



To be filled in by the Office
Agreement No. _____ Reference No. _____/V/06 date ____/____/20____

AGREEMENT FOR PROFESSIONAL AND VOCATIONAL TRAINEESHIPS
between

The University of Bergamo, whose registered office 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 registered office is in [please provide full address, including country]:
_____ tel. _____ e-mail _____
tax code _____ VAT reg. no. _____
field of activity _____
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 willing to accept up to _____(number) participants in their organisation for professional and vocational training as proposed 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 under this agreement, a professional and vocational training project has to be drawn up, including the following information:
4.
 - trainee's full name;
 - name of the host organisation;
 - name of the tutor appointed by the sending institution;
 - name of the tutor appointed by the host organisation;
 - description of the activities and objectives of the traineeship, including any initial training period;
 - the workplace within the host organisation (head office, departments, technical and administrative offices, factories, etc.) where the traineeship will take place;



- details of insurance coverage: (accident and liability).

ARTICLE 3

During the professional and vocational traineeship, the trainee must:

- carry out the activities set out in the training project;
- comply with the workplace health and safety regulations;
- comply with the host organisation's rules and regulations, including working hours;
- maintain the confidentiality of the host organisation with regard to any information acquired in the course of their duties, including data or knowledge relating to production processes and products.

ARTICLE 4

The host organisation shall:

- ensure the implementation of the professional and vocational training project as approved by all parties;
- prepare a final evaluation report of the traineeship experience, providing feedback on the activities carried out, the objectives achieved, and the skills acquired by the trainee, and submit it to the sending institution;
- promptly inform the sending institution of any accident involving the trainee during the mobility period;
- promptly inform the sending institution of any change to the traineeship period (extension, suspension or interruption);
- ensure appropriate health and safety measures in the workplace.

ARTICLE 5

The host organisation agrees to the duration of the traineeship as set out in the training project. Any variation in the duration of the traineeship, such as an extension, suspension or interruption, shall be permitted provided that both parties agree and in compliance with the national labour laws applicable to both parties.

ARTICLE 6

The trainee may take part in activities outside the host organisation's main premises, provided that the sending institution is informed in advance.

ARTICLE 7

Characteristics of the internship for the Degree in Psychology

In order to ensure quality requirements, the internship must have the following characteristics:

a) Duration:

Pursuant to Art. 2, paragraphs 3 and 4 of Interministerial Decree no. 654/2022, the internship must be an Assessed Professional Internship (TPV – *Tirocinio Pratico Valutativo*). Activities are carried out in operational settings for a minimum of 14 credits (CFU), corresponding to a total of 350 hours, which may also be completed in separate periods, at affiliated external institutions. The duration of the internship is established for each trainee in the training project prepared and agreed with the host institution.

For each CFU allocated to the TPV, at least 20 hours of professional training activities are required, and no more than 5 hours of supervised consolidation activities may be included.

b) Contents and objectives of the internship activities:



The trainee is required to carry out their activities in accordance with the objectives pursued by the host organisation, complying with the provisions relating to the specific sector in which they will be placed, as well as with the organisation's general regulations and the provisions set out in the University Guidelines for internships.

Furthermore, the trainee must work in line with the objectives agreed in the internship project, following the instructions of the sending institution's tutor, in coordination with the host organisation's tutor.

The practical internship activity is carried out individually under the supervision of a psychologist, who assumes the role of "tutor".

When drafting the training project -whose certification of individual supervision remains mandatory - the provisions of Interministerial Decree no. 654/2022 must be taken into account.

Should any changes occur in the structure of the internship training project, a new request for authorization must be submitted promptly.

ARTICLE 8

1. The Sending Institution provides the trainee with insurance coverage against accidents at work through the National Institute for Insurance against Accidents at Work (INAIL – Istituto Nazionale Assicurazione contro gli Infortuni sul Lavoro), position code: COD INAIL no. 3104, as well as additional coverage under the University's private insurance policy. Liability insurance is also provided under the same private policy. 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) 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 9

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.
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, _____

UNIVERSITY DELEGATE
University of Bergamo
(Dott.ssa Elena Gotti)

HOST ORGANISATION
LEGAL REPRESENTATIVE
(Stamp and signature)
