

Information for organizations interested in hosting an Erasmus+ trainee

What's the Erasmus+ for traineeships mobility

It is the action financed by the EU under the Erasmus+ programme which allows students and recent graduates to carry out a traineeship abroad and benefit from a grant.

The traineeship can be carried out in companies or other kind of organizations in Europe.

The traineeships organised by the University of Padova for the academic year 2025/26 may have a financed duration between 2 months (60 days - minimum duration) and 5 months (150 days). Additional days can be in any case carried out.

Traineeships may start on any date from October 1st 2025 and must end by September 30th 2026.

The trainee receives a grant from the University of € 500 or 550 per month plus additional contributions based on income if due. Although there is no obligation, the host organization may add a financial or in kind contribution

Benefits for host organizations

- a trainee can provide a new international perspective, innovative ideas and active support
- a trainee brings fresh enthusiasm, increased competitiveness and innovation
- getting trainees' insights into their home culture can open doors to new markets and expand the business
- enhance competences at the company: the trainee learns from employees, but employees can also learn from an international trainee through interaction with different languages and up-to-date IT skills

What do organizations interested in hosting an Erasmus+ trainee have to do and what they need to know

If you have been contacted by a student asking you to be hosted as Erasmus+ trainee in your organization, and you accept to support his/her application, you will have to agree with him/her the following issues:

- The starting and end date of the traineeship
- The traineeship contents (activities to be performed, learning outcomes, etc.)
- The language skills that are required for the traineeship.

In order to confirm the acceptance of the trainee you have to fill in, sign and stamp the Letter of Intent that the student will send you.

The letter is necessary for the student in order to submit the application to the University.

In the Letter of Intent the host organization undertakes to:

-Negotiate and agree a tailor-made Learning Agreement for Traineeship (including the programme of the traineeship) and the adequate mentoring/tutoring arrangements, jointly with the sending institution

-Assign to the student tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

-Draw a contract or equivalent document for the traineeship in accordance with the requirements of the host national legislation (if necessary for your national legislation)

-Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress

NB. If the student intends to carry out the mobility after graduation, please verify if your national legislation allows recent graduates as trainees before signing the Letter of Intent.

The deadline for students' applications at University of Padova for a.y.2025/26 is August 1st 2025

The results of our selection will be available at the beginning/middle of September, afterwards, if selected, the student will get in touch with you for drafting the Learning Agreement for Traineeship, to be signed by the trainee, the host organization and the University of Padova.

The University of Padova provides the trainee with accident at work and civil liability insurance coverages during traineeship activities (with the exclusion of risks associated with the exercise of medical/healthcare activities, traineeships in the medical area must be observational)

At the end of the traineeship, the host organization is required to provide the After the Mobility certificate (certifying the period of the traineeship, the activities done and reporting an evaluation of the trainee) and it may be required to sign other documents for the recognition of university credits.

For any doubts please do not hesitate to contact us: the office responsible for Erasmus+ Traineeship program is the Career Service tel. +39 049 827 3071 and email: stage.estero@unipd.it