

# **INTERNSHIP AGREEMENT**

Number/date

This agreement defines the relationship between **Universita Commerciale "Luigi Bocconi", Via Sarfatti, 25, 20136 Milano - Italy, Tax Identification Number 80024610158**, referred to herein as "University", and represented by Mrs Aida Riolo, Internship Office Coordinator, Markets and External Affairs Division and the Company/Organization, **[Name, Address, n., City, Province - Country., Tax Identification Number**, represented by [Name, Surname], referred to herein as "the Company",

on benefit of

the Bachelor student  
the Master of Science student  
the Master's Program student,  
the PhD student,  
the graduate up to 12 months after graduation date

of the aforementioned University, referred to herein as "the Intern":

## **Name and Surname**

Registration Number: xxxxxxx

Degree course: xxxxxxx

Year of Attendance (if student): xxxx

Graduation date (if graduate): dd/mm/yyyy

Date and Place of Birth: City, Country on  
dd/mm/yyyy

Tax Code: xxxxxxxxxxxx

Home Address: address, number, city (province)  
Country

Phone Number: mobile phone number

E-mail: e-mail address

Educational Qualification: latest qualification achieved

## **PROVIDED THAT:**

- Internships provide students with the opportunity of enriching their academic preparation through complementary experiential education and therefore Università Bocconi promotes internships within public and private employers;
- In no way whatsoever can the relationship between the Intern and the Company be considered as professional employment. Internships have a maximum duration of six months and are conceived as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing a working environment;
- Internships can be curricular or extracurricular and both are to be guaranteed in terms of quality and according to current regulations.

## **IT IS STIPULATED AND AGREED AS FOLLOWS:**

### **ART. 1: GENERAL TERMS AND CONDITIONS**

1. The conditions set out above are an integral and essential part of this agreement;
2. The Company agrees to welcome the Intern with educational purposes only and in particular to achieve individual educational goals agreed with the University and set out in art. 2 of this agreement;

3. The total length of the internship can be prolonged to the maximum extent of 6 months, upon agreement among the parties and the Intern. Any change in status (extension, temporary interruption and interruption) must be motivated and communicated to the University by the Company.

## **ART. 2: INTERNSHIP DESCRIPTION**

This Agreement refers to the following internship on benefit of the aforementioned Intern:

Internship Location: Address, Number, City (province) - Country

Number of Employees:  0-5  6-19  20 or more

Number of hosted interns (apart from this one): xx

University Supervisor: Name and Surname Tel: xxxx E-mail: e-mail address

Company Supervisor: Name and Surname Tel: xxxx E-mail: e-mail address

Duration of Internship: xx days starting from dd/mm/yyyy to dd/mm/yyyy

Temporary interruption: from dd/mm/yyyy to dd/xx/yyyy

if not present: to be communicated

Access to company premises:  Full-time  Part-time

Nature of the internship:

CURRICULAR INTERNSHIP (the credits can be obtained only after the approval of the professor)

EXTRACURRICULAR INTERNSHIP

Financial Aid:  yes  no

Student reimbursement  Travel expenses reimbursement  Company Canteen  Ticket Restaurant

## **TRAINING OBJECTIVES AND CONTENTS OF THE INTERNSHIP**

DEPARTMENT:

DETAILED PROGRAM OF THE TRAINING PERIOD:

KNOWLEDGE, SKILLS AND COMPETENCES TO BE ACQUIRED:

## **ART. 3: HOSTING AND SUPERVISION OF THE INTERN**

1. The Host Company has to make sure they give the Intern all the necessary information and any documentation needed in order for him/her to be trained legally in the hosting country. The parties specifically agree that all visa-related formalities and any other relevant documentation depend upon the Intern and the Host Company. Any activity and responsibility of the University on this matter is specifically excluded.
2. The Intern's training activities during his/her time at the Host Company 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.
3. The University supervisor is appointed by the University and is in charge of coordination and

organizational learning, retaining and providing ongoing relationship between the University, the Intern and Company, ensuring the monitoring of the training objectives and contents. In addition, if provided for, he/she will prepare the final validation of the skills acquired in collaboration with the Company supervisor.

