



## Erasmus+ for Traineeship - Academic Year 2025/2026

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

Winners have to confirm their acceptance of the grant through the link [www.unipd.it/accettazioneborsaet](https://www.unipd.it/accettazioneborsaet) by 15/09/25, the lack of a formal acceptance will be considered as an official renunciation of the grant.

In order to facilitate the University in a timely management of mobility, students are kindly invited to carefully read all the following provisions.

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 Grant agreement. 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. Proceed even if the system requires the signing of the training and orientation agreement.
- 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 and send it via email to [stage.estero@unipd.it](mailto:stage.estero@unipd.it) **at least 20 working days before the start date.**

Once the office checks the correctness of the file, the student will receive a notification via email to sign the LAt digitally through the University's digital signature platform. Then the student will send the LAt to the host organization for their signature (certified electronic signature is mandatory). If the organization does not possess a certified electronic signature, please notify the office.

The LAt digitally signed by the host organization and student must be sent by email to [stage.estero@unipd.it](mailto:stage.estero@unipd.it) at least 15 working days before the start of the traineeship (excluding office closure days). The office then takes care of the countersignature by the University.

**NB.** Students conducting research for a thesis to be recognized in terms of credits upon mobility completion, must submit to the Career Service, along with the LAt, a **letter of prior approval for the thesis work abroad, signed by their thesis supervisor**. This letter is a prerequisite for approval of the LAt containing thesis credits.



**2. Grant Agreement - Accordo istituto/studente** to be downloaded from the page <https://www.unipd.it/en/erasmus-traineeship-mobility>, Section “Erasmus + for traineeship mobility Call 2025/2026”

**How to fill in the Grant Agreement:** The maximum number of funded days is indicated in the “*Graduatoria*” Italian version. The initial date of the mobility cannot be prior to 01/10/25. Mobilities must be completed by 30/09/26.

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 and only once the mobility is finished.

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

The mobility start and end dates to be entered in the LAT and the agreement are the same and correspond to:

- Start date is the first day the student must be physically present at the host organization
- End date is the last day the student must be physically present at the host organization

Travel days and stay days in the host country before the start of the internship and after its end do not count towards the duration of the mobility.

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 in the table on page 1-2, art.2.1, art.2.2, art.2.3, art. 2.4 (date of passing the safety course), tick the box on the bottom of page 4 only if you are requesting the green travel contribution, art 7.2 (additional policy for graduates), art. 8.2 (language), name/surname on last page.

The completion of the above-mentioned fields is compulsory, while the remaining fields have to be left blank. After completion, **the grant agreement must be sent in editable pdf form via email to [stage.estero@unipd.it](mailto:stage.estero@unipd.it) at least working 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.

Please note that the student can decide whether to provide the mobility documents covering the entire foreseen traineeship period, including any unfunded period or, in agreement with the host organization, covering the granted period only.

In the event that the Grant Agreement 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 grant and learning agreement can only be signed if the student is regular with all tuition fees.

The participant will have to attend the online safety course and pass the test. The course is available on the webpage <https://elearning.unipd.it/formazione/> Enter with institutional e-mail.

go to “Area Sicurezza – gestione ufficio Ambiente e sicurezza”

choose “formazione generale - general training”

an English version of the course is available: “General training (4 hours)”.

After passing the test you can download the certificate (it does not expire and it 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 Grant agreement (art. 2.4).**



**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.

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**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.viaggiaresicuri.it/home>. Students can register their stay abroad on the website <https://www.dovesiamonelmundo.it/home.html>.

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/temporary-stays/index_en.htm)

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

In any case, it is discouraged to carry out the mobility in the period when the residence permit is expiring; in the event of contravention of this recommendation, the University will not be required to provide documentation or support.

When choosing the mobility period, it is the responsibility of each participant to take into account the time required to obtain the visa/residence documentation, as this aspect may preclude departure.

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

-It is the responsibility of each participant to enquire in advance before the mobility, about any deadlines and application procedures set by the host universities/institutions, by contacting the international relations office of the host university. In the event of failure to comply with the deadline dates of the host university, the host university has the right to refuse the mobility.

