Useful Information for Finding a Host Organisation
Erasmus+ Traineeship – University of Tuscia

Finding a Host Organisation

Students participating in the Erasmus+ Traineeship programme must independently identify a host organisation where they will carry out their traineeship.

To support students in this process, the Erasmus+ page on the UNITUS website also provides a file containing a list of organisations that have previously hosted students from the University of Tuscia. This list is intended only as a source of inspiration. Students are free to contact any suitable organisation, even if it is not included in the list.

Once a host organisation has agreed to host you, you will need to ask them to complete and sign the "Letter of Acceptance", which is required to apply for the Erasmus+ Traineeship call.

Eligible Host Organisations

The following types of organisations can host an Erasmus+ traineeship:
- public or private companies (small, medium or large);
- local, regional or national public bodies;
- research institutes;
- foundations;
- schools and educational or training centres;
- non-profit organisations, associations and NGOs;
- universities and higher education institutions;
- chambers of commerce and professional associations;
- organisations providing career guidance or employment services.

Not eligible:
- European Union institutions and bodies;
- organisations managing EU programmes, including Erasmus+ National Agencies.

How to Contact an Organisation

Once you have identified an organisation of interest, you can contact them by email and send:
- your Curriculum Vitae;
- a short motivation or cover letter;
- a short description of the Erasmus+ Traineeship programme for host organisations (available on the Erasmus+ page of the UNITUS website).

In your message, you should briefly explain:
- who you are;
- what you study;
- why you are interested in the organization;
- the possible traineeship period.

How to Search for a Host Organisation

Online research

The internet is one of the main tools for finding internship opportunities. You can:
- search for organisations operating in your field of interest;
- regularly check the “Careers”, “Jobs”, “Internships” or “Vacancies” sections of company websites;
- consult specialised internship portals.

Some useful websites (please note: some platforms may offer paid services. Students are responsible for evaluating their reliability):
- ErasmusIntern
- EURES, European Job Mobility Portal
- EURODESK, information and guidance on EU programmes
- GARAGEERASMUS
- GLOBAL PLACEMENT, Internship Network
- Praxis Network
- Reconfirm Trainee Portal
- https://www.stage4eu.it/
- Euro Brussel, European Affairs Job Search
- Agence Nationale pour l’Emploi
- Germany forum jobline
- Careers in Poland
- Placement in Portugal
- Tecno Empleo (Spain)
- Placement Slovakia
- Swedish public employment Service

Using social networks

Social media can also be very useful when searching for internship opportunities. Companies sometimes publish internship opportunities on their social media channels before posting them on their official websites. In particular, it is recommended to:
- maintain an updated LinkedIn profile;
- follow organisations of interest;
- search for internship opportunities on LinkedIn.

Using your personal network

Your personal network can also be a valuable resource. For example:
- students who have already completed a traineeship abroad;
- friends or relatives working abroad;
- personal contacts with companies or organisations.