



Allegato1

Rep. n.

Prot. n.

**CONVENTION OF TRAINING AND GUIDANCE INTERNSHIP
BETWEEN**

The **UNIVERSITY OF VERONA**, having its offices in Verona, via dell'Artigliere n. 8, fiscal code 93009870234, from now on called promoter, represented by the Chancellor Prof. Nicola Sartor, born in Bolzano on 14/03/1953;

AND

The HOST ORGANIZATION having its premises in State - City - Address, fiscal code from now on called host, represented by Legal Representative, born in , on ;

WHEREAS

In order to facilitate the professional choices through the direct knowledge of the working environment and to carry out alternative moments of study and work within the training process, the University of Verona can promote training and guidance internships on benefit of students and new graduates,

WE STATE AS FOLLOWS

ITEM 1 - Object

The Host Organization, according to its own national regulation on the matter in force undertakes to receive in its premises students and new graduates in training and guidance internship and in order to guarantee health and safety of the workers during the job, undertakes to consider the intern as part of its own personnel and therefore the intern benefits of the same safety information and protection adopted for tasks of the correspondent personnel.

ITEM 2 - Internship

The training and guidance internship does not represent a working relationship.

During the progress of the internship, the activity of training and guidance is followed and verified by a tutor appointed by the promoter as a didactic and organizing person in charge, and by a company tutor in charge, who is appointed by the host.

For every trainee in the host organization following up this convention a training and guidance project is prearranged, which contains:

- the name of the trainee;
- the name of the tutor and of the company tutor in charge;
- the goals and the ways of the internship, together with the indication of the time of presence in the host organization;
- the host organization premises (buildings, seats, departments, offices) where the internship is carried out;
- the terms of the INAIL and the civil liability insurances.

ITEM 3 – Duties of the Intern



During the process of the training and guidance internship, the trainee must:

- carry out the activities stated by the training and guidance project;
- follow the rules as far as hygiene, security and health in working places are concerned;
- keep the necessary liability as regards data, information or knowledge concerning the production process and the items themselves, learnt during the stage.

ITEM 4 – Insurance cover

The promoter assures the trainee against the accidents at work with INAIL, and with the insurance companies, working in the field of the civil responsibility. In case of accident during the process of the internship, the host undertakes to report the event, by the time stated by the current laws, to the insurance companies (referring to the number of the insurance police signed by the promoter).

ITEM 5 - Privacy

According to General Data Protection Regulation - GDPR 2016-679, both parties will treat personal data present in this convention following the principles of legality, correctness, transparency and confidentiality and will be used and transmitted to other bodies for institutional or statistical purposes only. Data Controllers are parties as mentioned above.

ITEM 6 – Duration of the convention

This convention lasts two years starting from the drawing up date and it is renewable for same length periods, unless notice of cancellation that has to be communicated by written form at least three months before the expiry date.

The signing of this convention automatically rescinds all conventions signed beforehand for which there are no on going Training and Guidance Project at the moment.

Signed conventions for which there are on going Training and Guidance Projects, remain valid till the end of the same.

ITEM 7 - References

For any issue not contemplated by this Convention, both Parties will refer to the legislation on the matter in force.

Read, approved and signed

Verona,

UNIVERSITY OF VERONA

THE CHANCELLOR

(Professor Nicola Sartor)

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HOST ORGANIZATION

THE LEGAL REPRESENTATIVE

(Name and Surname)

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