

IMPORTANT INSTRUCTIONS AND INDICATIONS FOR THE ACTIVATION OF A NEW AGREEMENT

The agreement establishes a collaboration relationship thanks to which a company/body is entitled to host trainees. It is drawn up only on the first hosted internship and establishes a "framework" agreement between the University and the host company. It must be signed by the legal representative and is valid for five years. Only if the host organization is NOT already AGREED, it is necessary to proceed with the activation of the agreement.

Agreement activation procedures:

- register your company details (only the first time you use the service) by connecting to the link: <http://careers.unipd.it/it/#/pages/login> (for Italian companies), <https://careers.unipd.it/en/#/pages/login> (for foreign companies).
- wait for the email to validate your registration
- use your username and password to access the reserved area
- click on the Download Agreement button

FOR FOREIGN COMPANIES, PLEASE CONTACT US TO RECEIVE INFORMATION ABOUT THE SENDING OF THE AGREEMENT.

FOR ITALIAN COMPANIES:

In the case of PUBLIC BODIES: training and orientation internship agreements stipulated between public administrations must be signed **exclusively with digital signature**, with advanced electronic signature or with other qualified electronic signature, under penalty of nullity. Once logged in, the pre-filled agreement form must be downloaded from your private area; the document will already be saved in **PDF / A format** and must be signed with an electronic signature.

The digitally signed document must be **sent exclusively by certified mail (PEC)** to the email address amministrazione.centrale@pec.unipd.it

In the case of PRIVATE BODIES: you can proceed as described above for public bodies. Otherwise, you can download the pre-filled form, sign it and stamp it in paper format. The institution can send the documentation in duplicate by registered letter with return receipt, to the following address:

Ufficio Career Service
Palazzo Storione
Riviera Tito Livio, 6
35123, Padova

ATTENTION: if the structure does not have an agreement, it will not be possible for the trainee to proceed with the activation of the training project until the data of the institution have been entered into the system. In the case of NEW AGREEMENTS to be STIPULATED, **it is advisable to consider 3 WEEKS from the time of delivery of the documents to the start of the internship.** In the case of public bodies, the paperwork necessary for the stipulation of new agreements may require a longer period.

To find out if the company has got an agreement, send an email to silvia.begni@unipd.it or stage@unipd.it indicating precisely the name of the company and the VAT number, if present.