

Career Service

Internship Agreement

Between

Università della Svizzera italiana (USI)

via Buffi 13
6900 Lugano

represented by
Silvia Invrea, Head of USI Career Service
(hereinafter referred to as the "University")
and

represented by

(hereinafter referred to as the "Host Organisation")

for the benefit of

- the student of a Bachelor's degree programme
- the student of a Master's degree programme
- the PhD student
- a graduate (within the last 12 months)

of the above-mentioned University
(hereinafter referred to as the "Intern")

Intern full name

Degree programme

(full name and acronym)

Graduation date (if graduated)

Born

Resident in

Phone

Email

in _____, on _____

Whereas:

- The University promotes internships in order to complement academic training and acts as a promoting institution with public and private employers;
 - The internship does not constitute an employment relationship, but a training period aimed at facilitating career choices through direct exposure to the world of work;
 - The professional internship may be curricular (if provided for in the study plan) or extracurricular (when it does not lead to the acquisition of ECTS credits) and, in both cases, the quality levels required by applicable regulations must be ensured.
- It is hereby agreed as follows:

Art.1 General terms and conditions

1. The preliminary considerations form an integral and substantial part of this Agreement.
2. The Host Organisation undertakes to host the Intern at its premises for training purposes and to pursue the individual training objectives agreed with the Università della Svizzera italiana and indicated in this Agreement, as set out in Art. 2 (Internship description).
3. The duration of the internship may be extended, within the maximum limits provided by the relevant regulations, subject to agreement between the parties. The internship may be terminated if the Intern's behaviour undermines the purposes of the training plan and/or if the Host Organisation does not comply with the contents of the training plan or does not allow the Intern to effectively carry out the training experience. Any change (extension, suspension or termination) must be communicated to the University.
4. The Host Organisation guarantees to the University compliance with the maximum number of interns that may be hosted at the same time as provided by applicable regulations. In this regard, it declares that, at the start of the internship indicated below, it has a workforce in the operational unit where the internship takes place consisting of no. _____ staff members and is hosting simultaneously no. _____ interns, of whom no. _____ are extracurricular.
5. During the internship, the training and guidance activities are supervised and verified by a tutor appointed by the University as the academic-organisational coordinator and by a company supervisor appointed by the Host Organisation.

Art.2 Internship description

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

Host Organization _____
Internship location _____
Department / Office Company _____
Company Tutor _____
Email (Company Tutor) _____
Academic Tutor USI Career Service
(designated by University)
Working hours Full time Part-time _____ hours/week
Duration of placement / internship No. of months: _____ from _____ to _____

Type of internship:

- Curricular (credit recognition is subject to approval by the Master Director/Academic Tutor of the Programme)
 Extracurricular

Internship Activities

Training objectives:

Skills, knowledge and competencies to be acquired:

Remuneration:

provided not provided
If provided, gross monthly amount: € _____

Benefits:

provided not provided
If provided, gross monthly amount: € _____

Allowance:

provided not provided
If provided, gross monthly amount: € _____

By indicating that no compensation is provided, the Host Organisation declares that no reimbursement will be paid for this internship. This does not apply to benefits in kind and reimbursements of work/travel expenses.

Art. 3 Hosting and Supervision of the Intern

1. The Host Organisation ensures that the Intern is provided with all information and documentation necessary to carry out the training in accordance with the applicable regulations in the host country. The parties agree that all formalities relating to visas and any other relevant documentation are the sole responsibility of the Intern and the Host Organisation. Any activity or responsibility of the University in this regard is excluded.
2. During the internship, the activities are supervised and verified by the academic tutor and the company supervisor indicated above. Each party may replace its tutor for justified reasons, subject to notice to the other parties.
3. The academic tutor is appointed by the University and carries out teaching and organisational coordination functions, maintaining and ensuring constant relations between the University, the Intern and the Host Organisation, and monitoring the individual training plan. Moreover, where applicable, the academic tutor prepares, together with the company supervisor, the final validation of the competencies acquired.
4. The company supervisor is appointed by the Host Organisation and supports the Intern at the workplace and collaborates with the University. Where the internship involves different company departments, the role of company supervisor may be assigned to more than one person in order to ensure coherence with the objectives of the individual training plan.
5. At the end of each internship, the company supervisor issues the Intern with a certificate indicating the duration, the type of internship and an assessment of the competencies acquired in accordance with the training plan.

Art.4 Intern's duties and rights

During the internship, the Intern is required to:

1. carry out the activities provided for in the individual training plan, observing the agreed working hours and respecting the work environment, company rules and the need to coordinate the internship with the Host Organisation's activities;
2. follow the instructions of the tutors and refer to them for any needs;
3. comply with the rules on hygiene, safety and health in the workplace;
4. maintain the necessary confidentiality with regard to data, information or knowledge relating to production processes and products acquired during the internship;
5. maintain constant dialogue with the academic tutor and report any difficulties encountered during the internship;
6. prepare, at the University's request, an internship report on the activities carried out;
7. in the case of a curricular internship, obtain prior approval in accordance with the instructions provided in the Curricular Internship Guidelines. If approval is not requested or is refused, the internship cannot be recognised in the study plan.

During the internship, the Intern:

8. may be absent, subject to agreement with the company supervisor, for mandatory university commitments;
9. has the right to be assigned an experienced professional as company supervisor and to a training plan consistent with the study programme.

Art.5 Insurance coverage (not covered by the University)

1. The University verifies that the Intern is insured against work accidents and for civil liability with insurance companies operating in the sector.
2. In the event of an accident during the internship, the Host Organisation undertakes to report the event, within the time limits provided by applicable regulations, to the insurance institutions (with reference to the policy number) and to the University.
3. The University does not bear the insurance costs of the respective insurance policies.

Insurance policies (Mandatory):

Any risk of accident arising from the internship or work experience carried out in the term set out in this Agreement, are covered by the insurance policy signed with

_____ insurance policy no. _____ taken out by:

- Intern
 Host Organization

Any third-party cover/liability insurance for the period of the internship or work experience undertaken according to the terms set out in this Agreement is guaranteed by the insurance policy signed with _____ insurance policy no. _____ taken out by:

- Intern
 Hosting Organization

Art.6 Health and safety measures in the workplace

1. The Host Organisation undertakes to implement and comply with the protection measures and obligations established by the applicable regulations in the country where the internship takes place.

Art.7 Regulations in force

1. The parties declare that they are informed (and, where appropriate, expressly consent) that the processing of personal data collected in this Agreement is carried out in full compliance with the applicable regulations.
2. For all matters not agreed between the parties in this Agreement, the parties expressly refer to the applicable regulations according to the principles of international law.

Notes:

Signature on behalf of Università della Svizzera italiana:

Silvia Invrea
Head of USI Career Service
Università della Svizzera italiana

Signature for the Host Organisation:

Intern signature for acknowledgement and acceptance:
