Erasmus+ for Traineeship Call for Applications-
academic year 2019/2020

abstract in English¹

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Rankings publication</th>
<th>Mobility period</th>
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<tr>
<td>30/08/2019 h 13.00</td>
<td>From 16/09/2019</td>
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<td>From 17/04/2020</td>
<td>04/05/2020 - 30/09/2020</td>
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¹ For legal purposes refer only to the Italian version of the Call.
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General Information

The Erasmus+ for 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 Countries².

The program allows students and graduates to spend a period of mobility for up to a maximum of 12 months per each study cycle (1st cycle: Bachelor, 2nd cycle: Master and 3rd cycle: Doctoral level). In single-cycle degree courses, students can be mobile for up to 24 months.

If done within the same study cycle, months already spent abroad with Erasmus+ for Studies/traineeship and Erasmus Mundus programs, contribute to calculate months available to each student (even if done while enrolled in another university). Zero-grant mobility periods contribute as well. Graduates can participate ONLY IF they apply BEFORE graduation. Post-lauream traineeships have to be concluded within one year after graduation and in any case by 30th of September 2020.

During the Erasmus+ for Traineeships mobility period, it is not allowed to take university exams.

Participant Countries

Eligible Countries are:
Denmark, Ireland, France, Austria, Sweden, United Kingdom, Liechtenstein, Belgium, Bulgaria, Czech Republic, Greece, Cyprus, Luxembourg, Hungary, Poland, Netherlands, Romania, Finland, Iceland, Norway, Germany, Spain, Latvia, Malta, Portugal, Slovakia, ex-Yugoslav Republic of Macedonia, Estonia, Croatia, Lithuania, Slovenia, Serbia.

Switzerland is not an eligible Country

Mobilities towards Turkey are suspended for the current year.

United Kingdom: At the time of publication of this call, the outcome of negotiation with the EU on the exit conditions is unknown. If necessary, updated information will be published later on.

In the event of a UK exit without a deal, mobilities will not be allowed, except for mobilities started before the exit of UK from EU.

Mobility Duration and Period

The program establishes a minimum duration of 2 entire months for traineeships and a maximum of 12 months, which have to be concluded no later than the 30th of September 2020.

Mobilities can only start after all the parties have signed the Learning Agreement (trainee, company supervisor, academic supervisor). When defining the date of departure, please mind that the office needs at least 10/15 days to collect the signature of the academic supervisor, which is basic condition to approve the beginning of the mobility. Furthermore, the traineeship must be done within the mobility period set for each deadline, as follows:

<table>
<thead>
<tr>
<th>Deadline to apply</th>
<th>Mobility period</th>
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<tbody>
<tr>
<td>30/08/2019 h 13.00</td>
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² excluding: offices and agencies that manage EU programmes; diplomatic representations (Embassies, Consulates...); EU institutions and entities
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.

**Grants and Financial Benefits**

**The traineeship dates stated in the acceptance letter will be used to assign the grant.**
The National Erasmus+ Agency sets the amounts of grants as follows for the academic year 2019/20:

<table>
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<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, 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, Serbia</td>
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</tbody>
</table>

In order to allow a larger distribution of funds, grants will be awarded for a period not exceeding 6 months. Grants will be awarded only until funds will be available, and in case of insufficient resources for all deadlines during the year, the maximum amount of the grant could be limited to 4 months.

In case available funds are completely assigned before the last deadline of this call, a notice will be published on the Erasmus+ for Traineeship webpage. The call will remain open and students will have the possibility to do a mobility without Erasmus funding.

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

**University of Padova offers an additional contribution corresponding to 200 € per granted month, from l.183/1987 MIUR funds.**

For mobility months up to December 2019, additional contribution will be assigned together with the Erasmus+ grant. For mobility months from January 2020, additional contribution is subject to receiving funds from MIUR (meaning also that it could be assigned after mobility is finished and the amount will depend on the availability of funds).

