

“Erasmus+ for Traineeships”
First call for applications
Academic Year 2021/2022
Abstract in English¹

Application deadline	Rankings publication	Mobility period
30/07/2021 h. 13.00	From 06/09/2021	20/09/2021 - 30/09/2022
17/09/2021 h. 13.00	From 04/10/2021	25/10/2021 - 30/09/2022

¹ For legal purposes refer only to the Italian version of the Call. This translated version is intended exclusively to facilitate comprehension.

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General Information

The **Erasmus+ for Traineeships** programme allows students and recent graduates to carry out a traineeship abroad and benefit from a grant. The traineeship can last from 2 to 12 months and can be carried out at an enterprise, a research institute, a foundation, an NGO, a school/institute/educational center located in one of the Participant Countries².

The same student may participate in mobility periods totalling up to 12 months maximum per each cycle of study (1st cycle: Bachelor, 2nd cycle: Master, 3rd cycle: PhD). In single-cycle degree programmes students can be mobile for up to 24 months. If carried out within the same study cycle (even while being enrolled at another university or through calls not managed by the University of Padova), prior mobilities under **LLP/Erasmus+ for Studies and/or traineeships/Erasmus Mundus** count towards the 12 months maximum period per study cycle.

During a mobility for traineeship it is **not** allowed to take university exams nor to graduate.

Recent graduates are allowed to take part in the programme **ONLY IF** they apply **BEFORE** graduation. The internship can start only after graduation and must be concluded within one year from graduation. In any case, internships must be concluded by 30 September 2022.

Participant Countries

The traineeship can take place in one of the following countries:

Denmark, Ireland, France, Austria, Sweden, Belgium, Bulgaria, Czech Republic, Greece, Cyprus, Luxembourg, Hungary, Poland, Netherlands, Romania, Finland, Iceland, Liechtenstein, Norway, Germany, Spain, Latvia, Malta, Portugal, Slovakia, North Macedonia, Estonia, Croatia, Lithuania, Slovenia, Serbia, United Kingdom³.

Switzerland is not an eligible country.
Mobilities towards Turkey are currently suspended.

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 30 September 2022**.

Mobilities can only start after all the parties have signed the Learning Agreement (trainee, company supervisor, academic supervisor). When defining the start date, please mind that the office needs at least 10/15 days to collect the signature of the academic supervisor, which is a basic condition to approve the beginning of the mobility. At the same time, when defining the end date, students who plan to graduate right after the end of the mobility need to take into consideration that the final paperwork, including the documents required to register CFU (university credits), must be submitted at least 30 days before the graduation session begins.

Furthermore, the traineeship must be done within the mobility period set for each deadline, as follows:

² Offices and agencies that manage EU programmes; EU institutions and other EU bodies including specialised agencies and diplomatic representations (Embassies, Consulates, etc.) of the student's home country are **not** eligible host organizations.

³ The United Kingdom will be an eligible host country until the end of the Erasmus+ 2014-2020 programme (30 September 2022). Mobilities are subject to the new entry regulations put in place by the UK government which could entail high visa and healthcare related costs. Applicants are invited to thoroughly read the information available here <https://www.gov.uk/government/authorised-exchange> and here [How to apply for T5 visa | Erasmus+ \(erasmusplus.org.uk\)](https://www.gov.uk/government/authorised-exchange).

Application deadline	Mobility period
30/07/2021	20/09/2021 - 30/09/2022
17/09/2021	25/10/2021 - 30/09/2022

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.

The legislation and regulations defining the entry of students in the Countries participating to Erasmus+ are linked to the nationality of the student: students are therefore responsible to contact their diplomatic representations and inquire about the entry requirements and paperwork needed to entry and legally stay in the host Country well in advance. Students are in charge of procedures/costs necessary to obtain the visa and/or stay permits. The University cannot be considered responsible in case of non-issuance of the visa, even after the grant has been assigned, but will allow the student to change the host country or renounce the grant without penalties.

Please note that in order to issue a visa some Countries require students to certify they have adequate financial means. The minimum amount required is variable and, in some cases, it could be higher than the grant.

Students need to inquire in advance about deadlines or application procedures required by the host University/organization.

Grants and Financial Benefits

The traineeship dates stated in the acceptance letter will be used to assign the grant⁴.

