



Erasmus+ for Traineeship Academic Year 2021/2022

INSTRUCTIONS for Grant-holders (For 2nd Deadline) *abstract in english*

Winners have to confirm their acceptance of the grant through the link www.unipd.it/accettazioneborsaet by 18th October, the lack of a formal acceptance will be considered as an official renunciation of the grant.

An informative meeting for preparation to mobility will be held online. Date, time and link to the electronic platform will be sent soon by e-mail to the beneficiaries.

NB. The duration of the grant financed with Erasmus + funds is reduced to a maximum of 4 months, given the high number of applications received (Art. 1.6 of the call).

The students may:

- leave for the entire traineeship period, including any zero-grant period. In case new funds are made available at a later stage, they can be assigned to students later, even after the end of the mobility
- OR
- in agreement with the host institution, leave for the granted period only. In the event of a subsequent extension of the mobility (up to the period initially proposed with the letter of acceptance) any funding for the extension will be taken into consideration if new funds are made available for the financing of the mobility periods not initially granted.

Before the beginning of mobility:

provide the Career Service at least two weeks¹ before the beginning of the traineeship with:

- **Accordo istituto/studente signed by the trainee (original copy to the office²).**
- **Learning Agreement signed by trainee and hosting organization** (scanned copy sent to stage.estero@unipd.it)
- **Liberatoria** - waiver of responsibility, signed by trainee (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 2021/22**

Mobilities can only start after all the parties have signed the Learning Agreement (trainee, company tutor, academic supervisor).

In case of withdrawal or postponement of the mobility please inform the office. Any change in the traineeship dates or other changes have to be communicated and requested in advance to the Career Service.

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.

NB 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 the number of months formally assigned in the ranking list.

¹ Those who start the mobility between 25/10 and 29/10 do not have to respect this deadline, anyway they have to provide documentation before the beginning of the mobility

² by certified post or delivery to the office upon online reservation <https://web.unipd.it/prenotazionicareerservice/>



How to fill in “Accordo istituto/studente”: The student is required to fill in only the following sections: personal data and bank details on page 1, art. 2.2 (dates of mobility and host institution name), art. 2.5 (date of passing the safety course), art. 5.4 (additional policy for graduates), art. 6.2 (language).

The office will directly fill in the options on the assigned contributions (on page 1) including any additional contribution, art. 2.3 (duration of the funded scholarship) and art. 3.1 (amount granted).

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 credits, must be submitted at least 30 days before the graduation session begins.

If the mobility has a zero-grant period included, any further financial contribution will be assigned only in the case of residual funds after the end of the year.

The beneficiary can request a zero-grant extension during the internship, any further financial contribution will be assigned only in the case of residual funds at the end of the year.

Participants (except for graduates) will have to be regularly enrolled during the mobility.

The participant will have to take the **online safety course** at the page <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.

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 language course** will be assigned after the first test.

Before organizing the departure:

It is important that the student checks if entry in the hosting country is allowed and any entry requirements (e.g. green pass) and inquires about health situation and restrictions in the hosting country.

You can consult the website of EC <https://reopen.europa.eu/en/> and Italian Ministry of Foreign Affairs www.viaggiariesicuri.it <https://www.esteri.it/mae/it/>

Students can register their stay abroad on the website <https://www.dovesiamonelmundo.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.

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 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 as well for virtual mobilities.

- 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.

- 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



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

At the beginning of mobility :

the student has to send the **Start/Arrival certificate** signed by host organization, by e-mail to stage.estero@unipd.it **within 7 days from beginning**. This certificate is compulsory and will confirm if the mobility has begun in presence/physical mobility abroad or virtually from sending country.

Mobility is considered in presence (and paid) even when student reaches and remains in the host country but traineeship is done virtually for reasons related to pandemic, please notice that the host organization has to agree and certify the physical mobility.

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.

During the mobility:

For any request of modification to the approved *Learning Agreement for Traineeship-LAT* (i.e. extension of period, major program changes), 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” where it is specified why the extension is required and the new final date.

In case of change of Host Supervisor (the signatory of LAT), contact the office.

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 host supervisor. **Certificate will have to specify dates of virtual and in presence mobility periods.**

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

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.

Grants will be paid in two instalments: the first one will cover the **80% of the total grant and will be paid after all the parties have signed the “Accordo Istituto-Studente” and by 30 days after the delivery of Start/Arrival certificate for physical mobility.**

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.

Students beginning the mobility in 2021 should send all required documents by the end of November otherwise they will receive payments in February/March 2022. In any case, grants for mobilities beginning in December 2021, January or February 2022 will be paid in February/March 2022.

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.

The assignment of any additional contribution, based on ISEE, if due, will be done after the signed Learning Agreement is provided.

CHECK-LIST

Before the mobility:

- 1) Grant Acceptance online
- 2) Online safety course
- 3) PhD and Specialization School students only: permit to leave for mobility (Autorizzazione alla Mobilità all'estero) signed by the Director of the School
- 4) 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.estero@unipd.it + *Liberatoria* (waiver of responsibility) scanned to stage.estero@unipd.it
- 5) updating personal data and IBAN details in Uniweb
- 6) 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.
- 7) Online language test

Within 7 days from beginning of mobility

- 1) Start/arrival Certificate (via e-mail to stage.estero@unipd.it).

After the Traineeship:

NB Graduands have to submit all mobility final documents, included those for credits, at least 30 days before the beginning of graduation session

- 1) Submit the “After the Mobility section” of the Learning Agreement (Traineeship Certificate) to Career Service by 15 days after the end of the mobility- sent by host organization via e-mail
- 2) Fill in the online Final Report -EU Survey (the link is sent by e-mail after the end of mobility)
- 3) Final online language test
- 4) Submit all documents for the recognition of university credits (CFU) to the Career Service branches at each University School of reference by 15 days after the end of the mobility. **Mandatory for students who had CFU contribution**
- 5) Students who have to register credits for thesis activities abroad, have to submit the Short Evaluation Form for Thesis Work, originally stamped and signed by the professor/supervisor at the host institution (to be sent by host organization via e-mail to the office), 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 (to be sent by the supervisor via e-mail to the office). **Mandatory for students who had CFU contribution**

NB For students who obtained contribution for ECTS/CFU, the registration of credits for traineeship or thesis in mobility (different from credits done in Italy) must be done before 31/10/2022, by providing documents for recognition to the Career Service by 15 days after the end of the mobility, **otherwise the additional funding will have to be returned.**

For any further information:

Career Service, Palazzo Storione, Riviera Tito Livio 6, 35122 Padova

tel. +39/ 049 827 email: stage.estero@unipd.it

Telephone hours: Monday-Friday 10-13, Tuesday and Thursday also 15-16.30