

all. 2 C. Dip. 15/11/2023



This Internship Agreement defines the relationship between

....., whose offices are in Rome (Italy), , Social Security Number ....., Tax Identification Number, referred to herein as "University" or " ", represented by ... r

and

NATO Security Force Assistance Centre of Excellence (NATO SFA COE) located in Cesano di Roma, Italy, Via....., Rome referred to herein as "Organization " and represented by ....for the NATO Security Force Assistance Centre of Excellence,

on benefit of Bachelor's degree student/Master's degree student at the University,

referred to herein as "the Intern"

- Internships provide Interns with the opportunity to acquire practical knowledge of workplaces in order to round out their academic careers;

- In no way whatsoever can the relationship between the Intern and the Organization be considered as professional employment. Internships have a maximum duration of six months and are considered as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing in the working environment;

## **Art. 1 - General Terms and Conditions**

1. The conditions set out above are an integral and essential part of this Agreement.

2. The Organization agrees to welcome the Intern for training purposes only and to achieve individual training goals agreed with the University and set out in art. 2 of this Agreement.

3. The total length of the internship can be extended to the maximum period of 6 months, upon agreement among the parties and the Intern. Any change in status (extension, temporary, referred to herein as "the Organization" and represented by, Career Services Internship Agreement 2 di 4 interruption and interruption) must be justified and communicated to the University by the Organization.

4. In no way whatsoever can the relationship between the Intern and the host Organization be considered as professional employment. Internships are conceived as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing a working environment. The purpose of this internship is to provide the Intern with experience of the practical application of theoretical knowledge has already acquired and to acquire new skills and knowledge. The host institution and Luiss will ensure that the Intern is given tasks and responsibilities according to the level of competence of the student and the educational objectives for the training period. The Intern's presence



should bring neither financial losses nor gains to the host Organization. This Agreement therefore is not an employment contract.

## **Art. 2 - Internship Description**

This Agreement refers to the following internship on benefit of the Intern University Supervisor: phone number E-mail:

For the NATO SFA COE the representative is the project officer ...phone number E-mail

Nature of the internship curricular:

Curricular Internship is aimed at students currently enrolled in one of the University programs the curricular internship can lead to the achievement of university credits (ECTS).

## **Art. 3 - Hosting and Supervision of the Intern**

1. All the parties must make sure they provide all the necessary information and any documentation needed by the Intern in full compliance with applicable norms and regulations of the country. The Career Services Internship Agreement 3 di 4 parties specifically agree that all visa-related formalities and any other relevant documentation must be arranged throughout mutual collaboration, although each Intern shall be responsible for obtaining own visa and other immigration formalities, and all other travel and related documents needed to do an internship at the host institution.

2. The Intern's training activities during time at the host Organization will be followed and monitored by a professional expert in the role of a supervisor, as well as by a University supervisor. All parties may carry out justified substitutions of the supervisor, upon communication to the parties.

3. The University supervisor is appointed by the University and oversees the coordination and organizational learning, providing and maintaining ongoing relationship between the University, the Intern and the Organization, guaranteeing that the training objectives are being monitored. In addition, if provided for, will prepare the final evaluation of the skills acquired in collaboration with the Organization supervisor.

4. The Organization supervisor is appointed by the Organization in collaboration with the University and is in charge of guiding the Intern in the workplace. If the internship is performed in various Organization sectors, the function of the Organization supervisor may be entrusted to more than one person, in order to guarantee the fullest congruence with the objectives of the individual internship document.

5. The University supervisor may make periodic controls during the internship, to verify that the internship activities are effectively being carried out by the Intern. In cases of repeated absences of the Intern, the internship will be annulled, and this decision shall be promptly communicated to the Intern and the Organization supervisor. The Organization supervisor and the Intern are encouraged to maintain constant dialogue with the university supervisor and to report any difficulties encountered during the internship in a timely manner.

