



Università
Ca' Foscari
Venezia



Survival Kit Erasmus + for traineeship 2023/2024 A.Y.



*Settore Tirocini Estero
(Internships Abroad Unit)
www.unive.it/stage-estero*



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SAFETY MEASURES COURSE

it is necessary to attend the online 4-hour safety measures training course, which is compulsory for internships in Italy and abroad.

We will assign it to you via email.

We advise you to save the certificate, which could be useful for other work experiences/internships.



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Documents to fill in:

Confirmation of arrival

To be sent in pdf. format via
email to
erasmus.placement@unive.it
on the first day of internship



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Declaration of responsibility

**You'll find it among the Documents for
the Erasmus+ for traineeship 2023-2024
at the webpage**

<https://www.unive.it/pag/17148/>

**To be filled in and uploaded in pdf. via
Google form together with the LAT and
the other required docs**



Some useful links for your traineeship:

Europe Direct Venezia – Transnational Mobility Unit:

<https://www.comune.venezia.it/it/content/mobilit-transnazionale> (IT)

<https://www.comune.venezia.it/en/content/transnational-mobility>(EN)

Eurodesk Italy: <https://www.eurodesk.it/> (IT)

**European Youth Portal : https://europa.eu/youth/home_it (IT)
https://europa.eu/youth/home_en (EN)**

**European Solidarity Corps: https://europa.eu/youth/solidarity_it (IT)
https://europa.eu/youth/solidarity_en (EN)**

Eures: <https://ec.europa.eu/eures/public/it/homepage> (IT)

Stage4Eu: <https://stage4eu.it/> (IT)

These links are provided by Europe Direct Venezia which is an office of the Venice municipality working also as a Eurodesk point. They can give to the interested students a consulting service for opportunities of internship in Europe.



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**Remember to
modify your study
plan for
supernumerary
credits in case
you need them!!!**



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PROCESS FOR ACTIVATING THE TRAINEESHIP WITH ERASMUS +

STEP 01

SETTING UP THE AGREEMENT BETWEEN THE HOST COMPANY AND CA'FOSCARI AND INPUTING THE TRAINEESHIP INTO OUR DATABASE

STEP 02

FILLING IN THE LAT – LEARNING AGREEMENT FOR TRAINEESHIPS

STEP 03

SENDING THE BANK ACCOUNT DETAILS AND THE LAT THROUGH GOOGLE FORM

STEP 04

SIGNING THE FINANCIAL CONTRACT, CONFIRMATION OF ARRIVAL, GRANT (SCHOLARSHIP) DISBURSEMENT

STEP 05

DURING THE MOBILITY

STEP 06

FINAL DOCUMENTS



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STEP 01
AGREEMENT
AND INPUT OF THE TRAINEESHIP
INTO OUR DATABASE



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To start the agreement procedure,
please inform the host partner to visit
the following page:

<https://www.unive.it/pag/17213/>

Internships abroad

The Internships Abroad Unit deals with the organization and management of international internships for all students enrolled in bachelor's, master's and PhD degree programmes as well as for alumni who have graduated in the past 12 months, including traineeships funded by the European Erasmus+ programme.

The Service is also responsible for the promotion of internships, search for partner companies and all the administrative aspects linked to the setting up and management of internships abroad. It also organizes recruiting events and seminars to enhance the employability of its beneficiaries.

Contacts and
reservations

→ Internships Abroad



Career Service for Employers

2.08 M



The host partner will have to register and follow the instructions to draw up the agreement. The document must be finalized at least one month before your departure

How to liaise with Ca' Foscari University of Venice

- Visit the web-page [Internship: company section](#) and select "Sign-in"
- Register your company by filling in the blanks
- Wait for the email containing the access key to log-in. Please write down your credentials to access your Company Area. In this way, you will be able to publish your offers for internships abroad, manage the internship documentation, etc.
- **To post an internship offer:** click on the section "Internship offers". Fill in the relevant form specifying all the required details, and click on Submit to send us the offer. After checking the contents, we will validate it, in order that our students and/or recent graduates send you their CV for a proper assessment.
- **To draw up the agreement:** the document is compulsory to set up traineeships abroad, in case the host partner is not affiliated to the University. You will have to fill in the relevant form and click "Submit". You will obtain a file corresponding to the Agreement Proposal, which must be downloaded and signed.

