

Erasmus+ for Traineeship - Academic Year 2023/2024

INSTRUCTIONS for Grant-holders (*abstract in English*)

Winners have to confirm their acceptance of the grant through the link www.unipd.it/accettazioneborsaet by 17/09/23, the lack of a formal acceptance will be considered as an official renunciation of the grant.

An informative meeting for preparation to mobility will be held online. Date, time and link to the electronic platform will be sent soon by e-mail to the beneficiaries.

Before the beginning of mobility:

Mobilities can only start after all the parties have signed the Learning Agreement and *Accordo Istituto studente*. In case of withdrawal or postponement of the mobility please inform the office. Any change in the traineeship dates or other changes have to be communicated and requested in advance to the Career Service.

1. Learning Agreement for Traineeships (LAt) must be drafted within UNIPDCareers website at the following link <https://careers.unipd.it/en/#/pages/login> by logging in with the University credentials, then:

- Move on the section “abroad internship” (to continue, all mandatory fields in the CV must be completed)
- Select “Training project”
- Select the course of study within which the mobility takes place
- Search for the host organization by name, select it
- Select the correct traineeship form:
 - for internship without CFU: free internship
 - for curricular internships: compulsory training, with credits
 - for thesis internship: free internship (credits will be inserted in the next screen)
- Select grant: Erasmus + traineeship or Erasmus + traineeship (recent graduate) as appropriate
- Proceeding, the screen for filling in the learning agreement opens. All mandatory fields must be filled in.

After completing and saving the form, you need to download it in pdf. The trainee must sign the LAt and send it to the host institution for their signature. All signatures must be handwritten.

The LAt signed by the trainee and the host institution must be sent scanned by email to stage.estero@unipd.it **at least 15 days before the start of the internship** (excluding office closure periods); after verifying the correctness of the LAt, the office will send to the responsible person the LAt for the signature by the University.

2. Liberatoria - waiver of responsibility, to be downloaded from the page <http://www.unipd.it/erasmus-tirocinio>, Section BANDI Programma Erasmus+ 2021/2027 - Bando “Erasmus+ per Tirocinio” 2023/2024. It must be signed by trainee (scanned copy must be sent to stage.estero@unipd.it, to be sent together with LAt)

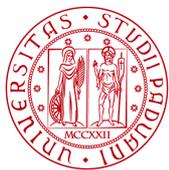
3. “Accordo istituto/studente” to be downloaded from the page <http://www.unipd.it/erasmus-tirocinio>, Section BANDI Programma Erasmus+ 2021/2027 - Bando “Erasmus+ per Tirocinio” 2023/2024

How to fill in “Accordo istituto/studente”: The maximum number of days funded for the mobility is indicated in the “Graduatoria” Italian version. The initial date of the mobility cannot be prior to 02/10/23.

When defining the end date, students who plan to graduate right after the end of the mobility need to take into consideration that the final paperwork, including the documents required to register credits, must be submitted at least 30 days before the graduation session begins.

The minimum duration of the mobility is 2 months (60 days calculated with the Grant calculator).

The student is required to fill in the editable pdf only in the following sections:



personal and academic data on page 1 and bank details on page 2, art.2.2, art.2.3, art. 2.4, art. 2.5 (date of passing the safety course), art.3.4 declaration on green travel, art 6.3 (additional policy for graduates), art. 7.2 (language), name/surname on page 9.

The completion of the above-mentioned fields is compulsory, while the remaining fields have to be left blank. After completion, **the document must be sent in editable pdf form via email to stage.estero@unipd.it at least 20 days before the beginning of the mobility.**

The office will fill in the remaining information on the assigned contributions including any additional contribution.

Afterward, the student will receive via email the notification for signing digitally the agreement through the University platform. The document cannot be delivered in other ways nor delivered physically to the office.

In the event that *Accordo* and LAt are not delivered within the indicated time frame and the assignee has not warned the office of any problems or postponements of the mobility, the assignee will be considered to have renounced to the grant.

OTHER PRE-DEPARTURE PROVISIONS:

Participants (except for graduates) will have to be regularly enrolled during the mobility.

The participant will have to take the **online safety course** at the page <https://elearning.unipd.it/formazione/> go to "area sicurezza", choose "formazione generale", an English version of the course is available: "Basic course in health and safety: General training (4 hours)". Enter with password used for institutional e-mail. The certificate of the safety course does not expire and is valid also in case it has been issued for previous traineeships.

It is not necessary to deliver the certificate to the Career Service but **the date of passing the test must be entered in the student institution agreement (art. 2.5)**

A compulsory online language test before the beginning of the mobility will have to be taken by each trainee, except for native speaker. The language to be tested will be the working language during traineeship. The invitation for testing the foreign language will be sent via e-mail.

An online language course will be available after the test.

In the new Erasmus+ 2021/27 program, to help reduce the environmental impact of mobility, participants will be assigned an additional contribution (top up) for green travel: i.e. if the beneficiary reaches the host organization and returns to Italy using means with a lower environmental impact, such as train, bus, they will be entitled to a one-off top up of 50 euros.

