GENERAL PROCEDURE ON STUDENT INTERNSHIP

One. General provision

1.1.   This procedure regulates relations associated with student internship which is set out as a compulsory course in the undergraduate program and required to be implemented in accordance with educational technology procedure. The purpose of this procedure is (i) to improve the desired outcome and quality of internship; (ii) to increase accountability of associated personnel in a school including the Dean, head of Academic Affairs Office, head of professional department or head of professors' team and academic advisor of the internship; (iii) to specify an intern's and academic advisor's rights and responsibilities and (iv) to improve assessment and evaluation of internship performance.

1.2.   Internship is a learning activity in which a student fortifies and deepens his/her theoretical knowledge and skills attained in classrooms by integrating with practical activities which facilitates (i) acquisition of practical skills such as making observation, doing research and processing information; (ii) familiarization with the objectives and urgent issues of the sector he/she is specializing in, and (iii) attainment of necessary employability skills.

1.3.   Credit hours for internship count either as part of a core course credits or separately. One credit hour for internship equals 48 hours per 16-week semester.

1.4.   Depending on the type, purpose and specialization area of internship, the head of professional department or the head of professor's team shall be responsible for developing the internship curriculum consistent with this procedure and submit it to the Academic Council of the school for approval after which it will be entered into the academic information system as well as in the student handbook in the beginning of an academic year.

1.5.   The internship curriculum shall specify subject of internship, index, credit hours, prerequisite requirements, purpose, content and assessment of knowledge, skills and attitudes required to attain, books, course books and other learning materials to be used for the internship program. In addition, it shall specify duration, type, location, travel route, work hours, leisure time, and safety regulations of the internship as well as structure of internship report.

1.6.   NUM is obliged to have a practical learning center or laboratory, a field for internship, a partner organization hosting internship and an established route for a field trip.

Two. Types of internships

2.1.   Student internship has the following types:
- Industrial
- Field trip
- Instructional

Depending on its purpose and requirements, an internship may be offered in the mixed form such as field-industrial internship.

2.2.   The internship which is held in entities or organizations in order to enhance a student's theoretical knowledge and skills obtained in classrooms by integrating with practical knowledge, skills and training is called industrial internship. The purpose of this internship is to assist a student to get acquainted with and specialized in the given industry.

2.2.1.   The industrial internship shall be designed to ensure that student interns apply their theoretical knowledge gained from professional basic courses to real world through observing work practices, make the decision to choose their major specialization area, and further take courses in this area and finally, apply the experience gained during this internship as

a prerequisite for the next internship, which intends to specialize them in their majors. An academic advisor is appointed by the professional department or professors' team. Industrial internship covers the following four basic activities depending on the area of specialization of the intern and the type of the host organization providing the internship:

a) To get acquainted with and analyze the organizational structure of the enterprise or organization, its main operational function, principles, and procedures as well as unique characteristics of the specialization area along with its ethical norms.

b) To conduct an observation and take notes about natural structure and common characteristics of land, water, soil, plants, animals, as well as formation, structure and characteristics of minerals and rock during a field trip.

c) To visit historical, cultural and archaeological sites such as civilization memorials, monuments and tombs in both settled areas and in the field trip and make observations through taking notes.

2.2.2. After a student successfully completes most professional courses in his/her major according to the program, he/she will be involved in industrial internship which ensures that the student specializes in his/her major, is introduced work practices and instilled professional and ethical values. A student, who meets the above requirements, is allowed to do the internship under the supervision of an academic advisor appointed by the corresponding department or professors' team and a training supervisor appointed by a company or organization offering the internship.

2.2.3. In case a school at NUM has a practical learning center which satisfies the requirements for industrial internship, the internship is allowed to be organized there. The duration of internship is discussed together with central academic affairs office. The academic advisor is appointed by the professional department or professors' team.

2.3. A field trip is a type of internship which is held in naturally formed areas of scientific and technological importance, rural areas with historical and cultural sites, as well as in a field trip with the aim of (i) familiarizing students with observational and experimental methodology of field studies on archaeological, cultural and historical findings and natural resources such as soil, water, plants, animals and rock structure; (ii) facilitating the application of their theoretical knowledge in practice; (iii) enabling them to identify and analyze archeological findings individually and (iv) instilling research skills including preparation of visual learning and research materials using the samples of their studies collected during the field trip. Besides the skills mentioned above, a field trip provides students with an opportunity to live and work outside and interact with nature in a positive manner.

