

Erasmus+ for Traineeship Call for Applications- Academic Year 2020/2021 abstract in English¹

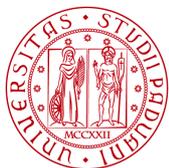
Application Deadline	Rankings publication	Mobility period
28/08/2020 h 13.00	From 14/09/2020	28/09/2020 - 30/09/2021
25/09/2020 h 13.00	From 12/10/2020	26/10/2020 - 30/09/2021
18/11/2020 h 13.00	From 04/12/2020	11/01/2021 - 30/09/2021
29/01/2021 h 13.00	From 15/02/2021	01/03/2021 - 30/09/2021
26/03/2021 h 13.00	From 12/04/2021	26/04/2021 - 30/09/2021

¹ For legal purposes refer only to the Italian version of the Call. This translated version is intended only for a better comprehension



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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 2021.

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

Participant Countries

Eligible hosting 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, North Macedonia, Estonia, Croatia, Lithuania, Slovenia, Serbia.

Switzerland is not an eligible Country

Mobilities towards Turkey are suspended for the current year.

Mobility Duration and Period

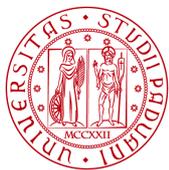
The program establishes a **minimum duration of 2 entire months** for traineeships and a maximum of 12 months, which **have to be concluded no later than the 30th of September 2021**.

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:

Deadline to apply	Mobility period
28/08/2020 h 13.00	28/09/2020 - 30/09/2021
25/09/2020 h 13.00	26/10/2020 - 30/09/2021
18/11/2020 h 13.00	11/01/2021 - 30/09/2021
29/01/2021 h 13.00	01/03/2021 - 30/09/2021
26/03/2021 h 13.00	26/04/2021 - 30/09/2021

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.

² excluding: offices and agencies that manage EU programmes; diplomatic representations (Embassies, Consulates...) of the student's home country; EU institutions and entities



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:

Monthly contribution	Hosting countries
€ 400	Denmark, Finland, Ireland, Luxemburg, Liechtenstein, Norway, Sweden, UK, Iceland
€ 350	Austria, Belgium, Germania, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Serbia

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 other financial contributions in addition to the EU 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:

ISEE /Merit or ISEE only	Monthly amount added to Erasmus+ grant
1 st group with regional scholarship and 2 nd group (students eligible for regional scholarship) ISEE limits established by <i>Bando Borse Regionali 2020/21</i>	550 euros
3 rd group (students eligible for <i>borsa regionale</i> for merit only) ISEE limits established by <i>Bando Borse Regionali 2020/21</i> , up to 30000 euro	450 euros
ISEE only - up to 13.000 euros	450 euros
ISEE only - from 13.001 to 21.000 euros	400 euros
ISEE only - from 21.001 to 26.000 euros	350 euros
ISEE only - from 26.001 to 30.000 euros	300 euros
ISEE only - from 30.001 to 40.000 euros	200 euros
ISEE only - from 40.001 to 50.000 euros	150 euros
ISEE only – more than 50.000	0



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 2021.**

Students on their second-year (or more) “*fuori corso*” will not receive CFU additional funding.

2. students doing a **voluntary or post-graduate internship without any recognition of CFU (university credits)** and presenting an ISEE certification up to 23.626,32 Euro 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) apply for the regional scholarship and/or submit the ISEE certification for the academic year 2020/21 **via UNIWEB** by 30th September 2020³ following the procedure available at this pages <https://www.unipd.it/isee> e <https://www.unipd.it/borse-studio-alloggi-sussidi-straordinari>
For information on the procedure and ISEE refer to Ufficio Servizi agli studenti Call centre tel. 049.8273131 benefici.studenti@unipd.it

If the online application through UNIWEB will not be submitted, no additional contributions could be awarded.

b) fulfill all the obligations of this call.

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, e-mail: inclusion.studenti@unipd.it

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 <https://careers.unipd.it/en/#/pages/login> 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.