In case of "green" travel, it will be possible to provide the Erasmus + grant as well to cover the additional travel days up to a maximum of 4 return days. (In any case, the travel days are not taken into consideration to determine the minimum duration of the mobility)

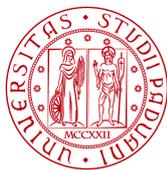
If the student requests the contribution for green travel, they must indicate it in the student institution agreement art.3.4.

Before organizing the departure, it is important that the student checks the safety conditions of the host country including the health situation, on the website of MAECI Viaggiare Sicuri

<https://www.viaggiariesicuri.it/home>. Students can register their stay abroad on the website

<https://www.dovesiamonelmondo.it/home.html>.

Please note that the mobility will in any case be subject to the evolution of the health situation linked to the Covid-19 pandemic and therefore to the provisions that may be received from the competent Italian and/or host country authorities.



Postponing mobilities is possible upon communication to the office.

- Students are invited to verify which medical treatments are foreseen with European Health Insurance Card EHIC in the host country and to consider taking out an insurance health policy on their own. EHIC does not cover repatriation expenses, health care is guaranteed only for necessary medical care in case of temporary stay in an EU country, in Iceland, Liechtenstein, Norway and Switzerland. NB Non-EU Students legally residing in Italy and covered by the state social security scheme are also eligible for EHIC. However, they cannot use their EHIC in Denmark, Iceland, Liechtenstein, Norway and Switzerland.

All students who cannot benefit of a EHIC card or going in countries where EHIC is not valid, are required to take out a private health policy before departure.

Please find more information here https://europa.eu/youreurope/citizens/health/unplanned-healthcare/temporary-stays/index_en.htm

https://europa.eu/youreurope/citizens/health/unplanned-healthcare/going-to-doctor-hospital-abroad/index_en.htm

<https://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>

- Students have to check if they need a visa for the mobility abroad, and if needed, it is their responsibility to apply for visa in advance. When students use the Italian residence permit for a mobility in other EU countries, they must ensure before leaving that the permit is valid for the entire duration of the mobility.

- When organizing travels and accommodation students are recommended to choose options that include reimbursement and no penalties in case of cancellation

Virtual mobility

If authorized by the host organization, virtual mobility days can be added to the days in presence (however the physical mobility period must last at least 2 months). Any periods of virtual mobility must be indicated in the Learning Agreement and therefore planned before starting. Funding is provided for physical mobility only.

At the beginning of mobility:

the student has to send the **Start/Arrival certificate** signed by host organization, by e-mail to stage.estero@unipd.it **within 7 days from beginning**. This certificate is compulsory and will confirm if the mobility has begun in presence/physical mobility abroad or virtually from sending country.

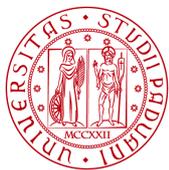
In case of blended mobility (partially virtual from Italy, partially in the host country) the student will send the Certificate of start of virtual mobility, and then a Certificate of start in presence, after beginning in presence.

During the mobility:

For any request of modification to the approved Learning Agreement for Traineeship-LAt (i.e. extension of period, major program changes), it is necessary to fill in, sign and send us the **“DURING THE MOBILITY section of LAt”**

For requests regarding the **extension of traineeship period** it is necessary to send to stage.estero@unipd.it, **at least 30 days before the end of the traineeship in the LAt:**

the **“DURING THE MOBILITY section”** where it is specified why the extension is required and the new final date; and **the request for extension** (to be downloaded from <https://www.unipd.it/erasmus-tirocinio>)



Once the extension has been authorized, the student will receive a confirmation e-mail and the “During the Mobility” countersigned by the University. The extension period is not funded; however, it is necessary to request the extension both for insurance reasons and for the purpose of recognizing the traineeship period. No interruption of the stay abroad is allowed between the initial period and the extension.

In case of change of Host Supervisor (the signatory of LAT), please contact the office.

The closure for holidays of the host company is not to be considered as an interruption of the mobility period, the grant is maintained during this period. Any closure periods must in any case be authorized in writing by the University.

Interruptions or suspensions of mobilities are not permitted. Any request to this effect must be sent to the Career Service well in advance and will be assessed on a case-by-case basis.

Interruptions: Mobility periods under the minimum 2 months or the cancellation of the mobility involve the loss of the Erasmus+ mobility status and the total reimbursement of the assigned grant. In case of *force majeure*, (exceptional events causing the interruption of mobility) the student will report immediately to the office any occurrence and University will evaluate case by case any reported issues.

If the student decides to interrupt the mobility after at least two months, the student and the hosting organization are required to communicate immediately the new final date and the reason for interruption with a signed letter sent to stage.estero@unipd.it. The student will have to return the part of grant relating to the mobility period not done.

At the end of the traineeship:

The student will have to provide the Career Service with the “**Traineeship Certificate AFTER THE MOBILITY**” filled in and signed by the host supervisor. **Certificate will have to specify dates of virtual and in presence mobility periods.** (to be downloaded from the page <http://www.unipd.it/erasmus-tirocinio>, Section BANDI Programma Erasmus+ 2021/2027 - Bando “Erasmus+ per Tirocinio” 2023/2024)

At the end of the traineeship the student will have to fill in the online **EU Survey** sent via e-mail.

