## **INTERNSHIP PROGRAMME CHANGE FORM**

## **To be sent to the Interuniversity Relations Office of SAA S.c.ar.l. fax n. +39 11 6399284 - e-mail address: cristina.**[**ragionieri@unito.it**](mailto:ragionieri@unito.it) **- stage.saa@unito.it**

*To Cristina Ragionieri*

*Interuniversity Relations Office*

*SAA S.c.ar.l*

*Via Ventimiglia, 115*

*10126 Torino - Italy*

HOSTING BODY: ..…………………...…...................………………………………….................................................

TEL/FAX/E-MAIL ADDRESS: ……………………………....………………………………………………….……...

COMPANY TUTOR: …………………………...…….................................…………………………………….……...

INTERN’S NAME: ……………………………...……….…………………………………….…………………………

DEGREE COURSE ………………………………………………………...…………………………………….…….....

INTERN’S TEL./E-MAIL ADDRESS ……………………………………………………………...………………….…

INTERNSHIP N. …………………..

ADDRESS WHERE INTERNSHIP WILL TAKE PLACE ……………………………………………………………….....................................………………….…………...…...

The hosting body and intern agree to:

□ ***EXTEND*** THE INTERNSHIP BY N. …..… MONTHS (FROM ……………..…. TO ………….….)

(write any changes to the educational and orientation project)[[1]](#footnote-1)

□ ***TERMINATE*** THE INTERNSHIP ON …………………………..………….......................................................

BECAUSE ……………………………................................................………………..…………………….....…

□ ***INTERRUPT*** THE INTERNSHIP FROM ……………… TO ……...………………………………

BECAUSE ……………………………................................................………………..…………………….....…

□ ***CHANGE*** THE EDUCATIONAL AND ORIENTATION PROJECT AS FOLLOWS (hours, transfers[[2]](#footnote-2), etc): .…………………………………………………………………………………………………….………………

□ ***HIRING OF INTERN*** FROM ………………………............................................................…………….…….

TYPE OF CONTRACT: ……………………...………………………………………………............………….

For the Hosting Body The intern

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1. Write the main changes concerning: company tutor, place and hours of the internship, facility, objectives. You are required to inform the Interuniversity Relations Office about any changes at least 7 days before. [↑](#footnote-ref-1)
2. The intern travels together with reliable personnel of the company, by public transportation or by company vehicles. The intern is not allowed to drive. [↑](#footnote-ref-2)