Erasmus+ for Traineeship
Call for applications- academic year 2018/2019
abstract in english

<table>
<thead>
<tr>
<th>Deadline to apply</th>
<th>Rankings publication</th>
<th>Mobility period</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/09/2018 h 16.30</td>
<td>From 10/10/2018</td>
<td>22 October 2018 - 30 September 2019</td>
</tr>
<tr>
<td>04/02/2019 h 13.00</td>
<td>From 18/02/2019</td>
<td>4 March 2019 - 30 September 2019</td>
</tr>
</tbody>
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General Information

The Erasmus+ Traineeship Program allows students and graduates to benefit of a mobility grant for an internship abroad in companies, academic and research centers, NGOs, associations, foundations, institutes within one of the Participant Countries.

The same student may participate in mobility periods up to 12 months maximum per each study cycle (Bachelor, Master and Doctoral level), independently of the number and type of mobility activities (E+ for studies and E+ for traineeship). Zero-grant mobility periods are considered as well. In single-cycle degree courses students can be mobile for up to 24 months.

Graduates can participate ONLY IF they apply BEFORE the graduation. The post-lauream traineeship has to be done and concluded after the graduation and by the 30th of September 2019.

 Participant Countries

Eligible countries are:
Denmark, Ireland, France, Austria, Sweden, United Kingdom, Liechtenstein, Belgium, Bulgaria, Czech Republic, Greece, Cyprus, Luxemburg, Hungary, Poland, Netherlands, Romania, Finland, Iceland, Norway, Germany, Spain, Latvia, Malta, Portugal, Slovakia, ex-Yugoslav Republic of Macedonia, Estonia, Croatia, Lithuania, Slovenia
(Switzerland is not a Participant Country)

Mobilities towards Turkey are suspended for the current year.

Mobility Duration and Period

The program establishes a minimum duration of 2 months for traineeships, which have to be concluded no later than the 30th September 2019.

Mobilities can only start after all the parties have signed the Learning Agreement (trainee, company tutor, academic supervisor). Defining the date of departure, bear in mind that the office needs 10/15 days to collect the signature of the academic supervisor, which is basic condition to approve the beginning of the mobility period. Thus, mobilities cannot start before Monday 22 October 2018 for the first deadline and before Monday 4 March 2019 for the second deadline.

The University of Padua states that granted periods have to last for entire months and 0 days (e.g. from 04/07/2018 to 03/09/2018). Each month will be considered of 30 days (independently from its actual duration on calendar).

Only entire months will be granted (counted from the 22nd October or the 4th March, considering dates declared in the acceptance letter); in order to guarantee a larger distribution of funds, only grants of maximum 4 months will be assigned.

The beneficiary can request an extension during the internship, but any further financial contribution will be assigned only in the case of residual funds.

Interruptions or suspensions of the traineeship are not admitted. 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 or of the amount of the grant already paid.

During the Erasmus+ for Traineeships mobility, it is not allowed to take university exams.
Grants and Financial Benefits

The final grant will be calculated on the basis of the actual duration declared in the final certificate ("After the mobility" section of the Learning Agreement), for a minimum of 2 months.

The amounts of grants are determined by the National Agency Indire. For the academic year 2018/19 the amounts are the following:

<table>
<thead>
<tr>
<th>Monthly contribution</th>
<th>Destination countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 400</td>
<td>Denmark, Finland, Ireland, Luxemburg, Liechtenstein, Norway, Sweden, UK, Iceland</td>
</tr>
<tr>
<td>€ 350</td>
<td>Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal</td>
</tr>
<tr>
<td>€ 350</td>
<td>Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, ex-Yugoslav Republic of Macedonia</td>
</tr>
</tbody>
</table>

If all available funds are assigned, eligible students who do not receive the grant can still start the mobility as zero-grant Erasmus students.

