**INTERNSHIP AGREEMENT**

**FOR RECENTLY GRADUATES**

The University of Milan, which will be referred to as “The University”, national registration n. 80012650158, whose registered offices are in Milano, via Festa del Perdono 7, represented by its Rector Pro Tempore Prof. Elio Maria Franzini born in Milano (MI) on 19.05.1956

**AND**

……………………………………….…………………………………………………. (Complete business name), which will be referred to as “The Host company/institution”, VAT/EIN/NationalReg N. ………………………………..., whose registered offices are in ………………………………………………… (complete headquarter address), represented by …………………………………………….. (function and full name of the signatory), born in ……………………………………………... (place of birth) on ………………………… (date of birth)

**WHEREAS**

- The University, according to the provisions in force, fosters the internship as a fundamental stage in students’ education course;

- The direct knowledge of business world enhances professional choices as well as the connection between job demand and supply

**AGREE AND DECIDE AS FOLLOWS**

**Article 1**

Università degli Studi di Milano fosters the setting up of a training placement on behalf of ……………………………………. (Trainee name), University ID n. ………………, codice fiscale …………………………………..., University course ……………………………..…………………………., date of graduation dd/mm/yyyy, student e-mail address ……………………………………… for The Hosting Company / Institution

**Article 2**

The training placement may not in any event be deemed an employment relationship as stated by law; therefore, it can only pursue the aims of personal education and business knowledge.

**Article 3**

The internship program that the trainee will attend consists in:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

The internship will be carried out in the following modality:

[ ]  In presence;

[ ]  Remotely;

Address of the Host company/institution operational headquarters (specify the complete operational headquarters address even in the instance the internship takes place remotely):

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Article 4**

While carrying out the training placement’s programme the trainee will be assisted by:

* The Hosting Company / Institution Tutor: …………………………………

 e-mail address ……………………………….;

* University tutor Barbara Rosina

 e-mail address stage@unimi.it, as the University representative in charge of monitoring the training placement.

**Article 5**

The training placement will take place from dd/mm/yyyy to dd/mm/yyyy

**Article 6**

The University commits itself to provide the trainee with insurance cover against any risk of accident that can occur during the activities *in situ* (against work accidents through policy nr. Unipol-SAI n. 78/156035901 and civil liability cover through policy Polizza RCT/O – UnipolSai Assicurazioni S.p.A. –n. polizza 65.171912201).

Should an accident occur, the host institution/company is required to immediately report the accident to the University in order to ensure that all formalities are completed. The accident must be reported to Ufficio Prevenzione e sicurezza dell’Ateneo by sending an e-mail to infortuni.studenti@unimi.it or calling 0039-02/5031348-3/8.

**Article 7**

The Hosting Company / Institution, on its part, undertakes:

- To respect and make respected the agreed training placement’s project in all its aspects (aims, contents, times and methods);

- To inform the University of any substantial changes to the terms of the assignments, which the Hosting Company / Institution may wish to make;

- To allow the University supervisor to contact the trainee or the Host company/institution supervisor in any moment to verify the progress of the training placement;

- To send a final report to the University drawn by the supervisor, concerning both the implementation of the project and the achievement of its objectives;

- To promptly inform the University in case of postponement of the termination day or of a possible early termination of the training placement, by sending an email to convenzioni.stage@unimi.it;

- To provide and adopt all preventive and safety measures to protect the health and safety of the trainee, assuming any risk assessment burden, even if only potential, to which the trainee could be exposed to during their stay at institutions/companies;

- To provide and ensure the information of the trainee regarding the risks and measures taken by host institutions/companies for the prevention of COVID-19;

- In the instance that the internship will take place physically, to comply with all the COVID-19 preventive measures in place in the host country and to adopt for the trainee the same safety protocols defined for workers by the corporate prevention protocol COVID-19 with which the host institution is equipped.

**Article 8**

During the training placement, the trainee commits:

- To comply with the advice of their supervisors;

- To fulfill the job duties within the times and in the form laid down in the Agreement, by conforming to the time regulations and the working environment, the rules and the practices of the host company / institution;

- To be bound by professional secrecy both during and after their training placement with regard to products, production processes and any other activity or characteristics of the host company / institution that they may become aware of during the training placement;

- To draw up a final report on the activity done during the training placement, in agreement with The Company / Institution;

- In the instance that the internship will be carried out in presence, to comply with all the specific prevention measures, including COVID-19 containment, adopted and that will be made available by the host institution/company.

**Article 9**

The trainee [ ] will / [ ] will not be given a monthly income. In case of payment, the remuneration will be of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grossly per month/week for the entire duration of the internship.

In case The Hosting Company / Institution recognizes a remuneration, it remains the responsibility of the student to pay duly taxes on it and to count the received payments towards any other granted scholarships.

**Article 10**

The parties undertake to handle the personal data as stated by law, for what concerns the carrying out of the training placement.

**Article 11**

The Hosting Company / Institution has the right to terminate this agreement in the event of gross misconduct by the student and in event of failure by the trainee to carry out the assignment satisfactorily.

University also reserves the right to terminate the Agreement at any time in case of repeated and serious irregularities by The Hosting Company / Institution during the progress of the internship, reported by the trainee or the University responsible for monitoring the training placement.

**Article 12**

For all issues not covered by this Agreement the Parties will rely on the Courts of Milan.

Read, agreed, signed

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| --- | --- |
| For Università degli Studi di Milano | Milan,  |
| For ……………………………………………... (name of the Host Company/institution)…………………………………………………..(name of the Legal representative) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dd//mm/yyyy |
| The Trainee…………………………………………………….(name and surname of the trainee) |  |