

Instructions for completing the Stage Project

1. Print the pages that make up the training and orientation project for the internship activities **FRONT / REAR**.
2. Write in block letters
3. Fill in all the required fields
4. Make the **ORIGINAL** document in triplicate:
 - One for yourself;
 - One to the company owner;
 - One to the secretary of the Department.



University of Naples Federico II

Project for curricular internship activities related to the Agreement stipulated on _____
between the University of Naples Federico II and _____

TRAINEE STUDENT

Name and Surname _____ Student id N° _____
Born in _____ Province _____
On _____ Resident in _____
Province _____ CAP _____ Street _____ n° _____
mobile telephone _____ email _____@studenti.unina.it

CONDITION OF THE INTERNSHIP

STUDENT (1) enrolled for the academic year _____ / _____ at the _____ year of the course
Class of degree _____
Department of _____

CHECK IF IT IS A HANDICAP HOLDER

☐ yes ☐ no

(1) Students: degree courses, research doctorates, masters, specialization schools or advanced courses.

HOST SUBJECT

Business name _____
Legal address _____
Address of the venue where the internship is held (only if different from that of the legal address)

Telephone _____ Fax _____ e mail _____ @ _____

TUTORS

Company Tutor

Name and surname _____

Telephone _____ Fax _____ email _____ @ _____

University Tutor

Name and surname _____

Telephone _____ Fax _____ email _____ @ _____

INTERNSHIP ACTIVITIES**AIMS AND PROCEDURES FOR THE INTERNSHIP:**

Duration of the internship: n. months _____ hours _____ from _____ (dd / mm / yyyy) to _____ (dd / mm / yyyy)

Access times to company premises: from _____ to _____

Number of Trainings Credits required for the internship _____

FACILITATIONS PROVIDED

INSURANCE POLICIES

Accidents at work INAIL

Management on behalf

T.U. n. 1124/1965

Accident Insurance

Company Fondiaria SAI

n. 0472.0700597.43

RCT policy

Compagnia Fondiaria SAI

n. 0472.0700509.66**TRAINEE DUTIES**

- 1) Follow the instructions of the tutors and refer to them for any organizational need or other eventualities;
- 2) Comply with the rules on hygiene, safety and health in the workplace, as well as the prevention and emergency measures adopted by the host and all that is prescribed by the Host or Promoter pursuant to art. 5 of the Convention implementing Legislative Decree n. 81/2008;
- 3) Maintain the necessary confidentiality and not to communicate to third parties, without the prior consent of the host, information, documents and / or knowledge acquired during the internship. The obligation of confidentiality extends beyond the duration of the internship; fill in, in the case of curricular internship, the diary booklet of the activities carried out.

Information pursuant to art. 13 of EU Regulation 679/2016

The data collected with this form are processed for the purposes of the procedure for which they are released and will be used exclusively for this purpose and in any case within the institutional activities of the University of Naples Federico II. The data controller is the University, in the persons of the Rector and the General Manager, in relation to specific skills. Exclusively for problems relating to a processing that does not comply with your personal data, you can contact the Data Controller by sending an email to the following address: ateneo@pec.unina.it; or to the Data Protection Officer: rpd@unina.it; PEC: rpd@pec.unina.it. For any other request relating to the procedure in question, the administrative secretariat [triunfo@unina.it] must be contacted.

The interested parties have the rights referred to in art. 15-22 of the EU Regulation. Complete information, relating to the processing of personal data collected, can be found on the University website: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>.

There

Trainee's signature for viewing and acceptance _____

Signature and Stamp for the **University** (2) _____

Signature and Stamp for the **Host** (3) _____

(2) Signature of the Department Director, the President of the Degree Course Council or the referent professor for internships designated by the Degree Course.

(3) Signature of the legal representative or of whoever has the proxy.