



Università
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Survival Kit Erasmus + for traineeship a.a. 2020/2021



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



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COVID-19 EMERGENCY

The mobility for physical internships
abroad was **suspended** until
31/01/2021

It will be resumed from
08/02/2021 onwards
provided that the University, the host
institution and the legislation of the
country of destination allows it when
starting and during the actual
internship.



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COVID-19 EMERGENCY

This means that those who intend to carry out an internship in the country of the host institution in the coming months will have to check these conditions with the interested parties and consider the potential risks in terms of health, costs and possible inconveniences, of any kind, related to the fact of carrying out a period of mobility abroad during the pandemic.



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New documents to fill in:

Disclaimer for physical internships abroad

It is a statement in which you raise the University
from any liability arising
from the Covid19 emergency in progress.
(This document needs to be uploaded in pdf.
format via Google form)

You will find it on the University's webpage of
Internships abroad

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



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Confirmation of arrival

**To be sent in pdf. format via
email to
erasmus.placement@unive.it
as soon as arrived in the
host country**



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Declaration of responsibility

**You'll find it among the Documents
for the Erasmus+ for traineeship
2020-2021**

at the webpage

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

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



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**Don't forget to
download the
Mobility
Preparation
Dossier!**

Link: <https://drive.google.com/open?id=12Xazt0J5QSHphCqgvaGRiujWxUX9UjJd>



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Some useful links:

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 signalled 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, OLS PRE-DEPARTURE LINGUISTIC TEST,
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 go
to the following page:
www.unive.it/careerservice-en



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Students and Graduates

Internships in Italy

Internships abroad

Career Guidance

Job offers and recruiting
encounters

Companies and Organizations

Internships



Job Offers

Events & Employer Branding

Identikit of Ca' Foscari Students

***Are you
hiring?***
CLICK HERE!





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Setting up Internships

To set up an internship the host company must draw up an agreement with the University.

The next step involves the intern drawing up the training project together with their company tutor and university tutor. A training project is necessary to set up the internship properly and provide interns with the necessary insurance cover for civil liability and accidents at work.

Agreement

In order to draw up an agreement, the company needs to submit a request for a new agreement (Form for new agreement), following the procedure below:

- Fill in all required information in the form;
- Send the information to our office and to the printer by pressing the "Save" button;
- Print 2 copies of the agreement;
- The company's legal representative or proxy must initial and stamp every page of the agreement;
- Lastly, the company must send both hard copies to the Internship Service at this address: **Università Ca' Foscari Venezia, Settore Career Service e Stage Estero, Dorsoduro 3246, 30123 Venice, Italy**. If the agreement is sent by post remember to include in the cover letter both name and address of the person to whom the company copy is to be returned.

After receiving the agreement and checking that everything has been done properly, we will put it online so that the intern can begin organizing the training project. We will take care of sending the company copy to the address given in the agreement.



[Request for new Agreement ►►](#)



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Within 30
days from
departure
And anyway
asap!

← → ↺ www.unive.it/phpapps/tutorato_en_intra/index.php?mod=convenzione 🔍 ☆

90% Ripristina

AGREEMENT

Host partner:

Host partner

Type of business/sector

Number of employees

Legal representative

Country

Address

Zip code

City

Other operational hqs

Telephone

Fax

E-Mail

Website

Brief description of the company (profile, activities,...)
(max 1000 chars)

Professional areas of work for the intern
(max 1000 chars)

Skills and competences required
(max 1000 chars)


Selection criterias
(max 1000 chars)

Host Partner Internship Representative:

Contact person

Telephone

E-mail



Given the current circumstances it is ok if the company prints just one copy of the agreement which must be signed, scanned and sent via email to our office at erasmus.placement@unive.it

Being careful of keeping the original hard-copy that could be sent later.

Once we receive the scanned copy, we include the company in our database and the agreement is set up.



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TRAINEESHIP INPUT INTO THE DATABASE

Once the agreement is set up,
you need to register your internship in our database.



