

Internship agreement
International Volunteering and Internship Programme (IFP)

Parties of this agreement

NAME First Name, born **Month Day Year** in **Place**
(in the following referred to as : project assistant)

and

Non-profit, non-governmental organization
MultiKultiUA
(in the following referred to as: MKUA)

I. Preamble

MultiKultiUA is an Ukrainian non-profit, non-governmental organization. The organization was officially in 2009 and is located in Kharkiv, Kharkiv region, Ukraine.

MultiKultiUA promotes cultural exchange between Ukraine and other Western and Central European countries.

MultiKultiUA is implementing partner of the Zentrale Auslands- und Fachvermittlung (ZAV Programme) of the German Federal Employment Agency, TestDaF Centre and representative office of the German Senior Expert Service (SES, Bonn).

The organizations commitment in Kharkiv, Kharkiv region and Eastern Ukraine is supported by relevant German institutions, e.g. German Embassy Kiyv, German Consulate in Kharkiv and the "German-Ukrainian Friendship Group" of the German Parliament.

The International Volunteering and Internship Programme (IFP) was established in 2010. The programme addresses to young people from Western and Central Europe, who are interested in completing an internship or voluntary service in Ukraine in the field of language assistance, project assistance, sports, social and charity work or in the economic and entrepreneurial sphere.

From September 1st 2013, internship agreements between MKUA and the participants of the International Volunteering and Internship Programme are to be concluded obligatory, in order to improve and institutionalize supervision and communication between MKUA and the participants.

The internship agreement is a personalized letter of intent between the above named project assistant and the non-governmental organization MultiKultiUA and therefore is not legally binding.

The agreement is to state and guarantee the observance of the objectives of the International Volunteering and Internship Programme and to define the tasks, activities and work place of the project assistant. The fundamental idea of both the International Volunteering and Internship Programme and this agreement is to enhance the project assistant's intercultural, social and professional capacities and to strengthen his knowledge about Ukraine, Ukrainian culture, political system, history and geography.

In this spirit, MKUA assumes responsibility to supervise/coach the project assistant within the entire period of his/her internship/voluntary service and stay in Ukraine and to provide him/her with help and support regarding all organizational, communicative and personal questions and problems that might arise within the period of participation in the International Volunteering and Internship Programme.

The project assistant assumes responsibility to accomplish the tasks confided to him within the framework of the internship/voluntary service with the required openness, commitment, sincerity and willingness to communicate. The project assistant assumes responsibility to accomplish the tasks confined to him by his/her hosting organization or MKUA on his/her own authority and drafts and implements projects on his/her own initiatives.

II. General information

1.1. Personal information

Surname:	
Fist name(s):	
Date of birth:	Place of birth:
Nationality:	
ID-number (passport):	Valid until:

Mobile number:	
Number of travel insurance	
Phone number home country in cases of emergency	
Person to contact (precise: relation)	

These data will be kept confidential, but may be forwarded for registration and housing to the competent authorities. For stays less than 6 months no police registration/visa is required.

1.2. Further information about location and time off he internship

Location of the working place:	
Hosting organization	
Main contact person/ telephone/ mail	
Dates off he internship:	
Number of days in Ukraine	

1.3. Housing

Adress	
Contact person/ telephone	
Internet free of charge?	yes/no
Wireless?	yes/no

1.4. Arrival/ Departure

Date of arrival: Information concerning itiniery/flight (flight number etc.)	Date of departure: Information concerning itiniery/flight (flight number etc.)
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§1 Organizational framework of the IFP

The project assistant will be met on the day of arrival at the place of arrival (airport/bus station/train station) by representatives of MKUA and /or representatives of the hosting project and will be carried to his/her place of accommodation.

1.1. Placement fee

The placement fee amounts to 250 € for missions of up to 3 months. The placement fee is payable in cash on the day of arrival or not later than the day after arrival and exclusively to representatives of MKUA.

Receipts are issued upon request.

1.2. Starter Kit

After payment of the placement fee (§1.1) and signing of the internship contract, a starter kit will be handed out to the project assistant. The starter kit consists of:

- A SIM-card, charged with an amount
- A metro card for Kharkiv metro
- A map of Kharkiv, in the locations of the base project, accommodation (dormitory) and office of MKUA and other objects are drawn may also have.
- Business Cards that designate the project assistant as member of staff of MKUA
- A list of other contacts and organizations.

§2 Mission of the project assistant

2.1. Key duties and tasks

In her role as project assistant **First name Surname** will assume responsibility for the following tasks:



Furthermore, the project assistant will be involved in ongoing projects of MKUA:

- Participation in cultural events and excursions organized by MKUA
- Support in research for new project cooperations/contacts in European Union

2.2. Working time

The weekly working hours average out at 30 hours per week. Saturdays and Sundays are to be free, if no special events are planned.

The working day starts not earlier than 8:00 and ends not later than 18:00. During working hours, the hosting organization is not obliged to offer free meals for the project assistant.

§3 Rights and obligations of MKUA

MKUA assumes responsibility to

- welcome the project assistant on the day of arrival and to supervise him/her during his/her stay in Ukraine. In this context MKUA may appoint a personal mentor who is to support and help the project assistant.
- ensure adequate working conditions and working volume at the working place and hosting organization.
- to help the project assistant in building up a social environment and make new friends

MKUA is obliged to offer the project assistant accommodation. Details are regulated in §4.

