

CALL FOR APPLICATION FOR TRAINEESHIP PERIOD ABROAD FOLLOWING THE ERASMUS+/KA1 PROGRAMME 2020/21

The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

In the ambit of Key 1 activities (KA1) of the Erasmus+ Programme, the mobility for Traineeships allows **students and recently graduated students, as long as selected before the attainment of the degree title**, access to internships/placements in countries adherent to the Programme.

ART. 1 – TRAINEESHIP LOCATIONS

“Erasmus Traineeship” can be undertaken in countries adherent to the Erasmus+ Programme: Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, The Netherlands, Poland, Portugal, Former Yugoslav Republic of Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

Internship/Placement in Switzerland

Switzerland does not participate fully in the Erasmus+ Programme, because it is not among the adherent countries (it can participate only as a partner country). However, to guarantee the mobility towards countries and Universities with which it usually cooperates, the Swiss Federal Council developed the Swiss European Mobility Programme (SEMP), that provides the possibility to host and finance also students applying for traineeship. However not all of the Swiss universities adhere to SEMP, therefore those who intend on carrying out a traineeship with a Swiss company, after having identified/located the host business, must contact the Swiss University connected to the company to know if the mobility is permitted for a traineeship in relation to SEMP. The financing will therefore be distributed exclusively by Swiss Universities. In case the contribution is not available, it would still be possible to undertake the mobility without funding.

Mobility in United Kingdom

It should be noted that the flows and financing of mobility to the United Kingdom may be subject to changes/suspensions or cancellations following the agreements that will intervene regarding the United Kingdom's exit from the European Union (Brexit).

It should also be noted that, if the Ministry of Foreign Affairs and International Cooperation does not recommend travel to the destination country or if the University of Pavia, after hearing the parties involved, considers the sending/staying of students in the destination country unsafe, the mobility period may be suspended, modified, interrupted or cancelled.

The hosting organizations can be:

- Any public or private organisation active in the job market or in areas of education, training and young people. As an example, such organization might be:

- a public or private company, small, medium or large (including community/social businesses), including Italian companies in locations abroad
- A public corporation in a local, regional or national level
- A social party or another representative in the job market, including chambers of commerce (also the Italian ones located abroad), artisans/professionals organizations and unions
- A research institution
- A foundation/establishment
- A school/institution/education centre (at any level, from pre-school education to secondary education, professional and adult training/education) including Italian cultural institutions abroad
- A non-profit organisation, association or a non governmental organisation (NGO)
- A system for professional orientation, professional consultancy and communication services
- A Higher Education Institution of a country adherent to the Programme holding an Erasmus Charter for Higher Education

It is not possible to carry out a traineeship at:

- EU institutions and other EU organizations, including specialized agencies/companies¹
- Organizations that manages EU programmes, like National Agencies

In unclear cases the Erasmus+ National Agency will finally decide on the eligibility of the company.

ART. 2 – SEARCHING FOR A HOST INSTITUTION

Candidates will have to find a company available to host them, either independently or thanks to the help of a University teacher/coordinator. On the Erasmus University website, in the section named “Trova l’impresa ospitante”² there are tools available to help you search for your host institution, from a list of available traineeship offers arrived directly at the Erasmus office, or the list of companies that have hosted previous students or also some useful links to better direct your search.

ART. 3 – CANDIDACY REQUIREMENTS

Candidates can be EU citizens and non EU citizens **regularly enrolled**³ in a course at the University of Pavia (bachelor degree, master degree, single-cycle degree, PhD program, 1st and 2nd level Master degree program, graduate school)⁴ for the academic year 2019/20.

¹ The complete list can be found on this site: http://europa.eu/about-eu/institutions-bodies/index_it.htm

² The web page “Trova l’impresa ospitante” is available here: <https://web.unipv.it/> > *Internazionale* > *Tirocinio all'estero* > *Erasmus+ Traineeship*

³ Students proven to be enrolled for the academic year 2019/20 are those who have paid taxes and university fees for that academic year. If non EU citizens they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata here: <https://studentonline.unipv.it/esse3/Home.do> (after the login select “Segreteria” to check the presence of a green stamp/mark in correspondence of “Dettaglio iscrizione” for the academic year 2019/20)

⁴ The candidacy of everyone enrolled in a university masters or a graduate school requires a preventative check of admittance: please contact the International Mobility Office (train.erasmus@unipv.it)

Candidates should not have already benefited from all the months of mobility permitted by the Erasmus+ Programme during their study cycle⁵.