- **Attention**

The file Agreement Proposal is in PDF/A format and must be digitally signed. Please note that we only accept the following certified digital signature formats: pades (.pdf) and cades (.pdf.p7m)

We will not accept in any case:

- Handwritten signatures
- Scanned signatures
- Signatures pictures (for example, jpg)

- Please carefully read the "Host Partner Obligations", which you can download here below, and will be sent to you after countersigning the agreement.

- **Attention**

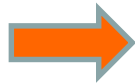
In case you do not have the certified digital signature formats pades and/or cades, you will have to print out the file Agreement Proposal. Your Legal representative will have to sign it manually and then send it by registered post or express courier to Università Ca' Foscari Venezia, Ufficio Career Service - Settore Tirocini Estero, Dorsoduro 3246 - 30123 Venice, Italy.



TRAINEESHIP INPUT INTO THE DATABASE

Once the agreement is set up,
you need to register your internship in our database.
To do this, you will have to:

- Go to your Personal Area (Area Riservata Studenti)
- Check the Section Internship Abroad and click on



➔ Setup and management of
traineeships abroad [ENG]

This step is essential for the credits (cfu) recognition and more generally to start the internship.

REMEMBER: Just fill in this form but DO NOT print and DO NOT sign the documents obtained.

You will only need to use official E + documents for your internship (LAT and Attendance register).



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STEP 02
LAT –
LEARNING AGREEMENT FOR
TRAINEESHIP



INTERNSHIP MODES

Internships can take place in the following modes:

PHYSICAL which means an internship carried out entirely in person at the host partner.

The grant finances the first 3 months (min. length: 2 months).

BLENDED – which means internship that combines a physical part with a virtual period carried out in Italy.

The grant finances the first 3 months (min. length: 2 months) of the “physical” internship.



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To start the procedure go to the following page:


www.unive.it/stage-estero

selecting the English language

Then go to the section



List of funded internships

and click on  Erasmus+ for traineeship



List of funded internships

The following programmes offer a mobility grant, whose details and requirements are explained in the relevant call for applications of each project.

We invite you to check the [following chart](#) which includes the degree programmes requiring specific preconditions to carry out a traineeship. Please read it carefully and contact the relevant Campus in case of any doubt.

▼ Colgate

^ Erasmus+ for traineeship

- **Activity:** internship in institutions and companies
- **Where:** Europe
- **Recipients:** students

Participate in a traineeship in Europe

The Erasmus+ traineeship programme gives to the students the opportunity to undertake a funded traineeship in various types of organization that have agreements with Ca' Foscari and are located in various EU countries.

Three months (whole and continuous) of internships are financed with different monthly amounts depending on the host country, as indicated in the call.

Who is the Programme intended for

The program is conceived for students enrolled in 1st and 2nd cycle degree courses or doctoral students. It will also be possible to get the scholarship with the status of recent graduate, applying as "graduand" applying during the last year of enrollment and being selected as winner prior to graduation.

How to participate

To participate, please read the call for applications hereby attached.



[Call for applications a.y. 2023/2024](#)

398 K

Documents for Erasmus+ for traineeship - a.y. 2023/2024 beneficiaries

The winners of Erasmus+ for traineeship Programme grants should fill in the following form and submit to Internship Abroad Unit a set of Documents indicated below.

- [Winners of the 1st call](#)



List of funded internships

The following programmes offer a mobility grant, whose details and requirements are explained in the relevant call for applications of each project.

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398 K



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ATTENTION!

- ✓ VERIFY THAT THE DATES THAT YOU INSERT CORRESPOND TO WHOLE MONTHS USING THE GRANT CALCULATOR ON THE WEBSITE AND INCLUDE THE MODE OF YOUR INTERNSHIP.
- ✓ REMEMBER THAT WE ONLY PAY UP TO THREE WHOLE MONTHS.
- ✓ INTERNSHIPS MUST START BETWEEN 05/02/24 AND 30/04/24

Fill in with your laptop respecting the original Word format then upload it in pdf!

