

# **INSTRUCTIONS FOR FILLING OUT THE FORM**

- 1. This is an editable text document and must be filled in every part prior to printing;**
- 2. All the fields are required;**
- 3. In case of original signature, two copies of the document must be submitted.**



The responsibility for the supervised practical learning activity rests with the Teacher(s) or the Tutor(s); however, they may avail themselves of the specific professional skills of the hosting Organization.

For students who will carry out supervised practical learning activities, according to this agreement, it will be the responsibility of the teacher in charge of the training activity to send a complete list to the General Affairs Office (Ufficio Affari Generali) of the University:

- Name of the student
- Student ID number
- Location and period of internship

Any activity carried out by the student as part of the practical learning activity cannot be a prerequisite for a working relationship with the hosting Organization, nor be a substitute for corporate manpower or professional services. The student's use of free company services by the hosting Organization is not considered as remuneration.

The student is required to maintain the necessary confidentiality with regard to data, information or knowledge on production processes and products acquired during the course of the practical learning activity.

### **Art. 3**

#### **Health and Safety during practical learning activities**

The Promoting Organization, based on analyses carried out through the Risk Assessment Form, needs to perform the following activities:

- Have interns undergo health monitoring where required;
- Provide interns with a relevant and appropriate training and information pathway;
- Provide interns with the necessary PPE when required.

The Hosting Organization undertakes to:

- a) to provide the intern with the necessary means to carry out the agreed activity;;
- b) to guarantee the intern that the hygiene and safety conditions provided for by the legislation in force are met, and to ensure that he is fully aware of the contents of the emergency plan drawn up;
- c) to apply to the trainee/worker treated as such pursuant to art. 2 of Legislative Decree no. 81/08, the measures for the protection of health and safety at work referred to in Legislative Decree no. 81/08 and subsequent amendments and additions.

In particular, the hosting organization undertakes to:

- inform the trainees/workers about the emergency procedures present in the facility; also in the presence of typical risks generally connected with the performance of the tasks assigned to them for the implementation of the training activity;
- integrate the interns' health protocol by subjecting them to an integrative medical examination by means of their own Competent Doctor;
- integrate the information and training pathway;
- Provide interns with PPE;

- d) in the event of an accident during the course of the training activity, to promptly report the event to the Director of the Department to which the intern's course of study refers, in order to allow them to report the incident to the National Institute for Insurance against Accidents at Work (INAIL) within the timeframe provided for by current legislation.

### **Art. 4**

#### **Insurance**

The University guarantees that the students who benefit from the supervised practical teaching activity are covered by an accident insurance policy should they incur injuries during the performance of the activities referred to in this Agreement. Also, students are covered for civil liability for damages that they may involuntarily cause to third parties (persons and/or property) during the performance of the aforementioned activities.

The University will provide insurance coverage for students against accidents at work (at the INAIL, through the special form of management on behalf of the State, pursuant to Articles 127 and 190 of the Consolidated Act no. 1124/1965), as well as for civil liability at insurance companies operating in the sector.

**Art. 5**  
**Costs**

The collaboration that is the subject of this agreement does not give rise to any financial profit or business relationship between the Promoting and Hosting Organizations.

This agreement, therefore, does not involve any charge or form of contribution for the University for any reason required by the host as a result of the use of facilities, services, equipment and personnel that are made available by the host structure.

**Art. 6**  
**Duration**

This Agreement shall run for three years from the date of its stipulation and shall be renewable on expiry by an express agreement of both Parties. Either party may, before expiry, withdraw from the agreement by written notice by registered letter with acknowledgement of receipt or by PEC: [tirocini.studenti@pec.unina.it](mailto:tirocini.studenti@pec.unina.it), giving at least six months' notice.

In case of termination, the completion of the training activities already started must be ensured..

**Art. 7**

**Regulation (EU) 2016/679 of the European Parliament on the protection of natural persons with regard to the processing of personal data.**

The data collected with this form are processed for the purposes of the procedure for which they are released and will be used exclusively for that purpose and in any case, within the institutional activities of the University of Naples Federico II. The interested party is entitled to the rights referred to in Articles. 15-22 of the EU Regulation.

The data controller is the University, in the persons of the Rector and the General Manager, in relation to specific responsibilities. To contact the Data Controller, please send an email to the following address: [ateneo@pec.unina.it](mailto:ateneo@pec.unina.it) ; or write to the Data Protection Officer: [rpd@unina.it](mailto:rpd@unina.it) ; PEC: [rpd@pec.unina.it](mailto:rpd@pec.unina.it) .

The complete information relating to the processing of personal data collected are reported on the site of the university: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>.

**Art. 8**  
**Final provisions**

Per tutto quanto non previsto dalla presente convenzione le parti fanno riferimento alla legislazione vigente in materia.

This Agreement will be registered in the event of fixed fee use, pursuant to Articles 5 and 39 of Presidential Decree no. 131 of 26/04/1986, at the expense of the Party requesting registration.

This document will be drafted in two original copies, one of which will go to the Hosting and the other to the Promoting Organization.

Date \_\_\_\_\_

Signature and stamp  
**University**

\_\_\_\_\_

Signature and stamp  
**Hosting Organization**

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