ART. 4 – DEPARTURE REQUIREMENTS

You can undertake a traineeship while you are enrolled at the University of Pavia, or after you have graduated.

Graduating during your traineeship period is not allowed.

- Those undertaking the traineeship as a graduate, master or Phd students or enrolled in a graduate school, at the moment of departure, will have to be regularly enrolled at the University of Pavia for the academic year 2020/21⁶
- Those intending to obtain their degree by the 30th April 2021 and to carry out their internship before or after the completion of the degree, they will not have to enrol to the academic year 2020/21
- Those who plan to do the traineeship after their graduation, they will have to be selected before the date in which the degree is obtained

For all the students: the mobility period must end by the 30th September 2021.

ART. 5 – DURATION OF TRAINEESHIPS

The traineeship must have a **minimum duration period of 2 months and maximum of 12 months**, and must be continuous. The traineeship must take place **between the 1st August 2020 and 30th September 2021**.

Students that will interrupt their stay before the minimum required period (2 months) without a valid and legitimate reason will have to return the entire sum of the grant received.

In the course of the mobility period you are not permitted to graduate or obtain a qualification for the study course in which you are enrolled at the University of Pavia, neither transfer yourselves to another University.

The students who intend to graduate right after the end of their mobility period should consider to have enough time to get the formal recognition of their mobility activity (as agreed on by the regulations of each University Department).

Extending the mobility period

The traineeship can be extended (until the end date 30th September 2021). The request for the extension shall be received by the International Mobility Office at the latest 1 month prior

⁵ Erasmus+ allows you to take different mobility periods for every study cycle, equally for study or traineeship. There are 12 months of mobility allowed in total for every study cycle, I – bachelor degree, II – master degree, III – PhD program/masters/graduate school and 24 months in total for a single-cycle degree

⁶ Students proven to be enrolled for the academic year 2020/21 are those who have paid taxes and university fees for that academic year. If non EU citizens they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata here: <https://studentonline.unipv.it/esse3/Home.do> (after the login select “Segreteria” to check the presence of a green stamp/mark in correspondence of “Dettaglio iscrizione” for the academic year 2020/21)

the initially foreseen termination date. The specific request form is available in the Erasmus website.

ART. 6 – ECONOMIC CONTRIBUTIONS

Those participating in the Erasmus Traineeship mobility period for 2020/21 are able to receive economic contributions from EU funds, University funds and ministerial funds (in case the Ministry of University confirms their availability).

It is possible that the funds available will not be sufficient to all selected students.

With the aim of guaranteeing a financial contribution to the maximum possible number of students, **the University will pay the grant for a maximum duration of 4 months.**

Participants can however decide to stay for a longer period.

Monthly grant	Countries of destination
400 Euros	Group 1: (High living costs) Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxemburg, Norway, Sweden, UK
350 Euros	Group 2: (Medium living costs) Austria, Belgium, Cyprus, France, Germany, Greece, Malta, The Netherlands, Portugal, Spain Group 3: (Low living costs) Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia

Distribution of the funds and allocation of economic contributions

Available fund, if not sufficient to cover the scholarships for all the selected, will be proportionally divided among the different Erasmus areas⁷.

The scholarships will be allocated following the ranking order of admission list (excluding the students directed to Switzerland and PhD/specialisation school students already disposing of PhD/specialisation scholarship) until the available funds for each area are exhausted.

Before departing, while signing the Mobility Agreement, **the economic contributions will be adjusted to the duration in days of the period**, based on the expected start and end date of the traineeship fixed by the host company.

Students that will not receive the economic contribution expected, because there was not enough funding available, will equally be able to depart and benefit of the Erasmus 'status'. The contributions can be given afterwards if funding becomes available, even at the end of the mobility period.

Extra contributions to the Erasmus scholarships

Additions to the Erasmus scholarship will be established, with ministerial and university funds, taking into consideration the economic situation of the candidates (ISEE).

It is reminded that the available budget for the academic year 2020/21 may not cover all those who possess the ISEE requirement. Therefore, as indicated for the Erasmus scholarships, the extra contributions will be assigned following the ranking order for each Erasmus area (excluding those who are directed to Switzerland, PhD students already holding a PhD scholarship or students enrolled in a graduate school).

