Erasmus+ for Traineeship
academic year 2019/2020

INSTRUCTIONS for Grant-holders
(For Call with Deadline 31/01/2020)

abstract in english

Winners will have to confirm their acceptance of the grant through the link
www.unipd.it/accettazioneborsaet by February 25, the lack of a formal acceptance will be
considered as an official renunciation of the grant.

Before the beginning of mobility: provide the Career Service at least two weeks before
the beginning of the traineeship with:
• “Accordo istituto/studente” signed by the trainee in two original copies
• Learning Agreement signed by trainee and hosting organization (original or scanned copy
sent to stage.estero@unipd.it)

“Accordo istituto/studente” and Learning Agreement for Traineeship can be downloaded from the page
http://www.unipd.it/erasmus-tirocinio, Bando Erasmus 2019/20
Mobilities can only start after all the parties have signed the Learning Agreement (trainee, company tutor,
The program establishes a minimum duration of 2 months for traineeships, which have to be concluded

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.
University will assign MIUR additional contribution, via institutional e-mail after receiving “Accordo
istituto/studente” and Learning Agreement and after receiving funding from MIUR.

The grant will be assigned for the period indicated in the invitation letter by the hosting
organization, included days exceeding the entire months, but not exceeding 6 months and not
exceeding the number of months formally assigned in the ranking list. Students will indicate the
dates in the “Accordo istituto studente”, leaving blank the grant amount, that will be calculated by the
office.

1 Those who start the mobility between 2 and 6 of March do not have to respect this deadline, anyway they have to
provide documentation before the beginning of the mobility
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.

The beneficiary can request an extension during the internship, but any further financial contribution will be assigned only in the case of residual funds. If the mobility has a zero-grant period included, any further financial contribution will be assigned only in the case of residual funds. The participant can decide to be mobile only for the granted period.

- The beneficiary will have to take the online safety course at the page [https://elearning.unipd.it/formazione/](https://elearning.unipd.it/formazione/) go to “area sicurezza”, choose “formazione generale”, an English version of the course is available: “Basic course in health and safety: General training (4 hours)”. Enter with password used for institutional e-mail. The certificate of the safety course does not expire and is valid also in case it has been issued for previous traineeships.

- Students have to check if they need a visa for the mobility abroad, and if needed, it is their responsibility to apply for visa in advance.

- Two compulsory online language tests (before the beginning and before the end of the mobility) will have to be taken by each trainee, except for native speaker. The language to be tested will be the working language during traineeship. The invitation for testing the foreign language will be sent via e-mail.

- An online compulsory language course will be assigned after the first test.

**During the traineeship:**

For any request of modification to the approved *Learning Agreement for Traineeship-LAt* (i.e. extension of period, supervisor change, traineeship program change), it is necessary to fill in, sign and send us the “DURING THE MOBILITY section of LAt”

For requests regarding the extension of traineeship period it is necessary to send to stage.estero@unipd.it, at least 30 days before the end of the traineeship in the LAt:
the “DURING THE MOBILITY section” and a formal request from the hosting institution explicating why the extension is required.

**Interruptions:** 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. In case of *force majeure,* (exceptional events causing the interruption of mobility) University will evaluate case by case any reported issues.

If the student decides to interrupt the mobility after at least two months, the student and the hosting organization are required to communicate immediately the new final date and the reason for interruption with a signed letter sent to stage.estero@unipd.it.
At the end of the traineeship the student will have to provide the Career Service with the “Traineeship Certificate AFTER THE MOBILITY” filled in and signed by the hosting supervisor.

At the end of the traineeship the student will have to fill in the online EU Survey sent via e-mail.

Grants will be paid in two instalments: the first one will cover the 80% of the total grant and will be paid by 30 days after all the parties have signed the “Accordo Istituto-Studente”.

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.

CHECK-LIST
before the mobility:
- Online Grant Acceptance www.unipd.it/accettazioneborsaet
- Online safety course
- Learning Agreement for Traineeships- Before the Mobility section (scanned or original copy)
- Accordo Istituto Studente (signed in original)
- updating personal and financial data 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.
- PhD and Specialization School students only: permit to leave for mobility signed by the Director of the School
- online language test

after the mobility:
- 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
- Fill in the online Final Report -EU Survey (the link will be sent by e-mail after the end of mobility)
- online final 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, have to submit also the Short Evaluation Form for Thesis Work, originally stamped and signed by the professor/supervisor at the host institution, and 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.

For any further information:
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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