

**COMPANY AGREEMENT FORM (1)****A.Y.2018/19****[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 01/09/2018 – 30/06/2019)☐ 3 months starting from : ..... (any date within 01/09/2018 – 30/06/2019)

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

Traineeship title

Detailed programme of the training period (3) .....

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 (4) .....

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 possession 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 (5): .....  
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  
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.

## 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) 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.

(4) 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.

(5) Please choose one of the following items:

- Higher education institution (tertiary level)
- 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)
- School/Institute/Educational centre – Adult education
- National Public body
- Regional Public body
- Local Public body
- Small and medium sized enterprise
- Large enterprise
- Non-governmental organisation/association/social enterprise
- Foundation
- Social partner or other representative of working life (chambers of commerce, trade union, trade association)
- Research Institute/Centre
- National Youth Council
- European NGO
- EU-wide network
- Group of young people active in youth work
- European grouping of territorial cooperation
- Accreditation, certification or qualification body
- Counselling body
- International organisation under public law
- Organisation or association representing (parts of) the sport sector
- Sport federation
- Sport league
- Sport club
- Other

# **Information for the organisations that intend to collaborate on traineeships within the Erasmus + Programme.**

This document has been prepared in compliance with article 13 of Decree no. 196/03 (Privacy Code), which requires data subjects to be given information about the processing of their personal data..

This information therefore addresses those persons who provide their personal information for the purpose of initiating and promoting various forms of collaboration with the University of Bologna with regard to traineeships. These activities are carried out with a view to enhancing the skills and employability of students and recent graduates, contacting them to promote internship opportunities and helping them to make their professional decisions.

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

## **1. PURPOSE AND METHODS OF PROCESSING**

### **DATA PROVIDED BY THE DATA SUBJECT**

The personal data of the coordinator and the organisation represented 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 transparency and propriety and without exaggeration, as specified in article 11 of the Privacy Code. Furthermore, data is processed exclusively for the performance of institutional activities and/or for the purposes specified in Regional Decree no. 271/2009.

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

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

## **2. PROVISION OF DATA**

The provision of personal data is optional; however, the absence of that data would make it impossible to collaborate with the University of Bologna on the activation of traineeships.

## **3. FLOW OF DATA**

Personal data is processed by the University's facilities and employees exclusively for institutional purposes and in line with the related legislative and regulatory 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.

## **4. PARTIES INVOLVED IN PROCESSING**

The Controller of the data provided is the University of Bologna, with registered offices at Via Zamboni 33, 40126 - Bologna, Italy.

The person with responsibility for the IT management of the data is the Head of the Centre for the Development and Management of University Computer Services - CeSIA, Enrico Lodolo - Viale Filopanti 3, 40126 - Bologna, Italy.

The Data Processors are:

- the Head of International Relations Division - DIRI, Giovanna Filippini - Via Zamboni 33, 40126 - Bologna, Italy, with regard to the possible signature of agreements and the overall organisation of traineeships;
- the Heads of the Departments and the Vice Deans of the Schools providing the data to be processed (listed in the page [Campuses and Structures](#)) for the assignment of traineeships;

## 5. RIGHTS OF THE DATA SUBJECT

Data subjects are entitled to obtain confirmation at any time about the existence or otherwise of their personal data and its content and source, as well as to check its accuracy and request additions, updates or corrections (article 7 of the Privacy Code).

In accordance with the above-mentioned article, data subjects are entitled to request the erasure, transformation into an anonymous form or blocking of data processed unlawfully or, in any case, to object on legitimate grounds to its processing.

Requests may be sent to: [erasmus.placement@unibo.it](mailto:erasmus.placement@unibo.it)

This Privacy Policy may be updated in future.