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FRAMEWORK CONVENTION

regarding the conduct of internships integrated in bachelor's or master's degree programmes

This framework convention is concluded between:

1. Politehnica University of Timișoara, represented by the Rector, Assoc. Prof. Dr. eng. Florin DRĂGAN, with the headquarters in TIMIȘOARA, Piața Victoriei, No. 2, postal code 300006, telephone: 0256-403011, email: rector@upt.ro, unique registration code: 4269282, hereinafter referred to as the **practical training organizer**,

2., represented by (name and quality), with the headquarters in, telephone, e-mail, tax registration code, registered in the Trade Register under number, hereinafter referred to as the **practical training partner**

3. The student, PIN, date of birth, place of birth, citizen of, ID / passport (if applicable) series, no., residence permit (if applicable), home address
.....
the address where the student will live during the internship
.....
enrolled in the academic yearat the Politehnica University of Timișoara, Faculty of
....., study field / specialization.....
.....year of study
e-mail, telephone:
hereinafter referred to as the **intern**

Art. 1. Object of the framework convention

(1) *The framework convention* establishes the way in which the internship is organized and carried out in order to consolidate the theoretical knowledge and the development of practical skills, so as to apply them in accordance with the specialization of the student intern.

(2) The internship is carried out by the intern in order to acquire the professional competencies mentioned in the practical training portfolio which is correlated with the practical training syllabus, an integral part of this convention. The place of the internship is

(3) The ways in which the internship is conducted and its content are defined in this framework convention and in the enclosed practical training portfolio.

Art. 2. The status of the intern

The intern remains, throughout the practical training period, a student of Politehnica University of Timișoara.

Art. 3. Duration and period of the internship

(1) The duration of the internship, specified in the curriculum, is [hours].

(2) The period of the internship is in accordance with the structure of the current academic year from (day / month / year) to (day / month / year).

Art. 4. Payment and social obligations

(1) The internship (indicate the appropriate situation):

- | | |
|--------------------------|---|
| <input type="checkbox"/> | - is performed within an employment contract, the two partners being able to benefit from the provisions of Law no. 72/2007 on stimulating the employment of pupils and students; |
| <input type="checkbox"/> | - is not performed under an employment contract; |
| <input type="checkbox"/> | - is carried out in the framework of a project supported by the European Social Fund; |
| <input type="checkbox"/> | - is performed within the project |

(2) In case of subsequent employment, the period of the internship will not be considered as accumulated service if the convention is not implemented within an employment contract.

(3) The intern may not claim a salary from the practical training partner, unless the intern has an employee status.

(4) The practical training partner may however grant the intern an allowance, gratuity, bonus or benefits in kind, according to the legislation in force.

Art. 5. The responsibilities of the intern

(1) The intern has the obligation, during the internship, to observe the set work schedule and to execute the activities specified by the tutor in accordance with the practical training portfolio, while respecting the legal framework regarding their volume and difficulty.

(2) During the internship, the intern respects the internal regulations of the practical training partner. In case of non-compliance, the management of the practical training partner reserves the right to cancel the framework convention, after taking into account the points of view of the intern and the practical training supervisor, after notifying the management of the faculty where the intern is enrolled, and after getting a confirmation of delivery of this information. This situation leads to repeating the internship and to a new evaluation colloquium during the next academic year.

(3) The intern has the obligation to observe the norms of safety and health at work, that he acquired from the representative of the practical training partner before the beginning of the internship.

(4) The intern undertakes not to use, in any way, the information to which he has access during the internship about the practical training partner or his clients, in order to communicate them to a third party or to publish them, including after the internship is completed, unless he has the consent of that practical training partner.

Art. 6. Responsibilities of the practical training partner

(1) The practical training partner will appoint a *tutor for the internship*, selected from its own employees, and whose obligations are mentioned in the practical training portfolio, an integral part of the framework convention.

(2) If the intern does not fulfil their obligations, the tutor will contact the supervising teacher, responsible for the practical training, applying sanctions according to the laws and regulations in force.

(3) Before the beginning of the internship, the partner has the obligation to instruct the intern on the norms of safety and health at work, for each distinct place of practical training, in accordance with the legislation in force. Among his responsibilities, the practical training partner will take the necessary measures for the safety and health of the intern at work, as well as for the communication of the rules for the prevention of occupational risks.

(4) The practical training partner must provide the intern with all the means necessary to carry out the activities specified in the practical training portfolio.

(5) The practical training partner has the obligation to ensure the intern free access to the occupational medicine service, during the practical training.

(6) Following the successful completion of the internship, the practical training partner will grant the student, upon request, a certificate.

Art. 7. Obligations of the practical training organizer

(1) The practical training organizer designates a supervising teacher, responsible for planning, organizing and supervising the process of practical training. The supervising teacher responsible for the practical training, together with the tutor appointed by the practical training partner, decide on the practical training topic and the professional competencies that are the object of the internship.

(2) If the conduct of internship is not in accordance with the commitments made by the practical training partner under this convention, the management of the practical training organizer may decide to terminate the internship according to the framework convention, after informing the management of the practical training partner, and after receiving the confirmation of delivery of this information.

