



**Sergio To be filled in by the Office**

Agreement No. \_\_\_\_\_ Reference No. \_\_\_\_\_ /N/06 date \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

## **AGREEMENT FOR PROFESSIONAL AND VOCATIONAL TRAINEESHIPS** between

The University of Bergamo, whose legal seat is in Bergamo (Italy) – c.a.p. 24129 - Via Salvecchio, 19 - tax code 80004350163, hereafter known as “sending institution”, represented by dott.ssa Elena Gotti, Manager of *Vocational, Traineeship and Work Placement Office*, authorised by the Rector, Prof. Sergio Cavalieri to sign the present agreement and

whose legal seat is in \_\_\_\_\_  
nation \_\_\_\_\_ tel. \_\_\_\_\_ e-mail \_\_\_\_\_  
tax code \_\_\_\_\_ VAT reg. no. \_\_\_\_\_ field of activ-  
ity \_\_\_\_\_ hereafter known as “host organisation”, represented  
by \_\_\_\_\_  
born in \_\_\_\_\_ on \_\_\_\_\_

### **CONSIDERED THAT**

In order to give university students and graduates the opportunity to put into practice knowledge acquired during their studies and introduce them to the professional world, the sending institution promotes professional and vocational traineeships in cooperation with public and private employers

Thereby it is agreed as follows:

### **ARTICLE 1**

\_\_\_\_\_ (name of the host organisation) is available to accept in their organisation ..... (... number) persons proposed for professional and vocational training by the UNIVERSITY OF BERGAMO (sending institution)

### **ARTICLE 2**

1. Professional and vocational traineeships do not constitute work relations between the parties.
2. During the traineeship, the professional and vocational activities are monitored and checked by a tutor appointed by the sending institution, who is responsible for all educational and organizational aspects of the agreement, and by a supervisor from the host organisation.
3. For each trainee accepted by the host organisation in compliance with this agreement, a professional and vocational training project has to be filled in with the following information:
  - name of the trainee;
  - denomination of the host organisation;
  - name of the supervisor appointed by the sending institution;
  - name of the supervisor chosen by the host organisation;
  - overall activities and goals during the traineeship, including initial training period;
  - workplace in the host organisation (head office, departments, technical/administrative offices, factories, etc.) where the trainee will be hosted;
  - details of insurance coverage: accident and liability.

### **ARTICLE 3**

During the professional and vocational traineeship the trainee has to:

- carry out the activities set out in the above mentioned project;
- respect the regulations concerning hygiene, safety and health in the workplace;



- follow the company rules and regulations including working hours
- respect host organisation privacy as regards any 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.

#### **ARTICLE 4**

The host organisation shall:

- guarantee the professional and vocational training project as approved by all parties;
- undertake to fill out a final evaluation report of the traineeship experience, with feedback on the activities carried out, the goals achieved, the skills acquired by the trainee and forward it to the sending institution;
- promptly inform the sending institution of any accident to the trainee during the mobility period;
- promptly inform the sending institution of any change to the traineeship period (extension, suspension or interruption);
- ensure safety measures in the workplace.

#### **ARTICLE 5**

The host organisation agrees to the duration of the traineeship as approved in the training project. Any variation in the duration of the traineeship, such as an extension, suspension and interruption, will be allowed provided both parties agree, and in compliance with the national labour laws of both parties.

#### **ARTICLE 6**

The trainee is allowed to take part in activities outside the host organisation's main quarters as long as the sending institution is informed before the activity takes place.

#### **ARTICLE 7**

1. The Sending Institution provides the trainee with the following insurance policies: insurance against accidents at work through the **National Insurance Institute for Employment Injuries (INAIL - Istituto Nazionale Assicurazione contro gli Infortuni sul Lavoro)** - position: COD INAIL n. 3104 and Private insurance. Also provides the trainee with liability insurance through a Private Insurance. 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. The host organisation may also provide insurance coverage during the traineeship period. In this latter case, it will attach details of the insurance policy/policies to the present agreement and also inform the trainee. In the event of an accident and or liability tort during the traineeship period, the host organisation shall promptly notify the sending institution by writing ([tirocini@unibg.it](mailto:tirocini@unibg.it)) and its own insurance company, if coverage has been provided to the trainee. The sending institution, in turn, will notify INAIL and file an insurance claim with its insurance providers. If the trainee is also covered by a private insurance policy, the host organisation must take the necessary steps to promptly notify the private insurance company as well.
3. The sending institution undertakes to forward a copy of the agreement of each professional and vocational traineeship project to the INAIL office in Bergamo, to the provincial offices of the Ministry of Labour and Social Security responsible for local inspections, as well as to the Lombardy Regional Office.

#### **ARTICLE 8**

1. 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 based on the principles of international law.



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Servizio Orientamento,  
tirocini e placement

2. This agreement is valid for five years from the date of signature; either party wishing to withdraw from the agreement must state this clearly in writing via registered mail.

Bergamo, \_\_\_\_\_

THE BERGAMO UNIVERSITY  
DELEGATE  
(Dott.ssa Elena Gotti)

\_\_\_\_\_

HOST ORGANISATION  
LEGAL REPRESENTATIVE  
(Stamp and signature)

\_\_\_\_\_