



MOBILITY FOR TRAINEESHIP (SMP)

- **Nominations**

Students nominated for traineeship are requested to submit a traineeship proposal directly to the department/laboratory/Faculty/structure at Sapienza University they are interested in. The Acceptance Letter must be forwarded to erasmusincoming@uniroma1.it

Only after receiving the Sapienza official approval, the Home University can send the official nomination to erasmusincoming@uniroma1.it with the following **mandatory** details:

- Erasmus University code (ex. E MADRID03, TR ISTANBU07 etc.)
- family name
- first name
- gender
- one valid e-mail address
- Receiving department/Faculty/structure at Sapienza University
- Planned period of stay: from [day/month/year] to [day/month/year]

- **Deadlines**

- Both documents (Acceptance Letter from Sapienza and Nomination from the Home University) have to be sent **at least two months before the student's arrival.**

- **Language requirements**

Students coming for traineeship are **strongly recommended to have an intermediate level of Italian/English**, according to the hosting department needs.

APPLICATION PROCESS

- **On line Application Form**

Students will receive, by e-mail, a login code to the online Application Form.



PLEASE NOTE: STUDENTS HAVE 30 DAYS TO FILL IN THEIR ONLINE APPLICATION FORM.

After saving and printing the online *Application Form*, a registration number (*matricola*) is generated: this number will be **completely** active once students arrive in Rome and register at the Erasmus Office of their receiving Faculty (<https://www.uniroma1.it/en/pagina/referenti-amministrativi-erasmus-di-facolta-raef>).

- **Deadlines**

A copy of the *Application Form* together with the student's Learning Agreement and a copy of the latest Transcript of Records must be **signed and uploaded** on the *Erasmus+ Student Personal Page* at <https://relint.uniroma1.it/incomingtraineeship/login.aspx>

USEFUL INFORMATION

Students may find further detailed information about their *Erasmus+* period at *Sapienza University* by downloading the *International Exchange Student Guide* at the following web-page: <https://www.uniroma1.it/it/pagina/students-coming-sapienza>.

For further questions, doubts or students' withdrawals, please contact the *Erasmus+* International Office at erasmusincoming@uniroma1.it

TREATMENT OF PERSONAL DATA

The treatment of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as current national legislation.

CONTACTS

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