2.3.1. Field trip has an established route. The route is discussed with and approved by the Academic Council of the school.

2.3.2. Field trip shall be achieved under the supervision of an academic advisor approved by the corresponding department or professors' team.

2.3.3. A Field Trip Handbook which aims to improve and encourage students' individual performance skills shall be developed separately. The handbook provides universal methodology on how to conduct structural and characteristic analyses and techniques to make recordings and drawings during the field studies such as surveying and excavating natural resources and archaeological objects, make observations, comparisons, selections, primary processing, documentation, identification and sorting of samples. In addition, the handbook shall also introduce methods of packing, keeping, and transporting objects, as well as instructions, references and key characteristics such as written scripts and drawings for identifying widely

scattered archaeological articles in the country as well as a particular group of findings expected to be commonly discovered in the field trip.

2.3.4. The selection of the samples collected during the field trip can continuously be studied in laboratory and used as a source material for undergraduate research paper and independent work.

2.4. Instructional internship intends to equip students with methodology for effectively applying their knowledge and experience acquired in the courses of psychology, pedagogy, and didactics in teaching activities.

2.4.1. Instructional internship is performed at secondary schools. In case the professional subject is not taught at secondary schools, the instructional internship can be conducted at universities, colleges, or vocational training centers.

2.4.2. Instructional internship is performed under the supervision of the instructors from the professional department or professors' team and the department of psychology, in collaboration with a teacher appointed by the secondary school where the internship will be conducted.

Three. Organizing the internship

3.1. Internship will be organized covering the content of one or group of courses studied by a student in classroom.

3.2. Depending on the purpose of the course, the internship can be conducted at factories, in companies, governmental and non-governmental organizations with research orientation, in various projects and in natural sites with scientific and technological significance as well as areas with historical and cultural sites.

3.3. The school provides a list of organizations where students may perform the internship and signs a partnership agreement with a selected organization, if necessary. The NUM administration may sign an internship contract with a partner organization which is able to offer internship in various specialization areas.

3.4. A request from organizations offering internship is accepted by the Student Service Center and will be submitted to the Academic Affairs Office which in turn introduces it to the department or professors' team of the school. The request will be processed within two calendar weeks.

3.5. Ideally, an internship is organized for a group of students. However, it may be allowed for a single student to perform the internship individually, depending on the accessibility and capacity of the organization offering the internship.

3.6. When organizing the internship, a tripartite agreement should be signed between the Academic Affairs Office of the school, the organization providing the internship and the student. (Sample agreement: Appendix 1)

3.7. The internship supervisor and the student shall be involved in health and emergency insurance and are obliged to pay for them.

Four. Rights and responsibilities of the school

4.1. The school shall be responsible for providing legal environment and necessary materials required for organizing the internship and monitor the progress and outcome of the internship.

4.2.   The names of interns, supervisors (appointed by both the school and the organization), and the budget for the internship will initially be discussed by the professional department or professors' team and then forwarded to the Academic Affairs Office for consideration. Finally, dean of the school approves them by releasing a decree on the internship. The internship expense must be calculated in accordance with the general standard set up by the Office of Finance and Economics at NUM consistent with the prices of goods and services of the given period.

4.3.   The school reserves the right to spend the budget for the internship which is conducted in accordance with the academic curriculum.

4.4.   When an intern and internship supervisor are approved to perform a field trip, a service agreement should be signed with a professional organization responsible for public transportation affairs and obliged to provide an experienced driver able to work in the field trip along with a reliable vehicle in good technical condition (A sample agreement: Appendix 3).

4.5.   In case sudden and unexpected circumstances occur during an academic year, the school holds the right to reschedule the date of internship or, in emergency case, to shorten the duration of internship after discussing the matter with the University Registrar Office.

4.6.   The school is obliged to seek an opportunity for paid internship to support and encourage its students.

4.7.   If one of the parties breaches provisions of the internship agreement during the period of internship, the guilty party shall carry the responsibility according to the applicable laws and the corresponding NUM regulations.

Five. The rights and responsibilities of academic advisor

5.1.   The rights and responsibilities of *academic advisor* appointed by the school

5.1.1.   Before starting the internship, the academic advisor introduces the intern the internship program, purpose of the internship, knowledge, competency, experience the student must acquire, the scale of work, procedures, safety instructions and other necessary requirements to be followed during the field trip. After the intern is introduced these requirements, he/she will sign the document.

