

Career Service

## Internship Agreement

Between

**Università della Svizzera italiana**

Via Lambertenghi 10A  
6900 Lugano

represented by

Boas Erez, Rector and Cristina Largader, Administrative Director  
(hereafter Promoting organisation)

and

**Company/organisation name**

Legal headquarters

Tax identification Number

represented by

Name Surname, Role

(hereafter Hosting organization)

on benefit of

- The Bachelor student
- The Master's Program student
- The PhD student
- The graduate up to 12 months after graduation date

of the aforementioned University

(hereafter The Intern)

**Name of Trainee**

Degree course

Graduation date (if graduated)

Date and Place of birth

Home address

Fiscal code

Phone number

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Whereas

- Internship provide students with the opportunity of enriching their academic preparation through complementary experiential education and therefore Università della Svizzera italiana promotes internships within public and private employers;
- In no way whatsoever can the relationship between the Intern and the Company be considered as professional employment.
- Internships can be curricular or extracurricular and both are to be guaranteed in terms of quality and according to current regulations.

The following is agreed:

**Art.1: General terms and conditions**

1. The Company agrees to welcome the Intern with educational purposes only and in particular to achieve individual educational goals agreed with the University and set out in art.2 of this agreement.
2. The total length of the internship can be prolonged upon agreement among the parties and the Intern.
3. During the internship, training and orientation activity is supervised and verified by a tutor designated by the promoting organization as responsible for teaching and organization, and by a company representative, indicated by the hosting organization.

**Art.2: Internship description**

This Agreement refers to the following internship on benefit of the aforementioned Intern:

**Host Employer** \_\_\_\_\_  
**Internship location** \_\_\_\_\_  
**Department / Office** \_\_\_\_\_  
**Company Supervisor / Mentor** \_\_\_\_\_  
**University Supervisor** \_\_\_\_\_  
**(designated by Promoting Institution)** USI Career Service  
**Working hours**  Full-time  Part-time \_\_\_\_\_ hours/week  
**Duration of placement / traineeship** No. of months: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Nature of internship:

- Curricular internship (the credits can be obtained only after the approval of the professor)
- Extracurricular internship

Financial Aid:

- Yes  No
- Student reimbursement  Travel expenses reimbursement  Company canteen
- Ticket restaurant  other

By indicating that there is no compensation, the Hosting organization declares that no reimbursement will be given for this internship. This does not apply to non-cash benefits and business/travel expenses reimbursements.

Detailed Program of the training period:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Knowledge, skills and competence to be acquired:

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**Art.3: Hosting and Supervision of the Intern**

1. The Host Company has to make sure they give the Intern all the necessary information and any documentation needed in order for him/her to be trained legally in the hosting country. The parties specifically agree that all visa related formalities and any other relevant documentation depend upon the Intern and the Host Company. Any activity and responsibility of the University on this matter is excluded.
2. The intern's training activities at the Host Company will be monitored by a professional expert in the role of a supervisor, as well as by a University supervisor.
3. At the end of the internship, the company supervisor will commit to issuing an internship certificate regarding the duration, the nature of internship and an evaluation form indications regarding the skills acquired by the Intern consistent with the internship document created by the University.

**Art.4: Intern's duties and rights**

The intern shall:

1. Carry out activities specified on the internship description, respecting working hours and environment, company rules and regulations;
2. Respect health, safety and security norms at the workplace;
3. Maintain the necessary discretion, respecting the confidential nature of data, information or knowledge regarding productive processes and products acquired during the internship;
4. If requested by the University, fill the final internship report about the activities carried out;
5. Request in advance the approval for the curricular internship as prescribed in the Guide to the University only in case of curricular internships.

During the whole period of the traineeship, the intern:

6. Can be absent from his/her internship, prior agreement with the Company supervisor, in order to carry out impelling academic duties;
7. Has the right to be supervised by a professional and has the right to be provided with an individual internship document consistent with his/her academic profile.

**Art.5: Social welfare and civil liability**

1. The promoting organization ensures that the intern is insured against workplace accidents as well as for civil responsibility through insurance companies operating in the sector for the entire period of the internship.
2. In the event of an accident during the internship, the hosting organization undertakes to signal the event, within the amount of time provide for by current legislation, to the insurance companies (referring to the number of the insurance policy underwritten by the promoting organization) and to the promoting organization.

**Insurance Policies (not to be paid by the Promoting Institution):**

- Any risks of accident arising from the traineeship or work experience carried out in the terms set out in this Agreement, are covered by the insurance policy signed with [Company] insurance policy no. [ ] taken out by:

- The Intern
- The Hosting Organization

- Any third-party cover/liability insurance for the period of the traineeship or work experience undertaken according to the terms set out in this Agreement is guaranteed by insurance policy no. \_\_\_\_\_ with [Company] taken out by:
  - The Intern
  - The Hosting Organization

**Art.6: Regulations in force**

1. The parties mutually declare to be aware (and expressly agree) that the personal data gathered as a result of and through the execution of the present agreement may be used in accordance with principles of international law.
2. All that is not agreed upon between the parties, or any future controversies which arise from the present agreement shall be governed in accordance with the applicable law according to principles of international law.

Signed by the representative of the Università della Svizzera italiana

Lugano, \_\_\_\_\_ Date

\_\_\_\_\_  
Boas Erez  
Rector  
Università della Svizzera italiana

\_\_\_\_\_  
Cristina Largader  
Administrative Director  
Università della Svizzera italiana

Signed by the representative of Host Employer:

\_\_\_\_\_, \_\_\_\_\_  
Place, Date

\_\_\_\_\_  
[Name Surname of Representative]

Signed by the Trainee / Intern having read the Agreement and fully accepting its terms and conditions:

\_\_\_\_\_, \_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Name Surname