

| Phase                           | Who                                                        | When                                       | What                                                                                                                                                                                                                                                                                                            | Notes                                                                                                                                                                                                                                                       |
|---------------------------------|------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mobility acceptance             | Student                                                    | Immediately after acceptance               | Send the CV in English to <a href="#">Relazioni Internazionali</a> (IRO)                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                             |
| Nomination                      | IRO                                                        | Upon publication of the final ranking list | Wait for the nomination by <a href="#">IRO</a>                                                                                                                                                                                                                                                                  | Students will be included in CC in the nomination email                                                                                                                                                                                                     |
| Selection interview             | Student/<br>Host company                                   | After nomination                           | After the nomination, the host company contacts the student to arrange an interview.<br>After the interview, the student writes to the <a href="#">IRO</a> to communicate the traineeship period and whether it will take place as a student or as a graduate                                                   | If the host company does not contact the student within one week of the nomination, the student should write to the company to follow up and arrange the interview                                                                                          |
| Learning Agreement (LA)         | Students                                                   | Before departure                           | Use <a href="#">this template</a><br>Fill it in as much as possible and sign it.<br>Send it to the host company so they can enter their details and sign it.<br>Send it to <a href="#">Erasmus delegate</a> of the Degree programme for signature.<br>Send it to <a href="#">Relazioni Internazionali</a> (IRO) |                                                                                                                                                                                                                                                             |
| Training Project                | Student                                                    | Before departure                           | Use <a href="#">this template</a> and have page 3 signed by the <a href="#">Erasmus delegate</a> of the Degree Programme<br>Send it to <a href="#">IRO</a> together with the LA                                                                                                                                 | It must be completed ONLY by students who carry out the traineeship as enrolled students and are required to have the traineeship recognised in their academic career                                                                                       |
| HS Workers' General Training    | Student                                                    | Before departure                           | Take the course <a href="#">here</a> and pass the exam. Then send the certificate to the <a href="#">IRO</a>                                                                                                                                                                                                    | If the student has already completed a similar course independently, he may send the certificate to the <a href="#">IRO</a> which will check whether it is acceptable                                                                                       |
| Financial Agreement             | Student/<br>office<br><a href="#">Mobilità Studentesca</a> | Before departure                           | It will be sent by email from the office <a href="#">Mobilità Studentesca</a><br>It must be read, signed, and sent back                                                                                                                                                                                         | It can only be signed if the LA has been approved and signed by everyone.<br>Without signing the contract, you cannot leave                                                                                                                                 |
| Certificate of Attendance (COA) | Student                                                    | Beginning of the Erasmus period            | Download, complete, and send the COA (first part) from <a href="#">Erasmus+ Outgoing: Information for outgoing Erasmus+ students (for study or traineeship)</a>                                                                                                                                                 | If you do not do this, you will not receive the scholarship payment.<br>The payment will arrive approximately 2 months after the sending date                                                                                                               |
| Certificate of Attendance (COA) | Student                                                    | End of the Erasmus period                  | Complete and send the COA (second part) to <a href="#">Mobilità Studentesca</a> and to <a href="#">IRO</a>                                                                                                                                                                                                      | Within 15 days from the end.<br>The scholarship amount you are entitled to is calculated based on the days between the start and end dates of your Erasmus period.<br>If you have received more than you were entitled to, you will be asked to pay it back |
| Transcript of Work (TOR)        | Student/<br>Partner                                        | End of the Erasmus period                  | When you receive it, send it to <a href="#">IRO</a>                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                             |
| Training Project                | Student                                                    | End of the Erasmus period                  | Complete it with the information from the TOW and have it signed by <a href="#">delegato Erasmus</a> and by the President of the Degree Programme (pages 3 and 4). Send it to <a href="#">IRO</a> to start the credit conversion procedure.                                                                     | It must be completed ONLY by students who carry out the traineeship while still enrolled as students and are required to have the traineeship recognised in their academic record                                                                           |