[Richiesta progetto formativo \[ENG\] »](#)

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 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



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INTERNSHIP MODES

For the academic year 2020/2021, internships can take place in the following modes:

VIRTUAL – which means an internship carried out entirely from remote directly from Italy or from the country in which the host institution operates.

PHYSICAL – which means an internship carried out face to face in the host institution country if there are the suitable conditions to do it.

BLENDED – which means an internship combining a period of work carried out from remote (in Italy or abroad) with a period carried out in presence.



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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



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[Internships in Italy](#)

[Internships abroad](#)

[Career Guidance](#)

[Job offers and recruiting encounters](#)

List of funded internships

All relevant information about the application requirements and submission, as well as details about the financial support and the programme schedule will be given in the calls available on the [italian webpage](#).

▼ [Ca' Foscari per il mondo](#)

▼ [Ca' Foscari Desk in the World](#)

▼ [Worldwide Internships](#)

▲ [Erasmus+ for traineeship](#)

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

Participate in a traineeship or work placement 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 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 \[ITA\]](#)

Documents for Erasmus+ for traineeship 1° call academic year 2020-2021

To find out if and how the **experience** can be **recognized** in the academic records in terms of ECTS, students should **check** the following [table](#)  and, if necessary, contact the Internships Abroad Unit.

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.



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[Internships in Italy](#)

[Internships abroad](#)

[Career Guidance](#)

[Job offers and recruiting encounters](#)



Who is the Programme intended for

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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.



[Learning Agreement for Traineeships 2020-2021](#)

669 K



[Declaration of responsibility](#)

113 K

The winners who will undertake physical Internships abroad should also complete the **disclaimer physical internships abroad students - recent graduates** uploaded at the **beginning of this page** and submit it with other documents.

Document to be sent the first day of the Traineeship



[Confirmation of arrival](#)

3.28 M

Document to complete during the Traineeship



[Attendance Register](#)

183 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 CAN TAKE PLACE IN THE FOLLOWING PERIOD
15/02-30/09 2021

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



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 2020/2021



Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Università Ca' Foscari Venezia	Ufficio Career Service	IVENEZIA01	Dorsoduro 3246 30123 Venezia	italy	Roberta Borgotti – Head of Internships Abroad Unit erasmus_placement@unive.it	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [dd/month/year] to [dd/month/year]

The traineeship will be carried out (please tick the relevant option):

☐ in virtual mode from Italy (zero-grant)

☐ in virtual mode from the host country

☐ in blended mode combining virtual mode from Italy from [dd/month/year] to [dd/month/year] and physical mode in the host country from [dd/month/year] to [dd/month/year]

☐ in blended mode combining virtual mode from the host country from [dd/month/year] to [dd/month/year] and physical mode in the host country from [dd/month/year] to [dd/month/year]

☐ in physical mode in the host country



Traineeship title: ...

Number of working hours per week: ...



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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 <u> </u> 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 <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 Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>					
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): <u> </u>			
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: <u> </u>					
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		



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STEP 03

SENDING THE BANK ACCOUNT DETAILS AND THE LAT THROUGH GOOGLE FORM

ATTENTION: those who have already sent it via Google form, must use the LAT during the mobility (STEP 05) to communicate any possible changes in the internship dates and/or mode!



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The Google form

[Home](#) [Research](#) [Academics and services](#) [Civic engagement](#) [Global](#) [About](#)

[Q](#) [ENG](#) [▼](#)

[Internships in Italy](#)

[Internships abroad](#)

[Career Guidance](#)

[Job offers and recruiting encounters](#)


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 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 \[ITA\]](#)

Documents for Erasmus+ for traineeship 1° call academic year 2020-2021

To find out if and how the **experience** can be **recognized** in the academic records in terms of ECTS, students should **check** the following **table**  and, if necessary, contact the Internships Abroad Unit.

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.



[Learning Agreement for Traineeships 2020-2021](#)

669 K



[Declaration of responsibility](#)

113 K

The winners who will undertake physical Internships abroad should also complete the **disclaimer physical internships abroad students - recent graduates** uploaded at the **beginning of this page** and submit it with other documents.