The National Erasmus+ Agency sets the amounts of grants as follows:

Monthly grant	Host country
€ 400	Denmark, Finland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom, Iceland
€ 350	Austria, Belgium, Germany, 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 are available and, in case of insufficient resources for subsequent deadlines, 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.

The University of Padua offers other financial contributions in addition to the EU grants.

Contributions will be of two kinds:

1. traineeships embedded in the study plan (*tirocini curricolari*) or for thesis work, for which the

⁴ It is possible to calculate the amount of the grant using the excel file GRANT Calculator that will be published along with the call. Each month, whatever its actual duration, will be considered of 30 days.

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 the 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 2021/22</i>	550 euros
3 rd group (students eligible for <i>borsa regionale</i> for merit only) ISEE limits established by <i>Bando Borse Regionali 2021/22</i> up to 30.000 euros	450 euros
ISEE only – up to 13.000 euros	450 euros
ISEE only – from 13.001 up to 21.000 euros	400 euros
ISEE only – from 21.001 up to 26.000 euros	350 euros
ISEE only – from 26.001 up to 30.000 euros	300 euros
ISEE only – from 30.001 up to 40.000 euros	200 euros
ISEE only – from 40.001 up to 50.000 euros	150 euros
ISEE only >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 end of the a.y. during the which the mobility has taken place.**

Students on their second-year (or more) “*fuori corso*”⁵ 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 euros 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 from only one type of contribution.

In order to benefit from 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 2021/22 **via UNIWEB:**

- by 06/08/2021 for students applying to the first deadline,
- by 17/09/2021 for students applying to the second deadline

The application procedure is described here <https://www.unipd.it/isee> and here <https://www.unipd.it/borse-studio-alloggi-sussidi-straordinari>

For information on the procedure and ISEE please refer to Ufficio Servizi agli studenti, call centre ph. 049.8273131, e-mail: benefici.studenti@unipd.it.

If the online application through UNIWEB has not been submitted, no additional contributions can be awarded.

b) fulfill all the obligations of this call.

⁵ A student is considered as “fuori corso” when they are enrolled for a number of years exceeding the standard duration of their course of study. For example, the standard duration of a master's programme is two years, if the student enrolls for a third year they are considered on their first year “fuori corso” and so on.

Students with disabilities and learning difficulties are invited to mention it in the online application form; in this case the Career Service will verify with the 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: inclusione.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 internship abroad offers published by the Career Service of the University of Padua on its online platform *UNIPDCareers* by accessing their personal 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 an acceptance letter and upload it as a pdf to the online application form.

Each host 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 student's mother tongue)

Admission Requirements and How to Apply

Admission Requirements

In order to be eligible for this call for applications, 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 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 valid 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 carry out a mobility period abroad (Autorizzazione alla Mobilità all'estero) by the Director of the School.

PhD students who plan to carry out their mobility during the course of study and are enrolled in their third year are required to end their mobility by 31/12/2021.

Specialization Schools students who plan to carry out their mobility during their course of study are allowed to apply only within their 3rd year.

N.B. Students enrolled in specialization schools can apply for the grant 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 work for the internship has to be declared in the acceptance letter by host institution itself

g) not being recipient of any other EU grant or EU financial contribution covering the same period of the Erasmus+ mobility for Traineeships

h) not being residents of the host country

Erasmus+ for Traineeships mobilities are compatible with other mobility activities abroad promoted by the University as long as the mobility periods do not overlap.

Students who would like to benefit from the “semestre aggiuntivo”⁶ are not allowed to carry out the mobility while on their first year “fuori corso” but are allowed to take part to the programme after graduation.

Please note that students who take part in the programme cannot be beneficiaries of an Erasmus grant for joint master degrees and vice versa. The status of Erasmus grant holder is not compatible with grants and financial contributions related to other programmes financed by the European Union.

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 personal 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.

2) Applicants who DO NOT find by themselves a host organization can apply online to internship offers published in the website *UNIPDCareers*, <https://careers.unipd.it/en/#/pages/login>.

Students have to:

> access their personal area, select the internship abroad area from the menu on the upper part of the screen

> consult the Internships abroad offers and apply online; if the applicant meets the requirements of the company, the Career Service will send the CV to the company. If the company is interested in the candidate's profile, it will directly contact them. The University of Padova 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 them

> 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/erasustraineeship (login with university account), filling in the requested data (including a motivational 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).

