



UNIVERSITÀ
di VERONA



INTERNSHIP AGREEMENT

BETWEEN

UNIVERSITY OF VERONA

AND

NATO SECURITY FORCE ASSISTANCE CENTRE OF EXCELLENCE (NATO SFA COE)

This Internship Agreement defines the relationship between

The University of Verona, whose offices are in Verona (Italy), via dell'Artigliere n. 8, VAT Number 01541040232, tax identification number 93009870234, referred to herein as "University" or "UNIVR", represented by Prof. ssa Chiara Leardini, Chancellor "pro Tempore",

and

NATO SFA COE located in Cesano di Roma, Italy, Via della Stazione di Cesano n. 423, 000123, Rome referred to herein as "Organization " and represented by the Director Colonel Massimo MONCADA, for the NATO SFA COE,

Bearing in mind that:

- Internships provide Interns with the opportunity to acquire practical knowledge of workplaces to round out their academic careers.
- In no way whatsoever can the relationship between the Intern and the Organization be considered as professional employment. Internships have a maximum duration of six months and are considered as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing in the working environment.

The Parties agree as follows:

Art. 1 General Terms and Conditions

- a. The conditions set out above are an integral and essential part of this Agreement.
- b. The Organization agrees to welcome the Intern from UNIVR for training purposes only and to achieve individual training goals agreed with the UNIVR and set out in art. 2 of this Agreement.
- c. The maximum length of the internship may extend to a period of 6 months in presence and/or remotely, upon agreement among the parties and the Intern. Any change in status (extension,

temporary suspension) must be justified and communicated to the University by the Organization.

- d. In no way whatsoever can the relationship between the Intern and the host Organization be considered as professional employment and therefore this Agreement is not an employment contract. Internships are conceived as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing a working environment.

Art. 2 Internship Description

- a. The purpose of this internship is to provide the Intern with experience of the practical application of theoretical knowledge has already acquired and to acquire new skills and knowledge. The host institution and UNIVR will ensure that the Intern is given tasks and responsibilities according to the level of competence of the student and the educational objectives for the training period. The Intern's presence should bring neither financial losses nor gains to the host Organization.
- b. This Agreement refers to the following internship for the benefit of the Intern University Supervisor:
- Prof. Matteo Nicolini Tel. 045-8425393 e-mail: matteo.nicolini@univr.it
- For the UNIVR, the University supervisor is:
- Ms. Bertani Laura Tel. 045-8028501/8287 e-mail: ufficio.stage@ateneo.univr.it; laura.bertani@univr.it
 - Legal Adviser Tel. 06/469163502 E-mail legad@nsfaoe.org;
 - NATO SFA COE the representative is Legal Adviser phone number 06/469163502 e-mail legad@nsfaoe.org. Organization Supervisor: to be determined.
- c. Nature of the internship curricular:
- Curricular Internship is aimed at students currently enrolled in one of the University programs the curricular internship can lead to the achievement of university credits (ECTS).

Art. 3 - Hosting and Supervision of the Intern

- a. All the parties must make sure they provide all the necessary information and any documentation needed by the Intern in full compliance with applicable norms and regulations of the country. The UNIVR agrees that all visa-related formalities and any other relevant documentation must be arranged throughout mutual collaboration, although each Intern shall be responsible for obtaining own visa and other immigration formalities if necessary, and all other travel and related documents needed to do an internship at the host institution.
- b. The Intern's training activities during time at the host Organization will be followed and monitored by a professional expert in the role of a supervisor, as well as by a University supervisor. All parties may carry out justified substitutions of the supervisor, upon communication to the parties.
- c. The University supervisor is appointed by the University and oversees the coordination and organizational learning, providing and maintaining ongoing relationship between the University, the Intern and the Organization, guaranteeing that the training objectives are being monitored. In addition, if provided for, will prepare the final evaluation of the skills acquired in collaboration with the Organization supervisor.

- d. The Organization supervisor is appointed by the Organization in collaboration with the University and is in charge of guiding the Intern in the workplace. If the internship is performed in various Organization sectors, the function of the Organization supervisor may be entrusted to more than one person, to guarantee the fullest congruence with the objectives of the individual internship document.
- e. The University supervisor may make periodic controls during the internship, to verify that the internship activities are effectively being carried out by the Intern. In cases of repeated absences of the Intern, the internship will be annulled, and this decision shall be promptly communicated to the Intern and the Organization supervisor. The Organization supervisor and the Intern are encouraged to maintain constant dialogue with the university supervisor and to report any difficulties encountered during the internship in a timely manner.
- f. At the end of the internship, the Organization supervisor will pledge to: 1) issuing a certificate regarding the duration and nature of the internship to the Intern; 2) complete the internship evaluation form.

Art. 4 - Duties and rights of the Intern

- a. The University shall ensure that the Intern adheres to the following obligations during the Internship at the Organization and, is aware of the following terms of the Internship, including all of the provisions of this Agreement, prior to its commencement:
- b. The intern shall adhere to all the rules, directives and directions of the Centre, including the NATO SFA COE Code of Conduct and the applicable Italian regulations during the internship period.
- c. Prior to commencing the internship, the intern shall demonstrate that he/she is ensured for costs arising from illness or accidents during the internship. The intern shall notify the insurance of the internship.
- d. The intern is responsible for obtaining the necessary legal documents to fulfil the internship. The intern is also responsible for all other arrangements necessary to fulfil the internship such as first travel to and last from the Centre.
- e. All communications, publications, work or other products will take place or be produced in the English language. The intern's English skills are sufficient to meet this requirement.
- f. The intern will work approximately 36 (Monday through Friday) hours per week according to the working schedule of the Organization.
- g. Before an intern submits his products, work, results or research papers to the sponsoring institution, they must have been presented to the Organization.
- h. The intern will provide the Organization with a copy of all the materials prepared during the internship.