5.1.2.   In addition to overseeing and advising the intern and supervising the internship in accordance with the curriculum (to thoroughly specify the student-academic advisor cooperative activities in the internship course program), the academic advisor shall also act as a mediator between the intern student and the training supervisor appointed by the host organization.

5.1.3.   The academic advisor shall work in regular contact with the intern who is performing the internship alone and oversee and control the student's internship performance on the spot, if necessary.

5.1.4.   The academic advisor who is appointed to work in a field trip has to travel following the established route and submits his/her field trip appointment form to the local administration office to have it filled and signed.

5.1.5.   During the field trip, the academic advisor must get permission in accordance with an applicable law if it is necessary to enter a natural protected area, do hunting, make collections of rare plants and insects, and do archaeological excavating. Moreover, the academic advisor is obliged to outline a specific plan regarding environmental protection during the field trip and have it approved by the local environmental training supervisor.

5.1.6. The academic advisor is obliged to introduce the intern(s) essential clauses and provisions of associated laws necessary for conducting the internship or prepare a leaflet of these provisions and deliver it to the intern(s).

5.1.7. The academic advisor shall make the assessment on the internship outcome and a committee appointed by dean's decree evaluates the student's internship report after he/she makes a slide presentation.

5.1.8. The academic advisor's internship work performance will be assessed in compliance with the "Procedure on faculty vacancy and performance evaluation at NUM". Based on the evaluation, he/she is awarded the corresponding credits assigned for such performance.

5.2. When making an agreement with an enterprise or an organization, the rights and responsibilities of a training supervisor responsible for overseeing the internship will be specified as follows:

5.2.1. To appoint a meeting with the intern and introduce the internal procedures, regulations and activities of the organization, advise on items the student must pay attention to and work with the student to ensure his/her safety.

5.2.2. To supervise the student's internship performance in accordance with the internship program by assisting and monitoring his/her performance.

5.2.3. To work in regular contact with the academic advisor appointed by the school and cooperate with him/her effectively through consulting on the student's internship performance.

5.2.4. To evaluate the student's internship performance and provide a reference.

5.2.5. The wage of the training supervisor will be calculated consistent with the hourly wage tariff for a faculty of the school approved by decree of NUM president. The expected minimum remuneration shall be as follows:

a) When supervising industrial internship with specialization purpose involving 1-5 students, the payment to the internship supervisor will be made for 3 hours a week per each student, and if there are more than 5 interns, for 1 hour per each intern.

b) When supervising industrial internship which aims to acquaint the interns with their specialization involving 1-5 interns, the internship supervisor will be paid for 8 hours per week, and in case there are more than 5 interns, for 0.5 hours per each intern.

The amount of hours may be specifically negotiated according to the terms and conditions of the agreement that will be signed by the two parties and approved by decree of the school dean.

Six. The rights and responsibilities of interns

6.1. An intern shall be eligible for the internship only in case he/she successfully completes the courses required and earns the corresponding credits before starting internship.

6.2. An intern must be introduced the internship program before it starts.

6.3. An intern shall work in compliance with the internship program. To start, he/she is obliged to draw up an action plan which is reviewed and signed by both the academic advisor and the training supervisor.

6.4. The intern shall fully familiarize himself/herself with the host organization's activities associated with the internship program by making observations and taking notes. Additionally, he/she is allowed to execute any work that is required in accordance with the internship program (The intern is obliged to attach his notes and source materials to his/her report).

6.5.   The student shall execute independent work or a project the topic of which corresponds with his/her major during the internship. Then he/she makes a presentation under the supervision of the academic advisor in presence of other students.

6.6.   During his/her performance at the host organization, the intern can perform the tasks which are not included in the internship program in order to display his/her initiative.

6.7.   The intern shall be familiarized with the rights and responsibilities of parties involved in labor relations of his/her area of specialization.

6.8.   Besides working in compliance with the internal procedures of the organization, the duty of confidentiality must all times be observed and the intern commits not to disclosure any confidential documents of the host organization. When he/she needs to use the documents, a prior permission must be sought from the training supervisor or an official in authority. Moreover, the intern is not authorized a right to take the confidential documents out of the host organization causing them inconvenience. He/she must communicate with employees maintaining high ethical standards.

