

COMPANY AGREEMENT FORM (1)
A.Y.2019/20

[Please print out on company's headed paper before signing]

Please fill in the document on your computer

TRAINEESHIP OFFER for:

Name and Surname of the Trainee (2)

Traineeship period:

2 months starting from :..... (any date within 01/09/2019 – 30/06/2020)

3 months starting from :(any date within 01/09/2019 – 30/06/2020)

Working hours per week (18 - 40 hours per week)

Traineeship title

.....

Traineeship in Digital Skills Yes No (3)

If yes, your traineeship offer is/was published on the following platforms: <http://erasmusintern.org/> Drop'pin@Eures
Yes No

Detailed programme of the training period (4)

.....
.....

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:

.....
.....

Monitoring plan

.....

Evaluation plan:

.....

In case the traineeship takes place in a representation or public institution of the home country of the student (e.g. cultural institutes, schools) please indicate the additional transnational benefits (5)

.....
.....

Main language of the traineeship:

Level requested at the beginning of traineeship: B1 B2 C1 C2

(For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

The University of Bologna will check that the candidate is in possess of a **B1 level** knowledge of the main language of the traineeship.

In alternative, if you wish, you may test by yourself the knowledge of the language which will be used during the traineeship. If you decide to test the main language of the traineeship and if you deem the level of knowledge to be appropriate, you may put a cross in the box below:

I declare that the candidate has an adequate knowledge of the main language of the traineeship to carry out the training placement at our company

Information on the host enterprise:

Legal name of company (use only Latin characters):
Erasmus Code (if available).....
PIC Number (if available) :.....
Organisation Type (6):
VAT or Association Registration nr :..... or not applicable
Public Body: YES [.....] NO [.....]
Non-Profit: YES [.....] NO [.....]

Short description of enterprise activities:
.....
NACE Activity sector code:.....

The list of **NACE sector codes** is available at:
http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

Company size: number of employees below 250 YES [.....] NO [.....]
Ratio of employees to trainees.....(i.e. 3 to 1)
Company Legal Address:.....
Post Code.....
City.....
Region
Country:.....
Web site.....

Traineeship location (if different from the Company Legal Address)
Address:.....
Post Code.....
City.....
Region.....
Country.....

Name of supervisor (*this person is responsible for signing this Company Agreement, supervising the trainee during the traineeship and signing the Traineeship Certificate*):
.....
Supervisor's e-mail: Supervisor's phone number:

Name of traineeship mentor at the company (*the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.)*):
Mentor's e-mail: Mentor's phone number:.....

Name of Contact person: (*a person who can provide administrative information within the framework of Erasmus traineeships*)
Contact person's e-mail: Contact person's phone number:.....

We hereby confirm that we are willing to host **Mr/Ms**.....
student of the University of Bologna, as a trainee in our company, if he/she obtains an Erasmus+ status under the University of Bologna's *Erasmus+ Mobility for traineeship* scheme.
We intend to entrust him/her with tasks and responsibilities according to his/her studies, qualifications and knowledge and as specified in the traineeship offer above.

Date:Name of signee (supervisor):
Position of signee:
Signature:

Company stamp: compulsory whenever this form is not written on headed paper.
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INSTRUCTION FOR FILLING OUT THE COMPANY AGREEMENT FORM

(1) This form consists of two parts/Il modello si compone di due parti: the first part concerns the description of the traineeship activities; the second part concerns the collection of data regarding the host organisation/la prima parte riguarda la descrizione delle attività di tirocinio, la seconda parte la raccolta di dati relativi all'ente ospitante.

Every field must be filled in/ E' obbligatoria la compilazione di ogni campo.

Whenever you find notes at the foot of the page, you are kindly required to follow their instruction/ Laddove in corrispondenza di una voce siano presenti delle note a piè di pagina, si prega di attenersi nella compilazione dei campi alle indicazioni date nelle note.

In allegato l'informativa sull'uso dei dati aziendali forniti nel Company Agreement Form/ In attachment some information on how the University of Bologna uses the companies' information provided with this form.

(2) The trainee may carry out the mobility as a student or as a recent graduate/Il tirocinante potrà svolgere la mobilità con lo status di studente o di neolaureato.

(3) Will be considered as a "traineeship in digital skills" any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

(4) If relevant, please indicate also the title of the project within which the student will work with a brief description of it and the educational background necessary to the planned traineeship activities/Se rilevante indicare anche il titolo del progetto all'interno del quale sarà inserito lo studente + una sua breve descrizione e background formativo necessario allo svolgimento delle attività di tirocinio programmate.

(5) Please indicate the added value of this experience, if it is carried out in a representation or public institution of the home country of the student . In particular, highlight the transnational aspects of this mobility/Indicare il valore aggiunto di questa esperienza di mobilità se svolta in una rappresentanza italiana all'estero. In particolare evidenziare gli aspetti transnazionali legati alla mobilità.