6. At the end of the internship, the Organization supervisor will pledge to: 1) issuing a certificate regarding the duration and nature of the internship to the Intern; 2) complete the internship evaluation form.

## **Art. 4 - Duties and rights of the Intern**

- a. The intern shall adhere to all the rules, directives and directions of the Centre and applicable Italian regulations during the internship period.



- b. Prior to commencing the internship, the intern shall demonstrate that he/she is ensured for costs arising from illness or accidents during the internship. The intern shall notify the insurance of the internship.
- c. The intern is responsible for obtaining the necessary legal documents in order to fulfil the internship. The intern is also responsible for all other arrangements necessary to fulfil the internship such as first travel to and last from the Centre.
- d. All communications, publications, work or other products will take place or be produced in the English language. The intern's English skills are sufficient to meet this requirement.
- e. The intern will work approximately 36 (Monday through Friday) hours per week according to the working schedule of the Centre.
- f. Before an intern submits his products, work, results or research papers to the sponsoring institution, they must have been presented to the Centre.
- g. The intern will provide the Centre with a copy of all the materials prepared during the internship.
- h. Interns are obliged to inform about their status as an intern in the course of communication with external parties during or in relation to their internship at the Centre. The intern shall not represent the Centre to the press or other similar body, or negotiate on behalf of the Centre.
- i. The intern shall not divulge any classified/sensitive information or knowledge received or obtained during or in relation to the internship at the Centre. The intern declares to be aware that this obligation also applies after the internship. If there is a need for the intern to make any information public, he will need prior written authorization from the Director of the Centre.
- j. The intern shall notify the Centre without delay in case of illness, accident or other issue that prevents the intern from performing his duties.
- k. The intern is obliged to report to the Centre's Security Officer if he has been in contact with classified or sensitive information without prior authorisation.
- l. The intern will not abuse any of the opportunities given to him in relation to the internship at the Centre or behave in a way that adversely affects the Centre.
- m. The intern shall not engage in any activity possibly interfering with the work at the Centre during the internship without prior consent of the Centre.
- n. The intern was not and is not closely related to any of the members of the Centre.
- o. The intern will complete the internship evaluation questionnaire at the end of the internship and submit it to the Admin Branch of the Centre.

- p. The Centre will have unimpeded access to all products, work, results or research done by the intern during or in relation to the internship. The intern cannot invoke any intellectual property rights towards the Centre. In cases of theses for academic degrees the copyright remains with the intern and the Centre is granted the permanent non-exclusive right to use the work.
- q. The Centre does not pay the intern for the internship. The intern, the sponsoring nation or the applicable institution, will carry any necessary costs or expenses made during or in relation to the internship.
- r. The Centre will reimburse the costs related to accommodation (broker's fee, rent, heating, water, electricity, shared building costs) for the time of the internship up to 500 EUR per month. Accommodation cost reimbursements are strictly bonded with the period of the internship. All reimbursable expenses need to be justified by contracts/receipts. The responsibility for renting appropriate accommodation lies with the intern.
- s. The Centre will not cover the costs for lunches.
- t. The Centre will seek the intern's agreement before sending the intern on any travel related to his/her work at the Centre. If a need for such travel arises, the Centre will cover the cost for the transportation and the accommodation.
- u. The Centre is not responsible for any claims by any party where the loss or damage to their property, death or personal injury was caused by the actions or omissions of action by the intern during the internship.
- v. The internship is not connected with the employment and has no direct employment prospects at the Centre.
- w. The Centre will not send the intern into military missions or into mission areas.
- x. The Centre will provide a certification and evaluation at the end of the internship period.
- 1. Dissolving the agreement:
  - a. The agreement between the Centre and the intern will automatically end at the above-mentioned date of the end of the internship.
  - b. The agreement may be unilaterally terminated by the Centre in any of the following circumstances:
    - I. The intern has abused any of the opportunities given to him/her in relation to the internship at the Centre or has behaved in a way that adversely affects the Centre.
    - II. The intern has violated any of the regulations applicable to him/her.
    - III. It is unlikely that the intern will achieve the aim of the internship within the set timeframe.
    - IV. Any other circumstance or event, which could harm the Centre's interests.



- c. If the intern ends the agreement before the above-mentioned date or if the Centre terminates the agreement based on clause 4.b, the Centre has the right to seek reimbursement of all costs for this internship from the intern.

#### **Art. 5 - Social Welfare and Civil Liability**

1. For internships taking place abroad, the Intern will be covered for Civil Liability through the University insurance Unipolsai Policy RC .....and for Personal Accident through the University insurance INAIL .....for the entire period of the internship. The insurance policies also cover activities performed by the Intern outside the workplace of the host institution, but which are considered part of the internship program;
2. Should an accident occur to the Intern while is on the job, undertakes to promptly notify both the University and the Organization with the necessary documentation.

#### **Art. 6 - Length of the internship agreement**

The total length of the internship agreement can be extended to the maximum period of 2 years.

#### **Art. 7 - Regulations in Force**

The parties reciprocally declare to be aware (and expressly consent) that the personal data gathered as a result of and throughout the execution of the present agreement may be used in accordance with Italian Law (Italian Personal Data Protection Code - Legislative Decree no. 196/2003) and GDPR General Data Protection Regulation - Reg. UE 2016/679. This Agreement shall be governed by and construed in accordance with the Italian Law provided, however, that no provision, condition or object of the Agreement shall be construed to be in conflict with, or objectionable to, or impracticable under the laws of the country of any party hereto. In such an event, the parties agree to negotiate in good faith to determine applicable law and to insure lawful and viable performance of this agreement.

NATO SFA COE  
Director

University .....

Rome, .....2022



## **LETTER OF COOPERATION**

**between**

**UNIVERSITA' DEGLI STUDI DI**

**and**

**NATO SECURITY FORCE ASSISTANCE CENTRE OF EXCELLENCE**

Hereinafter collectively referred to as "Parties", who

Having regard to their respective responsibilities and limits and,

Deeming it useful and of mutual benefit to share their expertise, knowledge  
and experience,

Have agreed as follows:

1. The mutual co-operation includes, insofar as the means and planning of each Party allow, but is not limited to the following areas of cooperation:

### **EDUCATION AND CONFERENCES**

- Promoting the exchange of knowledge, experience and expertise by inviting each other's Subject Matter Experts for conferences, trainings and other activities;
- Conducting jointly and participating in each other's courses, seminars and other events, subject to willingness and availability;
- Issuing and co-authoring joint publications.

### **RESEARCH**

- Providing mutual access to each other's libraries and expert literature available, subject to existing regulations of each Party;
- Carrying out joint research projects in areas of interest to the Parties;
- Providing opportunities for the participation of students in NATO SFA COE Internship Programme, subject to regulations and conditions set by the NATO SFA COE;
- Promoting topics of common interest as diploma, master or doctoral thesis to students.

2. Except as may be stipulated in any specific case or specified in a separate arrangement concluded between the Parties, each Party shall be responsible for expenses incurred by its personnel under this Letter of Cooperation (LOC).
3. The Parties agree moreover, that the name of the Parties, as well as the type, subject value, and time-limit of this Letter of Cooperation, and any amendment thereof, can be made public on the website or in the official literature of the Parties. The Parties declare moreover, that the data contained within this Letter of Cooperation does not constitute a business secret and it cannot be withheld on the basis of business secrecy. Links to the other Party's web page will be provided on the webpage of each Party.
4. The total length of the cooperation between the "Parties" can be extended to the maximum period of 2 years.
5. This Letter of Cooperation may be modified or amended only in writing by mutual consent of the Parties.
6. This Letter of Cooperation is done in two original copies in the English language, one for each Party.

Signed \_\_\_\_\_, Verone

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for the  
NATO Security Force Assistance Centre  
of Excellence

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**Prof. /Dean**  
for the  
Place UNIVERSITY