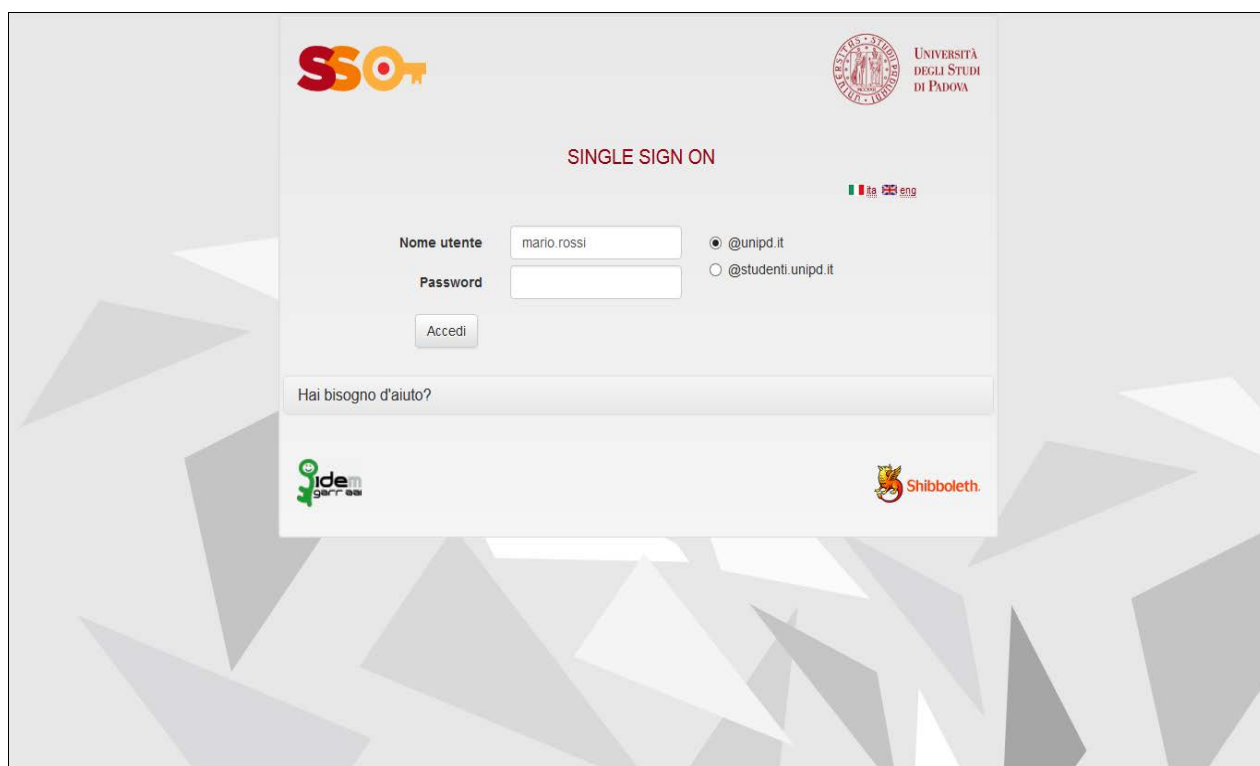
