**AGREEMENT LETTER BETWEEN THE UNIVERSIDAD DEL TOLIMA AND THE COMPANY’S NAME**

The undersigned, Dr. **Omar A. Mejía Patiño**, in his capacity as the Rector of the **UNIVERDIAD DEL TOLIMA**, as a high education institution, with registered address in the Santa Helena Neighborhood A.A 546 in Ibague, Tolima, Colombia, who henceforth will be referred as THE UNIVERSITY and between Mr. **LEGAL REPRESENTANT’S NAME** , who works on behalf of the **COMPANY NAME**, with registered address in **XXXXXXXXXX**, who for the purpose of this inter-institutional cooperation agreement will be called THE COMPANY, have decided to enter into this agreement.

**CLAUSES: FIRST: PURPOSE**: The purpose of this agreement letter is to establish foundations in cooperation and work interest between the Student **Student’s name** (who henceforth will be referred as THE STUDENT) of **Name of the academic Program, Number of Semester**, Universidad del Tolima, identified with the passport number **XXXXXXX** and THE COMPANY; for the integrated development of extramural practices program (Internship and/or Social Service), so that THE STUDENT can complement the academic training required in the process of teaching and learning.

**SECOND: OBLIGATIONS OF THE COMPANY** - **1)** Allow THE STUDENT develop the practice, according to the work plan established in relation to the professional profile and the practice project; **2)** To perform the corresponding covenant to make THE STUDENT’s internship development official. **3)** To designate from its staff, one Coordinator responsible for ensuring the smooth running of projects and/or activities entrusted to THE STUDENT, monitor internally the implementation tasks and ensure compliance and regulations of the Company; **4)** To ensure the enrolment and permanence of THE STUDENT during the academic year agreed; **5)** To provide information, conditions and required equipment for the development of the internship. **6)** To respect and treat kindly THE STUDENT and not to force them to perform work outside the academic practical activities; **7)** To report promptly and in writing to THE UNIVERSITY any unethical behavior, disciplinary and/or low performance in the fulfillment of the tasks set out in which the appointed THE STUDENT may bring about, even to request the withdrawal thereof. **Paragraph:** When in the opinion of the company or institution THE STUDENT does not meet the expectations of performance or personal behavior, he/she must be returned informing in writing to the Faculty. **8)** To check, evaluate and certify the performance of the academic internship.

**THIRD: OBLIGATIONS OF THE STUDENTS** – In order to apply for the extramural Internship (Internships and/or Social Service), the student must: **1)** be an active student and legally registered. **2)** Have completed and approved minimum the 80% of the curriculum. **3)** Have no faults according to the disciplinary regime established by the Student’s Statute. **4)** Have no current employment relationship with the institution in which the practice is sought; **5)** Get an international health insurance with full coverage for time of the internship in the COMPANY; **6)** comply with the internal rules of the company that accept him/her, be punctual with the schedule assigned and respect the rest of the staff. **Paragraph One:** THE STUDENT must attend the schedule agreed, ensuring the highest performance in their work. The unexcused absence from scheduled activities is ground for immediate suspension of the internship. **Paragraph Two:** All the damage caused by THE STUDENT to the property of the company, will be compensated by himself/ herself, under the civil provisions, without prejudice to the criminal liability that may be required.**7)** Hand in three documents/assignments (draft, progress report and final report) to the corresponding Internship Coordinator, reporting his/her activities done within the COMPANY.

**FOURTH: OBLIGATIONS OF THE UNIVERSITY.**The Head of the program as the main administrative subject of the university must: **1**) verify that the projects and/or functions to be performed by THE STUDENT are consistent with their curriculum and professional profile; **2)** appoint among the teachers, one in charge of providing academic and technical support to THE STUDENT in programming, implementation, evaluation and monitoring of the internship project; **3)** ensure that THE STUDENT maintain professional ethics, the rules and regulations of THE UNIVERSITY and the objectives of this agreement to the satisfaction of all the parties; **4)** Provide timely monitoring to the evolution of the internship through visits to the working places, telephone and internet; **5)** Approve or disapprove the internship of students in accordance with the regulations of THE UNIVERSITY; .

**FIFTH: LABOR EXCLUSION** - Teachers, professionals and administrative staff from both parties involved in the development of this agreement, will retain their employment relationship with the company on which they depend and the other party will not have obligation in the payment of wages or benefits to which they are entitled.

**SIXTH: DURATION TERM.** The current agreement will have an execution period from the improvement date until the ending time of the internship and/or social service agreed between the parties and previously notified to the Program Director.

**SEVENTH: GROUNDS FOR CANCELATION**. This agreement may be finished by any of the following causes. a) The expiration of the term provided. b) By mutual agreement between the parties. c) Breaching of any of the clauses contained therein .d) Demonstration of a party of its desire to finish the agreement by giving written notice in a period not later than one (1) month; e) Failure by the parties to the agreement are subjected to the provisions of law and regulations of THE UNIVERSITY.

**EIGHTH: IMPROVEMENT AND IMPLEMENTATION** - This agreement will be meant perfected with the signature of the parties. In addition, in proof of conformity, both parties sign this Agreement in two (2) copies of the same document in its English version, and two (2) copies of the same document in its Spanish version.

Sign in Ibague, Tolima, Colombia the \_\_\_\_ of \_\_\_\_\_2017 and in \_\_\_\_\_\_\_,\_\_\_\_\_\_,\_\_\_\_\_\_\_\_ the \_\_\_\_ of \_\_\_\_\_2017,

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**OMAR A. MEJÍA PATIÑO**  NAME

RECTOR UNIVERSIDAD DEL TOLIMA POSITION