

Internship Agreement Institute of International Relations, Prague

The Internship applicant (further referred to as ‘**the Intern**’):

Name: _____
Address: _____
Phone No. _____
(Mobile, if available) _____
E-mail: _____

and the **Institute of International Relations** (further referred to as ‘**the Institute**’):

Address: Nerudova 3, 118 50 Praha 1, Czech Republic
Represented by: Lucie Božková – PR and Conference Manager
Phone No.: +420 251 108 111
Fax: +420 251 108 222
E-mail: conference_service@iir.cz

agree on the following articles:

Article I – Internship’s Terms & Conditions and Programmes

1. The Institute allows the Intern to accomplish the internship within one of the two following programmes:
 - a. an *Independent researcher*
 - b. a *Research assistant*
2. As an Independent researcher the Intern works on his/her own project which evolves from the internship plan. The project and the plan must be submitted by the Intern and approved by the Institute prior to the signing of the Internship Agreement. The internship plan form is part of this Agreement and must contain the following:
 - a. the official internship proposal including the project’s title and aims, the theoretical and methodological background, used literature, the structure and length of the final report (according to paragraph 7 of Article II of this Internship Agreement),
 - b. proposed time frame (duration) of the internship,
 - c. the Intern’s curriculum vitae.

3. As a Research assistant, the Intern participates in the Institute's existing project. In this case the internship plan is not required. However, prior to the signing of the Internship Agreement the Intern must submit the following:
 - a. his/her curriculum vitae,
 - b. proposed time frame (duration) of the internship.

Article II - Rights and Duties of the Parties

1. The Institute shall provide the Intern with the following:
 - a. the Intern shall be assigned a supervisor from within the Institute;
 - b. the Intern shall be given a workplace with a desk, a computer along with the internet connection, a printer, and an E-mail account on request;
 - c. the Intern shall have the right to study in the Institute's library even during hours reserved for the employees of the Institute;
 - d. the Intern shall have the possibility to borrow up to three books or magazines for his/her personal use outside the Institute's building for a period of up to two weeks;
 - e. the Intern shall be allowed to photocopy a reasonable amount of copies on any of the photocopiers located in the halls of the Institute and in the library;
 - f. the Intern shall have the right to make domestic phone calls free of charge to a reasonable extent and international calls free of charge in pre-approved cases;
 - g. the Intern shall be provided with an entrance pass card to enter the building of the Institute. This card is also required to use the elevator;
2. The Intern is expected to fulfil tasks related to research activities of the Institute or any other tasks which s/he agreed to and which s/he will be assigned by either the supervisor or a person authorised by the supervisor.
3. The Intern is obliged to comply with all the Institute's internal rules and regulations.
4. Based on his/her research and according to the internship plan, the Intern involved in the *Independent researcher* programme will work up a scholarly article.
5. The Intern will generate a book review on a topic related to his/her research.
6. In case of publishing results of any research conducted during the internship, the Intern shall give the Institute due recognition as the institution where the research has been conducted. The Institute reserves the right to refuse this recognition.
7. The Intern is obliged to maintain discretion about any information that s/he learned during the internship and which was for the Institute's internal use only, especially information regarding the ongoing or planned research projects, which are not yet intended for publication.
8. Before the termination of the internship, the Intern agrees to fill out the Internship evaluation form, return the entrance pass card as well as any borrowed books and magazines and settle any further commitments that may arise in regard to the Institute.

Article III - Social and Financial Conditions

1. The Institute is not obliged to provide the Intern with any financial compensation, reimbursement, allowances, accommodation or similar benefits, unless otherwise agreed. Such an agreement would form a supplement to this Internship Agreement.
2. The Intern may be held liable for damages incurred by him/her during the internship period.
3. The Intern is required to work 20 hours per week.
4. The Intern is entitled to 2 days of holidays per month.

Article IV - Conditions for Changes and Termination of the Internship Agreement

1. Unless agreed otherwise, internship based on this Agreement terminates on the date indicated in paragraph 1 of Article V.
2. The internship may be prolonged, shortened or terminated depending on a mutual agreement between the Institute and the Intern. Such an agreement has to form a supplement to this Internship Agreement.
3. In addition, any of the parties may terminate the internship should the other party break any rule stemming from this Internship Agreement. The Institute reserves the right to terminate the internship especially in cases when the Intern seriously neglects his/her duties resulting from Article II, paragraphs 2, 3, 4 and 6.
4. The internship automatically terminates in the case of the Intern's death or should the Institute cease to exist.
5. Paragraph 6 of Article II of this Internship Agreement remains valid for six months after the termination of the internship.

Article V - Transitory and Concluding Provisions

1. This Internship Agreement enters into effect immediately after its signature by both parties. The internship based on this Agreement shall start on ___/___/___ (dd/mm/yyyy) and terminate on ___/___/___ (dd/mm/yyyy).
2. This Internship Agreement has been signed in two original printouts, one for the Intern and one for the Institute.
3. This Internship Agreement has ___ supplements.

In Prague, on _____

signature of the Institute's
representative

Intern's signature