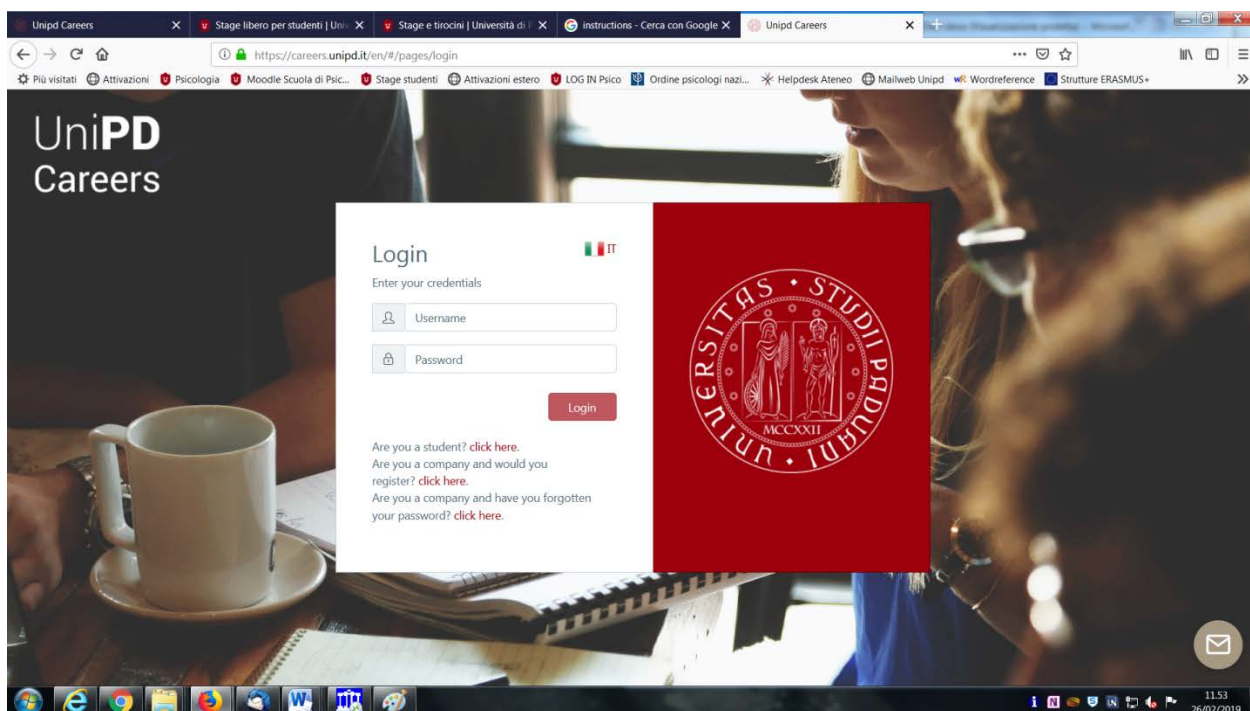