Each hosting organization has to guarantee transnationality of the traineeship (during the traineeship the student has to achieve learning outcomes different from the ones he/she would achieve with a traineeship in his/her home country, e.i. work language must be different from the students mother tongue)

³ Only applicants to 3rd, 4th and 5th deadline of this Call can submit ISEE declaration by 30th November 2020



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
Non-EU citizens must also be in possession of a residence permit

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

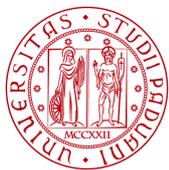
i) as an exception, winners of Erasmus+ for traineeship call 2019/20 DR Rep. n. 2712/2019, who had to interrupt the mobility due to Covid-19 pandemic, graduates included⁴, can apply to this call to continue the mobility. Hosting organization must agree to resume the mobility.

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 <https://careers.unipd.it/en/#/pages/login> from the menu on the upper part of the screen move to the internship abroad area, then move to the CV area.

⁴ In case of application for the continuation of a post-lauream mobility, requirements a) and b) do not apply and traineeship can be concluded within 18 months after graduation



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 <https://careers.unipd.it/en/#/pages/login> then from the menu on the upper 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 letter⁵** 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:

Application Deadlines
28/08/2020 h 13.00
25/09/2020 h 13.00
18/11/2020 h 13.00
29/01/2021 h 13.00
26/03/2021 h 13.00

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

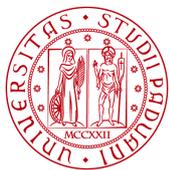
Selection Criteria

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;

⁵ Applicants who intend to continue a mobility interrupted in 2019/20 due to Covid-19 must submit a letter from the same hosting organization specifying the new period of mobility



- evaluation of transnationality requirement (during the traineeship the student has to achieve learning outcomes different from the ones he/she would achieve with a traineeship in his/her home country, e.i. work language must be different from the students mother tongue)
 - 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 submitted documents

Rankings

Rankings will be published in the webpage: <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>

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) and after confirmation that the mobility has started in presence.

Please note that, due to requirements related to the closure of the financial year, students who begin their mobility in January or February 2021 will receive the first instalment starting from February / March 2021 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, only during traineeship activities. 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 on their own.

Medical assistance abroad is guaranteed for emergencies by the European Health Insurance Card EHIC (TEAM) released by ULSS. For specific information for each hosting country visit the website: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&nu=italiani. It is anyway recommended to take out an insurance health policy.

EHIC card is not valid in Serbia and North Macedonia; non-EU students cannot use EHIC card in Denmark, Iceland, Norway and Liechtenstein, therefore, they should take out an insurance health policy on their own.

COVID-19 Special provisions

Before organizing the departure, it is a responsibility of the student to:

- 1) check if entry in the hosting country is allowed. From this page find links to embassies news: https://www.esteri.it/mae/it/sala_stampa/archivionotizie/approfondimenti/emergenza-covid-19-informazioni-dalle-ambasciate-e-dai-consolati.html.
- 2) inquire about the health situation in the hosting country, by consulting the website of EC <https://reopen.europa.eu/en/> and Italian Ministry of Foreign Affairs www.viaggiasesicuri.it. Students can register their stay abroad on the website <https://www.dovesiamonelmondo.it/home.html>.
- 3) check with the hosting organization if it is actually possible to start the traineeship in presence
- 4) comply with rules anti-Covid19 in force in the hosting country (link to EU countries are available here <https://reopen.europa.eu/en/> and foreseen by the hosting organization.

In case a mobility cannot start in presence in the hosting country due to Covid-19 restrictions, it can start in distance-learning, if the hosting organization and academic supervisor agree. A period of physical mobility should be foreseen anyway to complete the mobility.

If the restrictions will not allow to complete the virtual mobility with a physical mobility period abroad, then a totally virtual mobility will be eligible, without receiving any grant.

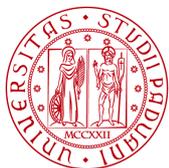
During virtual mobility the participant is not entitled to receive the Erasmus+ grant or additional contributions. Only in case the participant spends at least two months abroad in physical presence he/she will receive funding.

Full recognition in terms of ECTS will be guaranteed for virtual mobilities.

CHECK LIST: 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, 2021
- 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. **Mandatory for students who had CFU contribution**
- 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 at University of Padua. These documents have to be submitted at least 15 days before the beginning of graduation session. **Mandatory for students who had CFU contribution**

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