

## 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 ASL 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 activities that will be carried out by the trainee, the name of the foreign tutor and the Erasmus Delegate 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 delegate.

The trainee must hand in a complete copy of the learning agreement with of all the three signatures to the International Mobility Office.

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) MOBILITY AGREEMENT

A few days before departure, sign the mobility agreement at the International Mobility Office. The mobility agreement must be signed in original and cannot be signed without having first delivered the learning agreement and entered the bank details.

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

6) INSURANCE

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

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).

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Contacts:

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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