Art. 8. People designated by the practical training organizer and the practical training partner

(1) The tutor (the person who will have be in charge of the intern from the practical training partner):

Mr / Ms Piața Victoriei nr. 2, BD.300006 : Timișoara, Tel: +40 256 403000, Fax: +40 256 403021, rectorat@rectorat.upl.ro, www.upl.ro
job title, telephone, e-mail

(2) The supervising teacher in charge with following the internship process on behalf of the practical training organizer:

Mr / Ms
job title....., telephone, e-mail

Art. 9. Evaluation of the internship through transferable credits

The number of transferable credits that will be obtained after successful completion of the internship is

Art.10. Practical training report

(1) During the internship, the tutor together with the supervising teacher will permanently assess the intern. Both the level of acquisition of professional skills and the behaviour and integration of the intern in the activity of the practical training partner (discipline, punctuality, responsibility in solving tasks, compliance with the internal regulations of the practical training partner) will be monitored and evaluated.

(2) At the end of the internship, the tutor fills in the practical training certificate, and optionally the evaluation form, based on the evaluation of the level of acquisition of competences by the intern. The result of this evaluation will be the basis for the supervising teacher's grading of the intern.

At the end of the internship, the student fills in the practical training booklet, also giving a copy to the tutor from the practical training partner. The certificate and the evaluation form filled in by the tutor will be the basis for the grading of the student according to the *Regulation regarding the general framework for the organization and conduct of practical training for students in UPT*.

(3) Periodically, during and after the end of the internship, the intern will present a practical training booklet that will include:

- the name of the training module;
- the competences to be developed;
- the activities carried out during the internship;
- personal observations regarding the activities carried out.

(4) For bachelor's degree studies, following a colloquium in the higher education institution, and based on the practical training documents, the rating very good / good / satisfactory given by the host institution is recognised with the rating *passed* in the catalogue of grades for the practical training subject, while the rating unsatisfactory given by the host institution is recognised with the rating *failed* in the catalogue of grades for the practical training subject.

(5) For master's degree studies, following a colloquium in the higher education institution, and based on the practical training documents, the rating very good / good / satisfactory given by the host institution is equivalent to passing grades in the catalogue of the practical training subject (5-10), while the unsatisfactory rating given by the host institution is equivalent to non-passing grades in the catalogue of the practical training subject.

Art.11. Occupational health and safety

(1) The intern appends to this contract the proof of valid medical insurance during the period and on the territory of the state where the internship takes place.

(2) The practical training partner has the obligation to comply with the legal provisions regarding the occupational health and safety of the intern during the internship.

(3) The intern benefits from social protection according to the legislation in force. As a result, according to the provisions of Law no. 346/2002 on insurance for work accidents and occupational diseases, with subsequent amendments and additions, the intern benefits from the legislation regarding work accidents throughout the practical training.

(4) In the event of an accident suffered by the intern, either during work or during the trip to work, the practical training partner undertakes to notify the insurer about the accident that took place.

Art.12. Optional conditions for carrying out the internship

(1) Allowance, gratuities or bonuses granted to the intern:

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(2) Potential advantages (payment of transport to and from the place of the internship, meal vouchers, access to the cafeteria of the practical training partner, etc.):

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(3) Other details:

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Art.13. Final provisions

Made in three copies on:

	Politehnica University of Timișoara, Rector	Practical training partner, Representative	Intern
Surname and first name	Assoc. prof. Dr. eng. Florin DRĂGAN		
Date			
Signature			

I have read and understand the above,

	Supervising teacher	Tutor
Surname and first name		
Job title		
Date		
Signature	Piața Victoriei nr. 2, RO 300006 - Timișoara, Tel: +40 256 403000, Fax: +40 256 403021, rector@rectorat.upl.ro, www.upl.ro	

ANNEX to the **framework convention** regarding the conduct of internships integrated in bachelor's or master's degree programmes

PRACTICAL TRAINING PORTFOLIO

pertaining to the **framework convention** regarding the conduct of internships integrated in bachelor's or master's degree programmes

1. Total duration of the practical training:

2. Practical training schedule:

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.....

3. Internship period, working time and schedule (specify the days of practical training in case of part-time work):

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.....

4. Address where the internship will take place:

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5. Travel outside the place where the intern is assigned to the following locations:

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6. Conditions for hosting the bachelor / master student for the internship:

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7. Ways to ensure complementarity between the training acquired by the student intern at the higher education institution and during the internship:

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8. Surname and name of the teacher who provides the pedagogical supervision of the intern during the internship:

9. Rights and responsibilities of the teacher from the educational unit – practical training organizer, during the internship:

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10. Surname and name of the tutor appointed by the enterprise to ensure the observance of the training conditions and the acquisition by the intern of the professional competencies planned for the period of the internship:

11. Rights and responsibilities of the practical training tutor appointed by the practical training partner:

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12. ¹Ways of conducting the internship - The topic of the internship and the tasks of the student according to the provisions of the practical training syllabus

13. Definition of the competencies that will be acquired during the internship

No.	Competence	Training module	Workplace	Planned activities	Observations

14. Ways of evaluating the professional training acquired by the intern during the internship:

During the internship, the tutor will do the evaluation of the intern.

	Supervising teacher	Tutor	Intern
Surname and first name			
Job title			
Date			
Signature			

¹ The supervising teacher will fill in sections 12 and 13 according to the practical training syllabus.