



UNIVERSITÀ  
DI PAVIA

## Servizio Sanità e Post Laurea

C:F. 80007270186  
P.IVA 00462870189

Collective convention n. .... stipulated on ..... with deadline .....

### EDUCATIONAL TRAINING PROJECT INTERNSHIP

#### PROMOTER

University of Pavia, Corso Strada Nuova 65, 27100 Pavia PV, tax code: 80007270186, VAT number: 00462870189

#### INTERN

Surname and name \_\_\_\_\_

Tax code number \_\_\_\_

citizenship \_\_\_\_\_

born in \_\_\_\_ on \_\_\_\_\_

resident in via \_\_\_\_\_ town/city \_\_\_\_\_ postal code \_\_\_\_\_

domicile (if different than residence): via \_\_\_\_\_ town/city \_\_\_\_\_ postal code \_\_\_\_\_

mobile phone \_\_\_\_\_ home phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Student identification number: \_\_\_\_\_

Course of study / Course name: \_\_\_\_\_

#### HOST

Host institution \_\_\_\_\_

VAT number \_\_\_\_\_

Legal address: Street \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ postal code \_\_\_\_\_

Location of internship: Street \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ postal code \_\_\_\_\_

Legal Status: Public administration (art.1 c.36 L.92/2012)  – other subjects

Ateco activity code \_\_\_\_\_

#### Administrative contact for the internship

Name and Surname \_\_\_\_\_ office \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

#### Employment contract

Insert CCNL applied by the host institution

#### INTERNSHIP MANAGEMENT

##### Tutor of promoter

Surname and name \_\_\_\_\_

E-mail \_\_\_\_\_

Tel. \_\_\_\_\_

##### Company tutor

Surname and name \_\_\_\_\_

E-mail \_\_\_\_\_

Tel. \_\_\_\_\_

Role within company \_\_\_\_\_

Position (options) \_\_\_\_\_

#### PAYMENT FOR PARTICIPATION

Provided for  Not provided for

Insert gross monthly amount



## Servizio Sanità e Post Laurea

C.F. 80007270186  
P.IVA 00462870189

MEAL COUPON  CANTEEN SERVICE

REIMBURSEMENT FOR JOB-RELATED EXPENSES Insert detailed description of any expenses to be reimbursed for.

### **OBLIGATORY INSURANCE GUARANTEES *Standard text***

For INAIL coverage – special formula: “Management on behalf of the state”

For civil liability Policy n. 191190 Insurance Company: Lloyd’s of London – Third-party responsibility (RCT/O) of the university. A further additional Insurance is available to regularly enrolled students for injury risk (Policy n. 802534120 – Insurance Company: Amissima Assicurazioni)

For further information and follow up:

<http://www.unipv.eu/site/home/naviga-per/studenti/vivere-luniversita/articolo1430.html>

### **OBJECTIVES AND IMPLEMENTATION OF INTERNSHIP**

Length: n. months

Starting date: scheduled starting date

Ending date: scheduled ending date

Schedule/breakdown in hours: Indicate the daily and weekly hours in accordance with the collective contract applied by the host organization.

#### **AREA IN ORGANIZATION AND INTERNSHIP TASKS**

Briefly describe the area in the organization where the internship will take place (for example: sector, division, office; brief description of activities to undertake in this area, etc.).

#### **INTERNSHIP ACTIVITIES**

Briefly describe the internship activities.

#### **EDUCATIONAL AND ORIENTATIONAL OBJECTIVES**

Briefly describe the internship objectives in terms of competencies, referring also to the educational objectives.

---

#### **OBLIGATIONS OF THE INTERN**

In signing the present Educational Plan, the intern is committed to respecting the following rules:

- 1) to follow the indications of the tutors and to consult them for any organizational or other type of need;
- 2) to respect the obligations of confidentiality regarding the production processes, products and any other information about the company, its organization and programmes that the intern becomes aware of, both during and after the internship;
- 3) to respect the organizational rules and regulations regarding hygiene and safety;
- 4) to fulfil the tasks indicated by the organizational tutor, as provided for in the present Educational Plan;
- 5) to request verification and authorization in the event of relations with third parties;



## Servizio Sanità e Post Laurea

C.F. 80007270186  
P.IVA 00462870189

6) to use the facilities and equipment made available by the organization based on the schedule and manner called for in the present Plan and on the requirements of the Plan. The intern will respect the organizational rules and practices, which will be communicated to him.

In addition, the intern declares he or she is aware that, under the aforementioned Convention, in the event of behavior which compromises the achievement of the goals of the Educational Plan, the parties can withdraw from the Convention and terminate the internship.

### OBLIGATIONS and COMMITMENTS OF THE ORGANIZATION/COMPANY – the Host:

- is committed to communicating to the university tutor the number of hours completed by the intern
- shall collaborate with the promoter to evaluate and certify the results of the intern's activities
- must comply with the existing health and safety regulations regarding the workplace and to provide the appropriate training regarding health and safety at the workplace;
- must comply with the regulations in law n. 68 (1999) and subsequent modifications and additions;
- in the event of injury and accidents during the internship, the host must report the event, within the time called for in existing law, to the insurance companies indicated in the present plan, referring to the number of the policy and to the promoter.

-----  
**At the end of the internship the Host is committed to issue a short final report about the lenght (no. of hours of attendance) and the activities of the internship, that must be delivered to the Master's Tutor Promoter together with each intern's timesheet.**  
-----

With the signing of the present Educational Plan, the intern, promoter and host declare:

- that the information contained in the Educational Plan conforms to article 47 of D.P.R. 28/12/2000 n. 445, and that they are aware of the criminal responsibilities in the event of any false statements or presentation of documents which are false or contain false information under article 76 of D.P.R. 28/12/2000 n. 445;
- their consent, under legislative decree 30 June 2003, n. 196, to the use, even automatized, of the personal data contained in the present Educational Plan, including its communication to third parties chosen solely for the purpose of and limited to the correct implementation of the internship, by the promoter and the host and, for the purpose of control and monitoring, by the Lombardy Region, except for what is set forth in article 7 of the legislative decree of 30 June 2003, n. 196.

Internship project approved by the university tutor

Prof. \_\_\_\_\_ (signature)

Intern

Surname and name of intern \_\_\_\_\_ (signature)

Host

Name of host organization \_\_\_\_\_ (signature)