Once back, students are required to deliver documents for the recognition of the activity carried out abroad.

The student is responsible for providing the documentation in time for compliance with the deadlines for the purposes of scholarships, accommodation and/or graduation sessions.

Payment of the grant

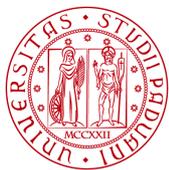
The grant will be paid on the basis of personal data and bank details the student declares in his/her reserved area in UNIWEB¹. Therefore, the student has to verify all data provided through UNIWEB and update them if necessary.

Grants will be paid in two instalments: the first one will cover the 80% of the total grant and will be paid after all the parties have signed the “Accordo Istituto-Studente” and by 30 days after the delivery of Start/Arrival certificate for physical mobility.

The payment of the remaining 20% of the grant will be paid within 45 days after the student’s submission of all the required final documents.

Due to the accounting requirements associated with the closing of the financial year, payments for the year 2023 can presumably be ordered until the end of November, therefore students starting the mobility in 2023 can only be paid in advance if they send all the required documentation by the end of November. Students who start the mobility in December 2023, January or February 2024 can have the advance paid no earlier than February 2024.

¹ It is necessary to indicate in UNIWEB the domicile of the student in Italy



The final grant will be calculated based on the actual duration shown in the final certificate, for an amount not exceeding that formally assigned.

Erasmus+ grant and other additional contributions will be paid only if physical mobility lasts at least 60 days (calculated with E+ grant calculator), otherwise Erasmus+ status will be cancelled and grant returned back (except for force majeure reason).

Failure in delivering After the mobility Certificate will result in the refund of grant and additional contributions by the student.

The assignment of **any additional contribution**, based on ISEE, if due, will be done after the signed Learning Agreement is provided.

Green travel contributions (top up of 50 euros and grant to cover a maximum of 4 travel days), if requested in the “accordo istituto studente”, will be paid, after the end of the mobility together with the balance, upon delivery of travel documents, declaration signed by the student and after approval of the supporting documents by the University.

The supporting documents for green travel must be sent with the same timing as the final certificate, within 15 days from the end, or together with the final certificate, otherwise the contribution cannot be paid.

CHECK-LIST

Before the mobility:

- 1) Grant Acceptance online
- 2) Online safety course
- 3) PhD and Specialization School students only: permit to leave for mobility (Autorizzazione alla Mobilità all'estero) signed by the Director of the School
- 4) Erasmus + for Traineeships Agreement consisting of: Institute-Student Agreement (*Accordo istituto – studente*) (editable pdf via email to stage.estero@unipd.it) and Learning Agreement for Traineeships- Before the Mobility section scanned to stage.estero@unipd.it + *Liberatoria* (waiver of responsibility) to stage.estero@unipd.it
- 5) updating personal data and IBAN details in Uniweb
- 6) Any further document required by each study course for the recognition of university credits (CFU) must be collected and submitted directly to the Career Service branches at each University School of reference.
- 7) Online language test

Within 7 days from beginning of mobility:

- 1) Start/arrival Certificate (via e-mail to stage.estero@unipd.it).

During the traineeship:

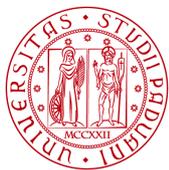
Only in case of extension:

- During the mobility and Extension Request (via e-mail to stage.estero@unipd.it) at least 30 days before the scheduled end date.

After the Traineeship:

NB Graduands have to submit all mobility final documents, included those for credits, at least 30 days before the beginning of graduation session

- 1) Submit the “After the Mobility section” of the Learning Agreement (Traineeship Certificate) to Career Service by 15 days after the end of the mobility- sent by host organization via e-mail
- 2) Fill in the online Final Report -EU Survey (the link is sent by e-mail after the end of mobility)
- 3) Green travel declaration and travel proofs sent by e-mail together with After the mobility (only for those who request the green travel top up)
- 5) Submit all documents for the recognition of university credits (CFU) to the Career Service branches at each University School of reference by 15 days after the end of the mobility. **Mandatory for students who had credits contribution**



6) Students who have to register credits for thesis activities abroad, have to submit the Short Evaluation Form for Thesis Work, originally stamped and signed by the professor/supervisor at the host institution (to be sent by host organization via e-mail to the office), besides the Proposal for Credit Recognition form (Modulo per Riconoscimento CFU per Tesi all'estero), originally signed by the thesis supervisor at University of Padua (to be sent by the supervisor via e-mail to the office). **Mandatory for students who had credits contribution**

NB For students who obtained contribution for ECTS/CFU, the registration of credits for traineeship or thesis in mobility (different from credits done in Italy) must be done before 31/10/2024, **by providing documents for recognition to the Career Service by 15 days after the end of the mobility, otherwise the additional funding will have to be returned.**

For any further information:

tel. +39/ 049 827 3071 email: stage.estero@unipd.it

Telephone hours: Monday-Friday 10-13, Tuesday and Thursday also 15-16.30