Document to be sent the first day of the Traineeship



[Confirmation of arrival](#)

3.28 M

Document to complete during the Traineeship



[Attendance Register](#)

183 K



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DOCUMENTI ATTIVAZIONE Erasmus+ per tirocinio - Vincitori bandi A.A. 2020/2021

Con il seguente form il vincitore del programma finanziato Erasmus+ per tirocinio, per l'anno accademico 2020/2021, 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

Il nome e la foto associati al tuo Account Google verranno registrati quando caricherai i file e invierai questo modulo.

Avanti



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DOCUMENTI ATTIVAZIONE TIROCINIO_Erasmus+ per tirocinio

Il nome e la foto associati al tuo account Google saranno registrati quando carichi file e invii questo modulo. Non sei ancora eambo@unive.it? [Cambia account](#)

*Campo obbligatorio

ANAGRAFICA

MATRICOLA *

La tua risposta

COGNOME *

La tua risposta

NOME *

La tua risposta

STATUS *

- ☐ Studente
- ☐ Laureato

CODICE FISCALE *

La tua risposta

INDIETRO

AVANTI

Non inviare mai le password tramite Moduli Google.



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DOCUMENTI ATTIVAZIONE TIROCINIO_Erasmus+ per tirocinio

Il nome e la foto associati al tuo account Google saranno registrati quando carichi i file e invii questo modulo. Non sei erasmus.placement@unive.it? [Cambia account](#)

*Campo obbligatorio

COORDINATE BANCARIE

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)

400 €/mese

Danimarca, Finlandia, Islanda, Irlanda, Lussemburgo, Lichtenstein, Norvegia, Svezia, Regno Unito

Gruppo 2

(costo della vita medio)

350 €/mese

Austria, Belgio, Germania, Francia, Grecia, Spagna, Cipro, Olanda, Malta, Portogallo

Gruppo 3

(costo della vita basso)

350 €/mese

Bulgaria, Croazia, Rep. Ceca, Estonia, Ungheria, Lettonia, Lituania, Polonia, Romania, Slovacchia, Slovenia, ex Repubblica Jugoslava di Macedonia, Turchia

Il contributo ministeriale (Cofinanziamento Erasmus+) quale integrazione alla borsa di tirocinio è pari a 100 Euro per mese, per un massimo di tre (3) mesi finanziati dal bando Erasmus+.

DATA INIZIO TIROCINIO *

GG MM AAAA

DATA FINE TIROCINIO *



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N. MESI *

La tua risposta

NOME DELLA BANCA *

La tua risposta

CODICE IBAN *

ATTENZIONE!!! Gli studenti dovranno obbligatoriamente indicare il codice iban della Carta Conto di ateneo, che dovrà essere precedentemente attivata. I neo-laureati invece potranno fornire gli estremi bancari di un conto corrente di cui risultino intestatari o co-intestatari

La tua risposta

IMPORTO TOTALE DELLA BORSA ERASMUS+ *

Moltiplicare il contributo mensile (cioè 350 o 400 Euro in base al Paese di destinazione) per il numero di mesi di mobilità. Attenzione i mesi finanziati sono al massimo 3!

La tua risposta

CAUSALE *

☐ Borsa Progetto Erasmus + per Tirocinio

INDIETRO

AVANTI

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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DOCUMENTI ATTIVAZIONE TIROCINIO_Erasmus+ per tirocinio

Il nome e la foto associati al tuo account Google saranno registrati quando carichi file e invii questo modulo. Non sei aurora.sambo@unive.it? [Cambia account](#)

*Campo obbligatorio

ALLEGA_LAT (Learning Agreement for Traineeships)

ATTENZIONE! Il LAT deve recare tutte e 3 le firme richieste ovvero quelle del tirocinante, del tutor aziendale e del tutor universitario.

LAT *

[AGGIUNGI FILE](#)

INDIETRO

AVANTI

Non inviare mai le password tramite Moduli Google.

Questo modulo è stato creato all'interno di Università' Ca' Foscari. Segnala una violazione - Termini di servizio -
Ulteriori termini

Google Moduli





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DOCUMENTI ATTIVAZIONE TIROCINIO_Erasmus+ per tirocinio

Il nome e la foto associati al tuo account Google saranno registrati quando carichi file e invii questo modulo. Non sei ancora samba@unive.it? [Cambia account](#)

*Campo obbligatoria

DISPOSIZIONI FINALI E CONSENSI

Il richiedente dichiara: *

- ☐ di essere consapevole che i dati inseriti saranno trattati per finalità inerenti ai compiti istituzionali delle amministrazioni interessate e che potranno inoltre essere comunicati alle amministrazioni pubbliche in base alle norme di legge o di regolamento o comunque nel caso in cui sia necessario per lo svolgimento delle attività istituzionali

INDIETRO

INVIA



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Ulteriori termini

Google Moduli





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STEP 04

- SIGNING OF THE FINANCIAL CONTRACT
- OLS PRE-DEPARTURE LINGUISTIC TEST
- 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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OLS PRE-DEPARTURE LINGUISTIC TEST

After receiving the contract you will be sent via email the credentials to access the Erasmus Plus OLS portal from which you can do the pre-departure linguistic assessment, aimed at verifying the possession of the level of the language required for the internship, declared in the application phase.

WARNING! Immediately save username and password to access the OLS portal. You will need them to take the final language test.



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GRANT DISBURSEMENT

Given the current emergency situation and as stated in the self-declaration signed by the beneficiary, the grant will be paid in the proximity of the start of the internship.

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.



AMOUNT OF THE GRANT

The internships carried out in the following modes:


- virtually from Italy are considered as zero grants which means without any financial contribution.
- from the country of the host institution are considered as physical internships with a financial contribution for the whole period with different monthly amounts depending on the host country, as explained in the call.
- carried out in physical or blended mode (for the part in presence) will receive a grant with different monthly amounts depending on the destination and the actual number of days spent abroad, as indicated in the call.



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CONFIRMATION OF ARRIVAL

Once you arrive in the country of the host institution, you will need to fill out this document and send it in pdf. format by email to our address erasmus.placement@unive.it

	Università Ca' Foscari Venezia
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 arrived in the host country and that he/she will carry out his/her traineeship in the following mode:	
<input type="checkbox"/> 1. PHYSICAL The traineeship will take place in the host organisation premises starting on (dd/mm/yy): _____	
<input type="checkbox"/> 2. VIRTUAL The traineeship will entirely take place from the trainee's address in the host organisation country (please insert the address) _____ starting on (dd/mm/yy) _____	
<input type="checkbox"/> 3. BLENDED The traineeship, after a first part carried out in virtual mode from <input type="checkbox"/> Italy <input type="checkbox"/> the trainee's address in the host organisation country (please insert the address) _____ started on (dd/mm/yy) _____ and ended on (dd/mm/yy) _____, will continue with a second part carried out in physical mode in the host organisation premises starting on (dd/mm/yy): _____	



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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.

DON'T FORGET to register on the website of the Ministry of Foreign Affairs and International Cooperation
DOVE SIAMO NEL MONDO

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

CHECK how to enter the host country and if there are any rules to follow due to the covid-19 emergency (e.g. quarantine, registration with the authorities, etc.):

https://ec.europa.eu/transport/coronavirus-response_en



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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.





On the first day of internship

[Internships in Italy](#)

[Internships abroad](#)

[Career Guidance](#)

[Job offers and recruiting encounters](#)

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 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 \[ITA\]](#)

Documents for Erasmus+ for traineeship 1° call academic year 2020-2021

To find out if and how the **experience** can be **recognized** in the academic records in terms of ECTS, students should **check** the following [table](#) and, if necessary, contact the Internships Abroad Unit.

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.



[Learning Agreement for Traineeships 2020-2021](#)

669 K



[Declaration of responsibility](#)

113 K

The winners who will undertake physical Internships abroad should also complete the **disclaimer physical internships abroad students - recent graduates** uploaded at the [beginning of this page](#) and submit it with other documents.

