

Servizio Post Laurea UOC Post Laurea

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

# EDUCATIONAL TRAINING PROJECT INTERNSHIP

# PROMOTER

University of Pavia Corso Strada Nuova, 65 27100 Pavia (PV) ITALY Tax Code n° 80007270186 VAT n° 00462870189

## INTERN

Surname and name		
Tax Code n°		
Citizenship		
Born in		
Resident in via	Postal code	
Town/city		
Domicile (if different than residence) in via		Postal code
Town/city		
Mobile phone	Home phone	
E-mail		
Student identification n°	Course of study	
Course name		
HOST Host institution		

VAT n° \_\_\_\_\_

Legal address: Street	Postal code
Town/city	Prov
Country	
Location of internship: Street	Postal code
Town/city	Prov
Country	
Legal status: [ ] Public administration (art.1 c.36 L.92/2012)	[ ] other subject
ATECO activity code	
Administrative contact for the internship: Surname and name	
Office	
E-mail	
Telephone	Fax
Employment contract: Insert CCNL applied by the host institution	
INTERNSHIP MANAGEMENT Tutor of promoter: Surname and name	
E-mail	
Telephone	
Company tutor: Surname and name	
E-mail	
Telephone	
Role within the company	
Position (options)	
PAYMENT FOR PARTICIPATION [] Provided for [] Not provided for [] Not provided for	
Insert gross monthly amount:	

## [ ] Meal coupon [ ] Canteen service

#### **REIMBURSEMENT FOR JOB-RELATED EXPENSES**

Insert detailed description of any expenses to be reimbursed for.

#### **OBLIGATORY INSURANCE GUARANTEES**

According to the law, the University of Pavia guarantees its students and employees appropriate INAIL protection against accidents through the mechanism of "management on behalf of the State" and adequate insurance coverage for risks deriving from Civil Liability (Policy n. 178262860 – Company: UNIPOL SAI Assicurazioni).

A further additional insurance is available to regularly enrolled students for injury risks (Policy n. 406392448 – Company: AXA).

For further information and follow up:

http://wcm-3.unipv.it/site/home/ateneo/amministrazione/direzione-generale/serviziolegale/articolo1430.html

#### **OBJECTIVES AND IMPLEMENTATION OF INTERNSHIPS**

Lenght (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

Descrivere 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**

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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 fulfill 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;
- 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:

- 1) is committed to communicating to the university tutor the number of hours completed by the intern;
- 2) shall collaborate with the promoter to evaluate and certify the results of the intern's activities;
- 3) 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;
- 4) must comply with the regulations in law n. 68 (1999) and subsequent modifications and additions;
- 5) 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 (n° 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.

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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./Dott.

(signature) \_\_\_\_\_

Intern

(signature) \_\_\_\_

Surname and name

Host

(signature) \_

Name of host organization