

# Instructions for Incoming Students for Traineeship at Politecnico di Bari

## 1 INTRODUCTION

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This document provides instructions for perspective **Incoming Students for Traineeship at Politecnico di Bari**, i.e. students coming from a foreign Institution, who wants to carry out a traineeship period at our University. The instructions are intended to complement what is already written in the “Learning Agreement for Traineeship”, and in the “Guidelines on how to use the Learning Agreement for Traineeships Learning Agreement”. These official documents of the Erasmus+ Programme can be found in Internet, and also on the website of Politecnico di Bari. At the date of this document, the above document, and in general the forms needed, are available at the page: <http://www.poliba.it/it/internazionale/modulistica-traineeship>

Important: the illustrated procedures must be followed also by Incoming Students for Traineeship **outside the Erasmus+ framework**. In this case, the involved documents (Learning Agreement for Traineeship, etc.) should NOT include the Erasmus+ logo, and there may be differences coming from the rules of the specific Programme under which the mobility is done. The general procedures, however, **must be followed exactly as in the case of Erasmus+ mobilities**.

## 2 ACRONYMS

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In the following:

LAT = Learning Agreement for Traineeship.

The fundamental official document which must be filled in and signed before, during and after the mobility.

IRO = International Relations Office.

Office in charge of the administrative processes concerning the mobility: [international@poliba.it](mailto:international@poliba.it)

SV = Supervisor at Politecnico di Bari.

Professor of Politecnico di Bari in charge of the trainee and the traineeship activities. The Supervisor is responsible for signing the Learning Agreement, for amending it if needed, for supervising the trainee during the traineeship, and for signing the Traineeship Certificate.

IMC = International Mobility Coordinator (also called, briefly, “Erasmus Coordinator”) at Politecnico di Bari.

Professor of Politecnico di Bari in charge of handling the academic activities of mobility students. There are several IMCs at Poliba, according to the specific kind of mobilities. In the case of Incoming Students for Traineeship, the role of the IMC is mainly supporting the Supervisor and the IRO in handling the academic documentation (in particular, the LAT). The other role of the IMC is handling the registering of the traineeship activity in the database of didactic activities of Politecnico di Bari.

## 3 PRELIMINARY NOTES CONCERNING THE LEARNING AGREEMENT FOR TRAINEESHIP

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The LAT includes two fields, which must be interpreted as follows:

- 1) “contact person” is the IRO, [international@poliba.it](mailto:international@poliba.it), or a staff member of the IRO indicated by the head of the IRO.
- 2) “mentor” is the selected IMC for the mobility. The particular IMC for the trainee is identified by the SV, with the help of the IRO if necessary, and communicated to the trainee.

## 4 WHAT TO DO

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### 4.1 BEFORE THE MOBILITY

1. The trainee must obtain the permission to carry out the mobility from the IRO. The permission can be given when the LAT is filled in, in the section “before the mobility”, and **all the required signatures are affixed**. The process is concluded by the IRO, which sends the signed LAT to (i) the trainee and (ii) the contact person at the sending Institution.
2. The procedure to fill in properly the LAT is made by the following steps.
  - 2.1. The trainee must contact a professor of Politecnico di Bari, obtaining her/his availability to serve as SV.
  - 2.2. The professor accepting the role of SV will guide the trainee to properly filling in the required fields in the LAT. She/he will have the assistance of the IRO and of the IMC for any doubtful point.
  - 2.3. The LAT must be signed by all the required persons, at Politecnico di Bari and at the sending Institution.
  - 2.4. As a final step before the mobility, the trainee must set an appointment in person with the staff of the IRO and with the SV. The encounters should take place on the date of arrival in Bari of the Trainee, or the day after the arrival.

### 4.2 UPON ARRIVAL AT POLITECNICO DI BARI

The trainee must:

1. Meet in person the staff at the IRO, according to the appointment formerly set. This is necessary in order to register as an Incoming Student for Traineeship at Politecnico di Bari.
2. Meet in person the SV, to organize the actual work to be done.
3. Meet in person the IMC, preferably with the presence of the SV. In any case, the appointment with the IMC must be set with the guidance of the SV.

### 4.3 DURING THE MOBILITY

1. The trainee must carry out the traineeship activities thoroughly as described in the LAT, remaining always in strict connection with the SV.
2. Any academic problem must be solved with the SV, with the assistance of the IMC if necessary. Any administrative problem must be solved with the IRO, with the assistance of the IMC if necessary.
3. In case of changes to the traineeship programme, the section “during the mobility” of the LAT must be filled in, and signed by all the required parts.
4. For no reason whatsoever the trainee must interrupt the traineeship without informing the SV and the IRO. Usually, the mobility period cannot be interrupted.

### 4.4 AT THE END OF THE MOBILITY

1. The “Traineeship Certificate by the Receiving Organisation/Enterprise” in the LAT must be filled in and signed by the SV.
2. The “Attendance Certificate” for incoming students for Traineeship, available on the website [www.poliba.it](http://www.poliba.it), must be filled in and signed by the SV.
3. The SV must send an electronic copy of the LAT and of the Attendance Certificate to the IRO and to the IMC.
4. The trainee must check out at the IRO before leaving Politecnico di Bari. At the time of check out, the trainee will deliver hand over to the IRO staff the signed LAT and Attendance Certificate.
5. The LAT and the Attendance Certificate will be retained by the IRO. The IRO will send a copy of them to the sending Institution of the trainee, to the trainee, and to the IMC.