



*Universitatea Tehnica din Cluj-Napoca*  
*Facultatea de Automatica si Calculatoare*  
*Str. Gh. Baritiu nr. 26-28, Cluj-Napoca,*  
*ROMANIA*  
*Tel.: +40-264-401219*  
*Fax: +40-264-594835*

## Internship agreement

### Conventie de practica



Aceasta Conventie se stabileste intre  
**Facultatea de Automatica si Calculatoare**  
**a Universitatii Tehnice din Cluj-Napoca**  
(menționat ca "*organizator de practica*")

si \_\_\_\_\_

Adresa: \_\_\_\_\_

Telefon: \_\_\_\_\_

Persoana de contact: \_\_\_\_\_

Telefon: \_\_\_\_\_

Email: \_\_\_\_\_

(menționat ca "*Partener de practica*").

#### 1. Obiectivul conventiei

1.1. Stabileste cadrul operational ce permite *studentilor practicanti ai organizatorului de practica* sa castige experienta practica la locatia *partenerului de practica*.

1.2. Asigura ca experienta de practica este productiva si benefica pentru ambii parteneri.

1.3. Defineste indatoririle si obligatiile *Organizatorului de practica, Partenerului de practica* si a *studentilor practicanti*.

1.4. Stagiul de pregatire practica se poate efectua in cadrul unui contract de munca,

This agreement is concluded between the  
**Faculty of Automation and Computers Science from the Technical University in Cluj-Napoca** ( referred to as "*Internship Organizer*")

And .....

Address: .....Street ,  
.....No, Cluj Country, Telephone:  
.....

Contact person: .....  
Telephone: .....

Email: .....  
(referred to as "*Internship Partner*").

#### 1. Objective of agreement

1.1. Sets the operational framework which allows the *intern students* from the *internship organizer* to gain practical experience at the location of the *internship partner* location.

1.2. Ensures that the internship experience is productive and beneficial for both partners.

1.3. Define the duties and obligations of the *internship organizer, the internship partner* and *intern students*.

1.4. The internship period may be taken under an employment agreement, concluded

incheiat intre *partenerul de practica* si *practicant*, ei putand sa beneficieze de prevederile Legii nr. 72/2007 privind stimularea incadrarii in munca a elevilor si studentilor. De asemenea se poate efectua in cadrul unui proiect finantat prin Fondul Social European sau in cadrul unui alt proiect.

## **2. Indatoririle si obligatiile Organizatorului de practica**

2.1. *Organizatorul de practica* este responsabil pentru organizarea stagiilor de practica.

2.2. *Organizatorul de practica* certifica eligibilitatea *practicantilor* care se inscriu la practica si efectueaza alocarea *practicantilor* pe baza rezultatelor procesului de selectie efectuat de *partenerul de practica*.

2.3. *Organizatorul de practica* hotaraste cuantumul creditului academic asociat practicii si stabileste toate conditiile academice pe care *studentul practicant* trebuie sa le indeplineasca pentru obtinerea creditului. *Organizatorul de practica* stabileste un sistem de notare si criterii pentru obtinerea notei la terminarea practicii.

2.4. *Organizatorul de practica* desemneaza un cadru didactic *supervizor de practica* pentru monitorizarea si evaluarea performantei *practicantului*.

2.5. *Organizatorul de practica* stabileste metodologia si perioda colocviului de evaluare si le comunica *partenerilor de practica* si *practicantilor*.

2.6. *Organizatorul de practica* aduce la cunostinta *practicantilor* politicile, procedurile si cerintele practicii, asa cum sunt ele specificate de catre *partenerul de practica*.

between the *internship partner* and the *intern student*, benefiting from the provision of Law no 72/2007, regarding the stimulation of employment for students. Also, the internship may be taken within a project financed through the European Social Fund, or another project.

## **2. The duties and obligation of the Internship organizer**

2.1. *The internship organizer* is responsible for organizing the internship.

2.2. *The internship organizer* certifies the eligibility of *intern students* who sign up for the internship and distributes the interns based on the results of the selection process conducted by the *internship partner*.