University of Padua offers other financial contributions in addition to the Erasmus grants. Contributions will be of two kinds:

1. traineeships embedded in the study plan (tirocini curriculari) or for thesis work, for which the recognition of CFU (university credits) is foreseen, give students the possibility to receive an additional contribution, according to the following table:

<table>
<thead>
<tr>
<th>ISEE /Merit or ISEE only</th>
<th>Monthly amount added to Erasmus+ grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st group with regional scholarship (borsa di studio regionale) and 2nd group (students eligible for borsa regionale) ISEE up to 23,000 euros</td>
<td>550 euros</td>
</tr>
<tr>
<td>2nd group (students eligible for borsa regionale for merit only) ISEE from 23.001 to 30.000 euros</td>
<td>450 euros</td>
</tr>
<tr>
<td>ISEE only - up to 13.000 euros</td>
<td>450 euros</td>
</tr>
<tr>
<td>ISEE only - from 13.001 to 21.000 euros</td>
<td>400 euros</td>
</tr>
<tr>
<td>ISEE only - from 21.001 to 26.000 euros</td>
<td>350 euros</td>
</tr>
<tr>
<td>ISEE only - from 26.001 to 30.000 euros</td>
<td>300 euros</td>
</tr>
<tr>
<td>ISEE only - from 30.001 to 40.000 euros</td>
<td>200 euros</td>
</tr>
<tr>
<td>ISEE only - from 40.001 to 50.000 euros</td>
<td>150 euros</td>
</tr>
<tr>
<td>ISEE only – more than 50,000</td>
<td>0</td>
</tr>
</tbody>
</table>

This contribution will be awarded to eligible students until funds are available and will have to be returned if students do not register credits for internship or thesis in their academic curriculum by the 31st October 2019.
2. Students doing a voluntary or post-graduate internship without any recognition of CFU (university credits) and presenting an ISEE certification up to 30,000 euros for the year 2018/19 can receive an additional monthly contribution of 100 euros per granted month. This contribution will be awarded to eligible students until funds are available.

The same student can benefit of only one type of contribution.

In order to benefit of one of these additional contributions, the student has to:

a) have applied for the regional grant and/or have submitted the ISEE certification for the academic year 2018/19 to the Student Services office by the 30th September 2018. Student Services contacts: Via Portello, 31 - 35129 Padua - tel. 049 8273131, https://www.unipd.it/isee. if the ISEE certification 2018/19 will not be submitted, no additional contributions could be awarded.

b) fulfill all the obligations of this call.

Choosing the Host Institution

Students can do an internship in companies / NGOs / associations / foundations / laboratories / museums / research centers / etc. in one of the Participant Countries.

Students can choose an host organization among the offers of internship abroad reserved to Erasmus+ Traineeship candidates and published by the Career Service of the University of Padua in its online platform for internships abroad (Vetrina degli Stage all'estero) accessing their reserved area at the link http://www.unipd.it/cercare-stage-allestero and applying online by the terms indicated in each offer. They can apply to ONE or TWO offers.

Students choosing this option need to report the code of the offer they have been selected for in the Erasmus+ Traineeship online application form. Once found the host organization, the candidate has to request an acceptance letter and attach it as a scanned pdf to the application form.

Alternatively, students can submit their own internship proposal in an organization abroad contacted independently. Once found the host organization, the candidate has to request them an acceptance letter and attach it as a scanned pdf to the application form.

Admission Requirements and How to Apply

Admission Requirements

In order to be eligible for this call for application, applicants need to possess the following requirements at the moment of application:

a) being regularly enrolled at the University of Padua and have paid the tuition fees

Students who intend to do a traineeship during their study course have to maintain their “student” status for all the mobility period.

