



**AGREEMENT FORM OF THE HOST COMPANY**

<b>Details of the Company</b>	
Trade name .....	.....
Head Office (full address).....	.....
.....	.....
Operating location (full address).....	.....
.....	.....
Legal representative.....	.....
Referent for the	
Company.....	Position.....
Telephone.....	Fax.....
.....	E-mail.....
Type of business .....	.....
.....	.....
Number of full-time staff	

<b>Offer of training and work experience</b>	
Trainee's name .....	.....
Trainee's degree course.....	....., year
of course.....	enrolment number.....
Sector/Department for work experience.....	.....
Position offered.....	.....
Brief description of work to be carried out by trainee (type and purpose).....	.....
.....	.....
.....	.....
Reimbursement of trainee's expenses. Yes ? - No?    If yes, how much.....	.....
Place of work experience (full address).....	.....
.....	.....
Company Tutor .....	.....
(indicate the name of the person who will supervise the student during the training period)	

.....  
Signature and stamp for the Company

**AGREEMENT FORM OF THE UNIVERSITY TUTOR**

<b>Details of the University Lecturer/Professor</b>	
Title and name.....	Subject/Discipline.....
The above-named member of staff of the Faculty of Foreign Languages and Literature of the University of Cagliari has read the terms of the In-Company Training Project and agrees to act as University tutor.	

.....  
Signature of University Tutor

**Università degli Studi di Cagliari**  
Facoltà di Lingue e Letterature Straniere  
**CORSO DI LAUREA .....**

**AGREEMENT FOR IN-COMPANY TRAINING AND VOCATIONAL GUIDANCE**

**BETWEEN**

The University of Cagliari, degree course in....., henceforth referred to as the 'Promoter', as represented by the Head of the said degree course Prof. ....

**AND**

The company known as \_\_\_\_\_ with headquarters in \_\_\_\_\_, henceforth referred to as the 'Host', in the person of its legal representative \_\_\_\_\_,

**WHEREAS**

For the purpose of enabling students who have completed their compulsory education to make informed choices of professional orientation through direct experience of the world of work and through the alternation of periods of study with periods of on-the-job training within an educational framework, the institutions covered by Italian law "art. 18, c.1, l. a Legge 24 giugno 1997 n° 196" are authorized to promote on-the-job training, apprenticeships and vocational guidance activities in private and public companies as well as in the public administration.

**It is hereby agreed:**

**Article 1.**

In accordance with Italian law "art.18 Legge 24 giugno 1997, n°196" the Host Institution agrees to receive on its premises \_\_\_\_\_ trainee(s) proposed by the Promoter

**Article 2.**

The period of on-the-job training and vocational guidance shall not be construed as an employer-employee relationship (Italian law "art.18, c. 1, l. d Legge n°196/1997").

1. During the period of training, the on-the-job training and vocational guidance activities will be supervised by a member of the teaching staff designated by the Promoter to act as the person responsible for teaching and organization and by a person designated by the Host.
2. Trainees at the Host's organization on the basis of the present Agreement shall follow a programme of training and vocational guidance containing:  
the trainee's name; the names of the persons responsible appointed by the Promoter and the Host; the objectives and manner of implementation of the training programme, with specification of the training timetable within the organization; the places (plants, branches, departments, offices) within which training is to be performed; details concerning the civil liability insurance policy

**Article 3.**

1. During the period of training and vocational guidance trainees shall:
  - perform the activities called for in the training and vocational guidance programme;
  - comply with all hygiene, safety and health rules and regulations in force at the Host's organization;
  - maintain necessary confidentiality concerning the data, information or knowledge they may come into contact with relating to the Host's production processes and products during the training period.

**Article 4.**

1. The Promoter shall insure trainees for general liability with insurance companies operating in the field. I.N.A.I.L. (Italy's national institute of insurance against accidents in the workplace) cover is insured through the special form "Gestione per conto dello Stato" (administered on behalf of the State) according to Italian law "ex artt. 127 e 190 del T.U. n°1124/65 e D.M. 10/10/1985". In the case of accident during the training period, the Host engages to report, within the times established by regulations in force, the event to the insurance companies (giving the number of the policy underwritten by the Promoter) and to the Promoter.
2. The Promoter engages to supply copies of the Agreement and of each training and vocational guidance project to the Regional and Provincial authorities, to the provincial offices of the Ministry of Labour and Social Security, and to the relevant union representatives.

**Cagliari (Italy),** \_\_\_\_\_  
(place and date of signing)

\_\_\_\_\_, \_\_\_\_\_  
(place and date of signing)

\_\_\_\_\_  
Signature of Promoter's representative  
(stamp & signature)

\_\_\_\_\_  
Signature of Host's representative  
(stamp & signature)



Università degli Studi di Cagliari  
Corso di Laurea in .....

## Register of trainee's attendance

**Name**.....

**Enrolment number**.....

**Telephone**.....

**Training carried out in the company** .....

**from**.....**to**.....

**Total number of hours**..... (credits requested .....

**Università degli Studi di Cagliari**  
 Facoltà di Lingue e Letterature Straniere  
**CORSO DI LAUREA .....**

**REGISTER OF TRAINEE'S ATTENDANCE**

<b>Trainee:</b>	Enrolment number
Host Company:	Company tutor
Month:	Year:

day	Morning		Afternoon		Total n° of hours	Activity/ies carried out	Trainee's signature
	Arrival time	Leaving time	Arrival time	Leaving time			
1							
2							
3							
4							
5							
6							
7							
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31							

.....  
 Signature of Host's representative  
 (stamp & signature)