6.9.   The intern must promote his/her university at the host organization, spread knowledge and exhibit an exemplary conduct.

6.10.   The student who is performing the internship solely shall work in regular contact with the academic advisor during the period of internship.

Seven. The assessment of internship performance and reporting

7.1.   The knowledge, competency and practical skills acquired by the intern during the internship shall be assessed by100 points and the grading structure for the industrial internship with a specializing purpose is represented as follows:

- The student will receive 40% of the total scores for the practical training performance. The assessment consists of registration of the intern's working hours, records of periodical monitoring and control by the academic advisor, and the evaluation and reference by the host organization (training supervisor). The evaluation report and reference for the intern shall be reported on the official form signed by the training supervisor and approved by the director's signature and stamp. The full name and position of the training supervisor must be stated on the reference for the intern.

- The intern shall choose a topic/issue in connection with his/her major and gather necessary statistics, data and facts to write at least two independent works/projects and make presentations under the supervision of the academic advisor in classroom. He/she will get 30 percent of the total scores for this performance. These independent projects and discussions provide students with an opportunity to share their knowledge and experience gained during the internship with others and to test the theories and concepts learned in the classroom during the internship performance.

- The intern shall get 30% of the total scores for writing the internship report. He/she will write a report according to the template and requirements specified in the internship program and send it to the department or professors' team within one week after he/she completes the internship. This report consists of three sections. The first part of the report includes the student's goal, objectives and planned activities he/she intended to achieve during the internship. The second part specifies the host organization, its goal, main product, service, customers, organizational structure, workplace and job description of the intern and its role in the organization, as well as relationship of the job to other jobs in the host organization. The final

part of the report includes the achievement of the purpose and planned activities encompassed in the first part of the report. Within a month after the internship finishes (if it occurs during summer vacation, in September), each student will report about their internship performance and its final outcome to the commission approved by decree of the school dean. The members of the commission will ask questions from the interns to check their competency of integrating theory and practice, organize discussions with them and finally, make evaluation of their performance against the internship program objectives.

7.2.   The student will earn the internship credit hours (>=60%) if he/she is assessed as successfully performed the internship. The academic advisor will report an intern's grade into the academic information system within 5 calendar days after his/her internship presentation is accepted and get the student grading sheet from academic affairs office of the school and submit it back after he/she approves it by his/her signature.

7.3.   If an intern completes the internship, but fails to make a final presentation he/she will be allowed to make a presentation once again. In case the intern has not executed the tasks specified in the internship program, he/she is obliged to do it again on his/her own expense and write the final report.

7.4.   In case any temporary interruption occurs during the internship (a few days) due to a justified excuse, the intern is allowed to complete the tasks during the remaining period of the internship. If the absence covers two thirds (2/3) of the entire period, the intern is considered inaccessible to complete the internship for the remaining period and his/her internship performance will be deemed invalid.

Eight. The common safety requirements to be complied during the internship

8.1.   The environment where an intern executes internship, whether it is a rural area, city, overseas territory, enterprise or organization, it must ensure safety.

8.2.   The relevant department or professors' team is bound to include specific safety instructions in the internship program concerning the workplace, location, work practices and accident factors.

8.3.   Each intern must be aware of the code of practice on safety:

8.3.1.   He/she must be introduced procedure manuals for using tools and equipment expected to be used during the internship;

8.3.2.   The intern must possess techniques for safe operations and know how to prevent the destructive consequences in emergency situations in the workplace.

8.4.   The following actions are expected to be specified in the safety instructions of the internship program:

8.4.1.   To prevent from natural disasters such as flood, storm, thunder, earthquake, and fire.

8.4.2.   To prevent from poisonous insects such as a snake and mite and provide first aid, where necessary.

8.4.3.   To forbid any action that might cause an accident including driving, swimming, and climbing which are not specified in the internship program.

8.4.4.   It is not allowed to start a fire in an open environment and in case it was necessary during the trip, the fire must be fully put out before leaving the campsite.

8.4.5.   It is prohibited to contaminate natural places by actions such as washing clothing and bowls in a river and leaving non-biodegradable waste.

8.4.6.   To protect natural, historical and cultural memorials.

8.5.   The steps encouraged to be taken to ensure safety are as follows:

8.5.1.   The training supervisor shall introduce the intern safety instructions to be adhered during the internship and make remarks in a journal.