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### 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. The activities to be carried out remotely must be specifically described. Funding is provided for physical mobility only.



## Travel contribution

A travel allowance, differentiated for green and non-green travel, will be provided for travel from the home university to the host institution, based on the unit costs indicated in Article 1.7, page 7 of the Call for Applications (page 5 in the English call version). The amount allocated covers both outward and return travel and is increased if the following green means of transport are used: bus, car sharing (with rental cars only), and train, for both outward and return travel.

To help reduce the environmental impact of mobility, we therefore invite you to use means of transport with a lower environmental impact at least for journeys under 500 km. To this end, we would like to highlight the GREEN travel support Interrail Global Pass initiative: a pass developed in collaboration with the Erasmus Student Network (ESN) for participants in the Erasmus+ programme to reach their destinations by train, under controlled conditions. All information is available on the programme website: <https://www.interrail.eu/it/interrail-passes/erasmus>

**If the student requests the increased contribution for green travel, they must indicate this in the appropriate section of the grant agreement. This commitment means they will travel round-trip using sustainable means of transport; otherwise, the contribution for non-green travel will be awarded.**

If green travel has been declared but the trip is done by other means, only the non-green travel contribution will be approved at the end of the mobility period, and any excess amounts already paid must be refunded.

Proof of return travel and a self-declaration for sustainable means of transport must be submitted. All travel proofs (tickets, boarding passes, etc.) must be in the participant's name and attributable to the participant.

If the departure city is other than Padua or the final destination is different from the receiving institution city, the beneficiary must provide adequate justification. If the trip does not take place or is already funded by other sources, the participant is not entitled to financial support for the travel.

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

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## 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](mailto: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.

Please also send the outward journey ticket.

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## 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](mailto: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/en/erasmus-traineeship-mobility>)

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](mailto:stage.estero@unipd.it). The student will have to return the part of grant relating to the mobility period not done.

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### 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.** In the case of blended mobility, the activities carried out remotely must be specifically described (to be downloaded from <https://www.unipd.it/en/erasmus-traineeship-mobility>)

Please also send the return ticket

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 UNIWEB<sup>1</sup>. Therefore, the student has to verify all data provided through UNIWEB and update them if necessary.

The grant will be paid via bank transfer to the bank account indicated in UNIWEB (the student must be the account holder).

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 "Grant Agreement" 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 2025 can presumably be ordered until the end of November, therefore students starting the mobility in 2025 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 2025, January or February 2026 can receive the advance paid not earlier than February 2026.

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.

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## CHECK-LIST

### Before the mobility:

- 1) Grant Acceptance online
- 2) Online safety course and pass the test
- 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) Only for those carrying out thesis work: Letter of approval from the thesis supervisor
- 5) Erasmus + for Traineeships Agreement consisting of: Grant Agreement (*Accordo istituto –studente*) (editable pdf via email to [stage.estero@unipd.it](mailto:stage.estero@unipd.it)) and Learning Agreement for Traineeships- Before the Mobility section to [stage.estero@unipd.it](mailto:stage.estero@unipd.it)
- 6) updating personal data and IBAN details in Uniweb
- 7) 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.
- 8) Online language test

### Within 7 days from beginning of mobility:

- 1) Start/arrival Certificate (via e-mail to [stage.estero@unipd.it](mailto:stage.estero@unipd.it)) + outward journey ticket

### During the traineeship:

Only in case of extension:

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<sup>1</sup> It is necessary to indicate in UNIWEB the domicile of the student in Italy





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

#### **After the Traineeship:**

NB Graduates 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- to be sent by host organization via e-mail; and send return ticket by the same time.
- 2) Send the sustainable travel declaration (only for those who have undertaken sustainable travel and indicated this in the grant agreement), by 15 days after the end of the mobility.
- 3) Fill in the online Final Report -EU Survey (the link is sent by e-mail after the end of mobility)
- 4) 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**
- 5) 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 Padova (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 31/10/2026, **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.**

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For any further information:

tel. +39/ 049 827 3071 email: [stage.estero@unipd.it](mailto:stage.estero@unipd.it)

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