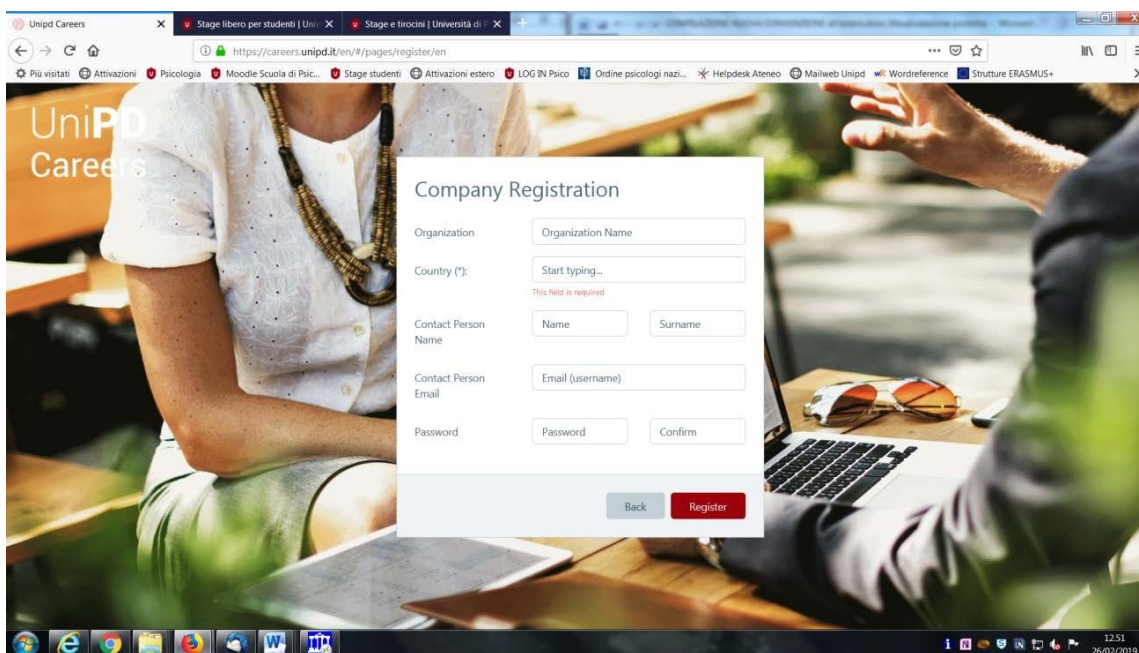


TRAINING AGREEMENT FOR INTERNSHIP ABROAD

The **first** required document is the **training agreement**: the internships can start only if we have this documentation regularly signed both by our University and the hosting organization, before the beginning of your internship. If the organization is a new one, they will have to register on-line, as shown at the end of this page.

To start the online procedure, the hosting organization will have to go at the following web page: <https://careers.unipd.it/en/#/pages/login> > Are you a company and would you register? [click here](#).



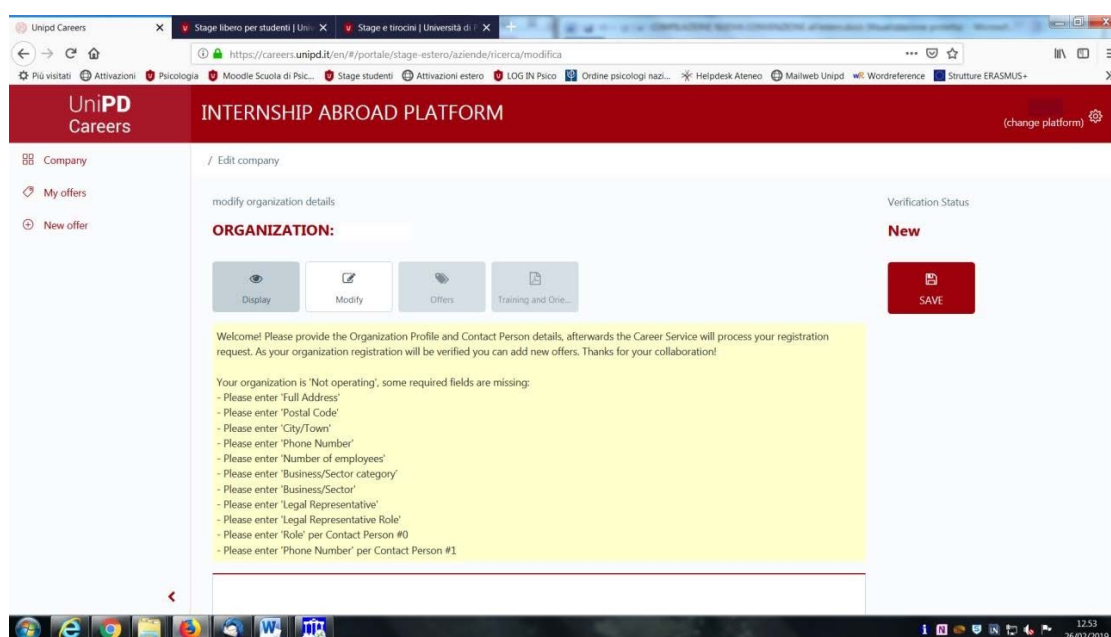
The screenshot shows a web browser window with the UniPD Careers website. A 'Company Registration' form is overlaid on the page. The form includes the following fields:

- Organization: Organization Name
- Country (*): Start typing... (with a red error message: 'This field is required')
- Contact Person Name: Name, Surname
- Contact Person Email: Email (username)
- Password: Password, Confirm

At the bottom of the form are 'Back' and 'Register' buttons. The background of the page shows a person sitting at a desk with a laptop and sunglasses.

They will have to fill in the general references of their Organization and click on **REGISTRATI**.

They will receive an email with further details and an 24h validity link to click on: then, they will be able to complete their data in the following online form.

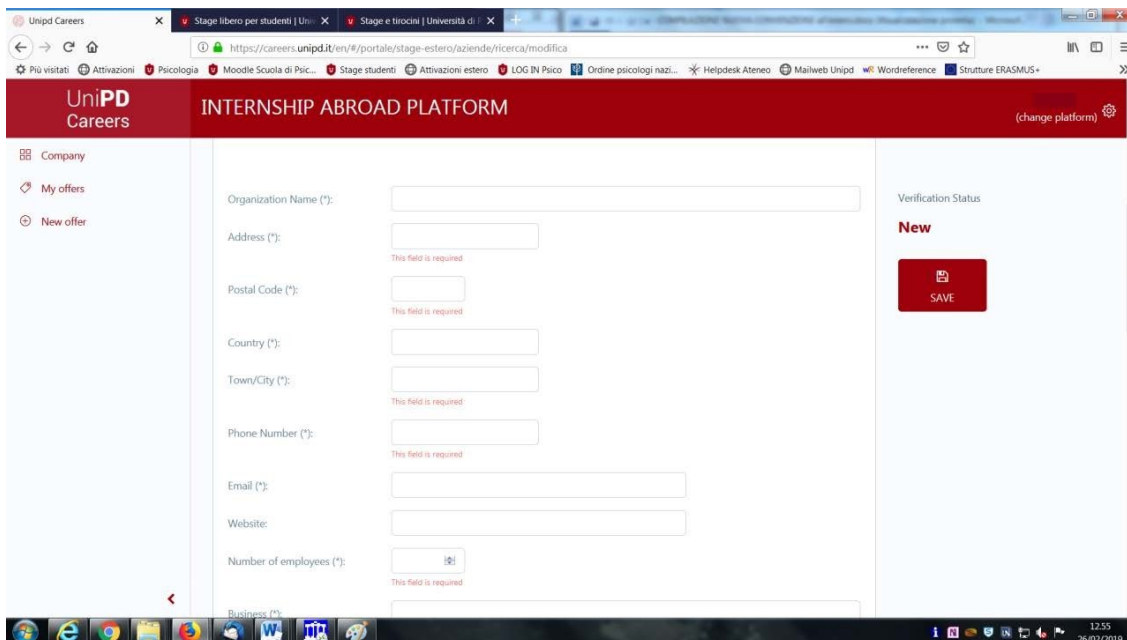


The screenshot shows the UniPD Careers website's 'Edit company' page. The page has a red header with 'UniPD Careers' and 'INTERNSHIP ABROAD PLATFORM'. The main content area is titled 'Edit company' and 'modify organization details'. It features a 'Verification Status' section with a 'New' label and a 'SAVE' button. Below this, a yellow warning box states: 'Welcome! Please provide the Organization Profile and Contact Person details, afterwards the Career Service will process your registration request. As your organization registration will be verified you can add new offers. Thanks for your collaboration!'.

Below the warning box, a list of missing required fields is shown:

- Your organization is 'Not operating', some required fields are missing:
- Please enter 'Full Address'
- Please enter 'Postal Code'
- Please enter 'City/Town'
- Please enter 'Phone Number'
- Please enter 'Number of employees'
- Please enter 'Business/Sector category'
- Please enter 'Business/Sector'
- Please enter 'Legal Representative'
- Please enter 'Legal Representative Role'
- Please enter 'Role' per Contact Person #0
- Please enter 'Phone Number' per Contact Person #1

At the bottom of the page, there are 'Display', 'Modify', 'Offers', and 'Training and One...' buttons.



Once filled all the required information, they can print and then sign the agreement that shall be sent to our Career service to be counter-signed.

The signed agreement should arrive to our Career service in two originals, at least 2 weeks before the training starting date by mail, at the following address:

Ufficio career service

via Martiri della Libertà, 2

35137 Padova