Higher Education:
Erasmus+
Learning Agreement form
Student's name
Academic Year 2023/2024

Erasmus+ Learning Agreement Student Mobility for Traineeships¹

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ²	Gender [Male/Female/ Undefined]	Level of education (EQF level) ³	Field of education ⁴
Beneficiary organisation ⁵	Name	Faculty/ Department (if applicable)	Erasmus code ⁶ (if applicable)	Address	Country	Contact person name ⁷ ; email	
Sending Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email	
	Università Ca' Foscari Venezia	Career Service	I VENEZIA 01	Dorsoduro 3246 – 30123 Venice	Italy	Roberta Borgotti – Head of Internships Abroad Unit erasmus.placement@unive.it	
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ⁸ name; position; email	Mentor ⁹ name; position; email
					<input type="checkbox"/> ≤250 employees <input type="checkbox"/> > 250 employees		

4-digit retrievable from the file ISCED for LAT

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation
Planned period of the physical component: from [day/month/year] to [day/month/year]
If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]



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Venezia



Higher Education Learning Agreement for Traineeships

Fill in with your laptop respecting the original Word format and upload it in pdf.!

Table B - Sending Institution					
Please use only one of the following boxes: ⁹					
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:					
Award ECTS credits (or equivalent) ¹⁰					
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).					
2. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:					
Award ECTS credits (or equivalent): No					
Accident insurance for the trainee					
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes			The accident insurance covers: - accidents during travels made for work purposes: Yes - accidents on the way to work and back from work: Yes		
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes					
Table C - Receiving Organisation/Enterprise					
PRIMA DI COMPILARE VERIFICATE CON L'ENTE QUESTE INFORMAZIONI.					
VI VERRA' RICHIESTO DI INDICARE SE L'ENTE VI FORNISCE:					
- UN ULTERIORE COMPENSO ECONOMICO					
- ULTERIORI CONTRIBUTI (AD ESEMPIO BUONI PASTO, MENSA, ABBONAMENTO MEZZI DI TRASPORTO)					
- UN'ASSICURAZIONE AGGIUNTIVA OLTRE A QUELLA DI CA' FOSCARI PER INFORTUNIO SUL LAVORO E RESPONSABILITA' CIVILE					
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, amount (EUR/month):			
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, please specify: ...					
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>			The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>					
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.					
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.					
By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).					
Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ¹¹ at the Sending Institution			TUTOR UNIVERSITARIO		
Supervisor ¹² at the Receiving Organisation			TUTOR AZIENDALE		



REMINDER

The **host company tutor** is the person responsible for your internship within the company.

The **academic tutor** is the professor responsible for the internships for your course of study if designated. In case it is not, it can be a professor member of the teaching committee or the professor of a subject related to the activities that you will carry out during the internship, or your thesis supervisor.



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STEP 03

**SENDING THE BANK ACCOUNT
DETAILS AND THE LAT THROUGH
GOOGLE FORM**



The Google Form

List of funded internships

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∨ Colgate

∧ Erasmus+ for traineeship

- **Activity:** internship in institutions and companies
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- **Recipients:** students

Participate in a traineeship in Europe

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Three months (whole and continuous) of internships are financed with different monthly amounts depending on the host country, as indicated in the call.

Who is the Programme intended for

The program is conceived for students enrolled in 1st and 2nd cycle degree courses or doctoral students. It will also be possible to get the scholarship with the status of recent graduate, applying as "graduand" applying during the last year of enrollment and being selected as winner prior to graduation.

How to participate

To participate, please read the call for applications hereby attached.



[Call for applications a.y. 2023/2024](#)

398 K

Documents for Erasmus+ for traineeship - a.y. 2023/2024 beneficiaries

The winners of Erasmus+ for traineeship programme grants should fill in the following form and submit to Internship Abroad Unit a set of Documents indicated by

- [Winners of the 1st call](#)





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Venezia

Sezione 1 di 6

DOCUMENTI ATTIVAZIONE Erasmus+ per tirocinio - Vincitori bando A.A. 2023/2024

ACTIVATIONS DOCUMENTS Erasmus+ for traineeship - winners 2023/2024 A.Y.

Con il seguente form il vincitore del programma finanziato Erasmus+ per tirocinio, per l'anno accademico 2023/2024, comunica le proprie coordinate bancarie ai fini dell'accredito della borsa spettante e allega i documenti richiesti ai fini dell'attivazione del tirocinio.

