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

*February 12<sup>th</sup> 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”*

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*Information Session*

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

*February 12<sup>th</sup> 10:30 AM*

## Career Service – Traineeships

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The image shows the top section of the IUAV website. At the top left is the IUAV logo, consisting of the letters I, U, A, and V stacked vertically with horizontal dashes between them. To the right of the logo is the text "Università Iuav di Venezia". Below this is the main heading "TIROCINIO E LAVORO IN ITALIA E ALL'ESTERO". A dark navigation bar contains five white text links: "TIROCINIO STUDENTI", "TIROCINIO LAUREATI", "ENTI E AZIENDE", "LAVORO / PLACEMENT", and "CONTATTI". The background of the page is a photograph of hands pointing at architectural blueprints on a table. At the bottom of the page, there are four grey boxes with white text: "SPORTELLLO VIRTUALE TIROCINI CURRICULARI E POST LAUREAM", "COVID 19 INFORMATIVA PER TIROCINI CURRICULARI, POST LAUREA, PROFESSIONALI", "INCONTRI INFORMATIVI TRAINEESHIP OPPORTUNITIES FOR IUAV STUDENTS 12.02.2021", and "ONLINE LA NUOVA PIATTAFORMA PLACEMENT ALMALAUREA PER GLI ANNUNCI DI LAVORO". The footer contains "AREA RISERVATA", "Tirocinio e lavoro - Santa Croce 601 Venezia", and social media icons for Facebook, Twitter, YouTube, and Instagram.

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Università Iuav di Venezia

**TIROCINIO E LAVORO  
IN ITALIA E ALL'ESTERO**

TIROCINIO STUDENTI | TIROCINIO LAUREATI | ENTI E AZIENDE | LAVORO / PLACEMENT | CONTATTI

SPORTELLLO VIRTUALE  
TIROCINI CURRICULARI E POST LAUREAM

COVID 19  
INFORMATIVA PER TIROCINI CURRICULARI, POST LAUREA, PROFESSIONALI

INCONTRI INFORMATIVI  
TRAINEESHIP OPPORTUNITIES FOR IUAV STUDENTS  
12.02.2021

ONLINE LA NUOVA PIATTAFORMA PLACEMENT ALMALAUREA PER GLI ANNUNCI DI LAVORO

AREA RISERVATA | Tirocinio e lavoro - Santa Croce 601 Venezia

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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 Luav 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.

	Course	Hours	Cfu	Mandatory
TRIENNALI	Architettura	150	6	yes
	Design della moda e arti multimediali	350	14	yes
		300/450	12/18	no
	Disegno industriale e multimedia	350	14	yes
	Urbanistica e pianificazione del territorio	250	10	yes
MAGISTRALI	Architettura	150	6	yes
	Architecture	100	4	no
	Arti visive e moda	200/300	8/12	no
	Design del prodotto e della comunicazione visiva	0-200	0-8	no
	Pianificazione e politiche per la città il territorio e l'ambiente	300	12	yes
	Teatro e arti performative	0-300	0-12	no



# 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 luav and the host institution.

# PARTNER INSTITUTIONS

Luav 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**.

# TRAINEESHIPS PROPOSALS: OPPORTUNITIES

Curricular traineeship opportunities can be found on the *Spln'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 luav 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.



- Luav University provides trainees with insurance cover for accidents in the workplace and third party liability.
- The host institution needs to provide the trainee with financial contribution during the placement

For a postgraduate traineeship in Italy, luav 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

- luav 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