8.5.2.   The students should confirm that they have been introduced the safety instructions by signing in the journal. (Sample agreement: appendix 3)

8.5.3.   The internship supervisor shall give safety instructions to the interns before every field trip, in addition to providing them with general instructions on work organization.

8.5.4.   The interns must make sure they have medicine, bandages, warm clothing, and other personal care items necessary during a field trip.

8.5.5.   The academic advisor supervising an internship in a rural area shall notify the local administration and police department about the purpose and routes of the field trip and shall be informed about the geographical formation of the territory including roads, hills, and rivers by local organizations and residents in order to receive aid where necessary as well as to prevent potential hazards.

8.5.6.   The internship supervisor shall work in compliance with the approved length and routes of the field trip, and in case a route change is necessary, he/she must notify the administration of the school about the location.

8.5.7.   The internship supervisor is not allowed to take his/her or other person's child or a family member with him/her in the vehicle who is not relevant to the internship, give a lift to a stranger, and most importantly, let another driver provide transportation for the interns in case his/her vehicle is not accessible.

8.5.8.   The administration of the school shall choose a driver and a vehicle which shall provide transportation for the intern to the field trip and sign a service agreement with him. (Sample agreement, appendix 1)
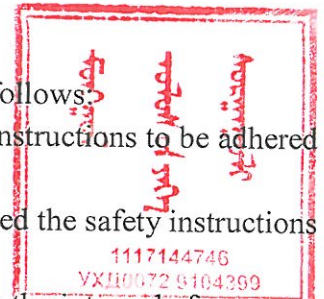
TRIPARTITE AGREEMENT FOR INTERNSHIP

One. General provision

1.1 This agreement is made between the head of Academic Affairs Office _____ on behalf of the _____ of National University of Mongolia (NUM) (hereinafter referred to as "the school") and governmental and non-governmental organization or entity _____ (hereinafter referred to as the host organization) and a student _____ (hereinafter referred to as "the intern").

1.2 The purpose of this agreement is to fortify and deepen a student's theoretical knowledge and skills attained in classrooms by integrating with practical experience, familiarize the student with the objectives and urgent issues of the sector he/she is specializing in, support him/her in attaining necessary employability skills and organize the internship according to the program as well as render support in activities of the host organization.

Two. Rights and responsibilities of parties

2.1. Rights and responsibilities of host organization

2.1.1. An experienced training supervisor shall be appointed to supervise an intern during the internship.

2.1.2. The host organization shall provide the intern with necessary conditions to execute the internship including required materials, tasks to perform, and work place during the internship.

2.1.3. If the intern agrees, he/she may be employed as a temporary employee and is paid, where necessary. However, it must not affect the intern's scheduled practical activities and limit the hours he/she must spend for internship.

2.2. Rights and responsibilities of training supervisor

2.2.1. The training supervisor shall direct the intern in terms of practical and professional ethics and assist him/her to acquire competency and experience according to the internship program.

2.2.2. The training supervisor is obliged to introduce the internal procedures of the host organization and associated laws to the intern and work to ensure his/her obedience with these procedures and laws.

2.2.3. The training supervisor is responsible to provide the intern with information related to the host organization's activities or other required information for executing the internship except for confidential information of the host organization.

2.2.4. The training supervisor shall document the internship process, evaluate the intern's performance and provide a reference for him/her.

2.2.5. The training supervisor owns the right to claim the wage for supervising the internship from the school in accordance with the related provisions of this agreement.

2.3. Rights and responsibilities of intern

2.3.1. The intern shall be responsible for complying the internal procedures and ethical standards of the host organization and fully perform the tasks assigned to him/her consistent with the instruction.

2.3.2. The intern shall work under the supervision of a training supervisor appointed by the host organization.

2.3.3. When necessary, the intern is obliged to inform the progress and results of the internship.

2.3.4. The intern commits to refrain from disclosing the confidential information about an individual or the organization obtained during the internship to third parties.

2.3.5. The intern has the right to demand from the training supervisor the internship be conducted according to the program included in this agreement as an attachment, provide him/her with necessary information and introduce and teach him/her specific skills and methods.

2.3.6. The intern has the right to demand that the parties be responsible for the agreement.

2.4. Rights and responsibilities of school

2.4.1. The school is responsible for providing the intern and the training supervisor with a detailed direction of the tasks to be performed during the internship.

