Your entry into the job market

The activities of the Career Service
The University Career Service

The **Career Service is the University’s service** that prepares you to enter the job market, following your ambitions and expectations. You can contact our offices to improve your **CV** and attend appointments dedicated to **career guidance** and **skills development**. The Career Service supports you in starting **internships** and organises various opportunities throughout the year to **meet and introduce yourself to companies**. The **LEI project** specifically promotes young women employability.

**ARE YOU INTERESTED IN AN INTERNSHIP IN ITALY?**

The **Career Service’s Italy Internship Department** supports you in finding and activating your internship in Italy.

**Internships in Italy**

A traineeship or internship is a period of **on-the-job training** in which you can acquire knowledge and professional skills that can be used in the labour market. It is a chance to **directly get to know the job market** that lets you develop specific **professional skills** by giving you the opportunity to experience a real workplace setting. The traineeship is not considered as an employment.

**WHERE**

In Italy at **partner organisations** (companies, non-profit organisations, cultural associations, museums and public bodies).

**HOW**

You can find an internship in Italy through:
- the offers regularly published on the notice board;
- the list of partner companies of the University;
- funded internships promoted by the office.

Once you have found the internship project, you need to make an agreement with the company tutor and the university tutor and prepare the relevant documents (agreement and training project) following the procedure described on the website.

Are you a recent graduate, master’s student or researcher?

In order to activate a ‘training and orientation traineeship’, you must produce the documents required by relevant regional regulations.

**WHEN**

**Students**
- during the period you are enrolled in the university;
- the internship period available to each student is 12 months per study cycle.

**Graduates / Master’s graduates / PhDs:**
- within 12 months after obtaining the degree;
- the internship must have a minimum and maximum duration provided for by the relevant regional law (for Veneto minimum 2 months maximum 6 months);
- interns must be paid.

**Internship projects in Italy**

Specific internship projects for students and recent graduates are published on the website, where you can apply according to the terms of each call for applications.
Cycle of meetings “Pronti, Stage, Via!”
Twice a year we promote “Pronti, Stage, Via!”, a series of meetings, divided by disciplinary area, which helps you know all about internships in Italy and abroad: by participating you will find out how to choose an internship, what opportunities it can offer, how to get in touch with companies and organisations by presenting yourself in the best possible way, and finally, how to turn it into a fundamental experience for your future work.

For further information: www.unive.it/stageitalia

DO YOU WANT TO TAKE YOUR FIRST STEPS INTO THE INTERNATIONAL JOB MARKET?

The Career Service’s International Internship Department supports you in finding and activating internships abroad as well as offering various opportunities to further your international career.

Internships abroad

International “on the job” training period. This is important to understand the logic and relation systems of the productive world in other countries, to learn about and interact with other cultures and to improve your linguistic and intercultural knowledge in order to invest it successfully in the Italian and international labour market.

WHERE
In EU and non-EU countries, at various types of partner organisations (companies and institutions, chambers of commerce, museums, international relations offices of foreign universities, NGOs, language schools, etc.).

HOW
You can find an internship abroad through:
- traineeship offers regularly published online;
- list of partner companies of the University;
- independent research.
Once the placement has been found, it must be activated by following the instructions on the dedicated website.

Internship programmes abroad

A number of programmes and projects are available in Europe and outside in various professional fields. You can apply according to the procedures set out in each call. Here are some initiatives of our Office.

ERASMUS+ TRAINEESHIP
This is a programme that lets students take an internship of 2-3 months in various types of contracted organisations in an EU country. You can also do the internship as a recent graduate by applying as an undergraduate.

WORLDWIDE INTERNSHIPS
The project lets students carry out multidisciplinary internships outside the European Union in various types of organisations.

MAECI - CRUI TRAINEESHIPS
Internship programme at Italian Diplomatic Missions abroad, managed at government level by the CRUI Foundation in partnership with the Italian Ministry of Foreign Affairs and International Cooperation - MAECI and partner Italian universities. The programme aims to supplement university education of students coming from specific Master’s degree programmes.
through direct and concrete knowledge of institutional activities carried out by MAECI.

