



Erasmus+ for Traineeships

Call for applications – A.Y. 2023/2024

Abstract in English¹

Application deadline	Rankings publication	Mobility period
04/08/2023 1 p.m	from 11/09/2023	02/10/2023 - 30/09/2024

Index

General Information	2
Participant Countries.....	2
Mobility Duration and Period	2
Choosing the Host Institution	3
Grants and Financial Benefits	4
Admission Requirements and How to Apply.....	5
Admission Requirements	5
How to Apply	6
Selection Criteria	7
Rankings.....	7
After the Selection.....	7
Payment of the Grant.....	8
Language Courses.....	8
Insurances	8
CHECK LIST – After the Selection Procedures and Paperwork	9
Administrative Office Contacts	10

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



General Information

The **Erasmus+ for Traineeships** programme allows students and recent graduates to carry out a traineeship abroad and benefit from a grant.

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 Padua), 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 2024.

Participant Countries

The traineeship can take place in one of the following **Programme** 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, Turkey

The following are **Partner** countries: United Kingdom², Switzerland, Andorra, Monaco, Fær Øer. Traineeships can take place in a partner country but the grants reserved for these countries are limited to the 20% of total funding. NB. It is not allowed to do a mobility in a HEI/University located in partner countries.

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 the 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.

Mobility Duration and Period

The program establishes a **minimum duration of 2 entire months** for traineeships and a maximum of 12 months. Mobilities can start from 02/10/23 and have to be concluded no later than 30/09/24.

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

² To carry out the mobility in the UK, the student must obtain a Certificate of Sponsorship (CoS) and a visa. It usually takes at least two months to get them. It should be noted that there are high costs for visas and health care, borne by students. We invite you to carefully consult the page <https://www.gov.uk/government/authorised-exchange>. Upon acceptance by the host institution in the UK, the student must verify that the institution is authorized to issue the Certificate of Sponsorship to the student or to provide information on the authorized bodies.



When defining the start date, please mind that the office needs at least 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.

If authorized by the hosting organization, virtual mobility days can be added to physical attendance days (however the physical mobility period must last at least 2 months). Grants are provided for physical mobility days only.

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.

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

Choosing the Host Institution

The receiving organisation can be any Programme or Partner Country public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation.

For example, such organisation can be:

- a public or private, a small, medium or large enterprise (including social enterprises); – a public body at local, regional or national level;
- embassies or consular offices of the sending Programme Country;
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO; a body providing career guidance, professional counselling and information services;
- a Programme Country HEI awarded with an ECHE

The receiving organizations cannot be:

- EU institutions and other EU bodies including specialised agencies
- HEI/Universities located in a Partner country (United Kingdom, Switzerland, Andorra, Monaco, Fær Øer)

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 should be different from the student's mother tongue)

DIGITAL Traineeships: traineeships will be considered "digital skills traineeships" when the intern will carry out one or several of the following activities: digital marketing (eg social media management, web analytics); graphic, mechanical or digital architectural design; development of mobile applications, software, scripts or websites;



installation, maintenance and management of computer systems and networks; IT security; data analysis, extrapolation and visualization; programming and training of robots and artificial intelligence applications. General customer assistance, order fulfillment, data entry and office tasks are not included.

To independently search for suitable locations for carrying out internships aimed at developing digital skills, this database of offers is available <https://erasmusintern.org/digital-opportunities>

Grants and Financial Benefits

The traineeship dates stated in the acceptance letter will be used to assign the grant³.

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

Monthly grant	Host country
€ 500	Denmark, Finland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, Iceland, United Kingdom, Switzerland, Fær Øer
€ 450	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Andorra, Monaco
€ 400	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 the maximum amount of the granted months could be reduced.

The 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 curricolari*) 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	Monthly amount added to the Erasmus+ grant in €	
	Calculated on ISEE	Calculated on MERIT ⁴ and ISEE
ISEE up to 15.000 €	400	550
ISEE from 15.001 up to 24.000 €	350	450
ISEE from 24.001 up to 33.500 €	300	350
ISEE from 33.501 up to 40.000 €	200	/
ISEE from 40.001 up to 50.000 €	150	/
ISEE > 50.000 €	/	/

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 as mobility credits 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.

The contribution will be paid in the amount of 50% after confirmation of the start of the mobility. The remaining 50% will be paid after the recognition of the mobility. The final balance based on merit and ISEE will be paid after registration of the mobility credits only after verification of financial coverage (the balance due on an ISEE basis is guaranteed in any case)

³ 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.

⁴ Merit based on the ranking for the regional scholarship 2023-2024

⁵ A student is considered as "fuori corso" when he is 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.



2. students doing a **voluntary or post-graduate internship without any recognition of CFU (university credits)** and having an ISEE certification up to 26.306,25 Euro for a.a. 2023/24 can receive an additional monthly contribution of 250 € 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. The assignment takes place before the start of the mobility on the basis of information provided in the Learning Agreement.

