
NOMINAL CONVENTION/ TRAINEESHIP PLACEMENT PROJECT TABLE

Trainee	Number
Place of birth	Date of birth
Address	Tel.
E-mail	Tax Code

Degree Course in

CREATIVITY AND COMMUNICATION DESIGN OR WEB MARKETING & DIGITAL COMMUNICATION

year of registration _____

Traineeship of _____ hours at

Company/Institution _____

Traineeship Table _____

Company Address _____

Telephone No. _____ **Email** _____

Time periods

Traineeship Period n. _____ months

from _____ to _____

from _____ to _____

Traineeship Coordinator
(a shown by the Promoter Body)

Company Tutor (as show by the Hosting Body)

Company tutor e-mail

MSTC ACADEMIC TRAINEESHIP PLACEMENT PROJECT TABLE

Reasons for Company choice:

Objectives and modalities:

Traineeship Objectives and Modalities:

The main objective of our Traineeship Placement is its **mutual relationship** between University and the external world as it offers:

- The student the opportunity to measure and develop his/her competences;
- The University the opportunity to compare itself with the working world and with professional experts;
- The outside world the opportunity to understand the young graduate's motivations and be relevant upon their training;

It is, therefore, an important instrument for **training and monitoring** the efficiency of our Course of Studies, but also offers the possibility to create new ideas and stimulate changes in the working world.

The Academic pre-Lauream Professional Traineeship, guided and assisted by a Company Tutor and a IUSVE Supervisor, is an experience which allows students to:

- learn and improve his knowledge, skills and ability which are necessary to his/her professional growth;
- understand the working processes and procedures and their different stages, activities, participants, users and final results;
- understand their personal role and the possible contribution they can offer within the Placement Hosting Company;
- improve their own ability to question themselves and put into practice their theoretical knowledge as well as the abilities and competences they have acquired during the Degree Course;
- know and understand the Company internal organization, to understand the fluxes and strategies there adopted and their motivations.

Company Tutor Role

The Traineeship Hosting Company should provide the IUSVE student with a Company Tutor who should have:

- some teaching abilities;
- a clear knowledge of the Company *mission* and *vision*;
- knowledge of the student's professional profile:

The Company Tutor will be the official Company contact person with IUSVE.

The Company Tutor should certify and sign the Trainee's timesheet, evaluate the entire Traineeship period with reference to the project, the objectives of the project and the general objectives of the Traineeship Placement.

Trainee's Duties

During the Traineeship period the student is obliged to:

Follow the Company Tutor's instructions and refer to him, or to a delegated person, for any organizational, or any other type of problem;

- respect Company secrets regarding production processes or other information concerning the company he/she may come to know both during and after his/her Traineeship Placement period,
- respect all Company Rules and regulations regarding hygiene and security;
- accept the Company working times agreed with the person in charge nominated by the Company.

Insurance Policy:

Accident: policy 79043679 Company PCA Spa
R.C. Third Parties In: policy 79043707 Company PCA Spa
INAIL: policy 92641358

Read and Accepted: signature of Trainee

Traineeship Coordinator signature

Promoting Institution Stamp and Signature

Hosting Company Stamp and Signature

Place and date