Students who intend to do a traineeship after graduating have to apply to the call BEFORE the graduation. Moreover, they must not enrol in any other study course during the mobility period

b) having at least the minimum mobility period (two months) available for the current study cycle. All the months already spent within previous Erasmus+ mobilities will be counted, even those without grant.

c) for students enrolled in PhD Schools/courses and Specialization Schools: be regularly enrolled in a PhD / Specialization School of the University of Padua and being entitled to leave for mobilities abroad (Autorizzazione alla Mobilità all'estero) by the Director of the School.
N.B. Students enrolled in specialization schools can apply ONLY IF they are not receiving any grant for specialization or if they plan to start the mobility after obtaining the specialization title

d) students enrolled in single Course Units ARE NOT ADMITTED

e) possessing a demonstrated knowledge (minimum level: B1) of the language of the destination country and/or the vehicular language/languages required by the host organization; the language of internship has to be declared in the acceptance letter by host institution itself

f) possessing good computer skills (computer skills must be declared in the online CV)

g) not being awarded of any other EU grant or EU financial contribution covering the same period of the Erasmus+ mobility

h) not be residents of the hosting country

How to Apply

Students who intend to apply to the program have to follow the procedure explained below:

1) All applicants have to fill in or update their CV in English in the Career Service web platform. Students need to register in this web page: [http://www.unipd.it/vetrina-stage](http://www.unipd.it/vetrina-stage) > click the link “area riservata” > click on the English flag and proceed filling in all the blanks required, navigating from the menu on the left

2) Applicants who DO NOT find independently a host organization have to apply online to internship offers published in the online platform for Internships Abroad at this link: [http://www.unipd.it/vetrina-stage](http://www.unipd.it/vetrina-stage). Students have to follow the procedure below:
   > click the link “area riservata” > click on the English flag
   > consult the online list of Internships Abroad and apply for ONE or TWO offers reserved for Erasmus+ Traineeships; if the applicant meets the requirements indicated by the company, Career Service will send it the CV. If the company is interested in the candidate’s profile, it will directly contact him/her. University of Padua is not responsible if the chosen company do not respond to applications.
   > the applicant is responsible for asking and obtaining an acceptance letter from the host organization that selected him/her
   > report the code related to the chosen offer in the online Application Form

3) All applicants have to submit their online application at the following link: [www.unipd.it/erasmustraineeship](http://www.unipd.it/erasmustraineeship) (login with university log in and password), completing requested data in the online form and attaching in PDF format only:

   a) copy of a valid ID card/document (compulsory)

   b) both in the case of independent internship proposal and application from the online platform of Internships Abroad, the student has to attach an acceptance/invitation letter provided by the chosen host institution; the letter has to be written in the organization's headed paper, signed and stamped by its responsible person and has to report the following compulsory information: full name of the trainee, agreed internship dates, a brief description of internship activities, the language of traineeship and name and contacts of a supervisor/representative at the organization.
   In both cases, ONLY applications with a formal acceptance letter attached will be accepted and processed.

   c) any language certification or certificate of previous international experiences, in a single PDF file

Attachments have to be uploaded only within the online application form (file formats other than PDF and other sending methods will not be accepted).
All procedures and online application have to be completed no later than these deadlines:

- **25/09/2018 h. 16.30**
- **04/02/2019 h. 13.00**

Applications cannot be submitted through different ways. For each deadline, students can apply just once and for a single traineeship proposal.

**Applicants who plan to start the mobility after the 4th March 2019 can choose to apply for the first or the second deadline alternatively.**

**Selection Criteria**

Applications will be pre-selected by an University Commission and selected directly by the hosting institution. Pre-selection will be based on the following criteria:

1) evaluation of the CV (*curriculum vitae et studiorum*)
2) evaluation of motivations:
   - evaluation of the candidate's interests and attitudes on the basis of the motivational letter;
   - evaluation of the coherence between the candidate's profile and the choice of the traineeship;
   - outcome of the selection by the host institution
   - evaluation of the eligibility of the proposed host institution
3) evaluation of the candidate’s linguistic knowledge, on the basis of the declared certifications and the analysis of the video cv, if added

**Rankings**

Rankings, provisions and documents for beginning the traineeships will be published in the webpage: [http://www.unipd.it/erasmus-tirocino](http://www.unipd.it/erasmus-tirocino)

Winners will have to confirm their acceptance of the grant following the procedure explained within the ranking document. The lack of a formal acceptance will be considered as an official renunciation of the grant.