MKUA provides an internship certificate or an internship confirmation.

§4 Accommodation

MKUA guarantees an adequate free accommodation; this is usually a room in the dormitory. In exceptional cases, it may also be a private property. The project assistant is to be informed in advance.

MKUA shall ensure compliance with the minimum standards:

- Lockable bedroom with window and heating functioning.
- Single room or single room occupancy.
- WC and shower on the floor.
- Shared kitchen.
- Safety and cleanliness.

Internet is free of charge; in individual cases, an extra fee for submission may be charged. If there is a free internet connection cannot be guaranteed, this is ideally communicated to the project assistant before arrival.

The standards of accommodation can vary accordingly to hosting project. MKUA is obliged to seek the best possible variants in accommodation for the project assistants.

Still, the following devices/conditions cannot be guaranteed:

- TV, sink or fridge in the room.
- Free meals.
- Adequate kitchen appliances and utensils.
- Washing machine.

In case there is no washing machine in the accommodation, MKUA recommends the project assistant a student laundromat, where he/she can inexpensive (about 30 UAH per 5 kilos laundry) cast his laundry.

MKUA strives to satisfy all wishes and expectations of the project assistant justice.

§5 Rights and obligations of the project assistant

The project assistant is obliged to read up on the current situation in Ukraine, work and objectives of his/her hosting organization and the work of MKUA prior to his departure to Ukraine. In order to receive relevant information, websites as well as the representatives of MKUA in Germany and Ukraine are to be inquired.

The project assistant is obliged to inform MKUA, in case he/she is or get involved with any other organization, institution, governmental body or non-governmental organization in Ukraine.

The project assistant is

- to actively participate in social life at his place of internship.
- not to forget that he is a guest in a foreign country.
- to communicate problems and questions openly to prevent conflicts.
- to work independently and is to be prepared to take over responsibility for the project.
- to represent MKUA and his/her hosting organization with professionalism and sincerity.
- to offer his/her business cards, in order to network and spread information about the work of MKUA.
- to observe working hours and instructions and tasks conveyed to him/her by MKUA or the hosting organization
- to accomplish tasks conscientiously and on time.

MKUA admits to the values of democracy, rule of law, pluralism and linguistic, cultural and ideological freedom, diversity and tolerance. MKUA considers itself as a political as well as religious and ideologically neutral organization. During his/her stay in Ukraine, the project assistant is obliged to refrain from any religious, political or ideological commitment. Furthermore, the project assistant is obliged to refrain from participation in demonstrations and rallies or any political, religious or ideological activities, which aim at recruiting third persons.

MKUA bars the project assistant from taking risks to life and limb. For the duration of stay, the project assistant is obliged to possess a valid travel insurance.

Furthermore, each project assistant is required to report critical and constructive one week after arrival and halfway through the insert in a project meeting with MKUA about his work.

At least 4 weeks after departure, a detailed internship report is to be submitted by the project assistant.

The project assistant is obligated to maintain silence about all information and business affairs entrusted to him. The obligation of confidentiality shall outlast the termination of the placement ratio. Reports for studies that include confidential facts, require the approval of MKUA prior to publication.

The project assistant is entitled to a certificate of internship issued by MKUA. The project assistant will be asked to provide MKUA with detailed information on his/her activities and projects implemented during the internship. This information is to be incorporated into the internship certificate. Job grading is issued only on request and can only be guaranteed if the project assistant's hosting organization was MKUA itself. In case the project assistant also requires a certificate issued by his hosting organization, the project assistant has to initiate the issue of the certificate him-/herself.

The issuance of an official document/certificate may take several days. The internship certificate by MKUA is to be issued to the project assistant at the latest one day before his/her departure. If necessary, the certificate can be scanned and sent electronically; postal sendings of the certificate take place only in individual cases and double postage fee.

§6 Hosting organization

The hosting organization is the main place of work of the project assistant. This is usually a school, university, company or social institution in Kharkiv or another city of Ukraine.

Each hosting organization has signed a cooperation agreement with MKUA, which also regulates the commitment of project assistants within the IFP of MKUA.

The project assistant's performance crucially influences the future cooperation between MKUA and the hosting organization. It is therefore in the interest of the project assistant, MKUA and the hosting project to motivate as many qualified young people as possible participate in the IFP.

On request, the hosting organization is to issue the project assistant an internship certificate. Usually the internship certificate is issued in Ukrainian or Russian language. If necessary and after consultation with the hosting organization, the certificate can be issued in English or German language.

§7 Validity of this agreement

The internship agreement can be dispended in advance by either party for good reason. Paid placement fees or other services cannot be refunded.

The agreement enters into force on the date of its signing and remains in force for the period of the internship.

One original version of this agreemtn is to be be sealed by MKUA.

This internship agreement can be translated into Ukrainian / Russian language. However only the English version of this agreement is binding.

§8 Legal actions

This agreement is not legally binding and is detracted from the jurisdiction of a court.

_____, **date**

_____, **date**

Project assistant:

First name Surname

Email : ...

Representative MKUA:

Sergej Savickij. Chairman

Email: savicky_s@mkua.org.ua