Guidelines for external activity

related to the MSc. Final exam

If the activity related to the final exam/Master’s thesis is carried out at a company/institution different from the University of Trento or University of Innsbruck the student must:

* Fill in and sign the attached forms:
  + Annex A: student application
  + Annex B: Hosting institution approval
* Send them to the Students’ support Service (<supportostudentimesiano@unitn.it>) before the beginning of the activity;

In order to activate the accident insurance policy, this procedure must be completed before the beginning of your activity!

## **Annex A: Student application**

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| --- | --- |
| Student personal data | |
| Student ID number (matricola) |  |
| Enrolled in | **MSc. in Environmental Meteorology** (Department of Civil, Environmental and Mechanical Engineering) |
| First name |  |
| Last name |  |
| Permanent address (street, street number, city) |  |
| Phone number |  |
| E-mail address |  |
| Identity card no. and expiry date |  |

|  |  |
| --- | --- |
| Additional data for non-EU citizens | |
| Residence / Stay permit (specify which type) |  |
| Document number |  |
| Issued for the purpose of |  |
| Issuing Authority |  |
| Identity card no. and expiry date |  |

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| Brief description of the external activity |
|  |

|  |  |
| --- | --- |
| Company/institution/organization where the activity will be carried out | |
| Name of the Institution |  |
| Location/address (street, no. City) |  |
| Period | From: dd/mm/yyyy to: dd/mm/yyyy |

Place and Date:

Student’s signature:

Annex B: Host Institution approval

|  |  |
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| **Host Company/Institution’s data** | |
| Name of the Institution |  |
| Legal address (street, street number, city) |  |
| Seat/office’s address where the thesis activity will be performed |  |

## Contact person

Name and Surname:

Position:

E-mail address:

Phone number:

Date:

Contact person’s signature: