# UNIVERSITÀ DI SIENA 1240

## TRAINING AGREEMENT (NON Curricular)

## 1. DETAILS OF THE TRAINEE

Name _____ Surname _____

Matricular number: _____ Degree course: _____

Graduation date: _____

Department: _____

Italian Address _____ CF _____

E-mail _____ Phone number _____

Other non-curricular training periods (*related to the same degree course and sending institution*):
months_____ days_____ host organization_____

**Sending Institution:** University of Siena

University Tutor_____

## 2. DETAILS OF THE HOST INSTITUTION

Name of the Host Organization _____

Address _____

VAT Number_____

Website_____

Legal Representative_____

Internship Headquarters_____

Referent/Mentor_____

e-mail_____

Phone number _____

**Planned dates of start and end of the training period:**

From _____ till _____ , for _____ months

Knowledge, skills and competences to be acquired:

_____
_____
_____
_____

Detailed program of the training period:

_____
_____
_____
_____

Tasks of the trainee:

_____
_____
_____
_____

Normal working hours/week (overtime should be avoided):_____

The student will receive a financial support for his/her internship:     Yes ☐     No ☐

*(If yes, specify the amount)*_____

If yes, the host organization will draw a contract or an equivalent document for the placement in accordance with the requirements of the national legislation in the host country.

Non monetary compensation:     Yes ☐     No ☐

*(If yes, specify)*_____

By the end of the traineeship, the host organization will issue a certification to the student.

- **The host organization will provide the required insurance policy (i.e. third party/civil liability and accidents at work).**
- **The host organization is responsible of the respect of internship regulations and health regulation in the host country.**

## 4. COMMITTMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the host organization confirm that they will abide by the conditions of the student placements set out in this document.

***Processing of personal data***

*1. The parties undertake to process personal data pertaining to this agreement in compliance with the principles set out in Article 5 of EU Regulations 679/2016 (GDPR) and in accordance with definitions in the EU Regulations and Legislative Decree 196/2003.*

*2. As for the University: the Data Controller is the University of Siena legally represented by the Rector; the privacy policy is published on the University Portal - privacy section [https://www.unisi.it/ateneo/adempimenti/privacy](https://www.unisi.it/ateneo/adempimenti/privacy)*

*3. By signing this contract, the host party declares and guarantees to the University that it has brought to the attention of its employees/collaborators, as part of its internal procedures, and/or in any case in the manner deemed most appropriate, the regulatory provisions relating to data processing (in particular EU Regulation 679/2016 and Legislative Decree 196/2003) and that it has taken all necessary steps to ensure the proper processing of data. Consequently, the University shall be released of any administrative or civil liability arising from data processing that does not comply with regulations.*


**Siena,**

**Trainee's Signature**


**University of Siena**

**The Rector**


**Signature and stamp of the company**


**University's tutor signature**