

Vademecum 2024/25 for NON-Erasmus+ studio Medicine students

General information

If you are planning to do an internship at our university, those are some of the information you need before applying:

1. Application acceptance depends on availability at the hospital for the units you request in your Clinical Program/Learning Agreement. The unit(s) you request might be fully booked;
2. There are no particular language requirements, but since you will be in contact with patients, some knowledge of Italian is highly recommended;
3. Trainers must do the Insurance.

Deadlines

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| Request | <ul style="list-style-type: none">– June til August if you want to start your internship between October and March– November til February if you're going to start your internship between April and September |
| Insurance | At least the week before starting the hospital rotation, all Trainees must pay the 10€ Insurance. Find all the information at this link: https://www.univr.it/it/organizzazione/tecnica-e-logistica/logistica/servizi-logistici#doc_29129 |

Procedure

To do an internship at our university, you have to follow these four steps:

1. Application and approval
2. Before arrive
3. During the mobility
4. End of the mobility

1. Application and approval

Please note that we will accept requests only in the following periods:

- June til August if you want to start your internship between October and March
- November til February if you're going to start your internship between April and September

If you are an Erasmus+ trainee student, you must upload a draft of your learning agreement. Once we accept you, we will need the Learning signed by your university one week before your arrival. You can find a model of Learning Agreement for Erasmus+ Traineeship here:

<https://docs.univr.it/documenti/Documento/allegati/allegati423592.docx>

All applicants must apply through the Application Form on our website. Find the form here:
https://forms.office.com/Pages/ResponsePage.aspx?id=kTYadtrcCEC7g7fSmlJko8_YNyKjmTNHg8G8fxR4erhUMUsyRkNQMIhKT0wzUDhXQ0hVTTYzQ0VMWi4u

Once you apply, we will notify you as soon as possible about the availability of our ward(s).

2. Before arrive

Once your application has been accepted, we will write to the email you give to us in the form, and you will need to complete the following steps:

1. All Trainees are required to pay the 10€ **Insurance** through the University of Verona. This payment needs to be made at least one week before starting the traineeship. It could be necessary for Insurance the Codice Fiscale. Codice Fiscale is a unique identification code that the Italian government issues. If you need help, you can reach International Students Services and Consulting at <https://www.isu-services.it/it/universities/universita-degli-studi-di-verona>.
2. **Plan** your rotations: upon receiving your request, we will check if the hospital units you plan to train at are available for the dates of your mobility. At this point, we have already enrolled you into our schedule to ensure we can guarantee your spot in those units. This is the time to discuss further details with to ensure the schedule matches your requests and that all the rotations are planned.

Under no circumstances can a student go to a hospital unit without confirming the rotation and having the insurance done. If you need to change your rotations, do not show up at the unit without notice. Email our tutor to check the unit's availability and ensure that the office communicates your arrival to the unit.

3. During the mobility

On the first day of your training, please reach out to your unit on time and meet your supervisor. Your supervisor will help you define your scheduling and set out your targets.

Where is my unit? See the [Azienda Ospedaliera](#) website if you are still looking for your unit.

Bring with you:

- A white coat;
- A stethoscope.

4. End of the mobility

Since you are not an Erasmus+ study student, your attendance certification is not released from the University of Verona. Your attendance must be certified by your clinical supervisor.

PLEASE NOTE: It is your responsibility to ensure that your supervisor fills out the final evaluation form your university requires.