

# FRAMEWORK AGREEMENT

*on performing internship programs within undergraduate or master studies*

The present framework agreement shall be concluded between:

**The Bucharest University of Economic Studies - ASE** (hereinafter named *internship organizer*), represented by Rector prof. Nicolae ISTUDOR, PhD, address of the internship organizer: 6 Piata Romana, 1st district, Bucharest, 010374 Romania, email: rectorat@ase.ro, phone: 021.319.19.00, fax: 021.319.18.99.

..... (hereinafter named *internship partner*), represented by (name and position) Mr./Ms. ...., address of the internship partner: ....., CIF ....., address where the internship will take place: ....., email:....., phone: .....

Student/master student ..... (hereinafter *internship student*) PIN (CNP)....., date of birth....., place of birth....., citizenship ....., passport (if applicable)....., residence permit (if applicable) ....., address....., address of residence during the internship.....

enrolled in the academic year....., at the Bucharest University of Economic Studies - ASE, faculty ....., year ....., series....., group....., email:....., phone:.....

## ARTICLE 1

### *The object of the Framework Agreement*

(1) The Framework Agreement establishes the framework for organizing and conducting the practical training to strengthen theoretical knowledge and skills training, to apply them in accordance with the specialization for which the instruction is conducted by the internship student.

(2) The internship is accomplished by the internship student with a view to acquiring professional skills mentioned in the internship portfolio which is an integral part of this framework agreement.

(3) The arrangements for the development and the content of the internship are detailed in the present framework agreement and in the internship portfolio annexed to this document .

## ARTICLE 2

### *The status of the internship student*

The internship student continues to be, throughout the practical training, a student /master student of the higher education institution.

## ARTICLE 3

### *Duration and period of the internship*

(1) The internship shall be.....

(2) The period of internship is from (day/month/year) .....until (day/month/year)..... .

## ARTICLE 4

### *Payment and social obligations*

(1) The internship (*tick the appropriate situation*):

- is carried out under an employment agreement, the two partners can benefit from the provisions of Law no. 72/2007 on stimulating employment of schoolchildren and students.
- Is not carried out under an employment contract.
- Is carried out under a project financed through the European Social Fund.
- Is carried out under the project.....

(2) In the case of subsequent employment, the internship period will not be considered work experience unless the agreement is carried under a contract of employment.

(3) The student cannot claim a salary from the internship partner, unless the student has the status of employee.

(4) The internship partner may still grant an allowance, gratification, premium or benefits in kind as specified in art. 12.

## ARTICLE 5

### *The responsibilities of the internship student*

(1) The internship student is obliged during the internship to respect the agreed work program and execute the activities specified by the tutor in the internship portfolio, in compliance with the legal framework as regards their volume and difficulty.

(2) During the internship, the internship student complies with the internal regulations of the internship partner. In case of misobservance of this regulation, the head of the internship partner reserves the right to cancel the framework agreement, after having heard the views of the internship student and the tutor, and having informed the head of the educational institution where the internship student is enrolled, and after receiving confirmation of receipt of this information.

(3) The internship student has an obligation to observe the rules of safety and health at work which he/she has acquired from the internship partner before starting the internship.

(4) Also, the internship student undertakes not to use, in any case, the information accessed during the internship about the internship partner or customers, for distribution to a third party or to publish them, not even after the training period is over, except with the internship partner's agreement.

## ARTICLE 6

### *The responsibilities of the internship partner*

- (1) The internship partner will establish a tutor for internship, selected from its own employees and the obligations of which are mentioned in the internship portfolio, part of the framework agreement.
- (2) In the event of the internship student's failure to fulfil his/her obligations, the tutor will contact the supervising professor, applying sanctions under the rules of organization and functioning of the institution of higher education.
- (3) Before starting the internship, the internship partner has the obligation to make the internship student aware of the rules for safety and health at work, in accordance with the law. Among its responsibilities, the internship partner will take the necessary measures for the safety and health of the internship student and communicate the rules for the prevention of occupational hazards.
- (4) The internship partner must provide the internship student all the means necessary to acquire the skills specified in the portfolio.
- (5) The internship partner is obliged to ensure free access to the occupational medicine service for the internship student, during the practical training.

