[AREA](https://workplace.unipa.it/amministrazione/direzionegenerale/serviziospecialepostlauream) QUALITÀ, PROGRAMMAZIONE E SUPPORTO STRATEGICO

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| --- | --- |
| **Organization Name:**Università degli Studi di Palermo | **Organization Name:** |
| **Sector of activity:**Higher Education | **Sector of activity:** |
| **Legal Head of Institution:**Prof. Massimo Midiri | **Legal Head of Institution** |
| **Address, Postal Code, Town:**Piazza Marina, 61 90133 - Palermo | **Address, Postal Code, Town:** |
| **Country:**Italy | **Country:** |
| **Reference Department:** Area Didattica e Servizi agli Studenti | **Reference Department:** |
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| **Fax:**  | **Fax:**  |
|  | **Number of employees:** |
|  | **Number of placements that you plan to facilitate for our beneficiaries:** |
|  | **Trainees’ required study field:** |
| **Date:** | **Date:** |
| **Signature and Stamp** | **Signature and Stamp** |

 **WORK EXPERIENCE AGREEMENT**

**(ART. 4, PARAGRAPH 5, D.L. 142/98 – Ministry of Labour and Social Security)**

**BETWEEN**

The University of Palermo, (Italy), with domicile in Palermo, Palazzo Steri, Piazza Marina, 61 – Tax code *80023730825, hereinafter “Promoter”, represented by the Rector, Prof. Massimo Midiri, born in Palermo on March, 30th 1962 and by is Delegate*

 **AND**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with domicile in (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , (Postal code)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (tax code, if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter defined “hosting organization”, and represented by (name and title)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ born in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_

**CONSIDERING**

That, in order to facilitate professional choices through the direct work experience and to promote the alternance between study and work, in the framework of educational processes, the subjects indicated by Article 18, paragraph 1, letter a) of the Law n. 196 (June 24th 1997), may promote work experiences and *stage* periods within public and private companies for those who have completed their compulsory schooling (Law n. 1859, December 31st, 1962)..

**WE HEREBY AGREE**

**Article 1**

1. As for Article 18 of the Law n. 196 (June 24th 1997), the hosting organisation commits itself to hosting in its premises, with respect to the attached work experience proposal for the current academic year at least one student, under proposal of the University of Palermo, as per paragraph 5 of the Decree implementing Article 18 of the Law n. 196/1197
2. The hosting organisation will formulate the work experience proposal for the subsequent academic year, specifying the total number of students eligible for a work experience /stage and the relevant degree Courses. This proposal, with respect also to the provisions set forth by the following article 5, should be sent before July 30th of each year to the Promoter which, based on this communication, will proceed with the scheduling of activities for the subsequent starting of work experience activities.

**Article 2**

1. The work experience, as per Article 18, paragraph 1, letter d) of the Law n. 196/1197 is not a work contract.
2. During the work experience period, the student’s activities are controlled and verified by a tutor designed by the Promoter, who will be responsible of the didactic-organizational aspect, and by another tutor, designed by the hosting organisation.
3. For each *stagiaire,* hosted by the Hosting organisation on the basis of this agreement, an educational project will be drawn, containing:
	* the name of the *stagiaire*
	* the names of the tutors appointed by the Promoter and by the hosting organisation
	* the objectives, mode and timing of the work experience
	* the places and facilities where the work experience should take place (factories, premises, departments
	* The number and date of the insurance policies subscribed.

**Article 3**

1. During the work experience period, the *stagiaire* should:
	* perform all the activities described in the educational project,
	* respect the rules of hygiene and safety on the workplace,
	* respect the privacy policies of the hosting organisation with respect to data , information or knowledge related production processes and products.

**Article 4**

1. The University of Palermo will provide the *stagiaire* with insurances; if an accident should occur; the hosting organisation will notify it, as soon as possible, to the insurance companies (quoting the number and date of the insurance policy) and to the University of Palermo,
2. The University of Palermo undertakes to forward to the competent Agencies (Region or delegated Province, provincial seats of the Ministry of work and social security, as well as to the trade unions representatives) one copy of each educational project

**Article 5**

1. This agreement becomes effective upon the date of signature of the last approving authority and will cease to be in case of termination by either party, with a 60 days’ notice, by registered letter.
2. This agreement enables the effective starting of stage activities, upon the communication by the Hosting organisation, by July 30th , of the number of *stagiaires* which will be hosted in the subsequent academic year, as well as of the Faculties they should come from.

Place and Date……………………………………………………

(Hosting organization) University of Palermo

(Signature and stamp) *Rector/Delegate*