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Erasmus+ for Traineeships Call for applications – A.Y. 2024/2025 Abstract in English¹

Application deadline	Rankings publication	Mobility period
29/07/2024 1 p.m.	from 06/09/2024	30/09/2024 - 30/09/2025

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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

Erasmus+ is the programme of the European Union for education, training, youth and sport, for the years 2021-2027. With the Erasmus+ Programme students can do a mobility for:

- Study: to carry out a period of study abroad at a higher education institution (the calls are managed by the Project and Mobility office, for more information: <https://www.unipd.it/en/erasmus-studies-out>)
or
- Traineeship: to carry out a traineeship abroad at a company or other kind of organization

The present Call regulates the Erasmus+ Mobility for Traineeship, which allows students and recent graduates to carry out a traineeship abroad and benefit from a grant.

In order to apply the student must be enrolled at the University of Padua in a bachelor, master or single-cycle degree course, doctorate or specialisation course², first or second level university master.

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 Erasmus+ for Study/Traineeship/Erasmus Mundus count towards the 12 months maximum period per study cycle.

For instance, during a degree course you can take advantage of a 6-month mobility period abroad with the Erasmus+ Study program and subsequently you still have 6 months of mobility available for an Erasmus+ mobility, which you can also divide into 3 months for a curricular internship and 3 months for a post-graduate internship.

Recent graduates are allowed to take part in the programme only if they apply before graduation. The traineeship can start only after graduation and must be concluded within one year from graduation. In any case, internships must be concluded by 30 September 2025.

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

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 eligible as **Partner Countries**: United Kingdom³, 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.

² Students enrolled in specialization and PhD courses are eligible for an Erasmus+ grant only if they do not hold a scholarship for the specialization or PhD or in case they carry out mobility after obtaining the title

³ 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-authorized-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.



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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.

If students use the Italian residence permit for mobility in other EU Countries, they must ensure that they have the permit valid for the entire duration of the mobility before organizing the mobility. In any case, it is discouraged to carry out the mobility in the period when the residence permit is expiring.

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 30/09/24 and have to be concluded no later than 30/09/25.**

Mobilities can only start after all the parties have signed the Learning Agreement (trainee, company supervisor/responsible person, delegate professor for traineeships at University of Padova).

When defining the start date, please mind that the office needs at least 15 days to collect the signature of the delegate professor, 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 from the sending Country 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 (in presence at the hosting organization).

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.

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 (University) 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)



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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, for instance 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 grant⁴.

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

Monthly grant	Host country
€ 500	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Luxembourg, Liechtenstein, Netherlands, Norway, Sweden, Faroe Islands, Switzerland, United Kingdom, Andorra, Monaco
€ 450	Greece, Spain, Cyprus, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Serbia, Turkey

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 definitive grant will be calculated based on the actual duration reported in the final certificate, for a minimum of two months and for an amount not exceeding that formally assigned in the grant agreement.

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

Additional 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:

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.



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ISEE	Monthly amount added to the Erasmus+ grant in €	
	Calculated on ISEE	Calculated on MERIT ⁵ 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*"⁶ 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).

2. students doing a voluntary or post-graduate internship without any recognition of CFU (university credits) and having an ISEE certification up to 27.726,79 Euro for a.a. 2024/25 can receive an additional monthly contribution of 250 € per granted month.

This contribution will be awarded to eligible students until funds are available.

N.B. Those who benefit from this integration will be able to carry out the mobility only for the financed period, without the possibility of requesting extensions/carrying out zero-grant periods.

The same student can benefit from only one type of additional 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 (Richiesta di Agevolazioni/Request for Benefits, available from the beginning of July) for the academic year 2024/25 **via UNIWEB by 23/08/2024**

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

Only for international students who present the ISEE Parificato, the deadline for obtaining the ISEE corresponds to the deadline of the 2024/25 regional scholarship call. **N.B. The deadline of 23/08/24 for submitting the "Request for Benefits" via UNIWEB is mandatory for all students, even those who present the ISEE Parificato (it is possible to complete the Request for Benefits even if the ISEE certification has not been obtained yet)**

b) fulfill all the obligations of this call

Students with disabilities and learning difficulties are invited to report it in the online application form: if the grant is awarded, an additional contribution of 250 Euro per month may be assigned (if not already assigned based on ISEE); 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

⁵ Merit based on the ranking for the regional scholarship 2024-2025

⁶ 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.



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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 (being regularly enrolled in the period of stay abroad). Obtaining the title during the mobility will result in the cancellation of the grant and the repayment of the sums received;
Students who intend to do a traineeship after graduating/obtaining the title 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 stay in Italy

b) having regularly payed tuition fees (including sanctions and taxes/contributions resulting from the revocation of economic benefits already paid)

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.

N.B. Students enrolled in specialization and PhD courses are eligible for an Erasmus+ grant only if they do not hold a scholarship for the specialization or PhD or in case they carry out the mobility after obtaining the title, declaring it in the application. Those who receive a scholarship for the specialization or PhD will be assigned the Erasmus+ status only, without receiving contributions.

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.

Doctoral students enrolled in the third year in the academic year 2023/24 cannot carry out the mobility during the course of study but only after obtaining the qualification

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.g. Erasmus Joint Master Degree scholarships, PON PNRR scholarships or other types of EU funding)

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”⁷ 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.

⁷ <https://www.unipd.it/semestre-aggiuntivo-conseguimento-24cfu>



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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.

