Traineeship opportunities for Iuav students. How to carry out a local or an international traineeship

February 12th 10:30 AM

The webinar will start in a few minutes

Please, follow these simple rules, so as everyone can smoothly attend the webinar:

✓ Turn off your video
✓ Turn off your microphone
✓ For questions, please, use the section “chat”
Information Session

Traineeship opportunities for luav students. How to carry out a local or an international traineeship

February 12th 10:30 AM
Career Service – Traineeships

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Telephone desk:
Monday > Friday, from 10 to 12

Video call desk for students and graduates, every Tuesday from 11 to 13

tirocinio@iuav.it

International Office – Erasmus+ Traineeship

- Lorena Canaku 041 257 1725

tirocinio.estero@iuav.it
<table>
<thead>
<tr>
<th>TIROCINIO STUDENTI</th>
<th>TIROCINIO LAUREATI</th>
<th>ENTI E AZIENDE</th>
<th>LAVORO / PLACEMENT</th>
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**Università IUAV di Venezia**

**TIROCINIO E LAVORO**

**IN ITALIA E ALL’ESTERO**

**SPORTELLO VIRTUALE**

**TIROCINI CURRICULARI E POST LAUREA**

**COVID 19**

**INFORMATIVA PER TIROCINI CURRICULARI, POST LAUREA, PROFESSIONALI**

**INCONTRI INFORMATIVI**

**TRAINEESHIP OPPORTUNITIES FOR IUAV STUDENTS**

**ONLINE LA NUOVA PIATTAFORMA PLACEMENT ALMA LAUREA PER GLI ANUNCI DI LAVORO**

**AREA RISERVATA**

**TIROCINIO E LAVORO – Santa Croce 601 Venezia**

[WWW.IUAV.ITAL/LAVORO-TIR/](WWW.IUAV.IT/LAVORO-TIR/)
The traineeship experience is a period of professional training in companies, public institutions, professional offices, tailored for students and recent graduates. The traineeship can take place in Italy or abroad in host institutions which have an agreement with Iuav University.

Curricular and post-graduate traineeships aim to develop and verify the training skills learned and to facilitate future career choices.
TYPES OF TRAINEESHIPS at Iuav

- **Curricular traineeships** in Italy and abroad (career service/ tirocinio@iuav.it)

- **Post-graduate traineeships** in Italy and abroad (career service/ tirocinio@iuav.it)

- **Erasmus + traineeships** abroad (international office/ tirocinio.estero@iuav.it)
The curricula of the various courses define:

- if the traineeship is mandatory or optional
- the duration of the traineeship (and the corresponding number of university credits)
- when the traineeship can be carried out

More information can be found in the *Manifesto degli Studi*, which is available on our website of your degree programme.
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<td>Teatro e arti performativa</td>
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a cura aDSS – Career Service
STARTING A TRAINEESHIP

- **Step 1**: Host institution registration to luav website
- **Step 2**: stipulation of an agreement between host institution and luav University
- **Step 3**: filling in a training project that specifically regulates the traineeship
Registration

Host institution has to register to luav website.
THE AGREEMENT

The agreement (or letter of intent for host institutions located outside Italy) defines the partnership between Iuav and the host institution.
PARTNER INSTITUTIONS

Iuav University has almost 4,500 partner institutions.

You can find the list of partner institutions in the SpIn (online student service): login>menu> traineeships>companies.

It is possible to refine the research using filters and key words.
Curricular traineeship opportunities can be found on the SpIn’s reserved area under the section "opportunities". (login>menu>traineeships>opportunities)

It is possible to refine the research using filters and key words as well as to apply directly online for a curricular traineeship offer.
TRAINING PROJECT

The training project includes:
✓ period
✓ daily office hours
✓ location
✓ activities
✓ training objectives

The document should be completed by the tutor of the host institution, verified and signed by two Iuav tutors.
FINAL DOCUMENTATION DELIVERY

In order to obtain the traineeship certificate and the recognition of the related university credits, the trainee must send to the career service office:

✓ daily attendance register
✓ host organization declaration
✓ student's report
✓ certificate of attendance of the online course “Health and Safety at the Workplace” (SSLL)

Student and host final questionnaire (to be filled online).
POSTGRADUATE TRAINEESHIP IN ITALY AND ABROAD

• Postgraduate traineeships in Italy are ruled, according to the Region where the host institution is located.

• Postgraduate traineeships can start up to 12 months from the trainee’s graduation.

• The traineeship should last from 2 to 6 months, including periods of extension and suspension.
• Iuav University provides trainees with insurance cover for accidents in the workplace and third party liability.

• The host institution need to provide the trainee with financial contribution during the placement
For a postgraduate traineeship in Italy, Iuav and the host organization should sign a postgraduate traineeship agreement.

For a postgraduate traineeship abroad, the host institution needs to sign a letter of intent.
POSTGRADUATE TRAINEESHIP OPPORTUNITIES

Postgraduate traineeship offers can be found on the Sportello Internet (SpIn) under the section "opportunities". The candidate can apply directly online for a postgraduate traineeship offer.

Graduates can also find on their own a host institution that is willing to host them for a postgraduate traineeship. In this case, the Career Service supports the parties in the necessary procedures to start the traineeship.
STARTING A POSTGRADUATE TRAINEESHIP

The host organization should:

✓ register on luav website
✓ fill in and sign the traineeship agreement (letter of intent)
✓ fill in the training project on luav website
• IUAV University provides trainees with insurance for accidents in the workplace and third party liability.

• The host organization should provide the trainee with a monthly financial contribution, in accordance with host country's law.