

## REMINDER FOR ERASMUS OUTGOING STUDENTS FOR TRAINEESHIP

These are the main steps to do just before the end of the mobility period and upon return.

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 > Upon return.

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

### 1) TRAINEESHIP CERTIFICATE

Maximum within 15 days from the end of the mobility, and immediately upon return if it ends in September, the student must deliver the traineeship certificate to the International Mobility office.

The document must report the evaluation of the work carried out in compliance with what was agreed in the learning agreement. The certificate must be filled in by the host organisation with the original signature and stamp. The date of the signature cannot be prior to the date of the last day of internship.

In case of graduation urgency upon return, it is possible to anticipate the final documents by email. It will then be necessary to deliver the original traineeship certificate.

N.B.: the traineeship certificate must be typed. Handwritten copies will not be accepted.

### 2) FINAL REPORT

Maximum within 15 days from the end of the mobility, and immediately upon return if it ends in September, the student must complete and submit the final report to the International Mobility office.

### 3) OLS TEST

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

### 4) PARTICIPANT REPORT – EU SURVEY

To complete only online: EU survey (the invitation to fill out the report is done directly by the European Commission at the end of the internship).

### 5) RECOGNITION

The University of Pavia will recognize the internship period abroad, according to the regulations of each department/course of study. If the internship is not foreseen in the trainee's course of study, it can be recognized in the form of additional credits not useful for obtaining the degree.

For those who do the traineeship after the graduation, it will not be possible to recognize the activity in the student's career.

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#### Contacts:

International Relations Office – International Mobility  
Via Sant'Agostino, 1/a, Pavia  
Phone: 0382 984302 | 0382 984601 | 0382 984119

E-mail: [train.erasmus@unipv.it](mailto:train.erasmus@unipv.it)

Web: <https://web.unipv.it/> (Internazionale > Tirocinio all'estero > Erasmus+ Traineeship)

Opening hours:

- Monday, Tuesday, Thursday, Friday from 9.30 till 12.00
- Wednesday from 13.45 till 16.15