

Dipartimento di Economia Marco Biagi

Sede

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Prot. N° _____

....., on

To:

THE COUNTERPARTY
Street No.
Postal Code
City

RE: INTERNSHIP AGREEMENT BETWEEN THE UNIVERSITY OF MODENA AND REGGIO EMILIA – DEPARTMENT OF ECONOMICS “MARCO BIAGI” AND THE

The University of Modena and Reggio Emilia – Department of Economics “Marco Biagi” with its registered offices in Modena Via Berengario no. 51, fiscal code and VAT no. 00427620364, hereinafter referred to as the “Promoter”, represented by its Director, Prof. Giovanni Solinas

and

Institution/Company with its registered office in address
to as “Host Institution”, here represented by, acting as its legal representative

Whereas

Pursuant to the regulations in force in the country where the Host Institution is based and according to the rules established on each training and orientation project

Hereby agree as follows

Article 1 – Aim of the Agreement

The Host Institution agrees to receive interns for training and orientation on company premises, upon the proposal of the promoter.

Article 2 – Internship objectives, contents and methods

Under no circumstances shall the internship constitute a work relationship and the Host Institution has no hiring obligation at the end of the internship period.

In accordance with this agreement, a training and orientation project will be prepared for each intern placed at the Host Institution.

The training and orientation project will contain the following information:

- name of the intern;
- names of the tutors and of the company supervisor;
- duration, objectives and training methods of the internship, also specifying the periods during which the intern will be present at the company;
- the company premises (buildings, branches, departments, offices) where the internship will take place;

- details about civil liability insurance and work-place accident insurance coverage.

During the internship, training and orientation activities shall be supervised by an organizational tutor and a scientific tutor, appointed by the promoter, acting as didactic-organizational advisors, as well as by a company supervisor appointed by the Host Institution.

Article 3 – Obligations of the Intern

During the training and orientation activities, the intern shall be required to:

- perform the activities outlined in the training and orientation project, while observing the working time agreed upon and respecting the working environment and the collaborative research requirements in the company;
- abide by the regulations regarding hygiene, health and safety at the workplace;
- maintain the required confidentiality of data, information, and knowledge of productive processes and products acquired during the internship.

In the event where the intern's behavior compromises the rights or interests of the hosting organization, said host may suspend or interrupt the internship, after informing the tutor appointed by the promoter.

In the case where the training project is completed ahead of schedule, the intern shall be required to provide written notice to the promoter and the host institution well in advance.

Article 4 – Insurance

The promoter guarantees civil liability insurance and work-place accident insurance coverage. The promoter shall be responsible for posting the insurance coverage details on the University website <http://www.affaristituzionalicontrattigare.unimore.it/site/home/assicurazioni.html>; this posting shall serve as notice for all legal effects.

It should be noted that the work-place accident insurance coverage also applies to any activity performed by the intern outside of the hosting organization and which fall within the training and orientation project.

If an accident should occur during the performance of the activities of this contract, the Host Institution shall be required to immediately notify the promoter (making reference to the insurance policy number) in order to allow said party to file the appropriate report within the timelines required by the law or by the insurance contract.

Article 5 – Privacy policy

The personal data collected in this document shall be processed by the parties following the principles of lawfulness, correctness, transparency, and confidentiality, and shall be used or sent to other agencies solely for institutional purposes.

Article 6 – Duration

This agreement is valid for three years from the effective date and will automatically be renewed tacitly, only once, for another three years, unless one party gives written notice of termination to the other at least three months prior to the expiry date of the contract.

The termination of the agreement or the achievement of the expiry date have no effect on internships started prior to the termination, which will be completed as specified by the training project.

Article 7 – Administrative expenses

This agreement, prepared in the form of a contract letter, shall be finalized by mail, and shall be subject to stamp duty in case of use and it is subject to registration in the case of use.

This agreement shall be sent, in duplicate, to the host Institution, who must sign both originals and return one of the copies to the Department of Economics Marco Biagi of the University of Modena



and Reggio Emilia (at the following address: Viale Berengario, no. 51 – 41121 Modena).

Article 8 – Competent Court

The parties shall undertake to amicably resolve any disputes deriving from this contract. The Court of Modena (Italy) has exclusive jurisdiction over any disputes which should occur between the parties concerning the interpretation, execution and resolution of this contract. This contract is subject to the Italian law.

This agreement consists of pages.

UNIVERSITY OF MODENA AND REGGIO EMILIA
DEPARTMENT OF ECONOMICS MARCO BIAGI
THE DIRECTOR
(Prof. Giovanni Solinas)

Agreed to, acknowledged and accepted : on
THE HOST INSTITUTION
THE LEGAL REPRESENTATIVE
(.....)



TRAINING AND ORIENTATION PROJECT
Reference Agreement No. date

Name of trainee.....
Born in date
Address.....
Postal Address (if different from above).....
Tax code No

Present Situation (tick)

- ☐ Upper Secondary/ Senior High school student
- ☐ University student
- ☐ Attending post-diploma course
- ☐ Attending post-graduate course
- ☐ Attending vocational training course
- ☐ Unemployed
- ☐ Disabled

Hosting Company:

Headquarters: Nation:

Address(es) of workplace (factory/department/office)

Opening hours of company offices:

Training period: months from to.....

Organisational tutor (designated by the *initiating party*):

Academic tutor (designated by the *initiating party*):

Company tutor (name and covered position):

Insurance policies

Workplace accident insurance coverage is guaranteed by the *initiating party* on behalf of the Italian Government in accordance with the Italian Presidential Decree 9.4.1999 n. 156.

Civil liability: policy No. **0147.0736954.08** — Insurance company: **FONDIARIA - SAI**

S.p.A

Industrial accidents: policy No. **2192/77/56733558** — Insurance company: **Unipol - UGF**

Assicurazioni S.p.A.¹

AIMS OF THE TRAINING PERIOD

Contents and activities proposed:

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¹ **Graduate trainees** are **not automatically covered** by the *initiating party's* "cumulative workplace accident insurance policy", but they can submit an optional application form

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Facilities (optional).....

During the period with the company the participant is required to:

- follow the tutors' guidance and refer to them for any need related to organisation;
- maintain a high degree of confidentiality about the production processes, products and any other information acquired either in the course of, or following, the training period;
- respect the company's health and safety regulations in the work place;
- inform — in writing and with ample notice — both the *initiating party* and the *hosting party* in case of early withdrawal from the work placement project.

Modena,

Signature of participant

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Signature and stamp on behalf of the company,

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Signature on behalf of the initiating party

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