

## Erasmus+ Traineeship for Medicine Students – Application Procedure

### General information

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

1. Application acceptance depends on availability at the hospital for the wards you request in your Clinical Program/Learning Agreement. The ward(s) you asked for 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. Our traineeships have a **maximum of 30 hours per week**.

**PLEASE NOTE:** The University of Verona accepts incoming students exclusively within the framework of officially established Erasmus mobility programs. Applications from students outside these programs aren't accepted.

### General deadlines

Process	Action required	Deadline
<b>Application</b>	To complete your application, please fill out the form found in section two of this <i>Vademecum</i> .	Not over three months before arrival
<b>Approval</b>	- We will contact you within two weeks after completing our survey to inform you whether your request is accepted. - Fill in your LA and have it signed	
<b>University enrolment</b>	Complete the practical procedure that you will receive by email	One month before your arrival
<b>Clinical rotation</b>	We will send you your clinical rotation information and all necessary details to access the wards only after you have enrolled in our University.	Approximately one month before your arrival
<b>Transcript of records</b>	Fill in our booklet, or fill in your university documents	At the end of your mobility

## Procedure

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

1. Planning your mobility
2. Before arriving
3. During the mobility
4. End of the mobility

### 1. Planning your mobility

#### **Application and approval**

To submit your application formally, please complete the survey at this link:

<https://limesurvey.univr.it/index.php/781851?lang=en>

Please note that to manage your request correctly, you must formally present your application at least **three months before your arrival**.

For assistance, feel free to contact our tutor at [mobilita.medicina@ateneo.univr.it](mailto:mobilita.medicina@ateneo.univr.it).

Please note that we can only organise a traineeship in the Azienda Ospedaliera Universitaria Integrata of Verona. The Azienda Ospedaliera is located in two different hospitals:

- [Ospedale Policlinico Giambattista Rossi](#)
- [Ospedale Civile Maggiore](#)

#### **Approval**

Please note that the survey serves as an application form; acceptance cannot be guaranteed.

Once we receive your application, we will check the wards' availability for your period of mobility. Within one to two weeks, you will receive an email from [mobilita.medicina@ateneo.univr.it](mailto:mobilita.medicina@ateneo.univr.it).

The email will contain:

- Whether your application is accepted or not; If we cannot offer all the internships you require, you may either modify your application (up to one time) or withdraw it.
- A request for a draft of your LA so we can check that all the information is correct. Once we have checked your LA, we will need the Learning signed by your university, and we will send you the LA signed by our Erasmus coordinator.

You can find a model of Learning Agreement for Erasmus+ Traineeship here:

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

#### How to fill out your Learning Agreement:

To correctly fill out your Learning Agreement, you must insert:

- The exact ward/s

- The number of weeks for each ward. If it is not specified, we will organise the traineeship with the following schedule: 25 hours per week. Please note that our traineeship is a maximum of 30 hours per week.

For assistance, feel free to contact our tutor at [mobilita.medicina@ateneo.univr.it](mailto:mobilita.medicina@ateneo.univr.it).

In this phase, it is essential that you read and respond to the email promptly.

## University enrolment

University enrollment is entirely free, but it is essential to ensure you have the correct insurance policy, which is fundamental for organising your internships.

To complete your enrollment, we require a corrected and signed Learning Agreement (LA). Please ensure that you complete the previous step correctly.

### 2. Before arriving

Once your application is accepted and your enrollment process is complete, we will send you a draft of your rotations.

At this stage, you have already been enrolled in our schedule to secure your spot in the wards. **Under no circumstances can a student go to a hospital ward without confirmed rotation.** If you need to change your rotation, please contact us.

If you need a Transcript of Records from our University, please let us know before starting your internships. Otherwise, if you only need to fill out an attendance certificate released by your university, you need to ask your tutor.

**Please note** that the procedures for entry and stay of international students, as defined by current Italian legislation, and the procedures to access national health care are the student's responsibility.

### 3. During the mobility

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

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

Bring with you:

- A white coat;
- A stethoscope.

### Health Insurance

All European Erasmus students should travel to Italy with their European Health Insurance Card (EHIC). The European Health Insurance Card replaces paper forms such as the E111 and gives access to immediate necessary care under the same conditions as for Italian nationals.

Cards are issued by your [national health insurance provider](#).

Important – the European Health Insurance Card:

- is not an alternative to travel insurance. It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property.
- does not guarantee free services. As each country's healthcare system is different, services that are free at home might not be free in another country.

More information on How you can use your EHIC card can be found on the website of the [European Health Insurance card](#), which we recommend you read carefully before leaving your Country of residence.

#### 4. End of the mobility

As an Erasmus+ Traineeship student, your clinical supervisor is required to certify your attendance. The University will only issue a certificate upon receipt of a request. If you need a Transcript of Records from our University, please let us know before starting your internships.

Please note that it is your responsibility to ensure your supervisor completes the final evaluation form required by the University.

#### Contacts

<b>Useful links for your LA</b>	
<b>Buddy service</b>	<a href="https://www.univr.it/it/i-nostri-servizi/gestione-carriere-studenti-medicina-e-chirurgia/erasmus-e-altri-esperienze-allesteri-area-medica/tutorato-mobilita-internazionale-medicina">https://www.univr.it/it/i-nostri-servizi/gestione-carriere-studenti-medicina-e-chirurgia/erasmus-e-altri-esperienze-allesteri-area-medica/tutorato-mobilita-internazionale-medicina</a>
<b>Website of our Azienda ospedaliera</b>	<a href="https://www.aovr.veneto.it/home">https://www.aovr.veneto.it/home</a>
<b>Academic Calendar</b>	<a href="https://www.corsi.univr.it/?ent=cs&amp;id=395&amp;menu=studiare&amp;tab=calendario&amp;lang=en">https://www.corsi.univr.it/?ent=cs&amp;id=395&amp;menu=studiare&amp;tab=calendario&amp;lang=en</a>
<b>Overview from the European Commission of Erasmus+ Traineeship</b>	<a href="https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/traineeships-abroad-for-students">https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/traineeships-abroad-for-students</a>