FREE MOVER INSTRUCTIONS

BEFORE THE MOBILITY

1) The participant must to contact the receiving organization to obtain the **acceptance letter**, which must be fully completed and signed by the organization. Once finalized, the letter must be sent to Ufficio Nucleo Didattico Economia – Tirocini/Internship tirocini.economia.an@univpm.it.

2) Before the start of the mobility period, the participant must also send the following documents to the same email address:

   - **Guidance and Training Plan (GTP)** signed by:
     - the trainee,
     - the host organization,
     - the academic coordinator at Faculty of Economics "Giorgio Fuà" Università Politecnica delle Marche (Sending Institution).

The participant must complete the section containing their personal details and indicate the name of the "Responsible Person at the Sending Institution" (UnivPM academic coordinator).

The document must then be sent to the receiving organization, which will complete the relevant sections (organization name, location, working hours, tutor's name, trainee's tasks, learning objectives, etc.) and provide signature and official stamp.

The document must also be signed by both the participant and the UnivPM academic coordinator.

DURING THE MOBILITY

3) At the beginning of the internship, the participant must ensure that the receiving organization completes and signs the **Arrival Form**, indicating the exact date of arrival at the internship location in the format **dd/mm/yyyy**.

AFTER THE MOBILITY

4) At the end of the mobility period, the participant must send the **Traineeship Declaration** to Ufficio Nucleo Didattico Economia – Tirocini/Internship tirocini.economia.an@univpm.it , completed and signed by the tutor or the person responsible at the receiving organization.
   The declaration must indicate the exact end date of the internship and confirm the completion of the planned training programme.

5) To request recognition of the activities carried out abroad, the participant must also complete and send the **Request for Credit Recognition Form** to Segreteria Studenti **segreteria.economia@univpm.it**