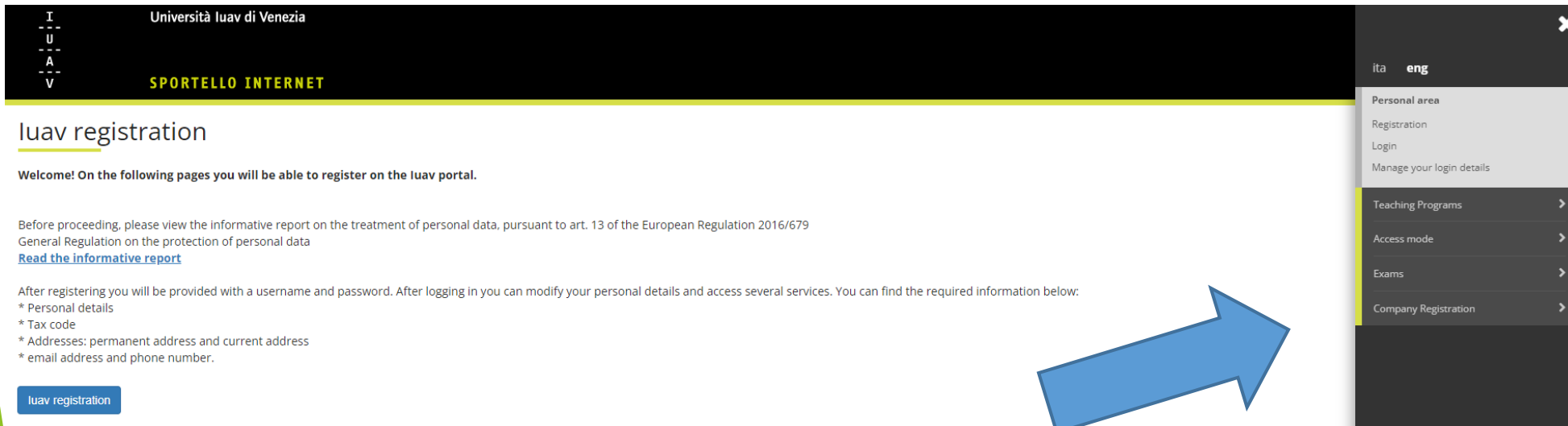


1) Registration on IUAV website and accreditation.

First of all the host institution has to register on IUAV web site. <https://iuav.esse3.cineca.it/Home.do> (they have to select Company registration from the Menu on the top right of the page).



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Università Iuav di Venezia

SPORTELLO INTERNET

luav registration

Welcome! On the following pages you will be able to register on the Iuav portal.

Before proceeding, please view the informative report on the treatment of personal data, pursuant to art. 13 of the European Regulation 2016/679 General Regulation on the protection of personal data
[Read the informative report](#)

After registering you will be provided with a username and password. After logging in you can modify your personal details and access several services. You can find the required information below:

- * Personal details
- * Tax code
- * Addresses: permanent address and current address
- * email address and phone number.

luav registration

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Personal area

- Registration
- Login
- Manage your login details

Teaching Programs >

Access mode >

Exams >

Company Registration >

- ▶ Within 24 hours they will receive an email with the credentials to access the University online services.
- ▶ After a few days the host institution will receive an email from our Office confirming the company accreditation. In the same email they will find a “letter of intent” attached.

2) Letter of intent

- ▶ The letter of intent is an agreement between Iuav and the host institution and it is an essential document for setting up any internship with IUAV students.
- ▶ The letter of intent has to be filled, signed and sent back to our office, who will approve and register the document.
- ▶ *Facsimile of Letter of intent*

LETTER OF INTENT

To: Università Iuav di Venezia
Master e Career Service
Campo della Lana
S. Croce 601
30135 – Venezia
Italy

Tel: +39 041 257 2312
Fax: +39 041 257 2525
E-Mail: tirocinio@iuav.it

Our organisation:
FULL NAME: XXXXXXXX
ADDRESS: XXXXXXXX
Postcode: XXXXXXXX
Town/city: XXXXXXXX
Country: XXXXXXXX
Tel. XXXXXXXX
Fax XXXXXXXX
e-mail: XXXXXXXX
Director: XXXXXXXX
Contact person's name: XXXXXXXX

Following the interview with the candidate IUAV _____, we have decided to offer him/her an internship placement in the field of (Architecture, Design, ..., etc.)
The placement will begin on _____ and continue until _____ (that is for _____ months). Our daily working hours will be from ____ to _____, for a total of ... hours per week .

The detailed programme of the training period will be:
...
- Knowledge, skills and competence to be acquired:
...
- Tasks of the trainee:
...
- Monitoring and evaluation plan:
...

