Final call to assign grants for traineeships abroad within the “Erasmus+ for Traineeship” Program Academic Year 2018/2019

<table>
<thead>
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<th>Application deadline</th>
<th>Mobility period</th>
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<tr>
<td>16/07/2019 18.00 pm</td>
<td>Until 30/09/2019</td>
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General Information

Erasmus + programme

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

The program allows mobilities abroad for periods of maximum 12 months for each Study Cycle (1st Cycle: Bachelor’s Degree; 2nd Cycle: Master’s Degree; 3rd Cycle: PhDs). Students of Single Cycle degree courses can ask a maximum of 24 months.

If done within the current study cycle, even months spent abroad with other European programs, such as LLP/Erasmus+ for Studies/ Placement and Erasmus Mundus, contribute to calculate months available to each candidate (even when done while enrolled in another university).

Graduates can participate ONLY IF they can candidate BEFORE the date of graduation. The 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 because it no longer signed cooperation agreements)

Mobilities towards Turkey are suspended for the current year.

Mobility Duration and Period

The program establishes a minimum duration of 2 entire months for traineeships, which need 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, please mind that the office needs almost 10/15 days to collect the signature of the academic supervisor, which is basic condition to approve the beginning of the mobility period.

The evaluation of the applications to assign the mobility grants for this call will be done one by one in chronological order.
Each candidate will be notified of the outcome of the selection by institutional e-mail within five days of receipt of the application.
After the acceptance of the grant, the beneficiary can start the pre-departure procedures and will therefore be able to start the mobility.

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 period, it is not allowed to take university exams.

Grants and Financial Benefits

Within this call, the University of Padova provides approximately 170 residual monthly grants as part of the Erasmus+ for Traineeships program for the Academic Year 2018/2019. The final number of monthly grants may vary depending on the destination of the internships and therefore on the amounts used to finance them. The assignment of the grants will be done through direct communication via institutional e-mail. For the chronological order of submission of applications, the time and date of receipt of the application recorded by the online system is to be considered valid.

Grants will be calculated on the basis of the actual duration of the traineeship, 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>
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<tbody>
<tr>
<td>€ 400</td>
<td>Denmark, Finland, Ireland, Luxemburg, Liechtenstein, Norway, Sweden, UK, Iceland</td>
</tr>
<tr>
<td>€ 350</td>
<td>Austria, Belgium, Germania, France, Greece, Spain, Cypris, 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>
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</table>

Students 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 “for disadvantaged economic conditions”.

In order to benefit of the additional contribution, the student have 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 by the term, no additional contributions could be awarded.
b) fulfill all the obligations of this call.

Choosing the Host Institution

Students can do their 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 window 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 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 present their own internship proposal in an organization abroad they 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 participate to the Erasmus+ Traineeship selection for internships abroad, candidates need to possess the following requirements at the moment of application:

a) being regularly enrolled at the University of Padua

Students who want to do an internship during their study course have to maintain their “student” status for all the mobility period.

Students who want to do an internship after graduating have to apply to the call BEFORE the day of graduation. Moreover, they have not to enrol in any other study course during the mobility period

b) having regularly payed university fees

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

d) for students enrolled in PhD Schools/courses and Specialization Schools: being 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 to specialization schools can apply ONLY IF they are not receiving any grant for specialization or if they plan to start the mobility after graduation

e) students enrolled in single Course Units ARE NOT ADMITTED

f) possessing a good and certified 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

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

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

i) not be residents of the internship destination country

How to Apply

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

1) All candidates have to fill in or complete their CV in English in the Career Service web platform careers.unipd.it/en filling in all the blanks required

2) Candidates who DO NOT find independently a host organization have to apply online to internship offers the University propose; offers are published in the online Window for Internships Abroad at this link: careers.unipd.it/en. Students have to follow the procedure below:
> consult the online Window for Internships Abroad and apply for ONE or TWO offers reserved to Erasmus+ Traineeship candidates; if the candidate meets the requirements indicated by the chosen institution, Career Service will send it the CV. If the institution is interested in the candidate’s profile, it will directly contact and select him/her. University of Padua is not responsible if the chosen institutions do not respond to applications.

