**Rep. no. Prot. no.**

**TRAINING AND GUIDANCE INTERNSHIP AGREEMENT**

**BETWEEN**

The **UNIVERSITY OF VERONA**, headquartered in Verona, via dell’Artigliere no. 8, tax ID no. 93009870234, henceforth referred to as Promoter, represented by the Rector Prof. Pier Francesco Nocini, born in Verona on June 30th, 1956

**AND**

The HOST ORGANIZATION having its premise in State - City - Address, tax ID no.       henceforth referred to as Host, represented by Legal Representative, born in      , on      ;

**GIVEN THAT**

In order to help inform professional choices through direct knowledge of the working world, the University of Verona promotes training and guidance internships for the benefit of its new graduates,

**WE STATE AS FOLLOWS**

**ITEM 1 – Purpose**

The Host Organization, in accordance with the relevant regulations of its own country, shall undertake to receive new graduates for training and guidance internships on its premises. For workplace health and safety purposes, the Host Organization shall consider interns as their own employees and interns shall benefit from the same safety and protection procedures applicable to the corresponding staff.

**ITEM 2 – Internship**

Training and guidance internships shall in no way be considered an employer/employee relationship.

Throughout the internship, training and guidance shall be monitored and verified by a university tutor appointed by the Promoter, who is to be the didactic supervisor and organizer, and by a company tutor appointed by the Host Organization.

A training and guidance project shall be organised in advance for each trainee accepted by the Host Organization under this agreement. The project must specify:

- the name of the trainee;

- the names of the university tutor and of the company tutor for the trainee;

- the objectives of the internship and how it is to be carried out, as well as the trainee’s expected working hours at the Host Organization;

- the premises of the Host Organization (buildings, departments or offices) where the internship shall be carried out;

- the terms of the relevant insurance policies.

**ITEM 3 – Duties of the intern**

During the training and guidance internship, the trainee must:

- carry out the activities stated in the training and guidance project;

- abide by any rules concerning workplace hygiene, health and safety;

- respect the confidentiality of data, information or knowledge regarding production process and any products themselves learnt during the internship.

**ITEM 4 – Insurance cover**

For each internship, the trainee shall be insured against accidents and against liability. Such insurance coverages shall be provided by the Host Organization, by the Promoter or by the trainee. Should any accidents occur during the internship, the Host Organization undertakes to report the event to the relevant insurance companies within the time specified by current law, quoting the relevant insurance policy number.

**ITEM 5 – Privacy**

According to General Data Protection Regulation GDPR 2016-679, both parties must treat the personal data present in this agreement in accordance with the principles of legality, correctness, transparency and confidentiality. The data shall be used and transmitted to other bodies for institutional or statistical purposes only. The data controllers are parties as mentioned above.

**ITEM 6 – Duration of the agreement**

This agreement has a duration of two years from the date it is drawn up.

The signing of this agreement automatically terminates all previously-signed agreements for which there are no Training and Guidance Projects running at the time.

Signed agreements for which there are Training and Guidance Projects currently running shall remain valid until the corresponding projects have been completed.

**ITEM 7 – Further provisions**

The Host Organization undertakes: (a) to check, before the beginning of each internship and during the performance thereof, the compliance of the internship with the relevant law of the Country where the internship is performed (the compliance check shall include every relevant aspect of the internship including: the eligibity of the Host Organization, of the Promoter and of the intern; the characteristics of the internship; the intern’s rights protection); (b) to promptly notify in writing the Promoter if the internship to be initiated or being performed is, or becomes at any time, not compliant with the relevant law of said Country, and to provide the Promoter with all relevant information and cooperation reasonably required in order to deal with such a situation in the trainee’s best interest; (c) to fully indemnify and hold the Promoter and the intern harmless from and against any and all detrimental consequences of whatsoever nature, incurred or suffered by the Promoter and/or the intern, arising out of any actual or alleged non compliance of the internship with the relevant law of the Country where the internship is performed.

For any issues not specified in this agreement, the relevant legislation shall prevail.

Read, approved and signed

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| HOST ORGANIZATION  LEGAL REPRESENTATIVE  (Name and Surname)  ………………………………… | UNIVERSITY OF VERONA  RECTOR  (Professor Pier Francesco Nocini)  …………………………………. |