(6) Please choose one of the following items:

- Accreditation, certification or qualification body
- Counselling body
- Cultural operators
- European grouping of territorial cooperation
- European NGO
- European or international public body
- EU-wide network
- Foundation
- Group of young people active in youth work
- Higher education institution (tertiary level)
- International organisation under public law
- Large enterprise
- Local Public body
- National Public body
- National Youth Council
- Non-governmental organisation/association
- Organisation or association representing (parts of) the sport sector
- Audiovisual Operators
- Other
- Public service provider
- Regional Public body
- Research Institute/Centre
- School/Institute/Educational centre – Adult education
- School/Institute/Educational centre – General education (pre-primary level)
- School/Institute/Educational centre – General education (primary level)
- School/Institute/Educational centre – General education (secondary level)

- School/Institute/Educational centre – Vocational Training (secondary level)
- School/Institute/Educational centre – Vocational Training (tertiary level)
- Small and medium sized enterprise
- Social enterprise
- Social partner or other representative of working life (chambers of commerce, trade union, trade association)
- Sport club
- Sport federation
- Sport league
- Youth organisation
- Film Producer
- Film Distributor
- Film Sales Agent
- Video Games Developer/Producers
- Film Festival organisation
- Film School
- Audiovisual training institute
- Film Market organisation
- Film Literacy organisation
- Video on Demand platform
- Audiovisual Consultant
- Company specialized in new technologies applicable to the Audiovisual industry
- Organisation active in the organisation of Audiovisual Events
- Organisation active in the field of Audiovisual archives
- Television broadcaster
- Film fund or foundation
- Pan European network active in the audiovisual sector
- Web platform active in the audiovisual sector
- Cinema Theatres
- Art association
- Art gallery
- Centre for Architecture
- Choir
- Concert hall
- Dance Company
- Design/Art centre
- Festival (non Audiovisual)
- Literature Foundation
- Multimedia association
- Multimedia company
- Music Centre
- Opera
- Orchestra
- Street art association
- Theatre
- Music producers
- Artist Agents
- Art Agents
- Pan European network active in the culture sector
- Publisher association
- Publishers
- Publishing Groups

Information for the ORGANISATIONS that intend to collaborate on TRAINEESHIPS WITHIN THE ERASMUS+ PROGRAMME.

This document has been written in compliance with the Regulation (EU) 2016/679 which, pursuant to art. 12.13 and 14, envisages, inter alia, the obligation to provide interested parties with information regarding the processing of their personal data.

This information therefore addresses those persons who provide their personal data for the purpose of promoting different types of collaboration with the University of Bologna with regard to traineeships. These activities are carried out to promote internship opportunities, to enhance the skills and employability of students and recent graduates and help them to make their professional decisions.

The legal basis of the personal data processing is based on Article 6 paragraph 1 letter "e" and in articles 9 and 10 of the GDPR.

1. Parties involved in personal data processing
2. Purpose and methods of personal data processing
3. Period of retention of personal data
4. Provision of personal data
5. Flow of personal data
6. Rights of the data subject

1. Parties involved in personal data processing

The Data Controller of personal data supplied by You is Alma Mater Studiorum - University of Bologna, via Zamboni, 33 - 40126 Bologna, in the person of the Rector as Legal Representative.

Contact details:

E-mail: privacy@unibo.it

PEC: scriviunibo@pec.unibo.it

The person responsible for the IT management of personal data is the Head of the ITC Systems and Services Division - CeSIA, Viale Filopanti 3, 40126 - Bologna, Italy

Data Processors are the managers of the administrative divisions (including those of the Romagna campuses) and the directors of the University Structures.

The list of divisions and managers can be found in the [General Administration section](#); the list of the Structures is available on the [Campuses and structures](#) page.

The list of the administrators of the ICT centralized systems of the University is available at CeSIA and it can be provided on request by writing to: assistenza.cesia@unibo.it

The Data Protection Officer Contact data are:

E-mail: privacy@unibo.it

PEC: scriviunibo@pec.unibo.it

2. Purpose and methods of personal data processing

Personal data provided by the data subject in the traineeship offer is collected and used solely to the extent allowed by law and by the regulations.

Processing is carried out with or without the support of electronic equipment, in compliance with the general principles of processing personal data, as specified in article 4 of the Regulation (EU) 2016/679. Furthermore, data is processed exclusively for the performance of institutional activities and/or for the purposes specified in Rectoral Decree no. 271/2009 (Testo Unico sulla Privacy e sull' Utilizzo dei Sistemi Informatici)

In particular, personal data of data subjects and any addresses associated with them is processed by the University in order to carry out the following activities:

- Set up possible agreements
- Set up curricular internships
- Set up training and guidance internships
- Financial report to financing bodies

3. Period of retention of personal data

The data will be kept by Alma Mater Studiorum - University of Bologna, in compliance with the art. 5 Regulation (EU) 2016/679, for no longer than is necessary for the purposes for which personal data are processed and with specific regard to the data processing limitation provisions of letter "e", art. 5, Regulation (EU) 2016/679.

4. Provision of personal data

The provision of personal data is optional; however, failing to provide such data will make it impossible to collaborate with the University of Bologna to set up traineeships.

5. Flow of personal data

Personal data is processed by Structures and employees of the University exclusively for institutional purposes and in compliance with the relevant legislative requirements. It may also be communicated to public or private parties which collaborate with the University of Bologna exclusively for the promotion of traineeship offers during the outgoing call.

6. Rights of the data subject

Data subjects are entitled to the rights referred to in section 2, 3 and 4 of Chapter III of Regulation (EU) 2016/679. In particular, they are entitled to ask the data controller: the access to, correction and deletion of personal data; limitation of their processing, opposition to their processing and portability. They also have the right to lodge a complaint with a supervisory authority. The requests can be addressed to the Data processors indicated above.