Per la procedura e le tempistiche di attivazione, si prega di fare riferimento ai file presenti qui <https://www.unive.it/pag/11694> > Documentazione Vincitori a.a. 2023/2024

With the following form, the winners of the Erasmus + for traineeship programme of the academic year 2023/2024, communicate their bank account details in order to receive the grant and attach the required documents in order to activate the internship.

For the activation procedure and timings, please refer to the files downloadable at the webpage <https://www.unive.it/pag/17148/>> Documents for Erasmus+ for traineeship - 2023/2024 A.Y. beneficiaries



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Sezione 2 di 6

ANAGRAFICA / PERSONAL DATA



Descrizione (facoltativa)

MATRICOLA / ID NUMBER *

Testo risposta breve

COGNOME / SURNAME *

Testo risposta breve

NOME / NAME *

Testo risposta breve

STATUS (during the internship) *

- Studente / Student
- Laureato / Recent graduate

ANNO DI CORSO (solo per studenti) / Year of study (only for students) *

- 1
- 2
- 3
- fuori corso / outside the expected study course length

CODICE FISCALE (in lettera maiuscole) / TAXPAYER'S CODE (in capital letters) *

Testo risposta breve

Sono risultato vincitore del: / I am winner of the: *

- Programma Erasmus+ per Tirocinio A.A.2023/2024 / Erasmus+ for traineeship programme 2023/2024 a..



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COORDINATE BANCARIE / BANK ACCOUNT DETAILS



L'inserimento del nome della banca e dell'IBAN è obbligatorio per gli studenti che effettuano interamente o una parte del tirocinio all'estero. Si ricorda che l'importo mensile della borsa Erasmus+ per tirocinio di cui alla presente selezione, varia in base al Paese di destinazione e del relativo costo della vita, come stabilito dall'Unione Europea. Qui di seguito gli importi:

Gruppo 1

(costo della vita alto)

500 €/mese

Danimarca, Finlandia, Islanda, Irlanda, Liechtenstein, Lussemburgo, Svezia, Norvegia

Gruppo 2

(costo della vita medio)

450 €/mese

Austria, Belgio, Cipro, Germania, Francia, Grecia, Spagna, Paesi Bassi, Malta, Portogallo

Gruppo 3

(costo della vita basso)

400 €/mese

Bulgaria, Croazia, Estonia, Lettonia, Lituania, Macedonia del Nord, Polonia, Romania, Serbia, Slovacchia, Slovenia, Repubblica Ceca, Turchia, Ungheria

Entering the name of the bank and the IBAN is mandatory for all the students completing an internship abroad or part of it. Please note that the monthly amount of the Erasmus+ for traineeship grant varies according to the country of destination and the relative cost of living, as established by the European Union.

The amounts are the following:

Group 1

(high cost of living)

500 € / month

Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden

Group 2

(average cost of living)

450 € / month

Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Holland, Malta, Portugal

Group 3

(low cost of living)

400 € / month

Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey

DATA INIZIO TIROCINIO / INTERNSHIP START DATE *

Si ricorda che lo stage deve iniziare tra il 05/02/2024 e il 30/04/2024 / Please note that the traineeship must start between 05/02/2024 and 30/04/2024



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MODALITÀ / MODALITY *

MISTA / BLENDED

FISICA / PHYSICAL

N. MESI (nel caso di modalità blended specificare quanti da remoto e quanti in presenza) / N. *
OF MONTHS (in the case of blended mode, specify how many from remote and how many in
the physical office)

Testo risposta breve
.....

NOME DELLA BANCA / NAME OF THE BANK

Testo risposta breve
.....

CODICE IBAN / IBAN CODE

ATTENZIONE!!! Gli studenti dovranno obbligatoriamente indicare il codice Iban della Carta Conto
dovrà essere precedentemente attivata. I neo-laureati invece potranno utilizzare la Carta Conto già
oppure fornire gli estremi bancari di un conto corrente di cui risultino intestatari o co-intestatari. Il pagamento
sarà erogato previa ricezione della confirmation of arrival il primo giorno di stage.

