

## 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 only 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 Chief Executive Officer, Ms. Ebba Lund.
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 .

Ebba Lund

IASP CEO

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 xxxxx (*date*) and terminate on the xxxxx (*date*). 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 Director of XXXX. A small percentage of tasks might also be assigned in order to support the IASP Administrative staff.

### **Art. 3**

Ms. Alicia Shelley, Director of Partnerships & Operations **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 550 EUROS, to be paid in arrears between the 1<sup>st</sup> and the 5<sup>th</sup> 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 XX working days of holiday.

### **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**

Any basic medical incidents or needs will be covered by the Spanish state healthcare (social security). IASP will not be held responsible for damage or personal injury which the intern may suffer at the IASP premises incurred carrying out activities beyond the execution of his/her regular duties.

**Art. 12**

If they so choose, the intern may hold medical insurance to cover eventual additional 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](mailto:iasp@iasp.ws).

**Art. 14**

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

**Art. 15**

Compliance with this contract is subject to the intern having obtained the necessary visas and legal documents, at the agreed start date, to allow him/her to carry out his/her tasks at the IASP headquarters in accordance with current Spanish law.

Any expenses incurred by the intern to obtain the visa or other legal documents necessary will be at his / her expense. The IASP will not cover any expenses that may arise in relation to such documents.

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