

JobGate

Online Internship and Job Placement

User's guide

Introduction

The goal of Jobgate is to ease and simplify the process of offering an internship or job to University Bocconi students and recent graduates (Bachelor and Master of Science) - as well as formalizing an internship.

Registration and Access

Registration: To access Jobgate you must have a user name (User ID) and a password that you can create by going through a simple one-time registration process. **Your registration and access credentials are for personal use only.** Should one of your colleagues wish to use the website, s/he should also register.

Fig. 1 -Registration Contact Page

JobGate

Bocconi

[Login](#)

Enter Contact

Select Language: [English](#) [Italiano](#)

Please carefully fill in all the compulsory fields.
Once you've completed your registration, Bocconi University will contact you within five (5) working days in order to obtain some additional information about the details you've already provided.

* Compulsory Fields

Title *

Name *

Surname *

Extension Telephone Number *

Telefax *

Email *

Company Position *

Functional Area - please select Other only if not available in the list *

Please create a user id and password to access the system. In case the login you choose has already been assigned to another user, you will receive an error message: you are thus requested to create a different one.

Login *

Password *

Confirm Password *

During registration, you will need to provide not only your personal data, (Fig. 1 and 1A) but also some information about your company, including its legal headquarters.

If your company is already registered in JobGate, the website will recognize its VAT number and add the new contact name to those found in the system. You will, however, be able to view the pre-existing data in JobGate and add details about another office, should it be necessary.

Fig.1A - Company Registration Page

JobGate

Bocconi

Enter COMPANY

Please specify the Country of the Registered Office

Italy

Login

Next

Universita' Commerciale Luigi Bocconi 05 Jul 2011 15:39:00 Credits

Fig.1B - Company Registration Page

JobGate

Bocconi

Enter COMPANY

Please carefully fill in all the compulsory fields.

Warning: please consider that, in order to work with Universita' Bocconi, it is essential for companies to sign a form to authorize the treatment of personal data. You will automatically receive it by e-mail, once the registration is complete.

* Compulsory Fields

Company Name *

VAT number or Tax Code

Member of Group

Activity Sector *

Activity detail *

Other Activity

Number of Employees (Type of Company) *

Turnover Whole number in thousands of Euros

Website

Registration due to: *

Student ID

REGISTERED OFFICE

Address *

ZIP *

Country *

City *

Switchboard Telephone Number *

Login

Please carefully fill in the required fields.

Company Operation Sector: this refers to the **Ateco code** for companies located in Italy (assigned when you register with the Chamber of Commerce), whereas for companies located outside Italy it refers to the sector you operate on.

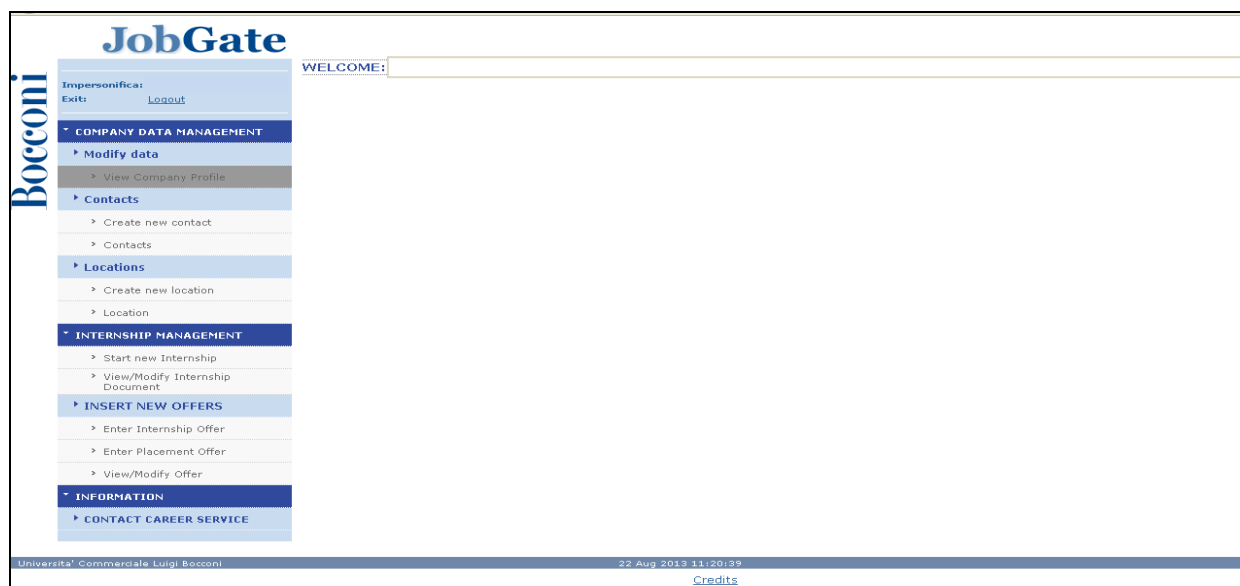
Fill in the aim of the registration field:

- **Internship activation (preselected candidate):** fill in with the Student ID of the preselected candidate.
- **Post an internship or job offer:** within five (5) working days from registration, Bocconi University will contact you in order to obtain some additional information about the details provided in the offer.

Telephone Contact: Once you've completed your registration, Bocconi University will contact you within five (5) working days in order to obtain some additional information.

Using the Main Menu

Fig.2 -Main Menu



On your welcome page, you will find messages about the status of those activities in process of being approved.

Using the menu (Fig. 2) on the left, you may update your company's office and contact details. However, in order to change the business name or VAT number (Partita IVA), you must contact the JobGate administrator.

In order to change the password, you must select your own contact name using the "Contact" button found in the menu on the left and then select the option "Change Password".

Fig.3 -Changing Your Password

The screenshot shows the 'Modify/Register Contact' form. The left navigation menu is the same as in Fig. 2. The form fields include: Title (dropdown), Name (*), Surname (*), Other, Extension Telephone Number, Telefax, email (*), Functional Area - please select Other only if not available in the list (dropdown, *), Company Position (*), Entry date (2013-08-22, with example '(Es. YYYY-MM-DD)'), and Login/Password. At the bottom of the form are two buttons: 'change pwd' and 'Modify/Register'. A red arrow points to the 'change pwd' button.

Posting a Job or Internship Offer

A company may post an internship or job offer to Bocconi students and/or recent Bachelor and Master of Science graduates by clicking on the appropriate option.

Fig. 4 -Post a New Internship Offer

JobGate

Impersonifica:
Exit: [Logout](#)

COMPANY DATA MANAGEMENT

- Modify data
 - View Company Profile
- Contacts
 - Create new contact
 - Contacts
- Locations
 - Create new location
 - Location

INTERNSHIP MANAGEMENT

- Start new Internship
- View/Modify Internship Document

INSERT NEW OFFERS

- Enter Internship Offer
- Enter Placement Offer
- View/Modify Offer

INFORMATION

- CONTACT CAREER SERVICE

STAGE Num.

* Compulsory Fields

Please fill in the form carefully, bearing in mind that:

- Approximate starting date: it should not be prior to the offer's deadline;
- Functional Area: "other" should only be used in case none of the other areas apply;
- Duration: an internship should last no less than 60 days and no more than 180 days;
- Description of the activities: these must be clear, precise and thorough, without any abbreviations or acronyms. Please provide a detailed internship program, indicating the intern's duties as well as the knowledge, abilities, and skills they're expected to gain;
- Send CV via: please enter the e-mail address where the applications should be sent or the link to an online application. NB please make sure this field is filled in correctly: in case of mistakes, the applications will not be delivered.

Bocconi University reserves the right to modify the offer (to clarify its meaning) without changing its overall sense, or not to post an offer because it is overly generic, discriminatory, vague, or not in line with the students' recent graduates' educational path.

Contact *

Job Description

Number of internships offered *

Approximate starting date * (Es. YYYY-MM-DD)

Duration (in days) * gg

Reserved only to differently able people * YES NO

Internship location * [Add location](#)

Type of schedule Part-time Full time

Functional Area - please select Other only if not available in the list *

Objectives and contents of the Internship *

Brand (optional)

Candidate's profile *

Undergraduate Degree Student Newly graduated

Master of science Student Newly graduated

Four-year degree Student Newly graduated

University master pre experience Student

Linguistic knowledae * basic intermediate advanced perfect

IT Skills *

Specialistic knowledge

Personal characteristics *

Facilities provided for

Student reimbursement * YES NO

Other facilities * [Select the blank field (first top field) in case no other facilities are provided for]

