

## VIRTUAL INTERNSHIP COOPERATION AGREEMENT

The present Cooperation Agreement, hereinafter referred to as “the Agreement”, is made and entered into by and between:

1. Higher education institution (HEI)

And

2. Company

### Subject of the agreement

#### Article 1.

The subject of this agreement is the establishment of business cooperation between the HEI and Company, in order to regulate mutual relations related to the implementation of the virtual internship as a part of the study program “study\_program\_name”

### Rights and obligations of the contracting parties

#### Article 2.

The Company undertakes:

- to provide a person – internship supervisor, employed in the Company, with appropriate professional experience and personal qualities that will be included in the realization of the virtual internships aimed at preparing, organizing and controlling the implementation of virtual internships, monitors and directs the work of students, evaluates their performance and achieved results and prepares appropriate reports
- to ensure the implementation of the virtual internship according to the established plan and deadlines;
- prepare thorough onboarding and orientation material and publish it at DIMPS platform in order to introduce the student to the techniques of work and business communication, as well as to the measures of work discipline and rules of conduct in the Company
- prepare the training material and upload it at DIMPS platform (if applicable)
- prepare the tasks for the student in concordance with the learning agreement and publish it at DIMPS platform (if applicable)
- provide a periodic review where students receive feedback on the implementation of the internship and where they can evaluate mentoring.
- provide adequate procedures that guarantee the fulfillment of all obligations under the contract.
- document student progress in achieving learning goals, using templates provided by the HEI.
- provide contact and problem-solving mechanism.

### **Article 3.**

The HE undertakes:

- to provide virtual internship mentor, teacher at the HEI who, in cooperation with the supervisor of internship, performs all preparatory, organizational and control activities necessary for successful implementation of student internships. The internship mentor performs a final evaluation of the achieved internship results.
- to prepare the Learning Agreement that should be signed by the all parties involved. The HEI mentor is a person responsible for signing the Learning Agreement, amending it if needed and recognizing the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. Supervisor at the Receiving Organization is responsible for signing the Learning Agreement, amending it if needed, supervising the student during the internship and signing the Internship Certificate.
- prior to the beginning of the realization of the virtual internship, submit the student data: name and surname of the student, study program that student its enrolled, index number, semester, and other necessary data;
- to create a procedure for ensuring the quality of internship positions, taking into account random verification and creating a procedure for periodic examination of students and employer to monitor the progress of practical training.
- to provides a contact and a problem-solving mechanism
- to certify completed training with a description of acquired skills and ECTS assignment.
- to indicate the merits for the completed virtual internship

### **Article 4.**

All virtual internship activities will be coordinated by the virtual internship mentor and virtual internship supervisor.

### **Conflict solving**

#### **Article 5.**

The contracting parties agree to exclude any possibility of mutual financial or material receivables, as well as receivables between the student and the Company.

#### **Article 6.**

In the event of a dispute under this Agreement, the parties shall resolve the disputed issues amicably, otherwise the dispute will be resolved before the court with real and local jurisdiction.

HEI legal representative

Company legal representative

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