

INTERNSHIP AGREEMENT

N. _____ date _____

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 XXXXXX and the Company/Organization, *xxxx*, Tax Identification Number *xxx*, represented by *xxx*, referred to herein as "the Company",

on benefit of

the student
of the aforementioned University, referred to herein as "the Intern":

xxx

Registration Number: *xx*

Degree course: Master of Science in *xxx* Year of Attendance: *xx*

Educational Qualification: *xx*

E-mail: *xxx*

PROVIDED THAT:

- Internships provide students with the opportunity of enriching their academic preparation through complementary experiential education and therefore Università Bocconi promotes internships within public and private employers;
- 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 conceived as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing a working environment;
- Internships can be curricular or extracurricular and both 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

1. The conditions set out above are an integral and essential part of this agreement;

2. The Company agrees to welcome the Intern with educational purposes only and in particular to achieve individual educational goals agreed with the University and set out in art. 2 of this agreement;
3. The total length of the internship can be prolonged to the maximum extent of 6 months, upon agreement among the parties and the Intern. Any change in status (extension, temporary interruption and interruption) must be motivated and communicated to the University by the Company.

ART. 2: INTERNSHIP DESCRIPTION

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

Intern: Internship Location: *xxx*

University Supervisor: Tel: E-mail:

Company Supervisor: Tel: E-mail:

Duration of Internship: *xx* days starting from *xx/xxx/xxx* to *xx/xx/xx*

Temporary interruption: to be communicated

Access to company premises: *xx*

FINANCIAL AID

Compensation: *xx* € (monthly amount)

Unpaid internships may be eligible for receiving a grant disbursed by University. By indicating that there is no compensation, the Company hereby declares that no reimbursement will be given for this internship.

This does not apply to non-cash benefits and business/travel expenses reimbursements.

Nature of the internship: *xxxx*

TRAINING OBJECTIVES AND CONTENTS OF THE INTERNSHIP



DEPARTMENT:

xxx

DETAILED PROGRAM OF THE TRAINING PERIOD:

xxx

KNOWLEDGE, SKILLS AND COMPETENCES TO BE ACQUIRED

ART. 3: HOSTING AND SUPERVISION OF THE INTERN

1. The Host Company has to make sure they give the intern all the necessary information and any documentation needed in order for him/her to be trained legally in the hosting country. The parties specifically agree that all visa-related formalities and any other relevant documentation depend upon the intern and the Host Company. Any activity and responsibility of the University on this matter is specifically excluded.
2. It is expected that the host Company will endeavour to provide a safe environment for the Intern in accordance with prevailing health and safety legislation in the host country and that the Intern will be informed about health and safety policies (codes of practice, etc.).
3. 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.
4. The University supervisor is appointed by the University and is in charge of coordination and organizational learning, retaining and providing ongoing relationship between the University, the Intern and Company, ensuring the monitoring of the training objectives and contents. In addition, if provided for, he/she will prepare the final validation of the skills acquired in collaboration with the Company supervisor.
5. The Company supervisor is appointed by the Company and is charge of guiding the Intern in the workplace and in collaboration with the University. Regarding completing the internship 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.
6. The University supervisor will make controls during the internship activities carried out by the Intern, in order to verify the actual performance and compliance with the agreements between the parties. In cases of repeated absences of the intern, the internship will be considered canceled and such communication will be sent to the Intern and the Company supervisor in a timely manner. The Company supervisor and the Intern are encouraged to maintain constant dialogue with the university supervisor in any case and to report any difficulties encountered during the internship in a timely manner.
7. At the end of the internship, the company supervisor will commit to: 1) issuing a certificate



regarding the duration and nature of the internship to the intern; 2) completing the end of internship evaluation form. For non-curricular internships, the company supervisor will provide on the evaluation form indications regarding the skills acquired by the intern consistent with the internship document created by the University for the purposes of skills validation.

8. 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. carry out activities specified on the internship description, respect working hours and environment, company rules and regulations;
2. follow the Company supervisor's instructions and refer to him/her should any problems arise;
3. respect in regard to workplace hygiene, security and health;
4. maintain secrecy on all 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;
5. fill in the final internship evaluation form and, if requested by the University, write an internship report about the activities carried out;
6. request in advance the pre-authorization for the curricular internship as prescribed in the Guide to the University only in case of curricular internships. In case the intern does not ask for the pre-authorization or obtains a negative answer, the internship will not be recognized in his/her study plan.
7. personally verify with the company and competent authorities the requirements to obtain the most appropriate visa and other documentation needed in order to complete the internship/work legally in the country. Any responsibility of the University on this matter is specifically excluded.
8. read and understand "Bocconi Students Travel Risk Policy" (available on yoU@B) and comply with the risk mitigation measures suggested.

During the whole period of the traineeship, the intern:

- a) can be absent from his/her internship, prior agreement with the Company supervisor, in order to carry out impelling academic duties;
- b) has the right to be supervised by a professional and has the right to be provided with an individual internship document consistent with his/her academic profile.

Unpaid internships may be eligible to receive grants from University. In case funds are granted to Università Bocconi by third parties, disbursement of funds is placed under their sole responsibility. Therefore, Università Bocconi will be able to pay grants only upon availability.

