



PO/\_\_\_/\_\_\_ POS/25 (completed by the University)

## Internship Agreement

This 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 (Company name)\_\_\_\_\_, referred to herein as “the Company” and represented by\_\_\_\_\_, on benefit of (intern name) \_\_\_\_\_ graduate up to 12 months after graduation date at the University referred to herein as “the Intern”.

### Provided that

- 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;
- 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 considered as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing in the working environment;
- Internships can be curricular or extracurricular and 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

- The conditions set out above are an integral and essential part of this Agreement.
- The Company agrees to welcome the Intern for training purposes only and to achieve individual training goals agreed with the University and set out in art. 2 of this Agreement.
- The total length of the internship can be extended to the maximum period of 6 months, 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 Company.
- All Interns must have a valid visa or residence permit for the training period at host institution. Each host Company 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 Company be considered as professional employment. Internships are conceived as training periods aimed at facilitating career choices through a deeper knowledge **he/she** 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 has already acquired and to acquire new skills and knowledge. The host institution 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 Company. This Agreement therefore is not an employment contract.
- Interns will be subject to the laws and rules of the host country and institution. Luiss and \_\_\_\_\_ 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 - Internship Description

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

### Number of Employees:

- ☐ 0-5
- ☐ 6-19
- ☐ 20 or more

*Number of hosted Interns (apart from this one):*

**University Supervisor:** Elena Sciarretta | **Tel.** 06/85225773 | **E-mail:** [esciarretta@luiss.it](mailto:esciarretta@luiss.it)

**Company Supervisor:** \_\_\_\_\_ | **Tel.** \_\_\_\_\_ | **E-mail:** \_\_\_\_\_

### Access to company premises:

- ☐ Full-time
- ☐ Part-time

**Nature of the internship:** Internship for graduates, is aimed at the recent graduates within 12 months

## Art. 3 - Hosting and Supervision of the Intern

1. 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.

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 oversees the coordination and organizational learning, providing and maintaining ongoing relationship between the University, the Intern and the Company, guaranteeing that the training objectives are being monitored. In addition, if provided for, **he/she** will prepare the final evaluation of the skills acquired in collaboration with the Company supervisor.
4. The Company supervisor is appointed by the Company in collaboration with the University and is in charge of guiding the Intern in the workplace. If the internship is performed 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 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 Company supervisor. The Company 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.
6. At the end of the internship, the company 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. For extracurricular internships, the company supervisor will provide on the evaluation form indications regarding the skills acquired by the intern consistent with the internship document issued 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. fill in and submit the request for curricular internship project form;
2. carry out activities specified on the internship description, respect working hours and environment, Company rules and regulations;
3. follow the Company supervisor's instructions and refer **him/her** to should any problems arise;
4. respect the local norms of the hosting country in regard to hygiene, security and health in the workplace;
5. maintain confidentiality about information obtained while carrying out **his/her** training duties such as data **and/or** information or knowledge regarding production process and products;



6. fill in the final internship evaluation form and, if requested by the University, prepare an internship report about the activities carried out.

#### **Art. 5 - Social Welfare and Civil Liability**

1. For internships taking place abroad, the Intern will be covered for Civil Liability through the University insurance Unipolsai (Policy RC n° 77/150055537) 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 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 Italian Law (Italian Personal Data Protection Code - Legislative Decree no. 196/2003) and GDPR General Data Protection Regulation - Reg. UE 2016/679. 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.

**Company host**  
(Signature and stamp)

**Luiss Guido Carli**  
**General Manager**  
**Rita Paola Maria Carisano**

Rome, \_\_/\_\_/\_\_