Candidature method

CV Language *

Motivation letter * YES NO

Photos * YES NO

Offer reference number *

Offer expiration *

Send CV via * Email Online application

If you prefer to receive applications via the company website, please fill in the field with the complete web URL. Company Partners and Associated Enterprises will receive the applications by email from Università Bocconi

Other information

Fig. 5-Post a New Job Offer

JobGate

Bocconi

Impersonifica
Exit: [Logout](#)

COMPANY DATA MANAGEMENT

> Modify data

> View Company Profile

Contacts

> Create new contact

> Contacts

Locations

> Create new location

> Location

INTERNSHIP MANAGEMENT

> Start new Internship

> View/Modify Internship Document

INSERT NEW OFFERS

> Enter Internship Offer

ENTER PLACEMENT OFFER

> View/Modify Offer

INFORMATION

CONTACT CAREER SERVICE

PLACEMENT Num. _____

* Compulsory Fields

Please fill in the form carefully, bearing in mind that:

- Functional Area: 'other' should only be used in case none of the other areas apply;
- Description of the activities: these must be clear, precise and thorough, without any abbreviations or acronyms.
- Send CV via: please enter the e-mail address where the applications should be sent or the link to an online application. NB please make sure this field is filled in correctly: in case of mistakes, the applications will not be delivered.

Bocconi University reserves the right to modify the offer (to clarify its meaning) without changing its overall sense, or not to post an offer because it is overly generic, discriminatory, vague, or not in line with the students' recent graduates' educational path.

Contact *

Job Description

Number of positions offered *

Reserved only to differently able people * YES NO

Location * [Add location](#)

Type of contract *

Type of schedule Part-time Full time

Position *

Functional Area - please select. Other only if not available in the list *

Job description *

Offer published for * Own Company

Brand (optional)

Another company

Company name of the client (the name will NOT be published) *

Candidate's profile

Experience required * From 0 to 1 year from 1 to 3 years

* To publish placement offers for senior graduates (3+ years of professional experience) please contact Alumni Relations

Candidate's profile *

Undergraduate Degree Student Graduated

Master of science Student Graduated

Four-year degree Student Graduated

University master pre experience Student Graduate

Linguistic knowledge * basic intermediate advanced perfect

basic intermediate advanced perfect

basic intermediate advanced perfect

basic intermediate advanced perfect

IT Skills *

Specialistic knowledge

Personal characteristics *

Candidature method

CV Language *

Motivation letter * YES NO

Photos * YES NO

Offer reference number *

Offer expiration *

Send CV via * Email Online application

If you prefer to receive applications via the company website, please fill in the field with the complete web URL.
Company Partners and Associated Enterprises will receive the applications by email from Università Bocconi

Other information

Once the form has been completed (Fig.4), Bocconi University will confirm it within three (3) working days. Bocconi University reserves the right to modify the offer without changing its overall meaning, or not to post an offer because it is overly generic, discriminatory, vague, or not in line with the students'/graduates' educational path. The company will receive a confirmation email once the offer has been posted.

Please carefully fill in all required fields, with particular attention to the following:

- the approximate start date of the internship should not be prior to the offer's deadline;
- "other" should be selected only in the case when none of the other areas apply;
- a curricular internship (with academic credits) must last a minimum of 12 weeks if in Italy and a minimum 10 weeks if abroad; the maximum period is six (6) months (180 days);
- the description of the activities must be clear, precise, and thorough, without any abbreviations or acronyms. When making an internship offer, you need to provide a detailed internship program, indicating the intern's duties as well as the knowledge, abilities, and skills they're expected to gain;
- In the "Application Process" field you should enter the email address where the applications should be sent or the link to an online application. Please make sure you write the complete web address (i.e. <http://...>) and double-check for typos.

Should a job or internship offer not be approved, JobGate will contact the company via email requesting that they carefully review the data entered and re-propose the offer according to their indications. The suggested changes should be done by the company within five (5) working days, the offer will otherwise be deleted.

Modifying and/or Re-proposing an Offer. You can modify or re-propose your offer prior to, or after its deadline, by clicking on "View/Modify Offer".

Recruitment Companies: Recruitment companies may request to post an offer for a job (but not an internship). They must specify the name of their client company (which will not be published) in the field "Name of Client Company".

Feedback: A "feedback" form will be available to let us have your comments on the selection process.

Formalizing an Internship

The internship formalization process implies that an agreement exists between the University (sending Institution), the hosting Company and the student.

Filling Out The Internship Document

Please carefully fill in all required fields (Img. 7), with particular attention to the following:

- “Student ID” refers to the preselected candidate; the company must obtain it directly from him/her;
- eligible graduates obtained their degree within the previous 12 months;
- *In case the selected candidate is a non-EU citizen, the Internship Office must receive his/her Permit of Stay information (Document Number, date of issue and expiry date, purpose, issuing body)*
- name of the company supervisor that will receive the evaluation forms by email (the company supervisor is the person who assists the intern during his/her training experience);
- “internship source” and “offer” in case an internship document is connected to an offer that had previously been published;
- Functional Area: please note that you can select “other” only in case none of the listed areas meet your requirements;
- internships must begin on Mondays and the online form must be completed no less than 5 working days prior to the planned starting date. If the starting date entered does not respect this criteria, the Internship Office will modify it and postpone the internship’s ending date accordingly;
- the minimum mandatory period for a curricular internship with academic credits is 12 weeks if in Italy or 10 weeks if abroad. The maximum period is 6 months (180 days);
- description of the activities must be clear, precise, and thorough, without abbreviations or acronyms. It must include functional area, detailed internship program, the intern’s duties as well as the knowledge, abilities, and skills he/she is expected to gain;

You will find a draft of Internship Document (including insurance policies details) in this guide.

Please note: companies requesting a new covenant starting from June 3, 2013 will receive and will sign only one document called “Single Internship Document” (you can find a draft in this guide) effective for the duration of a specific internship.

Once you have filled in all the required information (Img. 7), Università Bocconi will approve the Internship Document before its beginning. Please remember that all internships must begin on Mondays.

Once an internship is active, Università Bocconi notifies the Company via email. The Internship Office prepares two copies of the Internship Document and the student is informed by an automatic message sent by the system, inviting him/her to collect the internship document.

The intern will bring these two original copies of the document (already signed by Università Bocconi) with him/her on the first day of the internship. Both copies must be signed immediately by the company and the intern, each of whom keeps his/her respective copy.

On the first day of internship, you must also fax the document, signed by all three parties, to the Internship Office at. +39 02-58365705.

Img. 7 - Filling an Internship Document

JobGate

User: [alecar](#)
Exit: [Logout](#)

COMPANY DATA MANAGEMENT

- Modify data
 - View Company Profile
- Contacts
 - Create new contact
 - Contacts
- Locations
 - Create new location
 - Location

INTERNSHIP MANAGEMENT

- Request Internship Covenant
- Fill in Internship Document
- View/Modify Internship Document
- Check/Modify Internship Covenant

INSERT NEW OFFERS

- Enter Internship Offer
- Enter Placement Offer
- View/Modify Offer

NEWSLETTER

- Internship Offers
- Placement Offers

INFORMATION

- CONTACT CAREER SERVICE

Internship Document

Please fill out the items carefully. In particular:

- - the student ID number which refers to the chosen candidate, must be provided by the candidate;
- - the functional area 'other' should be selected only if no other choice is appropriate;
- - the starting date of the internship should always be a Monday and should not be less than 5 working days after the date this form was completed. If this does not occur, the Internship Office will change the date according to this criteria, moving up the final date of the internship as well;
- - for curricular internships in Italy, the minimum duration is 12 weeks (84 days);
- - for curricular internships outside Italy, the minimum duration is 10 weeks (70 days);
- - the description of the educational activity must be clear, complete, without abbreviations or acronyms and correct.
- - The item 'Employer Representative' refers to the name of the person that will sign the Internship Document. A draft of the Internship Document (including insurance policies) is published in the User's Manual on the JobGate homepage.