2.3. *The internship organizer* decides the amount of academic credits associated with the internship and sets all the academic conditions which the *intern student* must meet for obtaining the credits. *The Internship organizer* establishes a grading system and criteria for obtaining the grade of the end of the internship.

2.4. *The internship organizer* appoints a professor as an *internship supervisor*, for monitoring and evaluating the intern's performance.

2.5. *The internship organizer* establishes the methodology and period for the evaluation examination and communicates them to the *internship partners* and *intern students*

2.6. *The internship organizer* informs the *intern students* about the policies, procedures and requirements of the internship, as they are specified by the *internship partner*.

2.7. *Organizatorul de practica* poate cere terminarea înainte de termen a practicii oricarui *practicant* daca *partenerul de practica* nu-si respecta obligatiile asumate.

2.8. *Organizatorul de practica* va semna **Conventia-cadru** si **Portofoliu de practica** (anexa la **Conventia-cadru**) cu *partenerul de practica* si *practicantul* implicat.

### **3. Indatoririle si obligatiile *Partenerului de practica***

3.1. *Partenerul de practica* va transmite *organizatorului de practica* oferta sa de practica. Oferta de practica va contine informatii referitoare la temele / subiectele / proiectele propuse, impreuna cu cunostintele cerute pentru abordarea acestora.

3.2. *Partenerul de practica* informeaza *organizatorul de practica* despre toate criteriile si cerintele procesului de selectie.

3.3. *Partenerul de practica* selecteaza studentii practicanti in functie de necesitatile si preferintele sale si comunica rezultatul selectiei *organizatorului de practica*. Selectia se materializeaza prin semnarea **Conventiei-cadru** si a **Portofoliului de practica** de catre *partenerul de practica*, studentul *practicant* si *organizatorul de practica*.

3.4. *Partenerul de practica* desemneaza un *tutore de practica*.

3.5. *Partenerul de practica* propune orarul de practica. Numarul de ore de practica va fi conform planului de invatamint al *organizatorului de practica* (minimum 240 ore pe semestru).

3.6. *Partenerul de practica* stabileste indatoririle si responsabilitatile studentului *practicant*.

3.7. *Partenerul de practica* asigura spatiul de lucru si resursele necesare bunei desfasurari a activitatii de practica a studentului *practicant*. *Partenerul de practica* va asigura orientarea, pregatirea,

2.7. **The internship organizer** may request *intern students* if the *internship partner* does not observe the obligation in assumed.

2.8. **The internship organizer** shall sign the **Framework Agreement** and **The Internship Portfolio** ( Annex to the Framework Agreement ) with *the internship partner* and the involved *intern student*.

### **3. The duties and obligations of the *internship partner***

3.1. **The internship partner** shall transmit to the *internship organizer* its internship offer. The internship offer shall contain information regarding the proposed themes/subjects/projects, together with the knowledge needed to approach them.

3.2. **The internship partner** informs *the internship organizer* about all the criteria and requirements of the selection process.

3.3. **The internship partner** selects the *intern students* depending on its needs and preferences and communicates the result of the selection to the *internship organizer*. The selection is completed by the signing of **the Framework Agreement** and **Internship portfolio** by the **Internship partner**, *internship student* and *internship organizer*.

3.4. **The internship partner** appoints an *internship tutor*.

3.5. **The internship partner** proposes the internship schedule. The number of internship hours shall be consistent with the curriculum plan of the *internship organizer* ( minimum 240 hours per semester).

3.6. **The internship partner** establishes the duties and the responsibilities of the *intern student*.

3.7. **The internship partner** offers the working space and resources necessary for the *intern student* to properly conduct the intership activity. *The internship partner* shall ensure the orientation, preparation,

monitorizarea si evaluarea studentului *practicant*. La sfarsitul perioadei de practica, se va emite o scrisoare de evaluare pentru fiecare student *practicant*.

3.8. *Partenerul de practica* va furniza toate informatiile rezonabile cerute de *organizatorul de practica* despre activitatea studentului *practicant*.

