

REMINDER FOR ERASMUS OUTGOING STUDENTS FOR TRAINEESHIP

These are the main steps to do after accepting the mobility period and before departure.

More detailed and continuously updated information can be found on the Erasmus Traineeship website: <https://web.unipv.it/> and following the path Internazionale > Tirocinio all'estero > Erasmus+ Traineeship > Before departure.

We recommend you to refer always to the call for application for Erasmus Traineeship.

1) ARRIVAL AT THE HOST COUNTRY

The students must inform themselves independently in regards to:

- any possible requirement to be fulfilled upon entering the host country, addressing beforehand the competent diplomatic representations (Embassies and Consulates) in Italy
- health care in the host country, again addressing the competent ASST in Italy.

2) LEARNING AGREEMENT

Complete the learning agreement (consult the attachment containing the ISCED codes for the completion of note 3).

The learning agreement describes the host institutions, activities that will be carried out by the trainee, the name of the foreign tutor and the Erasmus Coordinator at UNIPV, the exact period of mobility, and the number of credits that will be recognized upon return.

The document must be signed by the host company, the trainee and the Erasmus Coordinator.

The trainee must send a complete copy of the learning agreement with of all the three signatures to the International Mobility Office at least 3/4 weeks before departure.

N.B.: the learning agreement must be typed. Handwritten copies will not be accepted.

3) ECONOMIC CONTRIBUTIONS

Beneficiaries of UNIPV scholarship: produce bank details showing the IBAN of the Italian account on which the trainee wishes to receive the credit (by accessing the [Area Riservata](#) (path: Home > Anagrafica > Inserire/Modificare dati rimborsi).

Beneficiaries of "North South Traineeship" scholarship: verify to have completed the online form with bank/post details at the time of application.

4) EMERGENCY

Indicate the contact person in case of emergencies by filling out the [form](#).

5) INSURANCE

Read carefully the [information sheet for outgoing students](#), fill in the [declaration of risk assumption and disclaimer](#) and send it to the International Mobility Office before departure.

If the mobility period is completed after graduation, pay the cumulative accident policy (€ 3.69 annual premium).

6) MOBILITY AGREEMENT

A few days before departure, sign the mobility agreement. The mobility agreement will be sent exclusively by email, and cannot be signed without having first delivered the learning agreement and the declaration of risk assumption, and entered the bank details.

N.B.: it is mandatory to sign the mobility agreement before leaving.

7) OLS TEST

To complete only online: OLS test (the invitation to fill out the test is done directly by the European Commission before the beginning of the internship).

Contacts:

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