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| Marchio composto da: 1- sigillo riportante la scritta in latino "Ferrariae Universitas - Ex labore Fructus", simbolo dell'alloro, della corona e dell'anno 1391 "fondazione dell'università di Ferrara"; 2- logotipo riportante la scritta "Università degli Studi di Ferrara". | Università degli Studi di Ferrara  |

**AGREEMENT FOR THE TRAINING AND GUIDANCE PROGRAM**

(Agreement n°…….. date…….)

**BETWEEN**

The University of Ferrara - (the promoting party) based in via Ariosto, 35 - 44121 Ferrara, Internal Revenue Code/Tax Code: 80007370382, represented by Laura Ramaciotti, born in Ferrara on the 7 January 1972 **and resident for her position in via Ariosto, 35 – 44121 Ferrara (FE)**

**AND**

…………………………………………(name of the host party), with registered office in (address)………………………………..… n.……, postal code ……………. based in (city/town) ………………………..…….. , Inland Revenue Code/Tax Code…………………….…………………………………………, represented by……………………………………………., position held………………………………………… born in ………………………………………. on ………………………

mentioned as “the host party”

**Regarding the training of:**

Trainee Surname………………………………. Name…………………………………………..

Place of birth: …………………………………….. date of birth ………………………………………………….

Resident in: ………………………………

(address) ………………………………….., Postal Code: ……………………………………..

Tax Code:……………………………………………………………………………..

Educational qualification:

□ enrolled at the University of Ferrara in (degree/master/phd)………………………………..

###### CONSIDERING THAT:

with the aim of facilitating professional choices through direct experience in a professional environment and to create instances of alternation between study and work through training processes, the bodies referred to in Article 18, comma 1, point a) of Act n° 196 dated 24 June 1997, may promote training and guidance programs in companies to the benefit of those who have already accomplished compulsory schooling in compliance with Act n° 1859 dated 31 December 1962.

**IT IS AGREED THAT:**

###### Article 1

1. The training and guidance program does not constitute an employer-employee relationship.
2. During the program training and guidance, activities must be supervised by a tutor nominated by the University, responsible for the didactic and organizational parts, and by the company tutor, nominated by the Host Party.
3. On the basis of this Agreement a training and guidance program must be drawn up for each trainee placed within the host company. The aforesaid program shall be enclosed herein and must contain:
* the name of the trainee;
* the name of the academic tutor, nominated by the University of Ferrara;
	+ the name of the company tutor;
	+ the targets and procedures of the program, with an indication of the amount of time spent in the company;
	+ the company structures (plants, sites, departments, offices) where the training program will be held;
1. During the training program the trainee must NOT demand any payment from the host company; nonetheless if the host company sees fit, it may establish economic concessions and incentives such as the refund of expenses and “study-work scholarships” for the benefit of the trainee during the training program. These concessions and incentives should be indicated in the training project and are not linked to the quality/quantity of the tasks and duties performed by the trainee.

###### Article 2

During the training and guidance program the trainee must:

* carry out the activities established in the training and guidance program in compliance with the instructions provided by his/her tutors and refer to the aforesaid tutors for any organisational requirements or any other contingency;
* respect the rules of (name of the host party)……………………………………………, and the occupational health, safety and the hygiene regulations;
* maintain the necessary discretion regarding any data, information or knowledge concerning production processes or products and intellectual property which may be acquired during the training program;
* in case of any INJURY occurred during the training program immediately contact the University of Ferrara, sending an accurate report of what happened along with the medical certificate via email to infortuni@unife.it

###### Article 3

The University of Ferrara insures at its own expense the trainee against injuries in the workplace with INAIL, as well as against civil liability with insurance companies operating in the sector.

The Insurance Policies are:

policy for accident UnipolSai Div. La Fondiaria n. 77/136656834

policy for civil liability UnipolSai Div. La Fondiaria n. 65/136656841 (except USA and Canada. For those two countries it is recommended a supplemental personal insurance at the trainee’s discretion).

**Article 4**

The University of Ferrara takes the responsibility for the aforementioned insurance but does not cover any other expenses (travel, accommodation, living expenses or other) that are therefore the trainee’s responsibility.

###### Article 5

The company must be provided with an appropriate and adequate insurance cover that guarantees specific responsibilities in case of legal action.

The host company must report the beginning of the traineeship to the relative institutions if the law of its country requires it.

###### Article 6

The company and/or the trainee reserve the right to interrupt the training program if it does not comply with the targets of either one or both parties. In this case the Company tutor and/or the trainee must inform the University of Ferrara as soon as possible, contacting the University Tutor.

###### Article 7

The project enclosed herein is an integral part of this agreement.

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| For the University of Ferrara**Prof. Laura Ramaciotti - Rector** | The trainee for approval |  For the host Party |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | Date: | Date:  |