ATTENTION!!! Students must indicate the Iban code of the University's Account Card (Carta conto), which must
be previously activated. Recent graduates, alternatively, can indicate the already activated University's Account
Card or provide the bank account details of an account of which they are holders or co-holders. The grant will
be then paid after receiving the confirmation of arrival the first day of traineeship.

Testo risposta breve
.....



IMPORTO TOTALE DELLA BORSA ERASMUS+ / TOTAL AMOUNT OF THE ERASMUS +
SCHOLARSHIP *

Moltiplicare il contributo mensile (cioè 500 o 450 o 400 Euro in base al Paese di destinazione) per il numero di
mesi di mobilità. Attenzione i mesi finanziati sono al massimo 3! / Multiply the monthly contribution (i.e. 500
or 450 or 400 Euros depending on the country of destination) by the number of months of mobility. Attention,
the financed months are a maximum of 3!

Testo risposta breve
.....

CAUSALE *

Borsa Progetto Erasmus + per Tirocinio a.s. 2023/2024

ATTENTION!!!

**IF YOU ARE A
STUDENT, ACTIVATE
THE FRIULADRIA
ACCOUNT CARD
NOW!
OTHERWISE WE
WILL NOT BE ABLE
TO PAY YOU THE
GRANT**



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Sezione 4 di 6

ALLEGA_LAT (Learning Agreement for Traineeships) / LAT (Learning Agreement for Traineeships) Upload

ATTENZIONI: Il LAT deve recare tutte e 3 le firme richieste ovvero quelle del tirocinante, del tutor aziendale e del tutor universitario. Va allegato come unico file pdf. / ATTENTION! The LAT must bear all 3 required signatures, this means the trainee's, the host company tutors' and the academic tutors' ones. The file must be attached as a single pdf file.

LAT-BEFORE THE MOBILITY *

Aggiungi file

Visualizza cartella

Dopo la sezione 4 Continua alla sezione successiva

Sezione 5 di 6

CARICAMENTO FILE DICHIARAZIONE DEI DOVERI DEL TIROCINANTE (Declaration of responsibility) / Upload of the intern's Declaration of responsibility

E' obbligatorio caricare il file indicato come Declaration of responsibility alla pagina <https://www.univie.it/gpg/11894/> / It is mandatory to upload the file indicated as Declaration of responsibility downloadable at the webpage <https://www.univie.it/gpg/17148/>

Allegare Declaration of Responsibility / Declaration of responsibility upload *

Aggiungi file

Visualizza cartella

Dopo la sezione 5 Continua alla sezione successiva

Sezione 6 di 6

DISPOSIZIONI FINALI E CONSENSI / FINAL PROVISIONS AND CONSENT

Descrizione (facoltativa)

Il richiedente dichiara di essere consapevole che: / The applicant declares to be aware that: *

- I dati inseriti saranno trattati ai sensi e per gli effetti del Regolamento (UE) 2016/679 (GDPR), recante il R...
- se il beneficiario non riuscirà comunque a partire indipendentemente dal motivo, dovrà restituire la borsa...

Il richiedente, inoltre, dichiara di essere a conoscenza che: / Furthermore, the applicant declares to be aware that: *

- la durata minima finanziabile per lo stage Erasmus+ è pari a 2 mesi interi e continuativi / the minimum d...
- lo stage è finanziato secondo le modalità e le tempistiche previste dal bando di selezione / the Internshi...
- in caso di ente nuovo, è obbligatoria la stipula della convenzione secondo le indicazioni fornite dallo staf...



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STEP 04

- SIGNING OF THE FINANCIAL CONTRACT
- CONFIRMATION OF ARRIVAL
- GRANT DISBURSEMENT



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SIGNING OF THE FINANCIAL CONTRACT

Once we receive the LAT and your bank account details, we will verify that everything has been properly filled in and consequently we will prepare the **financial contract** that will be sent via e-mail **exclusively** to the mail address studentIDnumber@stud.unive.it.

(if you are a recent graduate and your academic email account has been disactivated please promptly inform us)

The winner has 30 days before departure to print it, sign it and send it us a scanned copy via email at erasmus.placement@unive.it

The students must keep the hard copy.



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**READ THE FINANCIAL CONTRACT
CAREFULLY BEFORE SIGNING IT!**
If you notice any discrepancy or misprint
tell us, we will correct them...