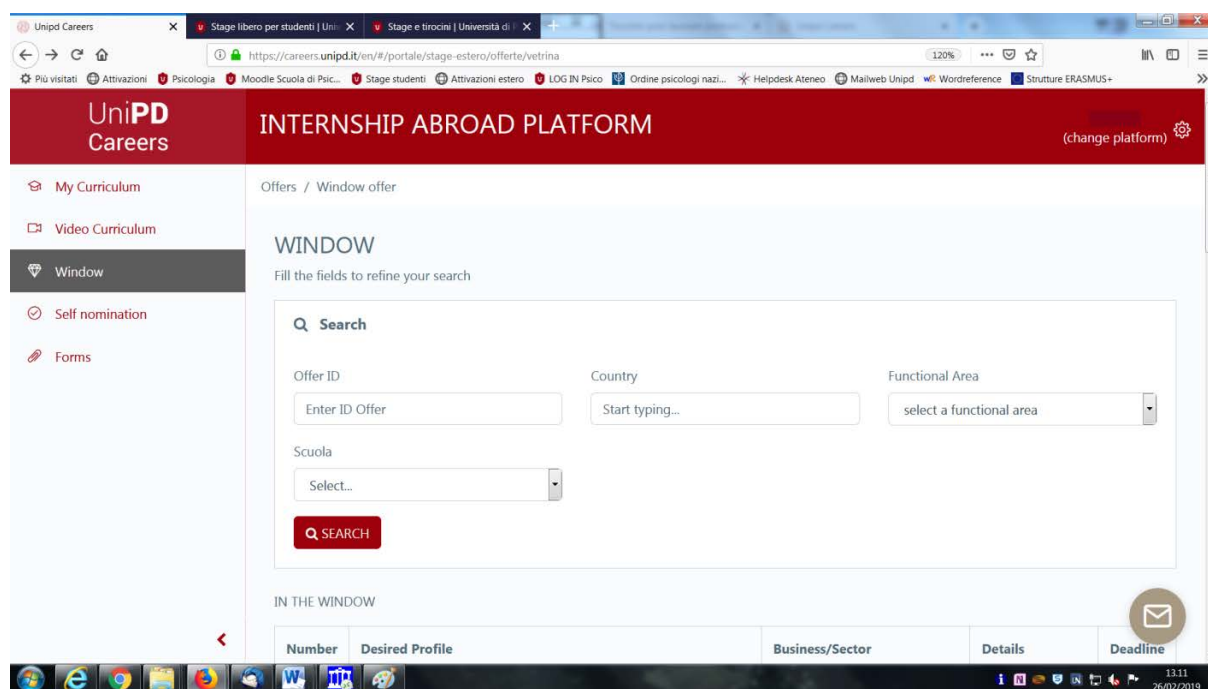
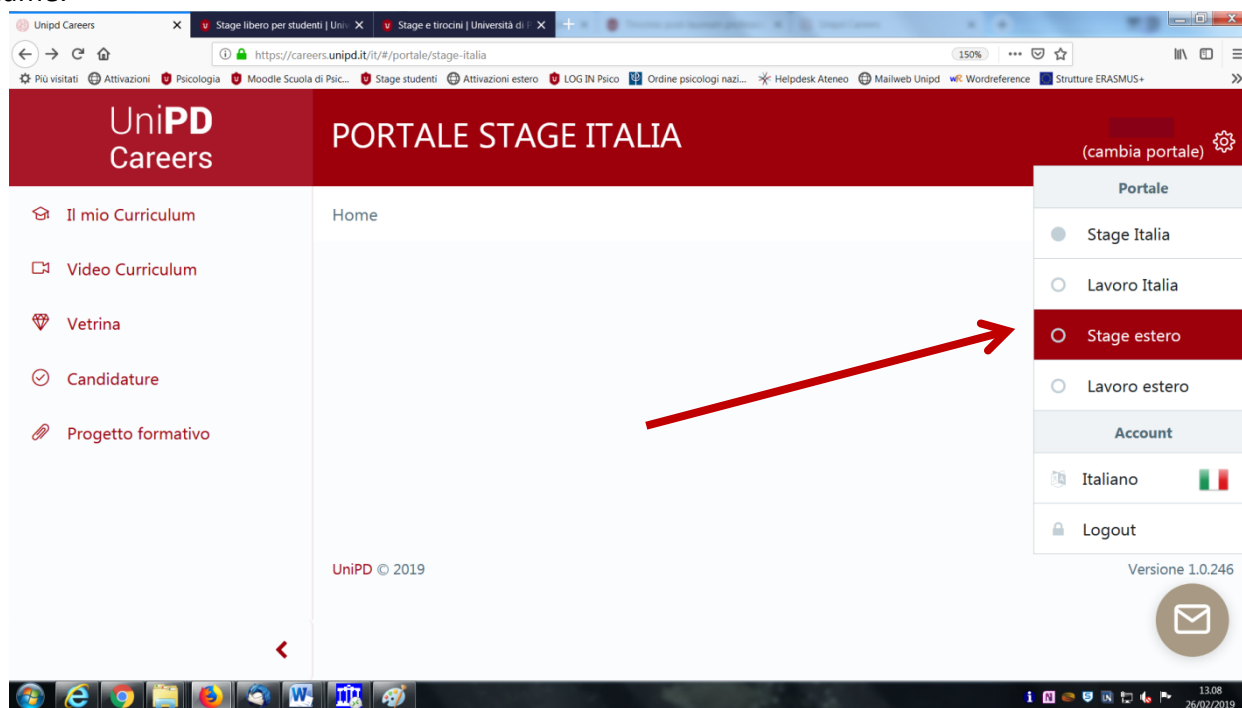
TRAINING PROJECT FOR FREE TRAININGS ABROAD