2.4.2. The school shall monitor the internship progress so as to not conflict with the activities of the host organization.

2.4.3. The school is responsible for paying the wage to the training supervisor in accordance with the invoice provided by host organization or the training supervisor.

Three. Termination of agreement

3.1. In case the academic advisor considers the internship is not satisfying the requirements of the school, and the intern verifies it, he/she shall propose to terminate the agreement. The proposal then shall be discussed with the host organization and the training supervisor. If the parties reach an agreement and decide to terminate the agreement, no payment will be made to the training supervisor.

3.2. In case the agreement is terminated due to the intern's fault, he/she will redo the internship.

Four. Effectiveness and termination of agreement

4.1. This agreement is made in three copies and distributed to each party and shall be entered into effect upon signing by the parties.

4.2. This agreement shall be terminated when parties fully perform the contractual obligations.
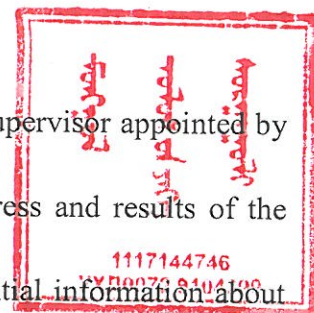
THE AGREEMENT IS MADE BETWEEN:

On behalf of the _____ (name of school) at NUM /signature: _____ /

Address:_____

_____ (occupation of an employee) _____ (name of host organization) _____ /signature: _____ /

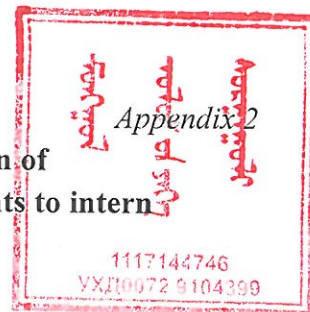Address: _____

The student majoring in _____ /signature: _____ /

Address: _____

Date: _____

Control sheet for documenting the introduction of
Internship program, procedure and safety requirements to intern

The school, department _____

Major, the level the student studies _____

The title of the internship, index: _____

The starting and finishing date of the internship: _____

The academic advisor: _____ /signature: _____ /

Date:_____

The internship program and procedures introduced:

_____
_____
_____

Other laws and regulations:

_____
_____
_____
_____

_____

The name of the intern who is introduced to and agrees with the internship program, safety requirements and methodology along with his/her signature shall be documented in a table.

CONTRACT FOR PASSENGER TRANSPORTATION SERVICE

One. General article

1.1.   This agreement is made between the school dean of NUM _____ on behalf of the _____ of NUM /hereinafter referred to as "the school"/, the head of the department _____, the academic advisor _____ and the driver of a transporter company _____ who shall carry the academic supervisor and the intern _____ /hereinafter referred to collectively as the "Parties"/ to the field trip in accordance with clause 380.1 of article 380 of the Civil Law of Mongolia.

1.2.   The parties shall agree on the payments for the service which is obliged to be offered for the route of _____ km and_____ days as specified in the internship program. The driver will be paid ___ ₮ per day, the payment for the petrol will be estimated as ___ ₮ per 100 km (estimated in accordance with the market price of the given period).

Two. Driver's responsibilities

2.1.   The driver must have a license to carry a person and be authorized to operate the appropriate class of vehicles.

2.2.   The driver is obliged to obtain permission from the department of passenger transportation.

2.3.   The driver must have not less than 5 years' experience of carrying a passenger.

2.4.   The driver must obtain an official permission according to an applicable law, which evidences that the vehicle is in a secure technical condition to be operated.

2.5.   The vehicle must meet the hygiene requirements and must be one box van (D class).

2.6.   The driver must comply with the internship supervisor's instructions.

2.7.   When driving up the hills or mountain, or downhill which is too steep, the driver must ensure that all passengers get off the vehicle.

2.8.   If the driver is required to carry an extra container filled with fuel in the vehicle, he/she shall ensure that it is fastened and closed tight for safety requirements.

2.9.   The driver is not allowed to overload the vehicle and exceed speed.

2.10.   The driver is not permitted to drive the vehicle under the influence of alcohol and drugs.

2.11.   The driver is not allowed to drive when he/she is too tired or feels ill which prevents him/her from satisfying safety requirements.

2.12.   The driver is not allowed to drive at nighttime.

2.13.   The driver is not allowed to drive more than 8 hours or 240 km per day, or to drive continuously more than 100 km.