TO ERR IS HUMAN;)



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PRE-DEPARTURE LINGUISTIC TEST

It will be possible to benefit from linguistic training and other courses through the community platform

<https://academy.europa.eu/>

We will provide you with further details by email!








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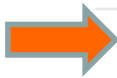
CONFIRMATION OF ARRIVAL

Documents for Erasmus+ for traineeship - a.y. 2023/2024 beneficiaries

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- [Winners of the 1st call](#)

	ISCED Fields of Education for LAT	316 K
	Declaration of responsibility	81 K
	Learning Agreement for Traineeships 2023/2024	341 K
	Attendance Register	184 K
	Confirmation of arrival	1.82 M





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CONFIRMATION OF ARRIVAL



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ERASMUS+ for Traineeships --- CONFIRMATION OF ARRIVAL

The host organisation (Name of the organisation) _____

in the person of the tutor (Last name/First name) _____

hereby confirms that

the trainee (Last name/First name) _____

from the sending institution UNIVERSITA' CA' FOSCARI VENEZIA- I VENEZIA01 has started his/her traineeship which will be carried out in the following mode:

<input type="checkbox"/> 1. PHYSICAL The traineeship will entirely take place at the host organization premises starting on (dd/mm/yyyy): _____
<input type="checkbox"/> 2. BLENDED The traineeship will take place partially From remote, from Italy, from _____ to _____ (dd/mm/yyyy), without any Erasmus financial support And In physical mode, from _____ to _____ (dd/mm/yyyy) at the host organization premises

Date: _____

Trainee's signature	Tutor's signature	Host organization stamp (if available)

On the first day of your traineeship, you will need to fill in this document and send it in pdf. format by email to our address erasmus.placement@unive.it



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GRANT DISBURSEMENT

The grant will be paid within approximately 30 days from sending to us the “Confirmation of arrival”.

WARNING! In the event of a delay in the delivery of the documentation, the payment of the grant may not be guaranteed within the established time.

WARNING!

Should you not start the planned internship, the grant received must be returned.



P.S.

Before leaving check that they are valid and **not expired**:

- TEAM card (health insurance card or electronic health card with tax code)
- Identity card

We remind you that the agreement signed with Ca 'Foscari covers against accidents at work and civil liability.

If you have an italian citizenship, DON'T FORGET to register on the website of the Ministry of Foreign Affairs and International Cooperation DOVE SIAMO NEL MONDO

<https://www.dovesiamonelmondo.it/home.html>

CHECK if there are any restrictions/rules to enter the host country (e.g. registration with the authorities, health issues, etc.):

<https://www.salute.gov.it/portale/cureUE/homeCureUE.jsp?lingua=english>



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STEP 05

DURING THE MOBILITY



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ALWAYS CHECK THE MAIL !!!

Once you have left all communications will be via e-mail, @ **stud.unive.it**, so try to check it as often as possible.










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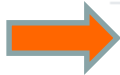
On the first day of internship

Documents for Erasmus+ for traineeship - a.y. 2023/2024 beneficiaries

The winners of Erasmus+ for traineeship Programme grants should fill in the following form and submit to Internship Abroad Unit a set of Documents indicated below.

- [Winners of the 1st call](#)

	ISCED Fields of Education for LAT	316 K
	Declaration of responsibility	81 K
	Learning Agreement for Traineeships 2023/2024	341 K
	Attendance Register	184 K
	Confirmation of arrival	1.82 M





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Ca' Foscari University of
Venice

www.unive.it/erasmus-placement

Settore Stage Estero

Dorsoduro 3246 - 30123 Venezia
Tel: +39 041 234 7565/7504/7949
Fax: +39 041 234 7954

E-mail: erasmus.placement@unive.it

ATTENDANCE REGISTER

Trainee / Intern	
Training / Internship Period	From To
Host Partner	
Tutor / Supervisor	

The intern/trainee has to arrive on time and respect the tutor's instructions and rules.

Both the intern/trainee and the tutor/supervisor have to sign the Attendance Register every working day.

It is the tutor/supervisor's responsibility to fill in the Attendance Register correctly.

Please print one page for each month.

