**Erasmus+ for Traineeship a.a. 2019/2020**

**REGULATION UPDATE for mobilities postponed to a.a. 2020/21**

In case a mobility cannot start in presence in the hosting country due to Covid-19 restrictions, it can start in distance-learning from sending country, 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 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.

Mobility is considered in presence (and paid) even when student reaches and remains in the host country but traineeship is done virtually.

The deadline to end mobilities is 31/05/2021. In any case mobilities have to be carried out within the study cycle in which the application was submitted and participants (except for graduates) have to be regularly enrolled during the mobility.

In case of withdrawal or postponement of the mobility please inform the office.

**Documents update**

All new or updated documents are available at the webpage [http://www.unipd.it/erasmus-tirocinio Bando Erasmus 2019/20].

- A new version **Accordo Istituto/studente** is available (it must be delivered to the office in original copy as already indicated) ¹
- It is not necessary that the host organization provides the declaration concerning entry in the hosting country and physical presence
- All participants starting the mobility have to sign the waiver of responsibility “Liberatoria” and send it by e-mail to stage.estero@unipd.it
- All participants starting the mobility have to send the Start/Arrival certificate signed by host organization, by e-mail to stage.estero@unipd.it within 7 days from beginning of mobility

This certificate is compulsory and will confirm if the mobility has begun in presence/physical mobility abroad or virtually from sending country. The scholarship payment procedure will start in case of physical mobility, after the document delivery.

In case of blended mobility (partially virtual from Italy, partially in the host country) student will send the Certificate of start of virtual mobility, and then a Certificate of start in presence, after beginning in presence.

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¹ Participants who have already delivered a valid original Accordo and confirmation of beginning in presence by the host organization do not have to deliver the new version.
Even in case of virtual or blended mobilities (partially in presence and partially virtual) due to pandemic, it is necessary to provide both documents before the beginning.

**Before organizing the departure:**

it is important that the student checks if entry in the hosting country is allowed and inquires about health situation and restrictions in the hosting country.


Students can register their stay abroad on the website https://www.dovesiamonelmondo.it/home.html.

It is important that students check with the hosting organization if it is actually possible to start the traineeship in presence and 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.

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 and it is not valid in Serbia and North Macedonia; non-EU students cannot use EHIC card in Denmark, Iceland, Norway and Liechtenstein.

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

**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.

First instalment will be paid by 30 days after the delivery of Start/Arrival certificate for physical mobility.

Students beginning the mobility in 2020 should send all required documents by the end of November otherwise they will receive payments in February/March 2021.

In any case, grants for mobilities beginning in December 2020, January or February 2021 will be paid in February/March 2021.

Erasmus+ grant and other additional contributions will be paid only if physical mobility lasts at least 60 days, 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.

“Traineeship Certificate AFTER THE MOBILITY” will have to specify dates of virtual and in presence mobility periods.
CHECK-LIST

Before the mobility:
- Online safety course
- PhD and Specialization School students only: permit to leave for mobility (Autorizzazione alla Mobilità all’estero) signed by the Director of the School
- Erasmus + for Traineeships Agreement consisting of: Institute-Student Agreement (Accordo istituto – studente) ORIGINAL and Learning Agreement for Traineeships- Before the Mobility section SCANNED to stage.estro@unipd.it + Liberatoria (waiver of responsibility) scanned to stage.estro@unipd.it
- updating personal data and IBAN details in Uniweb
- 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.
- Online language test

Within 7 days from beginning of mobility
1) Start/arrival Certificate (via e-mail to stage.estro@unipd.it).

After the Traineeship:
- Submit the “After the Mobility section” of the Learning Agreement (Traineeship Certificate) to Career Service by 15 days after the end of the mobility- Original or sent by host organization via e-mail
- Fill in the online Final Report -EU Survey (the link is sent by e-mail after the end of mobility)
- Final online language test
- Submit all documents for the recognition of university credits (CFU) to the Career Service branches at each University School of reference.
- 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 Padova. These documents have to be submitted at least 15 days before the beginning of graduation session.

For any further information:
Career Service, Palazzo Storione, Riviera Tito Livio 6, 35122 Padova
tel. +39/ 049 827 3071 www.unipd.it/stage email: stage.estro@unipd.it
Telephone hours: Monday-Friday 10-13, Tuesday and Thursday also 15-16.30

Padova, 24/09/2020