



## International Traineeship Agreement

This agreement defines the relationship between the University of Catania (Italy), hereafter referred as “the University”

AND

The University/Company : .....,  
Country: ....., hereafter referred as “the Hosting  
Institution”, represented by:.....

AND

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

### Article 1

The purpose of this traineeship is to provide the student/graduate with experience and practical application of theoretical knowledge he/she has already acquired and to acquire new skills and knowledge. The Hosting Institution and the University will ensure that the trainee is given tasks and responsibilities according to the level of his/her competence and to the educational objectives of the training period. The trainee’s activities (either in presence or virtual) should bring neither financial losses nor gains to the Hosting Institution. This agreement is not therefore an employment contract.

### Article 2

The traineeship program is established by the Hosting Institution together with the University according to both Institutions standards.

### Article 3

The Hosting Institution and the trainee agree that the Traineeship is only a practical experience. The trainee has the right to suspend the traineeship for sickness, accident or maternity after the first two months of activity provided that the final length of the traineeship would be equal to or no longer than one-third of the total duration of the traineeship expected. The period of suspension does not contribute to the calculation of the total duration.



#### Article 4

The Traineeship will be performed (choose the correct option: virtually/at distance or blended or in presence) at the .....  
from ..... to.....

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

The main activities will be the following:

.....  
.....

The hosting tutor will monitor the Trainee's activities during a team meeting to be held at least once a week or through any other evaluation system in use at the Hosting Institution. The hosting tutor will attest the regular performance of the Trainee.

#### Article 5

During his/her traineeship, the trainee must follow the rules of the Hosting Institution, particularly concerning the safety practices, and time schedules. At all times he/she must comply with legislation, codes or guidelines, in whatever form, that are applicable to him/her. Working hours have to be agreed between the tutor and the Trainee. In any case, working during night-time and official days off is not allowed. At least one day off per week must be ensured to the Trainee. Periods of activity interruption have to be validated by the Hosting Institution and the University.

#### Article 6

In case of poor conduct towards rules agreed, the Hosting Institution has the right to conclude the traineeship before completion after having informed the University.

#### Article 7

The University will provide the trainee for insurance coverage and insurance for civil responsibility. In case of job injuries, the trainee agrees to immediately inform the University and the Hosting Institution and to send them all the necessary documents.

#### Article 8

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

### Article 9

Training costs incurred by the traineeship are to be borne by the Hosting Institution. Travel expenses, as well as costs for food and accommodation, are to be borne by the trainee.

### Article 10

At the beginning of the traineeship, the Hosting Institution will elaborate the Training Learning Agreement *before the mobility*.

At the end of the traineeship, the Hosting Institution will elaborate the Training Learning Agreement *after the mobility*.

Upon returning to the University, the trainee must hand in a Traineeship Work Report (ToR) validated by the Hosting Institution to the International Didactic Unit of the University (IDU), or to the International Mobility Office (IMO) in case of graduate.

### Article 11

At all times, including after the Traineeship, the trainee agrees and acknowledges that he/she must maintain secrecy on confidential information about products, processes and on any other aspect regarding the Hosting Institution he/she may come in touch during the traineeship. All Intellectual Property Rights related to tasks given by the Hosting Institution and developed by the trainee while performing the Traineeship are hereby assigned to the Hosting Institution immediately as created. After the traineeship, the Hosting Institution will share the intellectual property with the University.

The University	The Hosting Institution	The Student
<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>	<b>Surname</b>
<b>Organization</b> Università degli Studi di Catania	<b>Organization</b>	/
<b>Address</b> Piazza Università, 2	<b>Address</b>	<b>Address</b>
<b>Postal Code, Town</b> 95131, Catania	<b>Postal Code, Town</b>	<b>Postal Code, Town</b>
<b>Country</b> Italy	<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>