*** Compulsory Fields**

Intern's data

Name: _____ Surname: _____
 Date of birth: : _____ Place of birth: _____
 Address: _____ City: _____
 Differently able: **no** Degree course: **CLEA - Course year or graduation date: 4**

Characteristics of the Internship Document

Internship source: _____ *
 Offer: **No offer** *
 Company tutor: **test2 test2** * [Add Contact](#)
 Internship location: **- - Pippo - Sede Legale** * [Add location](#)
 Transfers outside the office: YES NO *
 Travelling destinations: _____ *
 Travelling dates: _____ *
 Tutor travel: _____
 Tutor mobile phone: _____
 Functional area - please select Other only if not available in the list: **Budget, Accounting and Finance** *
 Internship starting date: **2010-06-10** * (Es. YYYY-MM-DD)
 End of internship: **2010-06-10** * (Es. YYYY-MM-DD)
 Duration of the internship (in days): _____

Description of the activity
please specify: detailed program of the training period; tasks of the trainee; knowledge, skills and competence to be acquired.

Brief abstract of internship activity

Access to company premises: **Full Time** *
 From: _____
 To: _____

Facilities provided for

Student reimbursement: YES NO *

Other facilities (Select the blank field (first top field) in case no other facilities are provided for):
 Access to Company Canteen
 Meal Vouchers
 Other Benefits
 Travel Expense Reimbursement *

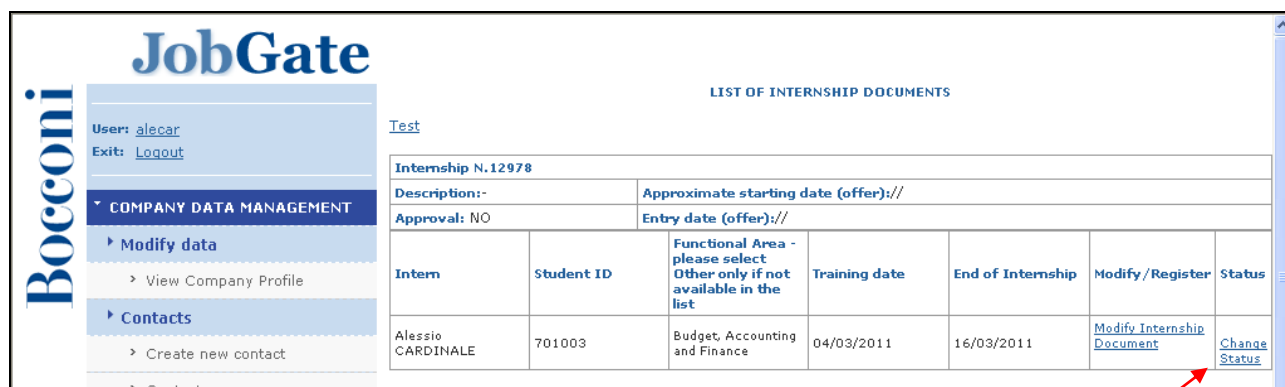
Universita' Commerciale Luigi Bocconi

10 Jun 2010 14:37:23

Changes To the Internship Status

In order to notify Università Bocconi about any changes made to the internship or to arrange for any potential extensions/temporary interruptions/cancellations/withdrawals etc., please access JobGate, click on “change status” and select among the options given (Img. 10).

Img. 9 - Changing the Status



The screenshot shows the JobGate interface with the following elements:

- Header:** JobGate logo and "LIST OF INTERNSHIP DOCUMENTS".
- Left Sidebar:** Bocconi logo, user information (User: alecar, Exit: Logout), and navigation menus for "COMPANY DATA MANAGEMENT" (Modify data, View Company Profile) and "Contacts" (Create new contact, Contacts).
- Main Content:** A table titled "LIST OF INTERNSHIP DOCUMENTS" with columns: Intern, Student ID, Functional Area, Training date, End of Internship, Modify/Register, and Status.
- Table Data:**

Intern	Student ID	Functional Area - please select Other only if not available in the list	Training date	End of Internship	Modify/Register	Status
Alessio CARDINALE	701003	Budget, Accounting and Finance	04/03/2011	16/03/2011	Modify Internship Document	Change Status
- Annotation:** A red arrow points to the "Change Status" link in the table row.

Click to view
or change a
status

With reference to single modifications made to the status using the “Change Status” option, please note the following:

Extensions: a company can extend the duration of an internship up to a maximum of 180 days (6 months), thus the extension should not exceed this total length of time.

Only for internships done during students’ academic careers, the Internship Office may approve further extensions subsequent to 6 months.