**COLGATE PROGRAMME**
Language assistantship programme at Colgate University (Hamilton, New York State, USA), which lets you assist Italian language and literature teachers during classes and help organise seminars and events to promote Italy's culture, traditions, history, etc.

**GLOBAL INTERNSHIP PROGRAMME**
The project offers to recent graduates the possibility to do a financed internship, within 12 months after the degree, to create a «on the job» project which represents the first step into the international job market.

**CO.AS.IT PROGRAMME**
Language assistantship programme which gives the opportunity to teach Italian culture and language in Melbourne schools, assisting the teachers during lessons.

**FOCUS ON SEMINARS**
Series of seminars, organised in collaboration with our Host Partners to present the countries most requested for internships, with the purpose of introducing the organization (activities, projects, associates), the traineeship opportunity and depict the «Country system» from an economical, cultural and socio-political point of view, give information on visas, working openings and so on.

For further information: [www.unive.it/stage-estero](http://www.unive.it/stage-estero)

---

**DO YOU NEED SUPPORT IN DRAWING UP YOUR CV?**

**WOULD YOU LIKE TO FIND OUT WHAT CAREER PROSPECTS AWAIT YOU AFTER GRADUATION?**

**WOULD YOU LIKE TO GET IN TOUCH WITH COMPANIES?**

The Career Service provides you with a range of tools, services and appointments designed to help you enter the job market.

**Career Desk**
A consultancy service to help people consciously build their professional project, plan their active job search in Italy and abroad, carry out a CV check and create effective tools. The service is provided in Italian and English.

**Your CV in the Career Service database**
This is the Career Service database: fill out your CV in the reserved area so that your profile can be recommended to companies.

**Job and internship boards**
You can consult the active Internship and Job Offers in Italy by accessing the Notice Boards in the Reserved Area and sending your application.

**Workshops and seminars**
dedicated to national and international job orientation and self-entrepreneurship.
For further information: [www.unive.it/orientamentolavoro](http://www.unive.it/orientamentolavoro)

**Workshops** presenting emerging job placements and professional
figures, with the involvement experts in economy, language, science and humanities.

**Mentoring programme**

The Career Service promotes a mentoring programme: **Coltiviamoci**. Mentoring enables a manager/professional (mentor) to share his or her work experience with a Master’s degree student (mentee), who will be able to better understand and orientate himself or herself towards the job market. Through the Coltiviamoci programme, Ca’ Foscari master’s degree students can embark on a career guidance course accompanied by the experience and example of established professionals in Italy or abroad.

For further information: [www.unive.it/mentoring](http://www.unive.it/mentoring)

**Company presentations**

Meetings that give you the opportunity to get in touch with national and international companies. You send your application to a company and, if your profile is selected, you can attend the company presentation and give an interview.

**Career Day**

An event dedicated to meeting top Italian and international employers from different business industries. The Career Day is an opportunity to meet up with the companies, find out about the professional profiles they are looking for, the career opportunities and selection methods, send your CV, talk to the recruiters and give interviews.

**LEI - Leadership, Energia, Imprenditorialità (Leadership, Energy, Entrepreneurship)**

Project promoting female leadership and the role of women in the labour market through workshops for leadership development and self-entrepreneurship, traineeship projects dedicated to strategic professional industries and talks with women from different professional backgrounds.

In 2020 the Magazine Lei was founded: a four-monthly magazine that reports on the activities promoted by LEI, the most innovative corporate projects supporting women and prominent female professionals. The magazine also features in-depth articles on women’s employability, soft skills, rights and inclusiveness in the job market. The magazine targets the Ca’ Foscari community and local companies and institutions.

For more information and to download it for free: [www.unive.it/lei](http://www.unive.it/lei)