### **ARTICLE 7**

#### *The obligations of the internship organizer*

- (1) The internship organizer designates a supervising professor, responsible for planning, organizing and supervising the practical training. The supervising professor, together with the tutor appointed by the internship partner, shall establish the internship topics and the professional skills covered within the practical training.
- (2) If the conduct of the internship is inconsistent with commitments made by the internship partner under this framework agreement, the head of the higher education institution (the internship organizer) may interrupt the internship under the framework agreement, after informing the head of the internship partner and after receiving confirmation of receipt of this information.
- (3) After conducting a successful internship, the organizer will give the internship student the number of credits specified in this contract, which will be included in the Diploma Supplement, under regulations of Europass (Decision 2241/2004 / EC of the European Parliament and the Council).

### **ARTICLE 8**

#### *The persons designated by the organizer of internship and the internship partner*

- (1) Tutor (the person who will be responsible for the internship student on the part of the internship partner):  
Mr./Ms. .... Position .....  
Phone..... Fax..... Email.....
- (2) The supervising professor is responsible for tracking the internship on the part of the organizer of internship:  
Mr./Ms. .... Position.....  
Phone..... Fax..... Email.....

### **ARTICLE 9**

#### *Assessment of the practical training through credit transfer*

The number of transferable credits to be obtained during the internship is .....

### **ARTICLE 10**

#### *The report on the practical training*

- (1) During the internship the tutor, together with the supervising professor, will assess the student constantly, based on an observation / evaluation form. The acquisition of professional skills and behavior and how the internship student has integrated into the internship partner's activity (discipline, punctuality, responsibility in solving the tasks, observance of the rules and procedures of the enterprise / public institution etc) will be assessed.
- (2) At the end of the internship the tutor shall prepare a report based on the evaluation of the level of competence acquired by the internship student. The outcome of this assessment will be the basis for the grading of the student by the supervising professor.
- (3) Periodically and after the internship, the student will present the internship workbook which will include:
  - the name of the training module;
  - skills practiced;
  - activities performed during the internship;
  - personal observations regarding the work undertaken.
- (4) The internship workbook will be accompanied by the internship portfolio (listed in the annex to the framework agreement).

### **ARTICLE 11**

#### *Occupational safety and health. Social protection of the internship student*

- (1) In the case of external internships, the internship student will attach to this contract the medical insurance valid for the internship period in the country where the internship takes place.
- (2) The internship partner has the obligation to comply with the legal provisions on health and safety during the internship.
- (3) The internship student benefits from social protection as required by law. Therefore, according to the provisions of Law no. 346/2002 on insurance for work accidents and occupational diseases, as amended and supplemented, the internship student benefits from legislation relating to accidents at work throughout the conduct of the internship.
- (4) If the internship student suffers an accident during work or while driving to work, the internship partner undertakes to inform the insurer about the accident that has occurred.

### **ARTICLE 12**

#### *Optional conditions for conducting practical training*

- (1) Allowance, gratification or bonuses for the internship student:
- (2) Potential benefits:
- (3) Other specifications:

**ARTICLE 13**

*Final provisions*

This framework agreement was signed in triplicate on (date): .....

	<b>Rector - The Bucharest University of Economic Studies - ASE (Internship organizer)</b>	<b>Representative- ..... (Internship partner)</b>	<b>Student/master student - (Internship student)</b>
<b>Name</b>	Prof. Nicolae ISTUDOR, PhD		
<b>Date</b>			
<b>Signature</b>			
<b>Stamp</b>			

I have taken note

	<b>Surname and First Name</b>	<b>Position</b>	<b>Signature</b>
<b>Professor -supervisor</b>			
<b>Tutor</b>			
<b>Date</b>			