> the candidate will be responsible for asking and obtaining an acceptance letter by the host organization that selected him/her.

> report the code related to the chosen offer in the online Application Form

3) All candidates have to submit their online application opening the following webpage: www.unipd.it/erasmustraineeship (login with university credentials), 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 Window 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 candidate, agreed internship dates, a brief description of internship activities, the language of traineeship and name and contacts of a tutor/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, united 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 16/07/2019, 18.00 pm.

Selection Criteria

Applications will be pre-selected by a specific Academic Commission and selected directly by the foreign host 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 proposed by the University
   - 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

Each candidate will be notified of the result of the selection by institutional e-mail within 5 working days from the application. The start of the mobility is allowed before the deadline of the call for applications and only after the signature of the Learning Agreement by all the parts.

Final rankings will be published after the deadline of the call in the webpage: http://www.unipd.it/erasmus-tirocinio
Award participants have to confirm their acceptance of the awarded grant following the procedures explained in the e-mail. The lack of a formal acceptance will be considered as an official renunciation of the grant.

Awarded students who decide to renounce the internship mobility have to promptly send a written formal communication of the decision 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, awarded students renouncing the internship 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 ever 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.

It is specified that the award of the grant is subordinate to obtaining a VISA, if needed. Related paperwork is charged and complete responsibility of the student. 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

Instructions for grant holders

Instructions for grant holders will be provided by e-mail after acceptance of the grant. Beneficiaries are invited to read carefully the Instructions for grant holders, which include the Forms to be filled to activate the traineeship and the related deadlines.

After the acceptance of the grant students will be responsible for contacting their host institution, in order to agree in detail on the activities to be carried out and to complete the Learning agreement.

The mobility agreement consists of “Accordo istituto/studente” and Learning Agreement for Traineeship. “Accordo istituto/studente” must be signed in original by the trainee and sent to the original Career Service.

The Learning Agreement for Traineeship must be fully completed, signed by the student, by the supervisor at the the Host institution, and sent by e-mail to stage.esterod@unipd.it before the beginning of the internship.

It is not possible to start mobility before the delivery of the mobility agreement.

Method of Payment of the Grant

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

Erasmus+ for Traineeships mobility grants will be exclusively paid by deposit to the beneficiary’s own bank account (or joint account).

Financial contributions will be paid in two instalments: the first one will cover the 80% of the total grant assignment and will be deposited by the 30 days after all the parties have signed the Mobility Agreement (Accordo di Mobilità), according to the terms and conditions stated in the above-mentioned Provisions for Grant Beneficiaries (Disposizioni per gli Assegnatari).

The final 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 guarantees the student the accident insurance coverage at work and for civil liability for the whole duration of the traineeship abroad. Texts of insurance policies and maximum amounts of coverage can be consulted in the webpage [http://www.unipd.it/assicurazione](http://www.unipd.it/assicurazione). The aforementioned insurances 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, Healthcare students will be responsible for providing such policies independently.

Medical assistance abroad is guaranteed for emergencies only by the European Insurance Card TEAM released by your Ulss. Visit the website [http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Support%20sanitaria](http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Support%20sanitaria) for more specific information for each destination country; to obtain more insurance policies please contact your Ulss or insurance company. Non-EU students who are registered and charged by the Italian healthcare system (SSN) cannot use the TEAM in Iceland, Norway and Liechtenstein because it is not allowed by the current EU legislation (EC Regulation 859/2003). Therefore, they need to contact their ASL anyway.

**CHECK LIST: Forms after Selection**

**Before starting the Traineeship:**

1) Grant Acceptance form  
2) PhD and Specialization School students only: document entitling to leave for mobilities abroad (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 Final Report - Online 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 need to have their thesis activities recognized as “thesis abroad” 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