



INTERNSHIP AGREEMENT

Curricular Internship: **xx** credits (ECTS) - **xxx** hours (the internship is part of the student's training)

Between:

Company/Institution Name

Address:

Phone:

E-mail:

Represented by _____

and: hereafter referred to as "The Company/Institution"

POLITECNICO DI TORINO

Corso Duca degli Abruzzi, 24

10129 Torino - ITALIA

(C.F.: 00518460019)

represented by Mr. **Alessandro GAMALERO** born on August 06, 1983 in Turin (Italy)

Head of Career Hub Division

The following is agreed:

1. AIM

This agreement sets the framework for accepting at the company/institution:

Student Name

Date of birth : _____

Birthplace: _____

student from Politecnico di Torino - Student ID Number (n. matricola): _____

Study Course _____

2. SUBJECT OF THE PLACEMENT

The student is received by the company/institution in order to develop the following research topic:

.....

3. COMPANY/INSTITUTION AND ACADEMIC TUTOR

The company/institution appoints to supervise and assist the student during his period with the company/institution:

Company/Institution Tutor

e-mail:

Role of the Company/Institution Tutor

The Host Tutor is responsible for:

- a) developing the Training Project in collaboration with the Intern;
- b) facilitating the Intern's integration in the workplace;
- c) promoting the acquisition of skills in line with the Training Project, in coordination with other staff members of the Host Organization.

Politecnico appoints to assist the student:

Academic Tutor (PROF.)

e-mail:

Role of the Academic Tutor

The Academic Tutor is responsible for:

- a) approving the Training Project prepared by the Intern in collaboration with the Host Organization;
- b) monitoring the progress of the internship to ensure compliance with the training project and to guarantee satisfaction for both the Host Organization and the Intern;
- c) collecting feedback from the Intern regarding the internship experience and its outcomes.

4. DURATION OF THE AGREEMENT

Duration of the internship: n. of hours **xxx**

starting date: **xx/xx/xxxx**; estimated ending date: **xx/xx/xxxx**

The timetable, agreed between host institution and trainee, will be stated every day on the timesheet.

The intern may interrupt the internship at any time, giving reasoned written communication to the academic tutor and the company tutor. The parties may interrupt the internship by giving at least 7 days written notice to the other party in the event that one of the subjects involved does not comply with what is signed in the agreement.

5. LOCATION (Changes in the location or temporary transfers will be stated on the timesheet)

The internship will be held in:

Address: _____

City: _____

Country: _____

6. STUDENT'S STATUS

During his/her period with the Company/Institution, the student will maintain his/her status as student.

7. WAGES, BENEFITS

The internship has no financial costs for the Politecnico di Torino. During the internship the student could be entitled to a remuneration* in charged to the Company/Institution according to the national law or referring to specific internal policy of the Company/Institution.

*

8. RESULTS OF ACTIVITY and CONFIDENTIALITY

As part of the internship activity, the Polytechnic University of Turin holds the intellectual and industrial property rights to the results generated by the intern, as established in the 'Regulation of the Polytechnic University of Turin regarding industrial and intellectual property,' which can be consulted on the Polytechnic University of Turin's website. In any case, the Inventors/Authors have the right to be recognized as the holders of the related moral rights over them.

For the purposes of this Agreement, "Confidential information" refers to all the knowledge, data, information, discovery (susceptible or not susceptible of patent protection), know-how and, more in general, any technical (i.e., related to R&D as well as industrial activities), corporate or commercial information owned by one of the Parties, which: 1 is considered and treated as Confidential Information by its owner and has an economic value; 2 is disclosed to the Intern orally, graphically, in writing, using magnetic or electronic tools or by any other media; 3 is identified as confidential by the Disclosing Party at the time of disclosure to the Receiving Party.

The Disclosing Party must indicate the confidential nature of the above mentioned information, data and knowledge by an appropriate legend, marking, stamp or other positive identification ("RESERVED", "CONFIDENTIAL", "CONFIDENTIAL INFORMATION"). If the Confidential Information is disclosed orally, the Disclosing Party must, within 15 days after disclosure, deliver to the Receiving Party a writing containing an adequate description of the oral information which shall be considered as confidential information.

In the case of confidential information exchanged orally, the disclosing party must transmit, as soon as possible and in any case no later than 15 days from the disclosure of the Confidential Information to the receiving party, a written notice specifying that the particular information exchanged orally is to be considered confidential. The Intern agrees to maintain the confidentiality of and not disclose any Confidential Information that they become aware of during the internship period. All the procedures must, however, ensure that the Intern has the possibility to prepare and publish a final report, to be submitted to the Polytechnic for educational purposes related to the internship activities, and to make any publications, subject to approval by the company tutor, while respecting confidentiality obligations.

9. HEALTH INSURANCE

The student undertakes to complete all formalities concerning his/her health insurance during his/her stay abroad, following the procedures established by the host country.

10. ACCIDENTS

The student is insured by the following institutional insurance policies:

- Liability insurance: n.2024/03/2583741, Reale Mutua Assicurazioni
(https://www.swas.polito.it/services/polizze/doc_RC.asp)
- Accidents insurance n. 412162256, Gamboni Assicurazioni s.r.l.
(https://www.swas.polito.it/services/polizze/doc_IC.asp)

Notification of any injury of the trainee should be submitted via e-mail to PEPS.Gestioneptab@polito.it forwarding medical documentation showing the prognosis and the injury. Following receipt of the communication, the Polytechnic of Turin will forward a document to be filled out by the injured person evincing the dynamics of the event. The report must be made within the stipulated period of 48 hours from the Politecnico di Torino's receipt of the above-mentioned form.

11. RESPONSIBILITIES

The party unable or hindered in its capacity to fulfil its duties is exempt from compensation for damages against the other party, if such failure or delay to fulfil its duties derives from the impossibility of performing activities due to force majeure for example, but not only limited to, outbreaks of epidemic diseases, strikes, boycott, lockouts, fire, war (declared or not), civil war, riots and revolutions, requisitions, embargo, power outages, delays in the delivery of components or raw materials.

12. GENERAL ASPECTS OF SAFETY AND PREVENTION FOR INTERNS

- The host institution/company provide and adopt all preventive and safety measures to protect the health and safety of the interns, assuming any risk assessment burden, even if only potential, to which interns could be exposed to during their stay at companies/institutions;
- The host institution/company shall provide and ensure interns with the training and information about the specific risks associated with the activities to be carried out at your premises as well as the places they will have access to;
- The intern shall comply with all the prevention measures adopted by the host that will be made available on site;
- The intern also commits, before departure, to take notice of the general risks associated with the "country of destination" according to the indications available on institutional channels, such as www.viaggiaresicuri.it

Date _____

Student _____

Company/Institution Representative _____

Scientific Supervisor of Politecnico di Torino, Prof. _____

Head of Career Hub Division _____

TEMPLATE