

IASP Internship Agreement

Only to be signed as and when the application is approved by IASP.

Please note that as the internship will take place in Spain, the official agreement to be signed will be in Spanish. This version in English has been prepared in order to aid your understanding.

The undersigned,

1. **International Association of Science Parks and Areas of Innovation** located at 35 calle Marie Curie, 29590 Campanillas, Malaga (Spain) and with VAT number ES G29758240, hereinafter to be called **IASP**, represented by its Director General, Mr. Luis Miguel Sanz Irles.
2. Mr./Ms. (replace by name & surname of applicant for the internship), domiciled at (replace by full address of the applicant for the internship) and passport number , hereinafter to be called the intern.
3. The (replace by name of University or HEI sending the applicant), located in (replace by city/country), hereinafter to be called the intermediary organisation, and represented for this purpose by Mr./Ms. (replace by name and position).

Declare

That IASP is willing to provide the opportunity for the intern to gain professional experience for a limited period of time, enhancing the knowledge and experience obtained by said intern at the (replace by name of intermediary organisation).

That the intern wishes to undertake this training and professional experience opportunity under the specifications to which this agreement is subject, as detailed in the articles 1-14 on the following pages.

That the intermediary organisation knows the intern and believes that he/she is suitable for this position.

Thus agreed,

in Malaga

date .

Luis Sanz

IASP Director General

Intern

*(Replace by name of representative
from the intermediary organisation & name
of the intermediary organisation)*

This agreement is subject to the following articles:

Art. 1

The internship shall commence on the 1st of September 2016 and terminate on the 31st of August 2017. If the internship is incorporated in number of credits to the academic file of the student, please indicate its number: *(fill out as appropriate)*.

Art. 2

The intern's training project shall fit the main duties included in the internship scheme.

Among other things, the Intern will collaborate in *(brief task description to be added once the intern is selected)*.

The specific tasks to be carried out by the intern will be assigned at the beginning of the internship according to the intern's profile and after a meeting with the IASP Chief Operations Officer. A small percentage of tasks might also be assigned in order to support the IASP Administrative staff.

Art. 3

Ms. Ebba Lund, Chief Operations Officer and with NIE no. XXXXX, will be the official tutor and will supervise the intern's activities at the IASP Headquarters.

Art. 4

1. The intern shall observe the existing rules and regulations or instructions as applied to other staff at the IASP Headquarters, as well as refrain from any unsafe conduct or action.
2. IASP is justified in terminating the internship period immediately, if according to IASP the existing rules and regulations, or instructions are not being observed satisfactorily.

Art. 5

The working timetable will be 30 hours per week, according to the schedules indicated in the document "Internship information".

Art. 6

The intern is obliged to inform IASP in case of non-attendance, providing sufficient justification for such fact.

Art. 7

1. The intern will receive a total monthly study grant of 500 EURO, to be paid the last working day of each month.
2. The intern must cover his/her own expenses such as transportation to and from the IASP headquarters, meals, language courses, accommodation and any other private expenses, as well as the travel expenses to and from his/her home city to Malaga.

Art. 8

The intern is entitled to 22 holiday days.

Art. 9

The intern must protect the confidentiality of all IASP internal matters.

Art. 10

The intern shall hand over all IASP correspondence, properties, materials, etc. related to the IASP management at the end of his/her internship period.

Art. 11

IASP will not be held responsible for damage or personal injury which the intern may suffer at the IASP premises or in the execution of his/her duties, beyond the liabilities covered by the personal accident insurance provided by IASP to these effects.

Art. 12

The intern shall hold medical insurance to cover eventual medical emergencies or medical assistance needs during his/her stay in Spain.

Art. 13

IASP needs to process information about staff and interns for administrative and legal reasons. By applying for this internship position and by submitting any personal data, the intern is thereby giving consent for that data to be held and processed for the stated purpose(s). This data will not be shared with any other organisations other than IASP. IASP may only disclose personal information upon request from a court in Spain or any other member state of the European Union.

In the event that the intern should have any questions regarding the privacy policy or would like to exercise their data protection rights (access, rectification, cancellation and opposition) please contact iasp@iasp.ws.

Art. 14

The resolution of any disputes or conflicts will take place in court, in Malaga, Spain.
