

AGREEMENT Nr. \_\_\_\_\_

Riga \_\_\_\_\_

(registration date)

ISMA University represented by the Head of the Career Centre V.Groma (further – University) and

*Canopical LTD*

(name of the organisation)

represented by *Mark Kremer* (further – place of practice)

(name and surname)

and student *Michael Gatson*  
(name and surname)

(further – Parties) agree upon:

**I. Subject of the Agreement**

The study practice (further – practice) of the University student

*Michael Gatson, 150492-00000*

(name and surname, identity number)

is realised at *London, UK*  
(address of practice place)

*18.05.2016 - 12.06.2016, 8CP*  
(practice period, credit points)

**II. Rights and Obligations of the Parties**

**2.1. University:**

2.1.1. ensures the professional background of the student, informs the student about the general labour protection acts (labour law, occupational safety, hygiene and health protection, fire safety), student's rights and obligations during the practice period;

2.1.2. appoints the study practice supervisor – employee of the University who coordinates and controls the organisation of practice;

2.1.3. prepares practice tasks, assigns them to the student, assesses the student's performance during practice and the fulfilment of practice tasks;

2.1.4. if life or health threatening conditions at the place of practice are reported, the University withdraws the student from the place of practice until the threats are eliminated; in this case it is possible to change the place of practice by written agreement;

2.1.5. accepts the student's practice report only if it is approved by the place of practice and the study practice supervisor from the University;

**2.2. Place of practice:**

2.2.1. ensures that the student's work corresponds to the practice programme and the profession standard, and that the student's workplace corresponds to the labour protection acts;

2.2.2. appoints the study practice supervisor who directs the student's work and consults the student in accordance with the practice programme;

2.2.3. instructs the student on the matters of internal working regulations, accident prevention, hygiene, and occupational safety and fire safety;

2.2.4. provides the student with all the materials, instruments, and special means required for practice;

2.2.5. keeps records of the student's work, fills in the characteristic of the student, approves the entries in the practice diary;

2.2.6. immediately informs the Institute if the student fails to comply with the internal working regulations of the place of practice, if an accident occurs at the place of practice, etc.

2.2.7. place of practice has the right to refuse to meet its liabilities, as stated in this agreement, if the student repeatedly disregards the instructions of the place of practice, the internal working regulations, the requirements occupational safety or labour protection.

### 2.3. Student:

2.3.1. fulfils the practice tasks and complies with the internal working regulations of the place of practice, performs the tasks complying with quality standards and the terms assigned by the place of practice, follows the instructions of practice supervisors, regulations for labour protection, uses the technical equipment of the place of practice with care, does not divulge business secrets, fills in the practice documents (prepares the practice report) and submits them to the University after the practice ends;

2.3.2. immediately informs the Institute and the place of practice if he or she fails to attend the place of practice, stating his or her reasons;

2.3.3. informs the University if the place of practice fails to meet its liabilities as stated in this agreement;

2.3.4. refuses to fulfil practice tasks if the working conditions are threatening the lives and health of the student and/or other people, informing the University and the place of practice.

### III. Financial relations

The student fulfils the practice tasks without remuneration.

### IV. Conclusion

4.1. If one of the Parties wishes to terminate the Agreement due to non-compliance with provisions, the violation is noted in written form and other Parties are informed of the termination of the Agreement in written form. If the Agreement is terminated all Parties have to meet the liabilities they had before the termination of the Agreement. The culpable Party, whose violation caused the termination of the Agreement, has to compensate the direct losses of other Parties in full;

4.2. the Parties shall resolve all arguments concerning liabilities through negotiation. If the Parties do not come to an agreement within a period of one month, the arguments shall be resolved in court in accordance with the laws of the Republic of Latvia;

4.3. all alterations to this Agreement are valid only if they are made in written form and are signed by all the Parties;

4.4. the Agreement comes into force as soon as it is signed by all Parties;

4.5. the Agreement is written in triplicate (one copy for the Institute, for the place of practice, and for the student), with equal legal force to all the Parties.

### Financial requisites

SIA „Informācijas sistēmu menedžmenta augstskola” (Lomonosova ielā 1/6, Rīgā, LV – 1019; fakss 67241591, tālr. 67100607) Nodokļu maksātāja reģ. Nr.40003607453,  
AS SEB Banka, S.W.I.F.T. code: UNLALV2X, account No. (EUR) LV14UNLA0050003263000

Head of the Career Centre \_\_\_\_\_

(signature and full name)

\_\_\_\_\_ (date)

Seal

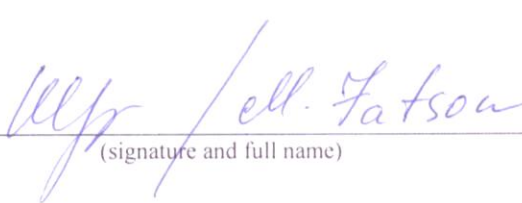
Head of the place of practice \_\_\_\_\_

(signature and full name)

Seal

\_\_\_\_\_ (date)

Student \_\_\_\_\_

 (signature and full name)

10.05.16. (date)