



## **SINGLE AGREEMENT ON INTERNSHIPS FOR CAREER ORIENTATION PURPOSES (CONVENZIONE UNICA TIROCINI DI ORIENTAMENTO)**

### **BETWEEN**

**UNIVERSITA' DEGLI STUDI DI PARMA** with legal offices in Parma, via Università n. 12, Italian Fiscal code 00308780345, hereinafter referred to as “intern coordinator”, represented by the Rector of the University, POALO ANDREI, born in Parma (PR) on 10.10.1962, or by his Delegate;

### **AND**

**name of hosting company** with legal offices in **CITY, Street Name** no. , Fiscal code/VAT No. **fiscal code or VAT no.**, hereinafter referred to as “hosting company”, represented by **Surname and name of legal representative** born in **place of birth** on **date of birth**;

### **declare**

their wish to cooperate for the offering of internships directed at students and graduates enrolled on study courses or Masters offered by the University of Parma.

### **ART. 1**

**name of the hosting company**, undertakes to welcome the students and graduates partaking in training internships established in agreement with the University of Parma. The number of individuals initiating traineeship programmes is defined on a yearly basis, with regards to the capacity of the hosting company.

### **ART. 2**

Throughout the course of the traineeship, the training activity is followed and verified by a tutor assigned by the intern coordinator, having a teaching-organizational role. The tutor will have the duty of establishing objectives, timeframes and terms of the internship and of following and verifying the attainment of the foreseen objectives, having periodical contact with the hosting tutor, appointed by the hosting company.

### **ART. 3**

For each single traineeship, a Internship programme is provided, as per the facsimile of attachment no. 1, containing:

- Intern's personal data;
- Name of the university tutor and tutor of the hosting company;
- Internship terms and objectives, indicating attendance hours at the hosting company;
- The hosting company's facilities where the internship will be carried out;
- The duration and dates of the internship;
- Insurance particulars as provided for in article 5.

Effective start-up of the internship is on the condition that the Internship programme is signed by the University and the hosting company for acknowledgement and acceptance and by the university tutor as well as by the intern.

In the presence of justified reasons and upon written communication to the intern, either Party may withdraw from the traineeship, providing written communication also to the other Party.



#### **Art. 4.**

During the internship the intern is obliged:

- to carry out the activities foreseen by the internship programme;
- to observe the hygiene, health and safety rules in the workplace;
- to respect the company's codes of confidentiality with regards to data, information and knowledge pertaining to production processes and products, acquired during the internship.

Consent must be sought from the hosting company for any reports or publications regarding research or studies carried out during the traineeship.

#### **Art. 5**

The University will provide insurance cover for the interns against occupational hazards and for civil liability (the names and insurance positions can be found in the internship programme).

#### **Art. 6**

The hosting company shall undertake:

- to respect the internship programme, quoted in article 3;
- to follow the progress of the internship with the necessary attention, by means of a tutor selected by the hosting company to carry out this role;
- to check and stamp the intern's attendance document;
- to send to the University, upon conclusion of the internship, a clear final report, drawn up by the tutor of the hosting company, with relation to the internship performance and to the objectives reached;
- To report to the University in a timely manner any event concerning the intern, in addition to any absence of the intern.

#### **Art. 7**

The hosting company undertakes, furthermore, to guarantee the expected hygiene and safety conditions for the intern.

#### **Art. 8**

The Parties accept to settle amicably any dispute which may arise from the terms of the herewith Agreement.



**Art. 9**

The herewith agreement will have a duration of 5 years from the date of stipulation and will be renewed automatically, unless cancelled by one of the two parties.

**Art. 10**

The herewith Agreement will be drawn up in four versions, two in Italian and two in English, each equally attesting the agreement.

**Art. 11**

The hosting company acknowledges the University of Parma as the traineeship coordinator, as provided by the related Italian regulations in force (Italian Law 196 of 1997 and Ministerial Decree 142/98).

Read, approved and signed

For the intern coordinator:  
Parma,

**University of Parma**  
The Rector  
Prof. Paolo Andrei

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(stamp e signature)

For the hosting company:  
Place, date

Company name  
Role of legal representative  
Name and surname of legal representative

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(stamp e signature)



*Information on the corporation, the subject of the agreement*

Company Name:

With legal offices in:

Sector of business activities:

Number of employees and collaborators:

Objective of business activities:

Any other information on the activities performed by the corporation:

Date \_\_\_\_\_

Corporation Stamp e Signature