4. The Company supervisor is appointed by the Company and is in charge of guiding the Intern in the workplace and in collaboration with the University. Regarding completing the internship in various company sectors, the function of the company supervisor may be entrusted to more than one person, in order to guarantee the fullest congruence with the objectives of the individual internship document.
5. The University supervisor will make controls during the internship activities carried out by the Intern, in order to verify the actual performance and compliance with the agreements between the parties. In cases of repeated absences of the intern, the internship will be considered canceled and such communication will be sent to the Intern and the Company supervisor in a timely manner. The Company supervisor and the Intern are encouraged to maintain constant dialogue with the university supervisor in any case and to report any difficulties encountered during the internship in a timely manner.
6. At the end of the internship, the company supervisor will commit to: 1) issuing a certificate regarding the duration and nature of the internship to the intern; 2) complete the end of internship evaluation form. For non-curricular internships, the company supervisor will provide on the evaluation form indications regarding the skills acquired by the intern consistent with the internship document created by the University for the purposes of skills validation.
7. Upon the request of the intern, the University will pledge to issue a certificate of participation to the intern.

#### **ART. 4 DUTIES AND RIGHTS OF THE INTERN**

The intern shall:

1. carry out activities specified on the internship description, respect working hours and environment, company rules and regulations;
2. follow the Company supervisor's instructions and refer to him/her should any problems arise;
3. respect in regard to workplace hygiene, security and health;
4. maintain secrecy on all matters coming to his/her knowledge in the exercise of his/her duties, such as data and/or information or knowledge regarding production process and products;
5. fill in the final internship evaluation form and, if requested by the University, write an internship report about the activities carried out;
6. request in advance the pre-authorization for the curricular internship as prescribed in the Guide to the University only in case of curricular internships. In case the intern does not ask for the pre-authorization or obtains a negative answer, the internship will not be recognized in his/her study plan.

During the whole period of the traineeship, the intern:

- a) can be absent from his/her internship, prior agreement with the Company supervisor, in order to carry out impelling academic duties;
- b) has the right to be supervised by a professional and has the right to be provided with an individual internship document consistent with his/her academic profile.

#### **ART. 5 SOCIAL WELFARE AND CIVIL LIABILITY**

1. For internships taking place in Italy and abroad, the intern will be insured by the University through insurance against accidents at work (INAIL position number n° 6477566/51). The intern will also be covered for Civil Liability through the University insurance Ina Assitalia Spa (Policy RC n° 054/01236124) 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;
2. Should an accident occur to the intern while he/she is on the job, he/she undertakes to promptly notify both the University and the Company with the necessary documentation.

**ART. 6 REGULATIONS IN FORCE**

The parties mutually declare to be aware (and expressly agree) that the personal data gathered as a result of and throughout the execution of the present agreement may be used in accordance with Italian Law (Italian Personal Data Protection Code - Legislative Decree no. 196/2003).

All that is not agreed upon between the parties, or any future controversies which arise from the present agreement shall be governed in accordance with the applicable law according to principles of international law.

The University (Signature and Stamp)	-----	Date	-----
The Company (Signature and Stamp)	-----	Date	-----
The Intern (Signature)	-----	Date	-----

**ART. 7 TEMPORARY INTERRUPTION AND EXTENSION OF THE INTERSHIP**

The parties agree that any periods of temporary interruption and extension will be formalized through the online form by adding a "flag" as means for showing consent.

Temporary interruptions and extensions will be regulated by the same terms stated in this Agreement.

The University (Signature and Stamp)	-----	Date	-----
The Company (Signature and Stamp)	-----	Date	-----
The Intern (Signature)	-----	Date	-----