



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Training and Guidance Internship Agreement

between

The University of Florence, tax code 01279680480, headquartered in Florence, Piazza San Marco n. 4, henceforth referred to as «Promoter», represented by Department Director/President of the School, born in XXXX on XXXXX, according to the powers conferred to him by Decree prot. XXXXXX,

and

XXXXX (The Host organization), having its premises in XXXX , tax code XXXXX, henceforth referred to as «Host Organization», represented by XXX, born in XXX on XXXX, , hereinafter also referred to individually as the "Party" and unitary as the "Parties".

GIVEN THAT

in order to facilitate professional choices through direct knowledge of the work world and to achieve moments of alternation between study and work in the context of training processes, the University of Florence promotes training and orientation internships for its students and graduates

IT IS AGREED AND IT FOLLOWS AS FOLLOWS

The **Host Organization** in accordance with the relevant regulations of its own country, shall undertake to receive students and 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 accordingly to the Country Rules and Provisions.

ITEM 2 – Internship

Training and guidance internship shall in no way be considered an employer/employee relationship. Throughout the internship, training and guidance shall be monitored and verified by an academic tutor /supervisor appointed by the Promoter, in charge of the academic supervision and organization and by a company tutor appointed by the Host Organization.

A training and guidance project shall be organized 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 academic supervisor and the company supervisor 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 INAIL and civil liability insurances (**provided by the Promoter**)

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

Under civil responsibility, the Promoter shall provide insurance for the trainee through INAIL and insurance companies to cover workplace accidents. Should any accidents occur during the internship, the Host undertakes to report the event to the relevant insurance companies within the time specified by current law, quoting the insurance policy number provided by the Promoter.

ITEM 5 – Privacy

According to European 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

The present agreement has a duration of XXXXX years, starting from the date of stipulation, unless terminated by one of the parties with two months' advance notice. However, the possibility for the trainees involved to complete the internship shall remain valid until the corresponding projects have been completed.

ITEM 7 – Further provisions

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

Read, approved and signed



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For the University of Florence
Prof. XXXXX
DEPARTMENT
DIRECTOR/PRESIDENT OF
THE SCHOOL

For the Host Organization
XXXXXXXX
LEGAL REPRESENTATIVE

