



## International Internship Agreement

This agreement defines the relationship between the University of Catania, hereafter referred as “the hosting University”

AND

The University of....., hereafter referred as “the sending University”

AND

The student/graduate undertaking the internship, hereafter referred as “the trainee”.....

### Article 1

In order to assist the trainee to gain work experience, the University of Catania has agreed with University's Department of ..... to offer the trainee an internship. The intern's presence should bring neither financial losses nor gains to the hosting University. This agreement therefore is not an employment contract.

### Article 2

With the exception for training for student, the trainee will receive an allowance of not less than € 300/00 per month for performing any work during the internship and will not become an employee of the University of Catania for any purpose as a result of performing it. The internship experience is considered successfully completed if the trainee has attended at least 70% of the planned duration of the training project.

The trainee has the right to suspension of training for sickness, accident and maternity, provided that it lasts for a period equal to or longer than one-third of the duration of the internship. The period of suspension does not contribute to the calculation of the total duration.

### Article 3

The internship will take place at ..... from ..... to.....

The internship may not be extended beyond the ending date except by further undersigned agreement in writing executed by the parties.

### Article 4

If the trainee has already benefited from this International Internship Agreement is not eligible for a second international internship in order to follow the same training project, if the sum of the months of the previous internship with the months of the second placement proposed exceeds the total of six months for postgraduates and the total of 12 months for students.

### Article 5

The sending institution will assign a tutor responsible for the internship and the hosting organization will name an on-site tutor. If any problems arise, the on-site tutor will contact the

sending tutor. The hosting institution will provide the trainee with an evaluation of his internship (declaration of skills) in a written confirmation that the scheduled work programme has been undertaken and completed. The internship program is established by the hosting university in agreement with the sending university according to the department's standard.

#### **Article 6**

The intern is required to record the daily activities carried out in the appropriate training booklet. The booklet is countersigned for the purpose of certification of attendance and activities performed by the on-site tutor and the trainee. The booklet must be completed daily and each day will have to pay both the signature of the trainee that the on-site tutor.

#### **Article 7**

While performing the internship, the trainee agrees and acknowledges the intern's obligation to: perform all work best of the his/her ability; exercise all due care and skill; comply with all lawful and reasonable directions and instructions given by officers or employees of hosting university; comply with any and all University of Catania policies and procedures that apply, or may apply, to the trainee; at all times comply with any and all legislation, codes or guidelines, in whatever form and undergo any and all training that the University of Catania deems necessary to enable him/her to safely and efficiently perform his/her duties.

#### **Article 8**

The trainee agrees and acknowledges that he/she will keep confidential any and all confidential information of the University of Catania that comes into the he/her possession. "**Confidential Information**" means the following (whether oral, written, electronic or in other form) all information, intellectual property rights, know-how, technology, trade secrets, proprietary information, proposals, tenders, contracts, plans, goals, objectives, personal information, specifications, drawings, data, software, manuals, diagrams, graphs, charts, projections, specifications, formulae, estimates, concepts, documents, accounts, plans, designs, techniques, processes, client lists, correspondence, letters and papers of every description (and copies and extracts made of or from such information) relating to.

#### **Article 9**

The trainee agrees and acknowledges that all Intellectual Property Rights including, without limitation, copyright, trademarks or trade names, patents, designs (whether registered or pending registration), trade secrets, secret processes, developed by the Trainee are hereby assigned to the University of Catania immediately as created. The University of Catania owns and retains all rights at all times to University's Intellectual Property.

#### **Article 10**

During his internship, the trainee must follow the rules of the hosting university, particularly concerning the safety practices, and the time schedule, he must at all times comply with any and all legislation, codes or guidelines, in whatever form. Working during night time, Sundays and official days off is not allowed. Period of absence has to be validated by the hosting university and the sending university.

#### **Article 11**

The University of Catania will protect the trainee against any form of intimidation or discrimination at the workplace. The principle of equal rights will prevail.

### **Article 12**

In case of poor conduct towards rules of the University of Catania, the trainee accepts that the internship may be terminated prior to the ending date, at hosting university's sole discretion.

### **Article 13**

Training costs incurred by the internship are to be borne by the hosting university. Travel expenses, as well as costs for food and accommodation, are to be borne by the trainee.

### **Article 14**

The University of Catania will provide insurance coverage for the trainee and insurance for civil responsibility with the exception of sport activities.

### **Article 15**

The parties agree to solve in a friendly way any controversy which can arise from the present agreement. If it is impossible to solve as above mentioned, this agreement is governed by the Italian laws and the parties submit to the exclusive jurisdiction of the courts of Catania.

### **Article 16**

This agreement may only be varied by written amendment and executed by both parties.

<b>The Sending University</b>	<b>The Hosting Structure</b>	<b>The Student</b>
<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>	<b>Surname</b>
<b>Organization</b>	<b>Organization</b>	<b>/</b>
<b>Address</b>	<b>Address</b>	<b>Address</b>
<b>Postal Code, Town</b>	<b>Postal Code, Town</b>	<b>Postal Code, Town</b>
<b>Country</b>	<b>Country</b>	<b>Country</b>
<b>Date</b>	<b>Date</b>	<b>Date</b>
<b>Signature and stamp</b>	<b>Signature and stamp</b>	<b>Signature</b>