Temporary Interruptions: Bocconi must be informed of temporary interruptions for reasons such as company closings, public holidays lasting 3 or more consecutive days, sickness, so that it may update insurance coverage. Temporary interruptions cannot exceed 4 weeks (30 days). This period must be made up at the end of the internship with an extension and must be notified by the company in the “change status” field. Please pay special attention in case of curricular internships with academic credits that last the minimum period required -12 weeks (84 days) in Italy or 10 weeks (70 days) abroad.

Interruptions: the interruption of an internship is permitted only for justified reasons. The company/institution must specify the interruption date and fill in the “Motivation” box, stating the reasons for this change of status.

Università Bocconi evaluates the reasons and eventually approves the “status change” request. Please note that in case of internship interruptions, the candidate is not allowed to formalize a new internship for a month (30 days).

Withdrawals: the candidate’s withdrawal is allowed only for serious reasons. Both the company/institution and the intern must notify the Internship Office, explaining the reasons of this choice. Università Bocconi evaluates the reasons and eventually approves the “status change” request. Please note that in case of withdrawal, the candidate is not allowed to formalize a new internship for a month (30 days).

You can consider “active” a status change only after the Internship Office views and approves it. You cannot enter a new change into the system until the previous one has been approved.

Img. 9 - Making a Change in the Status

JobGate

User: alecar
Exit: Logout

COMPANY DATA MANAGEMENT

- Modify data
 - View Company Profile
- Contacts
 - Create new contact
- Locations
 - Create new location
 - Location

INTERNSHIP MANAGEMENT

- Request Internship Covenant
- Fill in Internship Document
- View/Modify Internship Document
- Check/Modify Internship Covenant

INSERT NEW OFFERS

CHANGE OF INTERN'S STATUS **Alessio CARDINALE**
FOR THE INTERNSHIP WITH Internship Document CODE **4009**

Status
from
to
Duration (in days) 263

status	from	to	approved
Active	28/05/2008	29/01/2009	Yes

INTERNSHIP DOCUMENT

BASED ON INTERNSHIP COVENANT AGREED BETWEEN BOCCONI UNIVERSITY AND THE COMPANY

Intern:

Registration number:

Year of attendance:

Date and place of birth:

Home address:

Degree course:

or Graduation date:

Fiscal Code:

The University supervisor:

The Host Institution supervisor:

Location of the internship:

Department:

Financial aid:

Duration of internship:

starting from to

Suspension: to be communicated

Insurance policy (on charge of University):

-accident during the job

(INAIL position no. 6477566/51 and Chubb Insurance Company of Europe S.E. no. 64804072)

-civil liability (INA ASSITALIA position no.054/01236124)

OBJECTIVES AND CONTENTS OF THE INTERNSHIP

INTERN'S DUTIES

- The intern will carry out the activities and guidelines outlined in the educational content and follow the directions of the Host Institution supervisors.
- The intern will respect hygiene, safety and health regulations in the workplace.
- The intern will regard as confidential any data, information or knowledge concerning performance and product processes acquired during or after the internship.
- The intern will be required to complete the Final Internship Evaluation regarding the internship activities and a final report for an internship found with the International Programs.
- The intern should request verification and authorization for any material or work used for purposes external to the Host Institution.
- The intern must request in advance the pre-authorization for the curricular internship either to the Master of Science Program Director or to the Internship Office, as indicated in the Guide to the University. In case the intern doesn't ask for the pre-authorization or the answer is negative, the internship will not be recognized in the study plan.

HOST INSTITUTION'S DUTIES

- The Host Institution will assign the role of the intern's "supervisor" to a professional expert.
- During the internship, the Host Institution will inform the University in advance regarding: changes to work hours, disruptions (ex. holiday or summer closings), interruptions.
- The Host Institution allows the intern to go to University during the internship period for exams or tests.
- At the end of each internship, the Host Institution will complete the Final Internship Evaluation and draw up a certification regarding the internship's nature and length. Using these documents, the University reserves the right to evaluate the educational content and competencies acquired during the experience completed in the Host Company/Organization.

WARNINGS

- An interruption of an internship which is initiated by the intern will result in a one-month suspension from the possibility of formalizing another internship.
- The Host institution and the intern are asked to communicate positive or negative feedback during the internship in a timely manner to the university supervisor.
- The University reserves the right to monitor the internship, in order to verify the actual performance of the experience and the observance of the Internship Document agreement. If the student is repeatedly unavailable, the internship will be deemed null, in which case a communication will be sent in a timely manner to the intern and to the Host Institution.

