COMPANY AGREEMENT FORM [[1]](#endnote-1)

A.Y.2023/24

**[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]](#endnote-2)** …………………………………………………………………………………

**Traineeship period [[3]](#endnote-3)**

🞏 2 months starting from: ……………….………… (Any date within 01/09/2023 – 30/07/2024)

🞏 3 months starting from: ………………………..… (Any date within 01/09/2023 – 30/06/2024)

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

Traineeship title ……………………………………………………………………………………………………………

Traineeship in Digital Skills Yes 🞏 No 🞏 **[[4]](#endnote-4)**

If yes, please indicate:  Basic digital skills  Advanced digital skills

Detailed programme of the training period **[[5]](#endnote-5)**

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

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Monitoring plan

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Evaluation plan:

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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**[[6]](#endnote-6)** ..............................................................................................................................................………………………….......
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Main language of the traineeship: .................................................................................................... **(It cannot be Italian)**

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*](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 that 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)………………………………………………………………………………………………..

OID (Organisation ID) Number (if available): …………………………………………………………………………..

Organisation Type[[7]](#endnote-7): ……………………………………………………………………………………………………

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*](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 […….]
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.

1. **INSTRUCTION FOR FILLING OUT THE COMPANY AGREEMENT FORM**

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/ È 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.** [↑](#endnote-ref-1)
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. [↑](#endnote-ref-2)
3. When defining the start date of the traineeship and the duration, please consider that the activities must end within 30/09/2024 at the latest. / In fase di definizione della data di inizio tirocinio e della sua durata, si prega di tenere in considerazione che le attività devono terminare entro e non oltre il 30/09/2024.

  [↑](#endnote-ref-3)
4. 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. [↑](#endnote-ref-4)
5. If relevant, please also indicate 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. [↑](#endnote-ref-5)
6. 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. [↑](#endnote-ref-6)
7. Please choose one of the following items:

	* Accreditation, certification, or qualification body
	* Counselling body
	* European grouping of territorial cooperation
	* Non-govermental organisation/association
	* European or international public body
	* Foundation
	* Group of young people
	* Higher education institution (tertiary level)
	* Large enterprise
	* Local Public body
	* National Public body
	* National Youth Council
	* Organisation or association representing (parts of) the sport sector
	* Other type of organisation
	* 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
# Information for the ORGANISATIONS that intend to collaborate on TRAINEESHIPS WITHIN THE ERASMUS+ PROGRAMME.

# This document has been written in compliance with the General Data Protection Regulation (GDPR) (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 about 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 on articles 9 and 10 of the General Data Protection Regulation (GDPR) (EU) 2016/679.

# General information on personal data processing

# Purpose and methods of personal data processing

# Period of retention of personal data

# Provision of personal data

# Flow of personal data

# Rights of the data subject

# General information on personal data processing

# The Data Controller: Alma Mater Studiorum - University of Bologna, of which the Rector is Legal Representative (registered office: via Zamboni 33, 40126 - Bologna, Italy).

# Contact details:

# E-mail: privacy@unibo.it

# Certified e-mail: scriviunibo@pec.unibo.it

The Data Protection Officer (DPO) at Alma Mater Studiorum - University of Bologna (registered office: via Zamboni 33, 40126 - Bologna, Italy).

# Contact details:

E-mail: dpo@unibo.it

# Certified e-mail: scriviunibo@pec.unibo.it

# 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 General Data Protection Regulation (GDPR)(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
# Period of retention of personal data

The data will be kept by Alma Mater Studiorum - University of Bologna, in compliance with the art. 5 General Data Protection Regulation (GDPR)(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, General Data Protection Regulation (GDPR)(EU) 2016/679.

# 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.

# 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.

# Rights of the data subject

Data subjects are entitled to the rights referred to in section 2, 3 and 4 of Chapter III of General Data Protection Regulation (GDPR) (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. The requests can be addressed to the Data Protection Officer indicated above.

Data subjects who believe that the processing of personal data relating to them takes place in violation of the provisions of the General Data Protection Regulation (GDPR) (EU) 2016/679 or decree 196/2003 and subsequent amendments and additions have the right to lodge a complaint with the Italian Authority for the Protection of Personal Data, as required by art. 77, General Data Protection Regulation (GDPR) (EU) 2016/679, or to seek an effective judicial remedy (art. 79, General Data Protection Regulation (GDPR) (EU) 2016/679). [↑](#endnote-ref-7)