In order to benefit from one of these additional contributions, the student has to:

a) obtain ISEE certification and apply for the regional scholarship and/or university benefits for the academic year 2023/24 **via UNIWEB by 20/08/23**

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

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

b) fulfill all the obligations of this call.

An additional contribution of 50 euros for sustainable travel may be requested by the participant, the modalities of request and use will be communicated in the provisions for the assignees.

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: inclusionone.studenti@unipd.it

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, if they are in Italy

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 courses and specialization schools: being regularly enrolled in a PhD / Specialization School activated at the University of Padua and having the Authorization for a mobility abroad by the Director of the School / School Council.

PhD students who carry out the mobility before graduation and are enrolled in the 3rd year in a.y. 2022/23 have to finish their mobility by 31/12/2023.

Specialization Schools students of medical area, who plan to carry out their mobility during their course of study, can carry out mobility starting from the 2nd year of the course.



N.B. Students enrolled in specialization schools are allowed to apply for a grant only if they do not hold a scholarship for the specialization or if they will carry out mobility after obtaining the title, declaring it in the application. Those who receive a scholarship for the specialization will be able to enjoy Erasmus+ status only.

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 (e.i. Erasmus Joint Master Degree scholarships, PON scholarships or other types of EU funding for the doctorate)

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 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 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/erasmustraineeship (login with university account), filling in the requested data (including a motivational letter) and uploading in PDF format only:

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



- a) copy of a valid ID card/document or copy of the resident permit in case of non-EU citizens (mandatory).
- 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).

Each student can apply once and for one internship proposal.
Applications cannot be submitted through different ways.

After submitting the application, each candidate will receive at the e-mail address provided in the application form, the application receipt. Each candidate must verify the receipt and the accuracy of the data provided, promptly communicating any errors by e-mail to stage.estero@unipd.it within 24 hours prior to the expiry date of the call and in any case in a working day.

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 should 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 Padova, except in the case of renunciation due to certified reasons of force majeure.

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>.

The definitive assignment of the grant is always subject to:

- acceptance of the student by the company;
- acceptance of the internship conditions of the host company by the student;
- approval of the learning agreement by the company;
- obtaining any residence permits and visas by the student

Curricular internships are always subject to the approval by the delegate professor for internships of each study course.

The University can adopt, even after the selection, exclusion measures against students who, as a result of checks, do not meet the admission requirements, or whose position is incompatible with the assignment of an Erasmus grant.

The award of the grant is subject to obtaining a **VISA**, if mandatory for a student. Students have to check if they need a visa, related paperwork is complete responsibility of the student.

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. Due to the closing of the financial year, students starting the mobility in December 2023, January or February 2024 will be paid not earlier than February / March 2024.

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. In addition, the student must comply with the following conditions:

- 1) Do not interrupt the internship in the first 2 months except for reasons of certified force majeure
- 2) Do not graduate while the mobility is taking place, otherwise the grant will have to be returned
- 3) Complete the final EU report online
- 4) Deliver the final documentation within 15 days from the end of the mobility

Failure to return sums already paid, to which the students should no longer be entitled, will result in the suspension of the career and the consequent impossibility to graduate.

Language Courses

The initial language assessment test in the working language is mandatory, except for native speakers. It is no longer mandatory to take a final test, but you can take a further test at any time to monitor your progress. Access to courses and tests will take place through an invitation to the contact email indicated by the student in the application.

Insurances

The University of Padua provides the student with accident at work and civil 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 <https://www.unipd.it/infortunio-polizze-assicurative>. The aforementioned policies cover the trainee during traineeship activities only.



NB: The civil liability policy does not include coverage of risks associated with the exercise of medical/healthcare activities.

Traineeships in the medical/healthcare area, must be exclusively observational, otherwise it will not be possible to carry out the mobility.

Only trainees already licenced to practice medical/healthcare professions are allowed to do activities other than observational, but the exercise of medical/healthcare activities will be covered by the trainee's private insurance or by the host institution.

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:

<https://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>.

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, Liechtenstein and Switzerland.

All students who do not have an EHIC card or who cannot use it in the country of destination, are required to take out a private health policy before departure.

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) by the School
- 3) Erasmus + for Traineeships Agreement consisting of:
Institute-Student Agreement (Accordo istituto–studente)
Learning Agreement for Traineeships - Before the Mobility section - scanned to stage.estero@unipd.it + Liberatoria (waiver of responsibility) scanned to stage.estero@unipd.it
- 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 test
- 7) Online safety course

Within 7 days from beginning of mobility

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

At the end of the traineeship:

- 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 within 30 days from the receipt of the e-mail (the link is sent by e-mail after the end of mobility)
- 3) 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.**
- 4) Students who have to register credits for thesis activities abroad, have to submit the Short Evaluation Form for Thesis Work, 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), 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 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 2024 otherwise they will have to return the additional funding received. In any case the paperwork required for recognition must be submitted within 15 days from the end of the mobility.

Administrative Office Contacts

Career Service

via Martiri della Libertà, 2 35137 Padova

tel. +39/ 049 827 3071

www.unipd.it/stage email: stage.estero@unipd.it