Date _____

The University

The Intern

The Host Institution

INTERNSHIP AGREEMENT

This agreement defines the relationship between **Università Commerciale Luigi Bocconi, Via Sarfatti, 25, 20136 Milano, Italy Tax Identification Number 80024610158**, referred to herein as “University”, and represented by Special Proxy, Mrs.Aida Riolo, Internship Office Coordinator, Markets and External Affairs Division and the Company / Institution **Business Name, Street Address, City, Postal Code, Country** represented by Name, Last Name, referred to herein as “Host Institution” and governs the internship which will take place in the aforementioned Host Institution, made by Università Bocconi student or graduate, here below called the “Intern”.

The Intern: **Mr./Ms.**

Registration number:

Degree course:

Year of attendance:

or Graduation date:

Date and place of birth:

Home address:

ART.1: The objective of the internship program, which has been agreed upon between the Host Institution and the University, is to permit interns to acquire practical knowledge of economic and manufacturing workplaces in order to round out their academic careers.

ART.2: This Agreement refers to the following internship project:

Duration of internship:

starting from ... to ...

Internship location:

Department:

Financial aid:

The Host Institution supervisor:

The University supervisor:

OBJECTIVES AND CONTENTS OF THE INTERNSHIP

DRAFT

ART.3:

In no way whatsoever can the relationship between the intern and the Host Institution be considered as a relationship of professional employment. 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. The Intern may contact the Company Supervisor with any concerns and their relationship will be free of any hierarchical constraints in regards to the organizational and educational aspects of the internship. During the Internship the Intern must:

-carry out the activities specified in the Internship Document;

-respect the prevailing norms in regards to hygiene, security, and health in the workplace;

-maintain confidentiality about information obtained while carrying out his/her training duties such as data and/or information or knowledge regarding the production processes and products.

The intern can be rewarded with a grant, decided and defined in the amount completely by the Host Institution. In case of further hiring, the internship period can not be considered for ancient title.

ART.4:

The duration of an internship varies from two to six months. University graduates may participate in an internship within and no later than twelve months from graduation. The Intern is permitted to take a leave-

of-absence, subject to prior agreement with the Company Supervisor, for any binding academic commitments.

ART.5:

The Host Institution and the intern are asked to communicate positive or negative feedback during the internship in a timely manner to the university supervisor. At the end of each internship, the Host Institution will complete the Final Internship Evaluation and draw up a certification regarding the internship's nature and length. Using these documents, the University reserves the right to evaluate the educational content and competencies acquired during the experience completed in the Host company/organization.

ART.6:

At the end of the internship, the Host Institution undertakes to draw up a certificate which attests to the duration and content of the internship. The certificate will be given to the intern.

At the end of the internship both the intern and the Host Institution supervisor undertake to fill out the final internship evaluation forms. The intern must also complete a final internship report. All of the aforementioned documents must be submitted to the University upon completion.

ART.7:

During the internship, the Host Institution will inform the University in advance regarding disruptions (ex. holiday or summer closings) and interruptions. An interruption without serious reasons of an internship which is initiated by the intern will result in a one-month suspension from the possibility of formalizing another internship with the University.

ART.8:

For in-company internships taking place in Italy and abroad, the intern will be insured by the University with INAIL insurance (INAIL position number 6477566/51). Should an accident occur to the Intern while he/she is on the job, he/she undertakes to promptly notify both to the University and to the Host Institution with the necessary documentation. The intern will also be covered for Civil Liability through the University insurance (Policy INA ASSITALIA SpA number 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. The CEO (or equivalent top manager) of the Host Institution is responsible for safeguarding health and security regulations in the workplace.

ART.9:

The University may make periodic controls during the course of the internship to verify that the internship activities are effectively being carried out by the student. In the case of repeated absenteeism the internship will be annulled and this decision will be promptly communicated to the Intern and the Host Institution.

ART.10:

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 covenant may be used in accordance with Italian law (no.196/2003).

ART.11:

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 Italian law (Law no. 196, art. 18 passed on June 24, 1997 and the respective decree, Law no.142 on March 25, 1998; the Law no.148 art.11 on September 14, 2011).

The Host Institution (Signature and stamp)	_____	date	_____
The Intern (Signature)	_____	date	_____
The University Special Proxy (Signature and stamp)	_____	date	_____