



SCHOOL OF FINE & APPLIED ARTS

DEPARTMENT OF MULTIMEDIA AND GRAPHIC ARTS

**SPECIAL WORK CONTRACT FOR REAL STUDENT ASSESSMENT**

Between the company/organization ..... which is legally represented by Mr./Mrs./Ms ..... and the Department of Multimedia and Graphic Arts, of the Faculty of Fine and Applied Arts at the Cyprus University of Technology, which is legally represented in this contract by Mr./Mrs./Ms. .... and taking into account the faculty's internal internship regulations which are currently in force, the special contract for the internship of student ..... of ..... with identity number ..... and registration number at the Cyprus University of Technology ..... is effective, provided that the following conditions apply:

- 1) The trainee/student and the company/organization are to be informed about the internship after reading the document "Practical Training Guide" which can be found on the department's website.
- 2) The internship is compulsory and constitutes an academic obligation of the student in the context of his/her program of studies and for the completion of the MGA450 module.
- 3) The trainee is obliged to follow the working hours of the company/organization at the workplace, any existing general and specific safety and work regulations, as well as other regulations which are applicable to the staff of the company/organization.
- 4) In the case that the student is absent from work, both the student himself/herself and the company/organization must immediately inform the Internship Supervisor at the department. Additionally, in the case that the student/trainee is frequently absent, the completion of this module, shall then be evaluated and decided upon by the Internship Board of the Department.

5) The internship and therefore this Special Agreement, expire automatically by the end of the completion of the student's internship - which has an average duration of 13 weeks - and more specifically, by the signing of this Agreement by ..... up to .....

6) The company/organization ..... in the context of social contribution and according to its own capability, is obliged to contribute in the best possible way to the effective training of the student/trainee .....

7) The company /organization..... must employ the trainee.....within the context of his/her specialty and in cooperation with the teacher of the Department of Multimedia & Graphic Arts of the Cyprus University of Technology, Mr./Mrs./Ms..... who has been appointed as Internship Supervisor of the aforementioned student/trainee.

8) The company organization ..... is obliged to provide the necessary material required to inform the student/trainee in the best way possible, all the information required for the appraisal of the internship by the Internship Supervisor from the Cyprus University of Technology, as well as any other information required for the collection of statistical data by the Cyprus University of Technology.

9) The company /organization..... does not have to give any monetary reward to the student/trainee for his/her internship.

10) The Department of Multimedia & Graphic Arts is responsible to provide the student/trainee with any additional information and required training regarding occupational safety issues.

11) This special student internship contract is drafted in three (3) copies: a) for the company/organization, b) for the student/trainee and c) for the Department of Multimedia and Graphic Arts, of the Faculty of Fine and Applied Arts, of the Cyprus University of Technology.

THE PARTIES

For the company/organization

Internship Supervisor

Student/trainee

(signature, stamp)

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