The **second** required document is the **individual training project**. This form is your free training contract where all references of the experience are indicated as well as the number of your insurance policies covered by the University.

To complete the online form, you should log into your personal area, starting from this link: <https://careers.unipd.it/en/#/pages/login> > Are you a student? [click here](#).



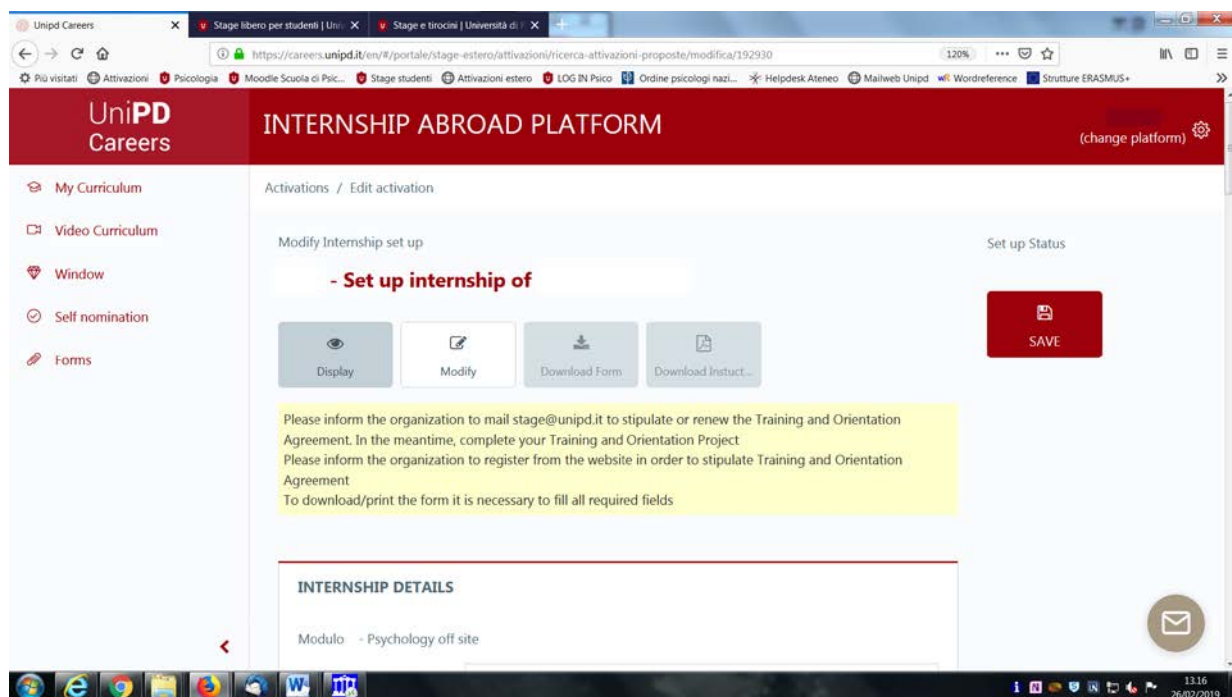
You can change the platform and the language, clicking on the little gear on the top of the screen, near your name.



Click on **Form**, then on **New training and orientation project**, and then you will be able to check your data, selecting the actual course in which you're enrolled in this moment, search the hosting organization by its Tax Code/VAT Number, and chose your experience (Free training – no credits).

Then you could click on **Continue**.

Finally, you have the right online form to fill in. There are some compulsory fields, as the training aims and methods, the training place (address, county, city, etc), the organization's tutor, the training dates, the working hours, the academic tutor and so on. Your personal data is automatically filled in by the system



Clicking on **SAVE**, you can save your individual project, in order to print it. The document must be signed by you and by your organization's tutor, and one original copies must come to our Career service office.