



(Ref. Agreement n. PO/___/___ POS/25 stipulate in date ___/___/___ by the University)

Extracurricular Internship Agreement

This Curricular Internship Agreement defines the relationship between

Luiss Libera Università degli Studi Sociali Guido Carli, whose offices are in Rome (Italy), Viale Pola, 12 00198, Social Security Number 02508710585, Tax Identification Number 01067231009, referred to herein as “University” or “Luiss”, represented by Rita Paola Maria Carisano, General Manager

And

Fare clic o toccare qui per immettere il testo. referred to herein as “the host institution”.

Legal office address: *Fare clic o toccare qui per immettere il testo.*

Vat/Tax code number: *Vat/Tax Code.*, and represented by *Cogn/NomRapLeg* as the legal representative or its delegate.

On benefit of

Cogn/Nom Tiroc. the Bachelor’s Degree Student/ Master’s Degree Student/ PhD at the University

Place and Date of Birth: *LuogoNasc. DataNasc*

Student’s Social Security Number (codice fiscale): *Fare clic o toccare qui per immettere il testo.*

Phone Number: *Tel/CellTiroc.* Mailing Address: *@Tirocin.*

Degree Program Name: *CDS.*

Enrollment Year: *Es. 2019/2020*, referred to herein as “the Intern”.

Internships (with public and private employers) provide Interns with the opportunity to acquire practical knowledge of workplaces in order to round out their academic careers.

It is stipulated and agreed as follows:

Art. 1

The conditions set out above are an integral and essential part of this Agreement.

The Organization agrees to welcome the Intern for training purposes only and to achieve individual training goals agreed with the University.

All Interns must have a valid visa or residence permit for the training period at host institution. Each host Organization will issue the appropriate documents for visa purposes in accordance with current laws, although each Intern shall be responsible for obtaining his/her own visa and other immigration formalities, and all other travel and related documents needed to do an internship at the host institution.

In no way whatsoever can the relationship between the Intern and the host Organization be considered as professional employment. Internships are conceived as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing a working environment. The purpose of this internship is to provide the Intern with experience of the practical application of theoretical knowledge his/she has already acquired and to acquire new skills and knowledge. The host Organization and Luiss 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. This Agreement therefore is not an employment contract.

Internship is aimed at students currently enrolled in one of the University programs. In compliance with university regulations, the internship can lead to the achievement of university credits (ECTS).

Interns will be subject to the laws and rules of the host country. Luiss and the host Organization warrant and represent that they are in compliance with all their respective country's laws regarding business licenses and permits of any kind required to perform the services described in this Agreement.

Art. 2

For each intern placed in the host Organization in accordance with this Agreement, a Project Form is prepared containing:

- the name of the intern;
- the name of the University supervisor and the supervisor of the host Organization;
- goals and methods of carrying out the internship, with an indication of the times of attendance at the host Organization;
- the host structures (offices, departments, locations) where the training takes place;
- the identification details of the Insurance policies, social welfare and civil liability.

The total length of the internship can be extended, upon agreement among the parties and the Intern. Any change in status (extension, temporary interruption and interruption) must be justified and communicated to the University by the Organization.

Art. 3

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 parties specifically agree that all visa-related formalities and any other relevant documentation must be arranged throughout mutual collaboration, although each Intern shall be responsible for obtaining his /her own visa and other immigration formalities, and all other travel and related documents needed to do an internship at the host institution.

The Intern's training activities during his/her 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.

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, the Organization supervisor will prepare the final evaluation of the skills acquired.

The Organization supervisor is appointed by the Organization 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, in order to guarantee the fullest congruence with the objectives of the individual internship document.

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.

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.

Upon the request of the intern, the host Organization will issue a certificate of participation to the Intern.

Art. 4



The Intern shall:

- fill in and submit the request for curricular internship project form;
- carry out activities specified on the internship description, respect working hours and environment, Organization rules and regulations;
- follow the Organization supervisor's instructions and refer to him/her should any problems arise;
- respect the local norms of the hosting country in regard to hygiene, security and health in the workplace;
- maintain confidentiality about information obtained while carrying out his/her training duties such as data, information or knowledge regarding production process and products;
- fill in the final internship evaluation form and, if requested by the University, prepare an internship report about the activities carried out.

Art. 5

For insurance coverage, the University insures the intern for Civil Liability and for Personal Accident through the insurance mentioned in the Project Form.

Should an accident occur to the Intern while he/she is at work, the Company undertakes to promptly notify the University by e-mail to: tirocinixtracurriculari@luiss.it

Art. 6

Pursuant to EU Regulation 2016/679 as well as Legislative Decree No. 196/03 and subsequent amendments and additions, the promoting entity and the hosting entity mutually declare that they are informed and expressly consent that personal data concerning the signatories of this agreement and the attached training project, however collected as a consequence and during the execution of the agreement, will be processed exclusively for the purposes of the agreement itself. The data controllers are respectively the hosting entity and the promoting entity. The Parties, each within their respective competence under this agreement, undertake from now on to mutually indemnify each other from any dispute, action or claim brought against them by the data subjects and/or any other party and/or Authority following any non-compliance with the applicable personal data protection legislation.

In the event of a breach of any of the obligations under this article, the non-breaching Party may terminate this agreement pursuant to Article 1456 of the Italian Civil Code, without prejudice to any other right or remedy and the right to claim damages. It is understood that the expiration or termination of this agreement does not exempt the Parties from compliance with the current privacy legislation.

Art. 7

If the trainee's activities lead to the creation of a work protected by copyright or intellectual property rights (which also covers software), a contract must be signed between the trainee (author) and the hosting organization.

The contract must, in particular, specify the innovations/discoveries, the extent of the transferred rights, any exclusivity, the resources used and the duration of the transfer, as well as, if applicable, the amount of financial compensation due to the trainee for such transfer.

Art. 8



The parties declare that they have reviewed and are aware of the Organization, Management and Control Models (hereinafter "Model") and the Codes of Ethics respectively adopted, and undertake to observe the behavioral principles and provisions indicated therein. The Model and the Code of Ethics adopted by Luiss are freely available for consultation also in the "Statute and Regulations" section of the University website.

The parties undertake to refrain from any conduct that may constitute the offenses indicated by Legislative Decree 231/01 and subsequent amendments and additions. They also undertake to respond to any request for information from their respective Supervisory Bodies and, in any case, to provide the widest collaboration to the activities of these Bodies.

Each party further declares that it is aware of and accepts the possible imposition of sanctions pursuant to Legislative Decree 231/01, should it violate the principles and provisions contained in the Models and Codes of Ethics of the other party, as well as, in general, the principles contained in Legislative Decree 231/01. In this case, without prejudice to the right to compensation for damages, the breaching party may be subject to a formal notice to comply with the provisions of the Model and/or the Code of Ethics, or to the immediate termination of the contractual relationship. The sanctions will be graduated according to the severity of the violation.

Art. 9

For all matters not explicitly covered by this Agreement, the parties expressly refer to the current legislation on internships.

Art. 10

Any dispute relating to the interpretation, execution and termination of this deed - if not resolved by the parties amicably - will be reserved for the exclusive jurisdiction of the Court of Rome.

Art. 11

Any modification of this private deed must, under penalty of nullity, be in writing and signed by both Parties.

Art. 12

The registration of this agreement will be carried out by the interested party only in case of use, in accordance with current legislation. The costs, including stamp duty, are borne by the same party.

Signature of the Host Organization

Luiss Guido Carli
The General Manager
Rita Paola Maria Carisano

LUISS



Rome, *dataStipula*.