

MASTER'S DEGREE

MOLECULAR BIOTECHNOLOGY

INTERNSHIP BOOKLET

a.y. _____ / _____

Student data

Surname and Name _____

Date of Birth _____ Place of Birth _____

ID NR. _____

Mobile _____

e-mail _____

Academic Tutor Data / Thesis Supervisor Data

Professor _____

Telephone Nr. _____

e-mail _____

Signature _____

Partner data

Partner premises Name: _____

Owner or Manager: _____

Site Address: _____

Telephone nr.: _____

E-mail: _____

Professional Tutor Name and Surname:

Doctor _____

Signature _____



Date	Entrance Hour	Exit Hour	Total Hrs	Topics Covered*	Professional Tutor Signature

STUDENT SIGNATURE

INTERNSHIP TIME FRAME

DATE OF START: _____

DATE OF END: _____

INTERNSHIP TOTAL HOURS PERFORMED **: _____

****Total hours performed must be a minimum of 50 hrs**

PROFESSIONAL TUTOR REPORT (HOSTING PARTNER)

FINAL JUDGEMENT ON THE TRAINEE (filled in by <u>Professional Tutor</u> ONLY AT THE END OF THE INTERNSHIP)
Attendance and Punctuality: _____
Involvement and Interest: _____
Any lack in the training didactic preparation: _____
Any excellences in the training didactic preparation: _____

Overall judgment	INSUFFICIENT	SUFFICIENT	DISCREET	GOOD	VERY GOOD
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Professional Tutor Signature: _____

Date _____

Partner Stamp

STUDENT REPORT

Difficulties encountered, redesign needs, unforeseen opportunities in the beginning: _____

Partner Tutor Support: _____

General evaluation: _____

More: _____

Date _____

Student Signature

ACADEMIC TUTOR NOTES (THESIS SUPERVISOR)

Difficulties encountered, redesign needs, unforeseen opportunities in the beginning: _____ _____	
Partner Tutor Support: _____ _____	
General evaluation: _____	
More: _____ _____	
Remarks: _____	

Date _____

Academic Tutor Signature

Accidents at work: INAIL – Gestione per conto dello Stato – T.U. n.1124/1965 - PAT INAIL 99992000

Accident Policy: Compagnia POSTE ASSICURA SPA – Polizza n. 79910 – scad. 31.08.2026

RCT Policy: Insurance Company AXA ASSICURAZIONI – Policy nr. 407407904 – expiring date 31.08.2026

RSMO Policy for outgoing subjects – EUROP ASSISTANCE Company – Policy nr. 40001q – expiring date 31.08.2026

The Trainee has to:

- Perform the activities according to the educational project by respecting timetables and rules agreed in the project itself and respecting work environment;
- Follow Tutor indications and refer to them for any organizational need or else;
- Follow the norms as far as hygiene, health and safety is concerned on work places;
- Should the internship take place at private subjects, it is necessary to stick to the confidential agreements on the production process, on the products and other info regarding the partner both during the internship and after that;
- Should the internship take place at public subjects, it is necessary to stick to the Office Secret Policy according to the rules of each single system and not to use them for private purpose.

The Trainee cannot cover activities different from educational goals included in the project nevertheless committed into working activities for which it is not necessary a training time period. The Hosting Subject can neither use the Trainee to replace the working staff which is under disease mode, accident, maternity or holidays nor can the Trainee be used to face periods of more intense seasonal activity where under normal circumstances they would go for workers employment with time limited contract, nor can the Trainee be used to occupy positions necessary to the company organization. Trainee timetable cannot exceed the one specified in the national contract applied to the hosting subject and it is performed during the day hours.