

**PROJECT TRAINING AND GUIDANCE**

(Ref. ILO Convention \_\_\_\_\_ Signed on \_\_\_\_\_ )

Enrolment Number \_\_\_\_\_

Course: Diploma \_\_\_\_\_

Bachelor's degree \_\_\_\_\_

Master's Degree \_\_\_\_\_

Name of the trainee \_\_\_\_\_

Born in \_\_\_\_\_ on \_\_\_\_\_

resident in \_\_\_\_\_

Phone \_\_\_\_\_

Postal code \_\_\_\_\_ e-mail \_\_\_\_\_

Current status (please tick)

	YES	NO
student	<input type="checkbox"/>	<input type="checkbox"/>
Degree / diploma in _____	<input type="checkbox"/>	<input type="checkbox"/>
unemployed / mobile	<input type="checkbox"/>	<input type="checkbox"/>
unoccupied	<input type="checkbox"/>	<input type="checkbox"/>
Student with disabilities	<input type="checkbox"/>	<input type="checkbox"/>

Hosting Company/ Organization \_\_\_\_\_

Location/s of the internship (plant/department, office): \_\_\_\_\_

Address \_\_\_\_\_ Postal code \_\_\_\_\_

City \_\_\_\_\_ Area \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Business number \_\_\_\_\_

Time spent on business premises \_\_\_\_\_

Length of training period: number of months from \_\_\_\_\_ to \_\_\_\_\_

Tutor (indicated by the Rome University of Fine Arts)  
\_\_\_\_\_

Tutor / Company representative (indicated by the hosting company)  
\_\_\_\_\_

Insurance policies

- Civil liability policy n. M04005394/03 company FONDIARIA – SAI
- Accident insurance INAIL, n. 20301919/32

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Objectives and methods of training

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Benefit

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Obligations of the trainee

- To follow the instructions of the tutor/s and to refer to him/her for any organizational need or any other occurrence;
- To respect the obligations of confidentiality regarding production processes, products or other information about the company the trainee becomes aware of, during and after the training period;
- To comply with regulations and internal directives of the Company/Organization and with the rules of hygiene and safety;
- To comply with the additional obligations and duties under this Agreement between the RUFA and the hosting Company / Organization.

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Rome (date), \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Signature of trainee for acknowledgment and acceptance

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Stamp and signature  
RUFA – Rome University of Fine Arts

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Stamp and signature  
of the hosting Company / Organization

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