Students with disabilities and learning difficulties can highlight it in the online application form; in this case Career Service will verify with National Erasmus+ Agency the possibility to request additional funding for specific expenses incurred during mobility. These students are also recommended to refer to the Student Service Office, to be supported with the organisation of the international mobility: Student Service Office – Inclusion Unit, Via Portello, 23 35129 Padova e-mail: inclusione.studenti@unipd.it tel. 049 8275038

**Choosing the Host Institution**

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

Students can choose a host organization among the offers of internship abroad and published by the Career Service of the University of Padua in its online platform UNIPDCareers accessing their reserved area from the webpage [http://www.unipd.it/cercare-stage-allestero](http://www.unipd.it/cercare-stage-allestero) and applying online.

Students choosing this option need to report the code of the offer they have been selected for in the online application form. Once selected by the host organization, the applicant has to request an acceptance letter and upload it as a pdf to the online application form.
Otherwise, students can submit their own internship proposal in an organization abroad. Once selected by the host organization, the applicant has to request them an acceptance letter and upload it as a pdf to the online 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 time of application:

a) being regularly enrolled at the University of Padua

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 regularly payed tuition fees

c) having at least the minimum mobility period (two months) available for the current study cycle for Erasmus+ mobility. Each month already spent within previous Erasmus+ mobilities will be counted, even if 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 in 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) 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 have to follow the procedure explained below:

1) **All applicants** have to fill in or update their CV in English in the website **UNIPDCareers** accessing their reserved area from the webpage **http://www.unipd.it/cercare-stage-allestero**.

   Then from the menu on the upper right part of the screen move to the internship abroad area

2) Applicants who DO NOT find by themselves a host organization can apply online to internship offers published in the website **UNIPDCareers**, accessing their reserved area from the webpage **http://www.unipd.it/cercare-stage-allestero**, then from the menu on the upper right part of the screen, move to the internship abroad area
Students have to:
> consult the Internships abroad offers and apply online; if the applicant meets the requirements of the company, Career Service will send the CV to the company. 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 organizations do not respond to applications.
> the applicant is responsible for asking and obtaining an acceptance letter by the host organization that selected him/her
> report the code number related to the chosen offer in the online Application Form

3) All applicants have to submit their online application form opening the following webpage: www.unipd.it/erasmustraineeship (login with university account), completing requested data (included a motivation letter) and uploading in PDF format only:

- a) copy of a valid ID card/document or copy of the resident permit in case of non-EU citizens (mandatory).
- b) **Acceptance letter** provided by the host organization; the letter has to be written using the form provided by the University in the organization’s headed paper, signed and stamped by its responsible person. **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 within these deadlines:

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For each deadline, students can apply once and for one internship proposal.
Applications cannot be submitted through different ways.

**Selection Criteria**

Applications will be pre-selected by a specific Academic Commission and selected directly by the host organization.
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**

Rankings will be published in the webpage: [http://www.unipd.it/erasmus-tirocinio](http://www.unipd.it/erasmus-tirocinio)  
Winners will have to confirm their acceptance of the grant following the procedure explained within the ranking list. The lack of a formal acceptance is 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 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 communication to the Career Service and could not ever apply to any other next Erasmus+ Traineeship call published by the University of Padova, except in the case of renunciation due to certified reasons of force majeure.

The award of the grant is subject to obtaining a VISA, if mandatory for a student. In particular, extra UE students have to check if they need a visa, related paperwork is complete responsibility of the student. University 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 hosting country or renounce the grant without penalties.

**After the Selection**

After the selection, any change in the traineeship dates or other changes have to be communicated and requested in advance to the Career Service, a new acceptance letter can be requested and these modifications could imply changes in the assignment of the grant.

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

**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.

Mobility grants will be exclusively paid on the beneficiary’s bank account.

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 2020 will receive the first instalment starting from February / March 2020 and not before.

The payment of the remaining 20% of the grant will be done 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 take the assessment test before and after the mobility and attend the online language course (OLS), when required. The link to access test and course will be send by e-mail.

**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](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 on their own.

Medical assistance abroad is guaranteed for emergencies by the European Insurance Card TEAM released by ULSS. Visit the website: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani for more specific information for each hosting 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) and Learning Agreement for Traineeships - Before the Mobility section
4) updating personal data and IBAN details 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, 2020
2) Fill in the online Final Report -EU Survey (the link is sent by e-mail after the end of mobility)
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 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. These documents have to be submitted at least 15 days before the beginning of graduation session

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.estro@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