- i. In the course of communication with external parties during or in relation to their internship at the Organization, Interns are obliged to inform such external parties about their status as an Intern. The Intern shall not represent the Organization before the press or other similar body or negotiate on behalf of the Organization.
- j. The intern shall not divulge any classified/sensitive information or knowledge received or obtained during or in relation to the internship at the Organization. The intern declares to be aware that this obligation also applies after the internship. If there is a need for the intern to make any information public, he will need prior written authorization from the Director of the Organization.
- k. The intern shall notify the Organization without delay in case of illness, accident or other issue that prevents the intern from performing his duties.
- l. The intern is obliged to report to the Organization's Security Officer if he has been in contact with classified or sensitive information without prior authorisation.
- m. The intern will not abuse any of the opportunities given to him in relation to the internship at the Centre or behave in a way that adversely affects the Organization.
- n. The intern shall not engage in any activity possibly interfering with the work at the Organization during the internship without prior consent of the Organization.
- o. The intern was not and is not closely related to any of the members of the Organization.
- p. The intern will complete the internship evaluation questionnaire at the end of the internship and submit it to the Admin Branch of the Organization.
- q. The Organization will have unimpeded access to all products, work, results or research done by the intern during or in relation to the internship. The intern cannot invoke any intellectual property rights towards the Organization. In cases of theses for academic degrees the copyright remains with the intern, and the Organization is granted the permanent non-exclusive right to use the work.
- r. The Organization will reimburse:
 - up to 150 euro per month for the daily meal, justified by receipt;
 - the costs related to accommodation (broker's fee, rent, heating, water, electricity, shared building costs) for the time of the internship up to Euro 500 per month.Accommodation cost reimbursements are strictly bound to the period of the internship. All reimbursable expenses need to be justified by contracts/receipts. The responsibility for renting appropriate accommodation lies with the intern.
- s. The Organization will seek the intern's agreement before sending the intern on any travel related to his/her work at the Organization. If a need for such travel arises, the Organization will cover the cost for the transportation and the accommodation.

- t. The Organization is not responsible for any claims by any party where the loss or damage to their property, death or personal injury was caused by the actions or omissions of action by the intern during the internship.
- u. The internship is not connected with the employment and has no direct employment prospects at the Organization.
- v. The Organization will not send the intern into military missions or into mission areas.
- w. The Organization will provide a certification and evaluation at the end of the internship period.
- x. The Intern will be informed of all duties and rights associated with the Internship as detailed in this agreement per Article 4. In addition, the Intern will be signing an individual (direct) Internship Agreement with NATO SFA COE.

Art. 5 - Social Welfare and Civil Liability

- a. The Intern will be covered for Civil Liability through the University insurance RC n. 412211140 - AXA Assicurazioni Spa and for Personal Accident through the University insurance INAIL: State insurance Coverage for the entire period of the internship. The insurance policies also cover activities performed by the Intern outside the workplace of the host institution, but which are considered part of the internship program.
- b. Should an accident occur to the Intern while is on the job, undertakes to promptly notify both the University and the Organization with the necessary documentation.

Art. 6 - Length of the internship agreement and dissolving agreement

- a. The total length Internship Agreement between the University and the Organization can be extended to the maximum period of 4 years. Amendments to this document may be made any time, in writing, and only when agreed upon by both Parties. After the three-year period, the Parties will review and determine whether to renew the document and stipulate in writing the terms upon which it may be secured.
- b. The specific agreement between the Organization and the Intern will automatically end upon the completion of the period of the internship agreement to be concluded with the Intern. The agreement may be unilaterally terminated by the Organization in any of the following circumstances:
 - I. The Intern has abused any of the opportunities given to him/her in relation to the internship at the Organization or has behaved in a way that adversely affects the Organization.
 - II. The intern has violated any of the regulations applicable to him/her.
 - III. It is unlikely that the Intern will achieve the aim of the internship with the set timeframe.
 - IV. Any other circumstances or event, which could harm Organization's interests.

If the Intern ends the internship before the date mentioned in para. A above or the Organization terminates the Agreement pursuant to Art. 5, the Organization has the right to seek reimbursement of all costs for its internship from the Intern.

Art. 7 - Regulations in Force

The parties reciprocally declare to be aware (and expressly consent) that the personal data gathered as a result of and throughout the execution of the present agreement may be used in accordance with the GDPR General Data Protection Regulation - Reg. UE 2016/679 and the Italian Law (Italian Personal Data Protection Code - Legislative Decree no. 196/2003 and, following amendments). This Agreement shall be governed by and construed in accordance with the Italian Law provided, however, that no provision, condition or object of the Agreement shall be construed to be in conflict with, or objectionable to, or impracticable under the laws of the country of any party hereto. In such an event, the parties agree to negotiate in good faith to determine applicable law and to insure lawful and viable performance of this agreement.

Place and date _____

NATO SFA COE
Director
Colonel Massimo MONCADA

Università di Verona
Chancellor
Prof. ssa Chiara Leardini