3.9. In cazul in care *Partenerul de practica* devine nemulțumit de activitatea unui *practicant*, aceasta poate cere *organizatorului de practica* rezilierea unilaterală a **Conventiei-cadru**. Rezilierea devine efectiva daca nu s-a putut negocia o solutie satisfacatoare de continuare a practicii.

#### **4. Indatoririle si obligatiile studentului practicant**

4.1. Va efectua sarcinile atribuite de catre *tutorele de practica* care sunt legate de obiectivele sale de invatare si responsabilitatile pozitiei sale.

4.2. Se va conforma regulilor, regulamentelor si cerintelor *organizatorului de practica* si *partenerului de practica*.

4.3. Va anunta *supervizorul de practica* si *tutorele de practica* despre orice problema care apare in timpul practicii.

#### **5. Termene si Conditii**

5.1. **Conventia de practica** se semneaza pe o perioada de 5 ani intre *organizatorul de practica* si *partenerii de practica* agreeati. Anual se va semna pentru fiecare *practicant* in parte **Conventia-cadru** si anexa sa, **Portofoliul de practica** care specifica programa, durata stagiului de practica si alte detalii necesare.

monitoring and evaluation of the *intern student*. At the end of the internship period, a letter of evaluation shall be issued for each *intern student*.

3.8. *The internship partner* shall delivered all reasonable information requested by the internship organizer regarding the activity of the intern student.

3.9. If *the internship partner* become unsatisfied with the activity of an intern student, can request the internship organizer the unilateral cancellation of the **Framework Agreement**. The cancellantion becomes active if no satisfactory solution for continuing the internship could be negotiated.

#### **4. The duties and obligations of the intern student**

4.1. Shall conduct the tasks given by the *internship tutor*, tasks which are related to his/her learning objectives and to the responsibilities of his/her position.

4.2. Shall follow the rules, regulations and requirements of the *internship organizer* and **internship partner**.

4.3. Shall inform the *internship supervisor* and *internship tutor* about any problem occuring during thr internship period.

#### **5. Terms and Conditions**

5.1. **The Internship agreement** is signed for a period or 5 years between the *internship partner* and the *accepted internship partners*. The **Framework agreement** and its annex and the **Internship Portfolio** which specifies the curriculum, duration of the internship and other necessary details, shall be signed every year for each intern student.

5.2. **Conventia de practica** poate fi modificata doar cu acordul ambelor parti.

5.3. **Conventia de practica** poate fi reziliata in mod unilateral de partile semnatare cu preaviz de 90 de zile.

5.4. Metodologia de desfasurare a activitatii de practica este cuprinsa in „**Regulamentul de practica**” anexat acestei conventii.

5.5. *Organizatorul de practica* nu-si asuma responsabilitatea pentru eventualele daune provocate de *studentii practicanti* la sediul *partenerului de practica*.

5.6 *Organizatorul de practica* nu va revendica eventualele drepturi de proprietate intelectuala rezultate din activitatea desfasurata de *practicant* la sediul *partenerului de practica*.

Reprezentantii autorizati ai partenerilor au intocmit aceasta **Conventie de practica** la data de mai jos.

Data: \_\_\_\_\_

Pentru Facultatea de Automatică și  
Calculatoare  
Decan  
Prof.dr.ing.Mihaela DINSOREANU

Pentru  
Director general

5.2. **The Internship agreement** may only be amended with the consent of both parties.

5.3. **The Internship agreement** may be unilaterally cancelled by the signing parties with a 90 day notice.

5.4. The methodology based on which the internship activity is conducted is contained in the „**Internship Regulation**”, attached to this agreement.

5.5. The **Internship organizer** denies liability for possible damages caused by *intern students* at the location of the *internship partener*.

5.6 The **Internship organizer** shall not claim possible intellectual property rights resulted from the activity conducted by the *intern student* at the location of the **Internship partner**.

The authorized representatives of the partners have drawn up this **Internship Agreement** at the date specified below.

Date: \_\_\_\_\_

For The Faculty of Automation and  
Computer Science  
Dean

Prof.dr.ing.Mihaela DINSOREANU

For.....,

General Manager