



## HOW TO SUBMIT THE APPLICATION FOR AN INDEPENDENTLY IDENTIFIED INSTITUTION

If you want to participate in the *Erasmus+ call for traineeship purposes a.y. 2025/2026*, by submitting your application for an independently identified Institution, you must:

1. identify the foreign Institution
2. identify a teacher at UNIGE who has the role of contact person for the exchange with the independently identified Institution
3. fill in and have the *letter of intent* signed in its entirety. This document must be attached to the application

### How to identify the foreign Institution



The following organisations are **ELIGIBLE** Institutions:

- ⇒ Higher Education Establishments that hold an Erasmus Charter for Higher Education
- ⇒ Any public or private organisation operating in the labour market or in sectors like education, training and young people. For example, this organisation could be:
  - a small, medium or large public or private company (including social enterprises);
  - a local, regional or national public organisation;
  - a social partner or other representative of the world of work, including chambers of commerce, including associations of craftsmen or professionals and trade unions;
  - a research institute;
  - a foundation;
  - a school/institute/education centre (at any level, from pre-school to upper secondary education, including vocational and adult education);
- ⇒ a non-profit organisation, an association or an NGO;
- ⇒ a career advice, professional advice and information services organisation.



The organisation identified must be based in a country participating in the programme.



### Ineligible organisations

The following types of organisations are ineligible as organisations to host student traineeships:

- ⇒ EU institutions and other EU bodies, including specialised agencies (full list available at [http://europa.eu/about-eu/institutions-bodies/index\\_en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm));
- ⇒ Organisations that manage EU programmes, such as National Agencies (to avoid any potential conflicts of interest and/or duplicate funding).

Platforms, websites and databases are available to identify an Institution independently, including:

- [erasmusintern.org](https://erasmusintern.org/) (<https://erasmusintern.org/>), platform promoted by [Erasmus Student Network](#)
- <https://www.stage4eu.it/>
- Any lists of Institutions already used in the past. For information in this regard, it is possible to contact the *International mobility desk office* of the Department/School of the relevant Department Area<sup>1</sup> (and related websites)

<sup>1</sup> **Settore sportello per la mobilità internazionale:**

**Architecture Area Departments:** [erasmus.architettura@unige.it](mailto:erasmus.architettura@unige.it)

**Economics Area Department:** [relazint@economia.unige.it](mailto:relazint@economia.unige.it)

**Engineering Area Departments:** [erasmus.ingegneria@unige.it](mailto:erasmus.ingegneria@unige.it)

**Law Area Department:** [erasmus@giuri.unige.it](mailto:erasmus@giuri.unige.it)

**Educational sciences Area Departments:** [relint.sdf@unige.it](mailto:relint.sdf@unige.it)

**Political and International Sciences Area Departments:** [aife@unige.it](mailto:aife@unige.it)

**Humanities and Philosophy Area Departments:** [relint@scienzeumanistiche.unige.it](mailto:relint@scienzeumanistiche.unige.it)

**Languages and Literature Area Departments:** [relint@scienzeumanistiche.unige.it](mailto:relint@scienzeumanistiche.unige.it)

**Medicine Area Departments:** [erasmus.medicina@unige.it](mailto:erasmus.medicina@unige.it)

**Pharmacy Area Department:** [erasmus@difar.unige.it](mailto:erasmus@difar.unige.it)

**Mathematics, Physics and Natural Sciences Area Departments:** [relint.scienzefn@unige.it](mailto:relint.scienzefn@unige.it)

## How to identify the contact professor

The professor, who will be the contact person for the exchange with the independently identified Institution, must be a member or in any case hold courses at the Unige Department attended by the student and will be the responsible for the scholarship, if awarded. Also supported by the staff of the International mobility desk office of the Department/School, the professor will maintain contact the identified institution; send the “*letter of intent*” to obtain the signature of the responsible person at the foreign Institution and then sign the document himself/herself.

## Filling out the *letter of Intent*

The *letter of intent*, essentially, is a document in which the independently identified foreign institution declares its willingness to accept you for an internship within the Erasmus+ Program and the UniGe teacher agrees to be the contact person for the scholarship that could be awarded to you.



The *letter of intent* must:

- be filled up using the UniGe format published on the page <https://corsi.unige.it/info/erasmus-traineeship>, section – Important documents - *Erasmus+ a.y. 2025/26*)
- be filled up on the headed paper of the independently identified foreign institution
- If the *letter of intent* is not written on headed paper, the official stamp of the foreign institution must be affixed
- be attached to the application form **COMPLETE** with all required signatures and completed in its entirety. **Otherwise, it will not be possible to accept your application.**