



**STO
PET**

ONE HUNDRED & FIVE YEARS (1919-2024)
Faculty Of Veterinary Medicine
University Zagreb

**University of Zagreb
Faculty of Veterinary Medicine**

Academic year: 2025-2026
Internship agreement of (name and surname)

Internship agreement between

Home Institution:

Name: Faculty of Veterinary Medicine, University of Zagreb

Address: Vjekoslav Heinzel Str. 55, 10000 Zagreb, Croatia

phone: +385 1 2390229

e-mail: smencik@vef.inizg.hr

Represented by (agreement-signing party): Associated Professor Sven Menčik,
PhD, DVM

Capacity of the representative: ERASMUS Coordinator

Host Organisation:

Name:

Address:

Phone:

Represented by (agreement-signing party)

Capacity of the representative:

e-mail:

Location of internship (if different from that of the organization):



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The Intern:

Last name and First name:

Date of Birth:

Address:

Phone:

email:

Primary health insurance agency to contact in case of accident (corresponds to intern's place of residence, unless otherwise specified):

Internship

TITLE AND/OR SUBJECT AND/OR FIELD OF INTERNSHIP OR TRAINING COURSE TAKEN AT THE INSTITUTION OF HIGHER EDUCATION, AND ANNUAL HOUR VOLUME:

Learning of the approach of the management of a "project", in particular in the research and development domains, in any reception center, cabinet, and private practice/hospital being able to propose a working theme in connection with the veterinary activities.

please insert the title of your Internship

Dates: from to

Representing a total duration of days / weeks

Distribution, in case of discontinuous attendance: hours per day and hours per week

Planned activities, knowledge, skills, and competencies to be acquired by the end of the traineeship (expected Learning Outcomes):



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Home Institution:

Please use only one of the following two options:

- 1) The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits

- 2) The traineeship is voluntary.

SUPERVISION OF INTERN BY THE HOME INSTITUTION

First and Last name of academic advisor: Associated Professor Sven Menčik, Ph.D., DVM

Position (or discipline): ERASMUS Coordinator

e-mail: smencik@vef.unizg.hr

SUPERVISION OF INTERN BY THE HOST ORGANIZATION

Full name of training supervisor:

Position:

Phone:

e-mail:

Article 1 - Purpose of the Agreement

This Agreement governs the Host Organisation's relationship with the Home Institution and the Intern.

Article 2 - Objective of Internship

The internship is a temporary period of work in a professional environment, where the student will acquire professional skills and put into practice the knowledge gained from their education, earning a diploma or certificate and facilitating their professional integration.

Article 3 - Terms of Internship

The weekly duration of the Intern's presence at the Host organisation will be on a full-time basis.

If the Intern's presence at the Host organisation is required at night, on Sunday, or during a public holiday, specify the specific cases:

Article 4 - Intern hosting and supervision

The Intern will be supervised by his academic advisor, as designated in this agreement, as well as by the Home Institution's internship program office.

The internship supervisor appointed by the Host Organisation in this Agreement shall be responsible for supervising the Intern and ensuring optimal conditions for the execution of the internship by the specified educational requirements.



**STO
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ONE HUNDRED & FIVE YEARS (1872-2022)
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The Intern shall be permitted to return to his/her Home Institution during the internship period to take the courses specifically required by the program, or to attend meetings; the Home Institution shall notify the Host Organisation of the corresponding dates.

The Host Organisation may permit the Intern to travel.

Any difficulties encountered in the execution and progress of the internship, whether observed by the Intern or by the internship supervisor, must be brought to the attention of the academic advisor and the Home Institution so that the issue can be resolved as quickly as possible.

Article 5 - Health Insurance for Interns Working Abroad

Students will provide the Host Institution with a copy of his/her health insurance contract. The insurance covers the student exclusively during the activities carried out as part of the internship program. The coverage does not extend to personal time or activities unrelated to the internship.

Article 6- Insurance and liabilities

The Host Organisation and the Intern declare that they possess civil liability. For internships abroad or in overseas territories, the Intern agrees to take out a travel assistance insurance contract (repatriation for health reasons, legal assistance, etc.) and an individual accident insurance policy.

When the Host Organisation makes a vehicle available to the Intern, it is its responsibility to check beforehand that the car's insurance policy includes coverage for its use by a student.

When the student is to use his/her vehicle or a vehicle loan by a third party for purposes of his/her internship, he/she shall expressly inform the insurer of the vehicle and, where applicable, pay the corresponding premium.

Article 7 - Discipline

The Intern shall be subject to the applicable internal disciplinary and regulatory terms, of which he/she shall be made aware before the start of the internship, particularly regarding schedules and the health and safety regulations in effect at the Host Organisation.

Disciplinary sanctions may only be imposed by the decision of the Home Institution. In such a case, the Host Organisation shall inform the academic advisor and the institution of the non-compliance and shall provide any supporting evidence.

In case of a particularly serious breach of discipline, the Host Organisation reserves the right to terminate the internship, while respecting the provisions outlined in Article 9 of this agreement.

Article 8 - Duty of discretion and confidentiality

The duty of confidentiality must at all times be observed, with its specific aspects taken into account by the Host Organisation. The Intern commits to refrain from using the information collected or obtained by him/her, under any circumstances, for purposes of publication or disclosure to third parties without the prior consent of the Host Organisation, including in the internship report. This commitment applies not only to the internship period but shall extend after its conclusion as well. The Intern commits to not retaining, removing, or copying any documents or software of any kind belonging to the Host Organisation, except upon prior approval from the latter.

For purposes of preserving the confidentiality of the information contained in the internship report, the Host Organisation may request a restriction on the distribution of the report or the removal of certain confidential information.

Persons with a need to know shall be constrained by commitments to professional secrecy to refrain from any use or disclosure of the information in the report.

Article 9 - Intellectual Property

By the code of the intellectual property, if the Intern's activities result in the creation of a work protected by copyright or industrial property (including software), and the Host Organisation wishes to make use of such work with the Intern's approval, a contract must be signed between the Intern.



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The contract must specifically include the extent of the rights to be transferred, any possible exclusivity requirements, the intended use, the media used, and the duration of the transfer of rights, as well as, if applicable, the amount of compensation due to the Intern for the transfer. This clause shall apply regardless of the Host Organisation's business structure.

Unless otherwise agreed in writing, the intellectual property rights of any work, data, or outcomes produced during the internship shall remain the property of the hosting University.

Article 10 – Funding and Employment Status

The internship is unpaid. No financial compensation is provided to the student for their participation in the internship program.

The internship does not constitute an employment contract. The student shall not be considered an employee, and no expectation of future employment shall arise from the internship.

Date:

FOR THE HOST ORGANIZATION

Name, signature, and stamp of the representative of the Host Organisation

FOR THE HOME INSTITUTION

Associate Professor Sven Menčik, DVM, PhD

ERASMUS Coordinator at the Faculty of Veterinary Medicine, University of Zagreb

Name, signature, and stamp of the representative of the Home Institution

INTERN (and legal representative if any)

Name and signature