

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.**

2. Internship activities do not constitute business relationship.

Art.2

1. Trainees carry out activities under the supervision of a psychologist and may not be used by the Company/Organization as a replacement for employees or additional resources;
2. For each trainee, an internship supervisor will be appointed amongst the personnel employed by the Company/Institution and this will be a psychologist registered for 5 years or longer.
3. Each trainee, before commencement of activities, will have to submit an internship project agreed with the supervisor of the Company/Organization and this will include the following:
 - Name of the trainee;
 - period of the internship;
 - field of the internship;
 - name and address of the internship location;
 - Tutor's details: name, rank, year and number of registration to the Register of Psychologists;
 - Program of the activity: general and specific outcomes to be reached.
4. Upon completion of the internship, the intern will submit the attendance booklet and the certificate released by the Company/Organization to the Segreteria Studenti Area didattica Studi Umanistici.

Art. 3

1. During their internship, trainees are required to:
 - comply with the general and organizational provisions of the Company/Entity;
 - perform the activities comprised in the internship programme;
 - comply with the regulations on hygiene, health and safety in the workplace;
 - maintain the necessary confidentiality with regard to any data, information or knowledge about production processes and products acquired during the course of practical teaching activities. The confidentiality obligation extends beyond the duration of the internship;
 - Attend the company or organization's premises in the times and with the modalities established by the agreed internship programme.
2. The company/organization undertakes to:
 - respect and enforce the agreed internship programme;
 - immediately inform the University of any measure to suspend or revoke the internship authorisation in the event that the trainee fails to with the general and organisational provisions of the hosting company/organization;
 - guarantee that the trainee will operate in conditions of safety and hygiene compliant with current safety regulations, thus exempting the University from any liability.

Art.4

As a prerequisite for performing the activities of the internship, the intern will have to subscribe an insurance policy for Civil Liability and Occupational Health and Safety at their expense and following the indications of the Hosting Organization. A hard copy of the insurance policy must be attached to this Training Project form.

Art. 5

This Agreement shall be valid for three years from the date of its stipulation and shall be renewable on expiry by an explicit expression of both Parties. Either Party shall have the right to withdraw,

before the expiry date and with at least three months' notice, by registered letter with acknowledgement of receipt or PEC to: tirocini.studenti@pec.unina.it.

Art. 6

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; or write to the Data Protection Officer: rpd@unina.it; PEC: rpd@pec.unina.it.

For any further enquiry regarding this procedure, please contact the Ufficio Tirocini Studenti: tirocini.studenti@unina.it; PEC: tirocini.studenti@pec.unina.it

Interested parties are entitled to the rights stated in EU regulation articles 15-22.

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>.

TRANSFER TOWARDS NON-EU COUNTRIES: the transfer of personal data collected for the purposes of curricular internship activities shall be performed towards a non-EU country whereby this has been deemed compliant with adequacy requirements in terms of data protection as per articles 44 and 45 of EU regulation 2016/679. Should this adequacy requirement not have been met, the personal data transfer towards a non-EU country will only be performed when the application is submitted after the specific call for candidacy and only after the interested party explicitly consents to this under the terms of article 49, par. 1 of EU Regulation 2016/679.

Art. 7

- 1) This agreement is drafted in one original copy, archived by the Promoting Organization.
- 2) Whereby possible, this agreement is signed digitally pursuant to art.15 L.241/1990 as modified by D.L.179/2012 and by D.Lgs n.82/2015 and related norms.
- 3) This agreement is subject to Euro 48.00 registration tax fee pursuant art.2 c.1 of DPR n.642/1972 to be charged to the Hosting organization, except for the provisions of art.82, par.5 of D.Lgs n.117/2017 (exemption from registration tax in case hosting organization is an ONLUS)
 - a. Online, ex art.15 DPR 642/1972 –autorization from the Agenzia delle Entrate-Territorial office of _____ n. _____ date _____
 - b. By means of tax registration stamp worth Euro 48.00 issued on _____ with unique identification code _____

This agreement will be registered in case of use at fixed tax rate, pursuant to articles 5 and 39 of D.P.R. n. 131 of 26/04/1986, at the expense of the party that requires the registration.

Date _____

Signature and stamp Promoting Organization
RECTOR
Matteo Lorito

Signature and stamp Hosting Organization
Legal Representative