Awarded students who decide to renounce the mobility have to promptly send a written formal communication to the Career Service no later than 15 days after the publication of the rankings. In this case, the student will not incur in any penalty. Otherwise, students renouncing the mobility after the above-mentioned deadline (and in any case BEFORE the expected internship start date) have to promptly send a written formal communication to the Career Service and could not apply to any other next Erasmus+ Traineeship call published by the University of Padua, except in the case of renunciation due to certified reasons of force majeure.

**Extra UE students** have to check if they need a visa for the traineeship, and if needed, it is their responsibility to apply for visa in advance. University of Padua cannot be considered responsible in case of non-issuance of the Visa, even after the grant assignment, but it will allow the student to change the destination country or renounce the grant without penalties.
After the Selection

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. 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 assignment and will be paid by 30 days after all the parties have signed the Mobility Agreement (Accordo di Mobilità).

Please note that, due to requirements related to the closure of the financial year, students who begin their mobility in January or February 2019 will receive the first instalment starting from February / March 2019 and not before.

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.

Language Courses

The initial and final language assessment test is mandatory for all the students whose main language of traineeship is English, French, German, Spanish, Dutch, Czech, Danish, Greek, Polish, Portuguese, and Swedish, except for native speakers.

The student should complete the assessment test before and after the mobility and attend the online language course (OLS), when required.

Insurances

University of Padua provides the student with accident at work and third part liability insurance coverages for the whole duration of the traineeship. Texts of insurance policies and maximum amounts of coverage can be consulted in the webpage http://www.unipd.it/assicurazione

The aforementioned policies cover the traineeship activities only and do not include the coverage of risks related to the practice of medical profession and of health institutions. Therefore, medicine and healthcare students will be responsible for providing such policies independently.

Medical assistance abroad is guaranteed for emergencies by the European Insurance Card TEAM. Visit the website http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Support%20sanitaria for more specific information for each destination country; to obtain more coverage please contact your ULSS or insurance company.

Non-EU students cannot use the TEAM in Iceland, Norway and Liechtenstein, therefore, they should contact ULSS.

CHECK LIST: Forms after Selection

Before starting the Traineeship:

1) Grant Acceptance online
2) PhD and Specialization School students only: permit to leave for mobility (Autorizzazione alla Mobilità all’estero) signed by the Director of the School
3) Erasmus + for Traineeships Agreement consisting of:
   Institute-Student Agreement (Accordo istituto – studente)
   Learning Agreement for Traineeships - Before the Mobility section
4) updating personal and financial data in Uniweb
5) 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.

After the Traineeship:

1) Submit the ORIGINAL copy of the “After the Mobility section” of the Learning Agreement (Traineeship Certificate) to Career Service by 15 days after the end of the mobility and in any case no later than October 15, 2019
2) Fill in the online Final Report - EU Survey
3) Submit all documents for the recognition of university credits (CFU) to the Career Service branches at each University School of reference.
4) Students who have to register credits for thesis activities, have to submit also the Short Evaluation Form for Thesis Work, originally stamped and signed by the professor/supervisor at the host institution, besides the Proposal for Credit Recognition form (Modulo per Riconoscimento CFU per Tesi all’estero), originally signed by the thesis supervisor in Italy.

Administrative Office Contacts

Career Service
Palazzo Storione, Riviera Tito Livio 6
I - 35122 Padova
tel. +39/ 049 827 3071
fax. +39/ 049 827 3524
www.unipd.it/stage email: stage.estero@unipd.it

Opening hours:
Monday-Friday 10-14, Tuesday and Thursday also 15-17
Call center hours:
Monday-Friday 10-13, Tuesday and Thursday also 15-16.30