Document to be sent the first day of the Traineeship



[Confirmation of arrival](#)

3.28 M

Document to complete during the Traineeship



[Attendance Register](#)

183 K





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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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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
INSTITUTION TUTOR



Higher Education:
Learning Agreement form
Student's name
Academic Year 2020/2021

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(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/Enterprise)

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

The traineeship will be carried out (please tick the relevant option):

- ☐ in virtual mode from Italy (zero-grant)
- ☐ in virtual mode from the host country
- ☐ in blended mode combining virtual mode from Italy from [dd/month/year] to [dd/month/year] and physical mode in the host country from [dd/month/year] to [dd/month/year]
- ☐ in blended mode combining virtual mode from the host country from [dd/month/year] to [dd/month/year] and physical mode in the host country from [dd/month/year] to [dd/month/year]
- ☐ in physical mode in the host country

Traineeship title: ...

Number of working hours per week: ...

Detailed programme of the traineeship period:

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):



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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



Istruzioni per la compilazione Learning Agreement for traineeships

496 K



Learning Agreement for traineeships [ENG]

625 K



Attendance register [ENG]

183 K

Convenzione con nuovo ente e Progetto Formativo Online

Invio documenti per l'attivazione del tirocinio Erasmus+ per tirocinio

Questionario di metà tirocinio





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Sicuro | <https://docs.google.com/forms/d/e/1FAIpQLScCT2wUCTogddHAMWjJm429YkyoSFFwrxIE55-aVJLatID86g/viewform>



QUESTIONARIO DI META' TIROCINIO

Il tuo indirizzo email (aurora.sambo@unive.it) verrà registrato quando invii questo modulo. Non sei tu?
[Cambia account](#)

*Campo obbligatorio

MATRICOLA *

La tua risposta

COGNOME *

La tua risposta

NOME *

La tua risposta

STAGE *

- ☐ Curriculare
- ☐ Extra curriculare
- ☐ Post lauream

Stage svolto nell'ambito del programma: *

- ☐ ERASMUS + PER TIROCINIO
- ☐ UNIVERSITIES FOR EU PROJECTS (ERASMUS+ gestito dall'agenzia siciliana SEND)





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STEP 05

FINAL DOCUMENTS



[Internships in Italy](#)

[Internships abroad](#)

[Career Guidance](#)

[Job offers and recruiting encounters](#)


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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 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 \[ITA\]](#)

Documents for Erasmus+ for traineeship 1° call academic year 2020-2021

To find out if and how the **experience** can be **recognized** in the academic records in terms of ECTS, students should **check** the following **table**  and, if necessary, contact the Internships Abroad Unit.

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.



Learning Agreement for Traineeships 2020-2021

669 K



Declaration of responsibility

113 K

The winners who will undertake physical Internships abroad should also complete the **disclaimer physical internships abroad students - recent graduates** uploaded at the **beginning of this page** and submit it with other documents.

Document to be sent the first day of the Traineeship



Confirmation of arrival

3.28 M

Document to complete during the Traineeship



Attendance Register

183 K



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TO FILL IN AT THE END OF THE MOBILITY PERIOD AND HAND IN (or sent it in pdf. by email due to the Covid19 emergency) 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)

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year] The traineeship was carried out (please tick the relevant option): <ul style="list-style-type: none"><input type="checkbox"/> in virtual mode from Italy (zero-grant)<input type="checkbox"/> in virtual mode from the host country<input type="checkbox"/> in blended mode combining virtual mode from Italy from [dd/month/year] to [dd/month/year] and physical mode in the host country from [dd/month/year] to [dd/month/year]<input type="checkbox"/> in blended mode combining virtual mode from the host country from [dd/month/year] to [dd/month/year] and physical mode in the host country from [dd/month/year] to [dd/month/year]<input type="checkbox"/> in physical mode in the host country
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:



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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

- **OLS final receipt**
- **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

Call center

+39 041 234 7575

Email

erasmus.placement@unive.it