⁶ <https://www.unipd.it/semestre-aggiuntivo-conseguimento-24cfu>

- 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:

Application deadline
30/07/2021 h. 13.00
17/09/2021 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.

The 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 chosen traineeship;
 - evaluation of the respect of the transnationality requirement (during the traineeship the student has to achieve learning outcomes different from the ones they would achieve with a traineeship in their home country, e.i. work language must be different from the student's 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 at 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 will not be able to apply to any other Erasmus+ Traineeships calls published by the University of Padua, 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 EU students have to check if they need a visa, related paperwork is complete responsibility of the student.** The University cannot be considered responsible in case of non-issuance of the visa, even after the grant has been assigned, but it will allow the student to change the host 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 could be requested and these modifications could imply changes in the assignment of the grant.

Provisions and documents for beginning the traineeships will be published at 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 their personal 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 within 30 days after all the parties have signed the Mobility Agreement (Accordo di Mobilità) and after confirmation that the mobility has started in person.

Please note that, due to requirements related to the closure of the financial year, students who begin their mobility in January or February 2022 cannot receive the first instalment earlier than February / March 2022.

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 tests are 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 the test and course will be sent by e-mail.

Insurances

The 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 at the webpage <http://www.unipd.it/assicurazione>.

The aforementioned policies cover the trainee during 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 host Country visit the website:

http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=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

The possibility to actually carry out the mobility will depend from the evolution of the Covid-19 pandemic and the regulations and restrictions that may be imposed by the Italian and/or host Country competent authorities.

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

- 1) check if entry in the host country is allowed. Links to information provided by embassies and consulates can be found here:
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 host country, by consulting the website of the EC <https://reopen.europa.eu/en/> and of the 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 host organization if it is actually possible to start the traineeship in person
- 4) comply with anti-Covid19 rules in force in the host country (link to EU countries are available here <https://reopen.europa.eu/en/>) and put in place by the host organization.

In case a mobility cannot start in person in the host country due to Covid-19 restrictions, it can start in distance-learning, provided the host 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 a virtual mobility period the participant is not entitled to receive the Erasmus+ grant nor additional contributions. Only in case the participant spends at least two months abroad in physical presence they will receive funding.

CHECK LIST – After the Selection Procedures and Paperwork

Before the start of the traineeship:

- 1) Grant Acceptance online
- 2) PhD and Specialization School students only: permit to carry out a mobility period 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 to be originally signed)
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.
- 6) Initial language assessment test
- 7) Health and safety online course

At the end of the traineeship:

- 1) Submit the “After the Mobility section” of the Learning Agreement (Traineeship Certificate) to the Career Service within 15 days from the end of the mobility
- 2) Fill in the online Final Report - EU Survey within 30 days from the receipt of the e-mail (the link is sent by e-mail after the end of mobility)
- 3) Final language assessment test
- 4) Submit all the documents for the recognition of university credits (CFU) to the Career Service branches at each University School of reference. **Mandatory for students who were assigned the CFU additional contribution.**
- 5) Students who have to register credits for thesis activities undertaken abroad, have to submit the Short Evaluation Form for Thesis Work, stamped and signed by the professor/supervisor at the host institution, along with the Proposal for Credit Recognition form (Modulo per Riconoscimento CFU per Tesi all'estero),

signed by the thesis supervisor at University of Padua. **Mandatory for students who were assigned the CFU additional contribution.**

Students who plan to graduate right after the end of the mobility need to submit all the required final paperwork, including the CFU documents, at least 30 days before the graduation session begins.

Students who were assigned the CFU additional contribution (internship or thesis work) are required to register the CFU as acquired abroad (not in Italy) within 31 October 2022 otherwise they will have to return the additional funding received. In any case the paperwork required must be submitted within 15 days from the end of the mobility.

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, Tuesdays and Thursdays 15-17 as well
Call center hours:
Monday-Friday 10-13, Tuesdays and Thursdays 15-16.30 as well

Please note that the office could be closed to the public due Covid-19 restrictions, please visit <https://www.unipd.it/stage> and <https://www.unipd.it/erasmus-tirocinio> for updates.