



**Dipartimento di Scienze mediche e biologiche
Corso di Studi in Infermieristica sedi coordinate di Udine e Pordenone**

Erasmus+ Traineeship a.a. 2016/2017

Check list for starting the Erasmus procedure

1. Fill in the Learning Agreement for Traineeship (LAT) as indicate below:
 - a. *The trainee* data on page 1
 - b. *Language competence of the trainee* on page 3
 - c. *Commitment of the three parties*: student's signature on the last page
2. Start with the registration on the web-page of the Host Institution (see the following table for details)
3. Search for accommodation through the University webpage (they can offer University Campus or private flat. **Choose the solution that best suits you**). Remember to book the room, as soon you can, if you do not have to make a down payment in advance for the reservation, otherwise... wait for the confirmation that you have been accepted by the Host Institution.
4. Prepare your curriculum vitae & studiorum including the previous clinical training experiences (in English or Spanish for Spain)
5. Check your e-mail on a daily basis
6. Attend the preparatory briefings scheduled by the Erasmus Delegate in Udine and for the Pordenone Bachelor degree in Nursing.
7. Follow the steps given by Federica Fabbro (responsible for Erasmus + Traineeship)



Check list during the traineeship

Keep in contact via e-mail with the Erasmus Delegate – Cristina Tommasini regarding:

1. confirmation of your arrival at the Host University
2. forward to:
 - a. your traineeship shifts on a monthly basis, using the attendance sheet or booklet as used in Udine or Pordenone
 - b. the final evaluation of competences achieved: the Erasmus Clinical Trainee Evaluation Form (or alternatively the evaluation form adopted by your host institution) should be immediately sent at the end of each training period (take a picture or send as PDF file)
 - c. the report as indicated in the clinical training guideline (better 5 before finishing/leaving). Name the file as in this example: Tommasini.Cristina report-UCC 1.9.2016.doc
 - d. the Learning Diary at the end of each month also to Federica Fabbro. Name the file as: Learning Diary-UCC Tommasini.Cristina 30.9.2016
 - e. any proposal for participation in a seminar/conference (before attending it) with the programme attached.

And promptly inform Cristina Tommasini and Federica Fabbro of any problems or changes of the original LAT.

One week before leaving your Host Institution:

3. Ask your International coordinator (Host University) to complete and sign the Traineeship certificate (2 copies, if possible) and Europass mobility
4. Confirmation of the arrival date at UNIUD made to the Erasmus Delegate

When you come back, you will participate in an **Erasmus Debriefing** (Competences evaluation and clinical training pathways) with the Erasmus Delegate and the 2nd or 3rd year Nurse coordinator.



Table Contact details 2016/2017

Host Instituion	International/Erasmus Coordinator	E mail	Web Page
LUC - Lillebaelt University College - DK	Tini Millin Mette Bro Jansen	timi@ucl.dk mmbj@ucl.dk	www.ucl.dk/international Deadline for applications 1/10/2016
MUC Metropolitan University College Copenhagen - DK	Kirsten Neymark +45 72487443 Jette Tegner +45 72487333 Lisbeth Vinberg Engel +45 72282920	kine@phmetropol.dk jete@phmetropol.dk lien@phmetropol.dk	http://www.phmetropol.dk/English/Exchange+students Dead line for applications 1/10/2016
SUC Zealand University College - DK	Hélène Kelly Janne Krag Geert-Jørgensen	hke@ucsj.dk jgj@ucsj.dk	http://ucsj.dk/english/programmes/undergraduate-exchange-programmes-and-courses-in-english/ Deadline for applications 1/10/2016 <i>Start with the registration, and after that, the login</i>
UCC University Capital College Copenhagen - DK	Mathilde Larsen	MALA@ucc.dk	https://ucc.dk/international/study Deadline for applications 1/11/2016 (nomination 01/10/2016) https://ucc.moveon4.com/form/560c02353f5d660d06000001/eng
Tartu Health Care College - EE	Danel Jantra	nooruse@nooruse.ee daneljantra@nooruse.ee	http://www.nooruse.ee/eng/mobility/how-apply/ Deadline for applications: 15/10/2016
UCS University College of Southeast-Norway	Dag Koreseth Siv Roel Espen Johansen	dag.korsath@hbv.no Siv.Roel@hit.no espen.johansen@hit.no	www.usn.no https://www.usn.no/academics/how-to-apply/ Deadline for applications 1/11/2016 (nomination 01/10/2016)
UCLL Leuven Limburg - B	Ann Deschamps & Carine Debaere	internationalnursing.leuven@ucll.be ann.deschamps@ucll.be	https://www.ucll.be/international/exchange-programmes/exchange-student-application Deadline for applications 15/11/2016
ODISEE Brussel - B	Julie Vanderlinden T+32 (3) 776 43 48	julie.vanderlinden@odisee.be	http://www.odisee.be/en/international-nursing-education-programme Deadline for applications 15/11/2016



Host Institution	International/Erasmus Coordinator	E mail	Web Page
University of Primorska – Koper - SI	Andreja Breclj Igor Karnjuš	andreja.brecelj@fvz.upr.si igor.karnjus@fvz.upr.si	https://www.upr.si/en/international/international-mobility http://www.fvz.upr.si/en/international-cooperation http://www.fvz.upr.si/en/study-programmes-and-mobility Deadline for applications 15/11/2016
Medizinische Universität Graz - A	Karina Theiss	karina.theiss@medunigraz.at international.office@medunigraz.at	http://international-office.medunigraz.at/incoming-mobility/erasmus-traineeship/ Deadline for applications 1/11/2016
Martin-Luther-Universität Halle-Wittenberg - D	Jahn Patrick Joachim Neumann Gero Langer	patrick.jahn@uk-halle.de Joachim.neumann@medizin.uni-halle.de ; sekr.pharmatox@medizin.uni-halle.de gero.langer@medizin.uni-halle.de	http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students https://www.medizin.uni-halle.de/index.php?id=267 Deadline for applications 15/11/2016 (nomination 1/11/2016)
ESEL Lisbona - PT	Helena Bronze Claudia Bacatum	gri@esel.pt claudia.bacatum@esel.pt coordenacaoerasmus@esel.pt	http://www.esel.pt/ESEL/PT/Campus/Services/CampusDescricao.htm Deadline – da fare immediatamente (Dare application in word)
INSTITUTO PIAGET - PT	José Carlos Bronze Servizio centrale Ana Margarida Ianhes Caldeira solo Viseu	mobilidade@lisboa.ipiaget.pt ana.caldeira@viseu.ipiaget.pt	http://www.ipiaget.org/contactos Deadline for applications 31/12/2016
Universidad de Murcia - ES	María Montserrat Sanchez Ortuño Clara Ortiz	montses@um.es clara@um.es	http://www.um.es/web/internacionalizacion/movilidad/alumnos-internacionales Deadline for applications: dal 15/10/2016 al 30/11/2016 http://www.um.es/web/enfermeria/contenido/movilidad/english
Universidad Pontificia Comillas Madrid - ES	María Galán Lominchar Tel. +34 91 893 37 69 Ext. 483	mgalan.rrii@comillas.edu	http://www.comillas.edu/en/# http://www.comillas.edu/images/sri/Fact_Sheet.pdf Deadline for application: 1/11/2016

Udine-Pordenone, 29/9/2016