Those who have already been awarded an Erasmus+ Traineeship grant (in the context of other University or Consortium calls) will be excluded from the assignment of grants of the present Call if the application concerns a mobility already financed. For those in this condition, it will not be possible to renounce the grant previously assigned to participate in this call by submitting a traineeship proposal at the same host organization.

Please note that those who, having been awarded in previous University Erasmus+ Traineeship calls, have renounced the mobility more than 15 days after the release of the ranking, can no longer apply to subsequent University Erasmus+ Traineeship calls, and will therefore be excluded from the assignment of other Erasmus+ Traineeship grants (unless they had renounced mobility for reasons of certified force majeure, and communicated to the office at the time of the renouncement). The evaluation of any reasons of force majeure is made by the Commission at the time of selection on the basis of what was communicated by the students at the time of withdrawal.

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:

- 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.** It is mandatory to use the form provided by the University, otherwise the letter must contain all the information requested in the form provided.
- 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.



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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 University 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 and mobility proposal:
 - evaluation of the candidate's interests and attitudes on the basis of the motivational letter;
 - evaluation of the coherence between the study course 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, for instance, work language should be different from the student's mother tongue)
 - evaluation of the eligibility of the proposed host institutionIf the Commission assesses that the traineeship activities are not coherent with the study course, or that the mobility does not comply with the transnationality requirement, or that the host institution is not eligible, the application will be excluded from the selection.
- 3) evaluation of the candidate's linguistic knowledge, on the basis of the declared certifications and submitted documents

The grant is awarded for full-time internship activities recognized as an integral part of the study program. Any research activity is admissible to the extent that it constitutes professional training.

Curricular internships are always subject to the approval by the delegate professor for internships of each study course and to compliance with the internship regulations for each study course.

Rankings

Rankings will be published at the webpage: <http://www.unipd.it/erasmus-tirocinio> and <https://www.unipd.it/en/erasmus-traineeship-mobility>

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.

The definitive assignment of the grant is however always subject to:

- acceptance of the trainee by the host company;
- acceptance of the traineeship conditions at the host company by the participant;
- approval of the Learning Agreement by the host company;
- the participant obtaining any residence permits and visas.

The carrying out of the mobility is also subject to an assessment of the security conditions in the destination countries, based on the indications of the Ministry of Foreign Affairs and International Cooperation (MAECI) and other local or national provisions.

The University may adopt, even after the selection, exclusion measures against those who, following checks, are found not to meet the admission requirements, or whose position is incompatible with the Erasmus+ traineeship mobility.

Awarded students who decide to renounce the 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 mobility after



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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 acceptance of the grant, it is necessary to read the Provisions for trainees, which will contain all the instruction to activate the traineeship and the related deadlines. Provisions and any form for the activation of the mobility will be published at the webpages: <http://www.unipd.it/erasmus-tirocinio> and <https://www.unipd.it/en/erasmus-traineeship-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 could be requested and these modifications could imply changes in the assignment of the 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.

It is the **responsibility of each participant** to enquire in advance before the mobility, about any deadlines and application procedures set by the host universities/institutions, **by contacting the international relations office of the host university**. In the event of failure to comply with the deadline dates of the host university, the host university has the right to refuse the mobility.

It is the responsibility of each participant to contact their supervisor at the host institution in time, to agree in detail on the activities to be carried out and fill in the Learning Agreement.

The mobility agreement consists of a grant Agreement and a Learning Agreement for Traineeship. The agreements will be valid only after the signature of the parties involved, providing the insurance coverage for the internship activities.

The Learning Agreement for Traineeship must be completed in full, signed by the trainee, the delegate for traineeship at the University of Padova and the responsible person at the host organization, before departure. It is not possible to start the mobility before the delivery of the mobility agreement signed by all parties.

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 Grant Agreement and after confirmation that the mobility has started in presence.

Due to the closing of the financial year, students starting the mobility in December 2024, January or February 2025 will be paid not earlier than February / March 2025.

The online submission of the Participant Report (EU Survey) and the delivery of the final traineeship certificate are considered as a request for payment of the balance.

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



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- 2) Do not graduate while the mobility is taking place, otherwise the grant will have to be returned
- 3) Complete the online Participant Report (EU Survey) after the end of the traineeship
- 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 Padova 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 in EU Countries, Iceland, Liechtenstein, Norway and Switzerland 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>.

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 Grant Agreement (Accordo istituto–studente) and
Learning Agreement for Traineeships - Before the Mobility section – via email 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



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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 the Career Service by 15 days after the end of the mobility- to be sent by host organization via e-mail

2) Fill in the online Participant 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, by 15 days after the end of the mobility. **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 Padua (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 credits additional contribution (for internship or thesis work) are required to register the credits as acquired abroad (not in Italy) within 31 October 2025 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.

Final provisions

The information contained in this Call may undergo subsequent modifications and/or additions following further provisions by the Erasmus+ National Agency. Such changes and/or additions will be published on the page <http://www.unipd.it/erasmus-tirocinio> and/or communicated to the participants at their institutional email address.

Applicants can exercise their right of access to the records of the competition proceedings as provided for by current law. The Director of the Career Service is appointed as responsible person for the administrative proceedings.

The personal data of the applicants will be processed, for the sole purposes of this procedure and of the documents connected and consequent to this announcement, in compliance with the provisions of Regulation (EU) 2016/679 General Data Protection Regulation. The complete information is available on the pages www.unipd.it/privacy <https://www.unipd.it/en/privacy>

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