⁷ Erasmus areas: Biology and Biotechnology, Chemistry, Communication, Physics, Law, Engineering, Mathematics, Medicine and Surgery, Musicology and Cultural Heritage, Psychology, Drug Sciences, Earth and Environmental Sciences, Economics and Management, Political and Social Sciences, Humanities

Payment of economic contributions

Unless differently agreed on grants will be paid in two instalments, of 80% and 20% respectively. The first instalment will be paid within the 30 days following the signature of the Mobility Agreement – on the condition that:

- You have paid taxes and the University fees for the academic year 2020/21 (exception is given for those who intend to obtain their qualification by the 30th April 2021 and undertake their traineeship before or after graduation)
- You hold a regular Permit of Stay for Italy, if you are a non EU citizen
- You have completed and handed in your form with your own bank/post details to the International Mobility Office
- You have signed and handed in your Learning Agreement with the placement schedule and activities
- You have signed the Mobility Agreement

The final instalment of 20% will be paid after the end of the mobility period, within 45 days after the students will have handed in the required documents to be presented at the end of the traineeship (see related chapter below).

At the end of the mobility period the grant will be adjusted to the real duration of the traineeship as certified by the host company. In case of a reduced period than initially foreseen the exceeding amount will be returned by the student.

Other funding opportunities

- **EDISU Funding for international mobility**
EDiSU foresees contributions for those who participate in mobility programs. Please check how to access this opportunity directly with EDiSU.
- **Funding for the disabled**
In addition to the contributions already foreseen by the European Commission and indicated in this call, disabled people can count on special contributions linked to their needs. Students with special needs selected in the ambit of this call will receive the necessary information on how to apply for this extra funding opportunity.

ART. 7 – HOW TO APPLY

Those enrolled for a bachelor degree, master degree or single-cycle degree must complete the application online through the Area Riservata: <https://studentonline.unipv.it/esse3/Home.do>

Application online will be available from the 5th May 2020 until 12.00 on the 5th June 2020.

The candidate must:

1. check the regularity of the registration for the academic year 2019/20⁸. Any situations that are not regular must be promptly communicated to the Student Secretariat (Segreteria Studenti) and the International Mobility Office, and restored within the deadline of the call. It is not guaranteed the processing of the request in the same day,

⁸ Students proven to be enrolled for the academic year 2019/20 are those who have paid taxes and university fees for that academic year. If non EU citizens they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata here: <https://studentonline.unipv.it/esse3/Home.do> (after the login select “Segreteria” to check the presence of a green stamp/mark in correspondence of “Dettaglio iscrizione” for the academic year 2019/20)

therefore any problems reported on the same day of the deadline of the application may not be solved in time for the submission of the candidacy

2. select the current course of study
3. select from the menu “Bandi di mobilità” (under “Mobilità Internazionale”) and choose the call “Bando Erasmus Traineeship 2020/21” related to a single Erasmus Area.

Once you have completed the application **print the confirmation of your application enrolment by clicking the specific button “Ricevuta di iscrizione al bando”**. This document confirms the official application has been completed and it must be saved by the candidate.

After having printed the receipt it will not be possible to change or remove the application. Instead the button “Stampa promemoria iscrizione al bando” allows you to verify the relevant details related to your own application: after having printed it will again be possible to modify it. **However to confirm the final change it will be necessary to print again the “Ricevuta di iscrizione al bando”, otherwise your application will not be registered successfully.**

Only for those enrolled in PhD courses, 1st and 2nd level Masters degrees, graduate schools: they will have to complete the application through an online form (the link to access the form will be published on the Erasmus website) and attach the letter of their supervisor (the appropriate form can be downloaded directly from the Erasmus website) until 12.00 on the 5th June 2020.

ART. 8 – RANKING

A ranking will be drawn up for each Erasmus Area on the basis of merit only.

The merit grade will be calculated in relation to the **exams⁹ of the current course of study and whose marks will be registered** in the student career by the **5th June 2020**; for those enrolled on a master degree the previous bachelor (3 year degree) course will be considered too (graduation mark and 180 overall credits).

It will be the responsibility of the candidate to check their “Libretto” in “Area Riservata”¹⁰, showing all the registered exams taken and passed (presence of an ‘S’ in the green field next to the name of the exam, the date of the exam and the grade).

The candidate must signal personally any eventual missing registrations or situations such as “activities pending approval” at the Segreteria Studenti of the specific course of study and in case the missing registration depends on the professor, the request must addressed directly to the professor.