ART. 5 SOCIAL WELFARE AND CIVIL LIABILITY

1. The intern will be insured by the University against accidents at work (AIG Policy IAH0008180/20003). The intern will also be covered for Civil Liability through the University insurance Generali Italia SpA (Policy RC 360160976) 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.
3. In addition to his/her personal health insurance, the intern (only if still enrolled as a student) may refer to International SOS to receive assistance in case of medical, travel and security problems

that may arise during the internship.

ART. 6 REGULATIONS IN FORCE

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 according to principles of international law.

ART. 7 DURATION AND TERMINATION OF THE AGREEMENT

The validity of this agreement takes effect from the internship starting date to the last day of internship, including temporary interruptions and extensions as well.

Cause for termination:

1. if the behavior of the intern is such as to call into question the aims of the educational project;
2. if the company does not respect the content of the educational project or does not allow the actual conduct of the internship.

Termination must be communicated to the other parties in a timely manner and takes effect from the date of interruption agreed upon.

ART. 8 COVID-19 EPIDEMIOLOGICAL EMERGENCY - PREVENTION AND SECURITY

During the Covid-19 health emergency, given that preference is given to internship that occur remotely where possible or at least in a mixed manner (remotely and in presence), in case an internship is to be carried out even only in part in person in site, the host company must:

- Apply to the trainee the security protocol that has been implemented for workers in the specific sector, activity and place of work where the internship takes place.

It is also necessary that the host company:

1. Notifies Bocconi University if the internship is done at a distance, and related activities, in the internship agreement, and adopts, if applicable, the mixed structure (remote/in-presence) internship as established by the host institution.
2. Guarantees that the intern will be tutored and that all other mandatory elements that characterize the internship experience are guaranteed, both for remote and remote/in-presence internships.

The trainee must comply with the security protocol as well.

ART. 9 PRIVACY AND DATA PROTECTION

The University and the Company mutually acknowledge that in the execution of the present Agreement they will process personal data as independent controllers, each in their own capacity and for their respective purposes, in full compliance with the Regulation (EU) on the protection of personal data 2016/679 ("GDPR").

By signing the contract, the student (hereinafter also the "Data Subject") is aware that its personal data will be processed by electronic and manual means, in Italy, and in particular that:

1. the Data Controllers are the Università Commerciale "Luigi Bocconi", with registered office in Via Sarfatti 25 - Milano and XXX;
2. personal data shall be processed for purposes related to the contract, pursuant to letter b) art. 6 of the GDPR;
3. the Data Controllers will process name, surname, email address, Bocconi ID number, degree course, year of attendance, date and place of birth, tax code, home address, phone number, education and qualification;



4. the processing is necessary for the performance of the contract to which the data subject is a party pursuant to Article 6 letter b) of the GDPR;
5. personal data will be processed exclusively: a) by persons authorised to process them, pursuant to Art. 29 GDPR; b) by persons designated as Data Processors pursuant to Art. 28 GDPR;
6. personal data will be processed by Data Controllers in Italy. All necessary precautions will be taken to ensure the local protection of personal data. In any case, the data subject may request further details from the Data Controllers by asking for evidence of the specific guarantees adopted;
7. personal data will be processed as long as is necessary for the fulfilment of the purposes of the contract and for any further time provided for by any legal obligations, also in relation to the management of university career certificates of the data subject;
8. pursuant to the Articles 15 et seq. of the GDPR, the data subject may at any time exercise the rights expressly recognised by the GDPR and in particular obtain:
 - a. information on whether or not personal data are being processed and access to the data and the following information (purpose of processing, categories of personal data, recipients and/or categories of recipients to whom the personal data have been and/or will be communicated, data storage);
 - b. the rectification of inaccurate personal data and/or the integration of incomplete personal data, also by providing a supplementary declaration;
 - c. the deletion of personal data in the cases provided for by the GDPR;
 - d. the limitation of the processing in the cases provided for by the GDPR; o the limitation of the processing in the cases provided for by the GDPR;
 - e. the portability of the data in particular the possibility to request the personal data provided to the Data Controllers and/or the direct transmission of the data to the other Data Controller;
 - f. the right to object, at any time, for reasons related to a particular situation, to the processing of personal data, in full compliance with the Privacy Law in force, including profiling based on such provisions;
 - g. confirmation as to whether or not personal data are being processed and the possibility of obtaining access to the data and to the following information (purpose of processing, categories of personal data, recipients and/or categories of recipients to whom the data have been and/or will be communicated, storage period).

The data subject may exercise all the above rights by sending an email to the following address, attaching a copy of his/her Identity Document (ID): dpo@unibocconi.it or the contact specified in the Privacy Policy on the Counterparty's website. In any event, the data subject may, at any time, lodge a complaint with the competent supervisory authority, pursuant to Article 7 of the GDPR.

The University (Signature and Stamp)	-----	data	-----
The Company (Signature and Stamp)	-----	data	-----
The Intern (Signature)	-----	data	-----

ART.10 TEMPORARY INTERRUPTION AND EXTENSION OF THE INTERNSHIP

The parties agree that any periods of temporary interruption and extension will be formalized through the online form by adding a "flag" as means for showing consent.

Temporary interruptions and extensions will be regulated by the same terms stated in this

Agreement.

The University
(Signature and Stamp)

data

The Company
(Signature and Stamp)

data

The Intern
(Signature)

data

DRAFT

