**INTERNSHIP TRAINING PROGRAMME [Ref: Training Programme]**

APPENDIX 1 to Agreement **USAL/nnnn** Signed on DD/MM/YYYY

Educational Cooperation Agreement for External Academic Practice (Internship) for students of the

University of Salamanca and

**NAME OF RECEIVING ORGANIZATION**

**[Name and surnames of student]** with Fiscal ID No **[fiscal ID Number]** } (telephone {STUDENT PHONE};

e-mail {e-mail STUDENT}), student of [degree course] in the academic centre [Faculty, College, School,, etc.], will carry out academic practice (internship) corresponding to the Internships program or call [program or call] in the Receiving organization [Name of Receiving Organization where the student will carry out his/her internship], with Company or Personal fiscal ID No. [Company or Personal fiscal ID No.].

**DESCRIPTION OF THE INTERNSHIP POSITION**

**Mode:** presential / semi-presential / non presential

**Place:**

[Name of Department, Section, Office, etc.]

[Address: (Street, Postal Code, Town, Province]

**Dates of the internship:** from [DD/MM/YYYY] to [DD/MM/YYYY], inclusive.

**Duration:** [number] days/hours/months

**Schedule:**

**Academic modality**: Extracurricular / curricular (Subject called Internship: code, name and ECTS credits assigned)

**Study Aid**: NO / [Amount] [per month/ total] to be paid by the Receiving Organization / text explaining the form of payment when it comes from a third party according to the rules of the call for aid]

In the case of paid internships, both the payer and the recipient of the scholarship or study aid must meet the obligations established by current legislation in terms of Social Security or tax.

When applicable according to current Spanish regulations, the University of Salamanca assumes compliance with Social Security obligations, in the case of **unpaid curricular external academic internships (mandatory and optional)**, included in curricula aimed at obtaining official bachelor's, master's and doctoral degrees, as well as those aimed at obtaining a university-specific degree.

**Supervisors of the internship**

* Supervisor at the Receiving Organization:
	+ Name and surnames
	+ Phone and email
* Academic Supervisor:
	+ Name and surnames
	+ Phone and email

**Activities and tasks**

List of activities and tasks the intern is expected to perform

 Task 1

 Task 2

 Task….

**Educational objectives and professional skills**

List of educational objectives and professional competences (generic and specific) that the student will acquire or exercise

 Competence 1

 Competence 2

 Competence….

**NON-DISCLOSURE AGREEMENT:** The student intern undertakes the obligation to maintain professional confidentiality in regard to any information internal to the Receiving organization that he or she has access to during the internship and subsequently.

**SAFETY AND HYGIENE**: The collaborating entity and the trainee undertake to comply with the norms, protocols and security and hygiene measures that, ordinarily or extraordinarily, are applicable in the entity for its workers.

**ACCIDENT AND CIVIL LIABILITY INSURANCE:** Current accident and civil liability policies signed by the University of Salamanca available at <https://www.usal.es/contratacion-de-seguros>.

The individuals whose signatures appear below declare their agreement with and acceptance of the training programme and the details of the internship, under the Agreement [USAL/No.] signed between the University of Salamanca and [Name of Receiving Organization] in order to complete this student’s training, according to the prevailing legislation.