The merit grade will be calculated by applying the following formula:

- For students enrolled on a bachelor (3 year degree) or a single-cycle degree

$$\text{Weighted average exam marks} \times \frac{\text{CFU Acquired}}{\text{CFU Foreseen}}^{**}$$

- For students enrolled on a master degree

⁹ For “exams” meaning the exams and the other teaching/training activities expected at the level of study

¹⁰ To access the Area Riservata: <https://studentonline.unipv.it/esse3/Home.do>; complete the login and select “Carriera” to see your “Libretto”

$$\frac{(\text{graduation mark bachelor}^* \times 30) \times 180 + (\text{weighted average marks present master} \times \text{CFU acquired present master}) \times 180}{110} \times \frac{\text{CFU acquired present master} + 180}{\text{CFU foreseen}^{**} \text{ present master} + 180}$$

The merit grade thus calculated will be “normalized” to 100. The maximum attainable mark will therefore be 100.

* For those enrolled on a master course possessing a previous bachelor degree obtained abroad, in case the graduation mark is not present on the registered student career (Esse3) or it is not shown out of 110, a predetermined grade of 95/110 it will be attributed.

** For grades foreseen, it's meant those expected from the course of study, including the academic year 2019/20, adapted as follows:

- 60 CFU for each “regular” enrolment year
- Penalization of 30 CFU for every year of “non regular” enrolment

The students enrolled on a PhD course, 1st and 2nd level masters degrees or graduate school for whom it will not be possible to calculate the merit grade automatically, this will be decided by the selection committee, in consideration of the academic career and on the basis of the information supplied by the respective supervisor in the letter attached to the application of those candidates.

Ranking will be available by the 19th June 2020 on the website <http://web.unipv.it>, following the path *Internazionale > Tirocinio all'estero > Erasmus+ Traineeship > Come partecipare*.

ART. 9 – DOCUMENTS AND OBLIGATORY REQUIREMENTS

Before departure

At least 30 days before departure students must produce:

- a Learning Agreement (that means the document containing all the details related to the host Institution, activities of the traineeship, period, etc.) that will be signed by all parties involved (host organization, Erasmus delegate, trainee)
- your bank details showing the IBAN of the Italian account on which you wish to receive the credit (by accessing your Area Riservata and following the path Home > Anagrafica > Inserire/Modificare Dati Rimborsi).

Students will also asked to complete:

- OLS test (to be completed online; the invitation to fill out the test is done directly by the European Commission before the beginning of the internship)

The University of Pavia will provide to students:

- the Mobility Agreement (Erasmus Contract) signed by the student and the university, where details about the amount and modality of payment of the scholarship are indicated as well as rights and obligation of the students in mobility

During the mobility

Students must produce:

- an arrival certificate given by the host company

- extension request document (if students want to extend their period of Erasmus, see also art. 5 of the present document)

Returning from the mobility period

Maximum within 30 days from their return students must present the following documents at the International Mobility Office:

- Traineeship certificate supplied by the host company
- Final relation written by the student

Students will also asked to complete:

- Participant Report (to be completed online; the invitation to fill out the report is done directly by the European Commission)
- Final OLS test (to be completed online; the invitation to fill out the test is done directly by the European Commission before the beginning of the internship)

Failure to deliver documents proving the Erasmus period (Traineeship Certificate) by the 30th September 2021 and/or failure to complete the EU survey by the required deadline will result in the loss of entitlement to financial contributions.

ART. 10 – ENTERING INTO THE HOSTING COUNTRY

The students must inform themselves independently in regards to:

- Any possible requirement to be fulfilled upon entering the host country, addressing beforehand the competent diplomatic representations (Embassies and Consulates) in Italy
- Health Care in the host country (addressing the competent ASL in Italy; tips are available also in the website of the European Commission (<http://ec.europa.eu/social/main.jsp?catId=559&langId=it>) or the website of the Italian Ministry of Health (http://www.salute.gov.it/portale/temi/p2_5.jsp?lingua=italiano&area=Assistenza%20sanitaria&menu=italiani)).

ART. 11 – CERTIFICATION AND RECOGNITION

The University of Pavia will recognise the traineeship period abroad, according to the regulations of each department/course of study.

ART. 12 – INSURANCE

During the whole of the Erasmus mobility period students enrolled at the University of Pavia are automatically beneficiaries of an accident insurance policy and a civil responsibility one.

Those who will carry out the traineeship after their graduation will still beneficiate of the civil responsibility insurance policy while they will have to register to the Accident policy.

It will be possible to do so registering and paying the related amount following the instructions given at this page: <http://web.unipv.it> and following the path *Internazionale > Tirocinio all'estero > Erasmus+ Traineeship > Prima di partire*.

ART. 13 – NOTICES

All notices for applicants and selected candidates will be sent exclusively by email to the UNIPV e-mail address.

For more info students can contact Francesca Montagna Napoleone and Veronica Veronese: train.erasmus@unipv.it – Tel. 0382 98 4119/4601.

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