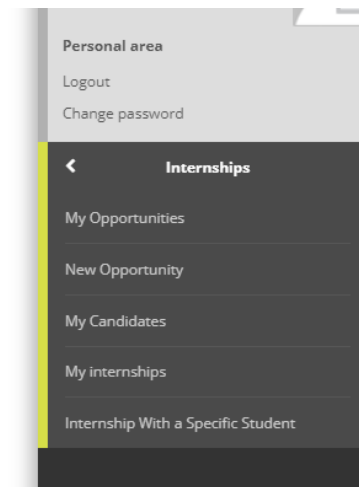
The reference person for this placement will be Mr/s. _____, who will act as tutor/supervisor during the internship.
Should you need any further information please do not hesitate to contact.....

Sincerely,

Legal representative or head of the office/department, etc.
(date, stamp and sign)

3) Training project

- ▶ At this point the host institution can enter in their IUAV web site Personal Area using the credentials they received by email.
- ▶ <https://iuav.esse3.cineca.it/Home.do> Menu → login
- ▶ In their Personal Area they have to select the option "internship with a specific student"
- ▶ (from Menu →internships →Internship with a specific student) and fill in the training project of the student.



- ▶ The system will automatically send the training project to our Office for approval.
- ▶ Once approved by our office, the training project will have to be signed by the company, the student and the University tutor of the student.
- ▶ The training project identifies goals, objectives, responsibilities, and a general description of the internship activities. It provides students with insurance coverage for the internship period specified in the document.

Facsimile of training project

TRAINING PROJECT	
<p><u>STUDENT NAME AND SURNAME</u> Place and date of birth Italian tax number Phone number Email University registration number (matricola)..... Degree course in</p>	<p>- Respect the obligations of confidentiality regarding production processes, products or other news relating to the company of which he becomes aware, both during and after the internship. - Comply with company regulations and health and safety standards.</p>
<p><u>HOST COMPANY NAME</u> Place(s) of the traineeship</p>	
<p>Internship period from to Total hours of internship</p>	<p>Student signature _____ Host company tutor: _____ University tutor: _____ University administrative office: _____</p>
<p><u>HOST COMPANY TUTOR NAME</u> Phone number Email</p>	
<p><u>UNIVERSITY TUTOR NAME</u></p>	
<p><u>INSURANCE coverage:</u> a) INAIL Insurance against Accidents at Work b) AXA Assicurazioni spa Accident insurance no. 402929174 c) AXA Assicurazioni spa Civil liability insurance no. 402931204 In the event of an accident, the host company or the trainee, as insured person, is required to immediately notify it to the University</p>	
<p><u>INTERNSHIP OBJECTIVES AND ACTIVITIES:</u></p>	
<p><u>OBLIGATIONS OF THE TRAINEE:</u> - Follow the instructions of the tutors and refer to them for any organizational or other need.</p>	

IUAV students are not allowed to start an internship without an approved and signed training project.

4)Final documents

- ▶ During the internship, the company tutor is required to sign the attendance register of the student.
- ▶ At the end of the internship the host structure is required to fill in a final report providing a description of the activities the student carried out and an assessment of his/her performance throughout the internship. It is the document confirming the student internship in a specific period of time.
- ▶ It is student's responsibility to provide the company with these two documents

Facsimile of attendance register and host company report

<p style="text-align: center;">ATTENDANCE REGISTER</p> <p style="text-align: center;">To: IUAV VENICE UNIVERSITY Career Service Campo della Lana S. Croce 601 30135 – Venice Italy</p> <p style="text-align: center;">Tel: +39 041 257 1765/1648 Fax: +39 041 257 2625 E-Mail: tirocinio@iuav.it</p> <p>DATE ENTRY TIME LUNCH BREAK EXIT TIME TOTAL HOURS STUDENT SIGNATURE</p> <p>.....</p> <p>Company tutor signature and host company stamp</p>	<p style="text-align: center;">Host company report</p> <p style="text-align: center;">(TO FILL OUT ON LETTERHEAD)</p> <p>Place and date</p> <p>To IUAV Venice University Career service Santa Croce, 601 Venezia (VE) Italy</p> <p>With the present document we confirm that the student did an internship at our company from the to the for a total number of hours.</p> <p>During the apprenticeship the student was followed by the company tutor and collaborated in the following activities :</p> <p>showing: > excellent / good / discreet / sufficient / insufficient technical and professional abilities > excellent / good / discreet / sufficient / insufficient abilities to work in a team / group > excellent / good / discreet / sufficient / insufficient technological competences > excellent / good / discreet / sufficient / insufficient linguistic knowledges</p> <p>Host company stamp (in the absence of letterhead) and signature</p>
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