2.14.   The driver is not allowed to transfer driving to any other drivers.

2.15.   The driver is not allowed to overload the vehicle with more passengers than permitted and use roads which are not included in the route to the final destination.

Three. Driver's rights

3.1.   In case the school of NUM fails to perform the covenants under this agreement, the driver shall refuse to offer a service.

3.2.   The driver possesses a right to demand that the internship supervisor and the interns comply with the safety requirements during the trip.

3.3.   The driver has a right to refuse to carry any extra passenger not relevant to the internship (a person whose name is not included in the list) except for the internship supervisor and the interns.

3.4.   If a passenger or their luggage or other personal possessions cause damage to the driver or the vehicle, through no fault of the driver, he/she may have a legal right to claim compensation against the passenger responsible for the faulty action.

Four. Duties of school

4.1.   The school is obliged to specify and approve the route for the field trip.

4.2.   4.2. The school is responsible for providing the list of the interns' names approved by decree of the NUM president.

4.3.   4.3 The school is obliged to involve all internship supervisors and interns in health and emergency accident insurances.

4.4.   4.4 The driver will be paid according to the tariff specified in the agreement. (60% of the estimated cost for petrol and 40% of the expected wage will be paid before starting the service. The remaining payment for petrol will be made after the driver completes 50% of the total journey, and for the service the driver rendered shall be made after the internship completes).

Five. Rights of school

5.1.   In case an unpreventable or a predictable circumstance arises, or in view of apparent likelihood that the vehicle is in inoperable condition to reach the destination or arrive at the destination later than as expected due the fault of the transporter company itself, the school has a right to refuse to make an agreement with the company. In this case, no obligation arises to pay compensation for damages.

5.2.   During the internship, the school is obliged to demand that the transporter company perform the contractual obligations as specified, or terminate the agreement in the event it breaches the provisions of this agreement.

5.3.   The school owns a right to demand that the transporter company or its affiliates pay compensation for the damages the passengers encountered during the service due to the fault of the company or its employees, or the motor vehicle with technical or safety deficiencies.

Six. Responsibilities of parties

6.1.   The school shall be responsible for the delay of not making the payment to the driver as specified in the agreement. As for other damages occurred due to the driver's wrong actions, the transporter company shall be responsible to cover the compensation.

6.2.   If a passenger or his/her luggage, or other personal possessions cause damage to the driver or vehicle, he/she shall be liable for paying compensation to the transporter company.

6.3.   The transporter company shall be accountable in line with associated law or particular regulation on transportation service if passengers' luggage or personal possessions get lost or damaged.

6.4.   The transporter company shall not be liable for the passenger's personal possessions damaged during emergency or force majeure circumstances, or resulted from the passenger's fault or his/her possessions carried with.

6.5.   Provided that the negligence of the transporter company, or its employees including vehicle malfunction, breakdown, or failure of parts, or lack of spare parts results in damage for a passenger, the transporter company shall be liable for the damage.

6.6.   Any dispute arising out from not fulfilling covenants under this agreement by any of the parties shall be resolved, if possible, by means of negotiations between the parties in an amicable manner. In case parties shall not reach agreement through negotiations, the dispute shall be resolved in accordance with applicable law.
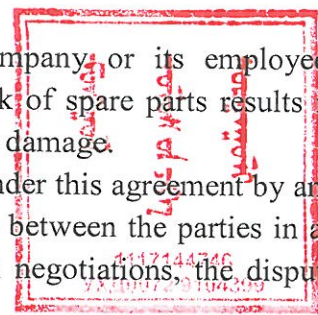
Seven. The effectiveness and termination of agreement

7.1.   This agreement is made in three copies and distributed to each party and shall be entered into effect upon signing by the parties.

7.2.   This agreement shall be terminated when parties fully perform the contractual obligations.

The agreement made by:

The client: Transporter company:
Director:
                                               _____
_____
                                               /signature: _____ /
/signature: _____ /
The academic supervisor: The transporter company's address:
                                               Vehicle registration number: _____
_____
                                               Vehicle model: _____
/signature: _____ /
The head of department: Permanent address: _____
                                               Phone number: _____
_____
                                               Organization name if the driver employs for it:
/signature: _____ /
Address: _____
                                               _____
_____
                                               Contact   phone   number   of   the   organization:

Date: _____