To be filled
in for each
working day
and signed
by you and
your host
company/
institution
tutor!



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Please print one page for each month

Date	Month	From..... To..... (hrs)	Trainee/Intern's signature	Tutor/Supervisor's signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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31				



LAT During the mobility

Fill in with your laptop respecting the original Word format and send it in pdf.!

TO FILL IN DURING THE MOBILITY **ONLY IF** THERE ARE CHANGES IN THE MOBILITY DATES, MODE OF THE INTERNSHIP, ACTIVITIES OR HOST

Higher Education:
Erasmus+
Learning Agreement form
Student's name
Academic Year 2023/2024

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation
(to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving organisation)

Planned period of the mobility: from [day/month/year] till [day/month/year]

If applicable, planned period(s) of the virtual mobility: from [day/month/year] to [day/month/year]

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period (including the virtual component, if applicable):	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	





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On the Italian webpage

<https://www.unive.it/pag/11694>

There is a questionnaire to give us a feedback on your internships

Documentazione vincitori bandi a.a. 2023/2024

	ISCED Fields of Education for LAT [ENG]	316 K
	Learning Agreement for Traineeships 2023/2024 [ENG]	341 K
	Confirmation of arrival [ENG]	1.82 M
	Attendance Register [ENG]	184 K
	Declaration of responsibility [ENG]	81 K

Convenzione con nuovo ente e Progetto Formativo Online

[Invio documenti per l'attivazione del tirocinio Erasmus+ 1° bando](#)

[Questionario di metà tirocinio](#)





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Sezione 1 di 2

QUESTIONARIO DI META' TIROCINIO / INTERNSHIP'S MID-TERM QUESTIONNAIRE



B *I* U  

Compilando il presente questionario, lo stagista autorizza il trattamento dei propri dati personali ai sensi e per gli effetti del Regolamento (UE) 2016/679 (GDPR), recante il Regolamento Generale sulla protezione dei dati.
/ By filling in this questionnaire, the intern authorizes the processing of his/her personal data pursuant to and for the purposes of Regulation (EU) 2016/679 (GDPR), containing the General Data Protection Regulation.

Email *

Indirizzo email valido



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STEP 05

FINAL DOCUMENTS



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Documentazione vincitori bandi a.a. 2023/2024

	ISCED Fields of Education for LAT [ENG]	316 K
	Learning Agreement for Traineeships 2023/2024 [ENG]	341 K
	Confirmation of arrival [ENG]	1.82 M
	Attendance Register [ENG]	184 K
	Declaration of responsibility [ENG]	81 K

Convenzione con nuovo ente e Progetto Formativo Online

[Invio documenti per l'attivazione del tirocinio Erasmus+ 1° bando](#)

[Questionario di metà tirocinio](#)



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TO FILL IN AT THE END OF THE MOBILITY PERIOD AND HAND IN (or sent it in pdf. by email) TO OUR OFFICE WHEN THE TRAINEESHIP IS OVER (Warning: verify that your host company tutor will be present during the last days of the traineeship in order to sign your documents)

Higher Education:
Erasmus+
Learning Agreement form
Student's name
Academic Year 2023/2024

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation

Name of the trainee:
Name of the Receiving Organisation:
Sector of the Receiving Organisation:
Address of the Receiving Organisation [street, city, country, e-mail address], website:
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] to [day/month/year] Start date and end date of physical component: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):
Knowledge, skills (intellectual and practical) and competences acquired (achieved learning outcomes):



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LIST OF DOCUMENTS TO SEND BY EMAIL TO erasmus.placement@unive.it

- **LAT - After the mobility** filled in all its parts and signed
- **Attendance register** filled in and, if the internship requires it, with the part related to the credit recognition signed by the academic tutor (professor).

Remember that even if you have completed more hours than those recognizable for the internships (150 hours), the amount of credits recognized will be only the one indicated in your study plan.

ATTENTION: verify that the dates are the same in both documents

• **Participant's Report Receipt** (an email will arrive automatically from the system towards the end of your internship,

ATTENTION: if you have modified the final date as there could be some delays or advances in the sending)



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CONTACTS

Careers Service – Internships Abroad Unit

Email

erasmus.placement@unive.it

Tel.

+39 041 234 8139

