation or about any accidents happening at the traineeship workplace. If it is necessary, the Trainee shall not be allowed to continue the traineeship, and the traineeship coordinator shall be informed about it.

2.2.9. If the Trainee repeatedly does not observe the Hosting Organisation’s instructions, internal procedures, and workplace safety requirements, the Hosting Organisation has the right to terminate the Agreement, and it shall inform the traineeship coordinator about it.

**2.3. The Trainee agrees:**

2.3.1. To observe working regulations, to implement the traineeship programme, (including individual tasks and following workplace safety requirements), to observe the tutor’s instructions, not to breach confidentiality obligation of not revealing personal data and commercial secrets stated in the legislative acts, to prepare the necessary traineeship documentation and to submit them to the traineeship coordinator.

2.3.2. To inform immediately the Hosting Organisation and the traineeship coordinator if the Trainee is unable to arrive at the workplace.

2.3.3. The Trainee has the right to refuse from carrying out traineeship tasks, if working conditions cause threats to his/her or other people’s health and life, and to inform the Hosting Organisation’s tutor and the traineeship coordinator about it.

**3. Additional Terms and Conditions**

3.1. If one of the parties wants to terminate the Agreement, because of the failure to complete obligations determined in the Agreement, this trespass shall be stated in the written form and the other parties shall be warned in the written form, at least five days in advance, about the unilateral termination of the agreement. In the case of the agreement termination the parties shall complete all the obligations till the last day of the Trainee’s attendance. The guilty party that caused the offence leading to the termination of the Agreement, shall fully cover the losses caused to other parties.

3.2 Disputes between the parties shall be settled through negotiations; if an agreement cannot be achieved in the time period of one month, the parties shall resolve their disputes through the legal proceedings of the Republic of Latvia.

3.3 Any amendments to the Agreement shall come into force if they are submitted in the written form and signed by all the parties.

3.4. The Agreement shall come into force from the moment of its signing and shall be effective until the end of the traineeship period.

3.5. The Agreement shall be signed in three copies, and each party shall receive one copy. One copy shall be kept by the Department / Institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of LLU, a second copy shall be kept by the Hosting Organisation, and a third copy shall be kept by the Trainee. All copies have equal legal force.

1. **The Requisites and Signatures of the Parties**

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| **4.1.The Educational Institution:**  **LLU**  Address: 2, Liela street, Jelgava, Latvia, LV-3001,  registration number 90000041898  phone: +371 63022584,  Fax: +3271 63027238  e-mail: rektors@llu.lv   |  | | --- | |  | | (signature, name and surname) | | **4.2.The Hosting Organisation:**  Address:   |  | | --- | |  | | (signature, name and surname) | | **4.3. Trainee:**  Name, Surname:  Identity number:  Address:   |  | | --- | |  | | (signature, name and surname) | |

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