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ERASMUS+ *Traineeship*



A.Y. 2024/2025

Verona, 06 August 2024

ERASMUS+
TRAINEESHIP



Co-funded by
the European Union





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ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS (SMT)

(Call for Applications, Art. 1)

The Erasmus+ EU programme allows students to undertake traineeships or work placement experiences at companies or public bodies, universities, research institutes, nonprofit organisations, NGOs, etc., based in any of the participating countries.



Please note!

Students must apply for the **recognition of the CFU earned** during the mobility **within 30 days of their return date**. For the purpose of calculating these credits, **1 CFU is awarded for every 25 hours of work carried out**.

While respecting the laws of the specific destination country, **students must earn at least 4 CFU for each month of the mobility**, i.e. complete **at least 100 hours of work each month**.

(This is not mandatory for those who have already graduated or for III cycle students)



How long can an SMT traineeship last?

(Call for Applications, Art. 2)

- **Duration:** 2 - 6 months (in accordance with the Erasmus regulation, which sets out a **total of up to 12 months** abroad during each level of study, or **24 months** for Second-cycle/Combined Bachelor+Master's degrees (*Laurea magistrale a ciclo unico*)).
 - Traineeships may take place **from 15 September 2024** and **must finish** by **30 September 2025** at the latest.
 - Physical mobility: the traineeship activities take place in the destination country, with the student physically present, or taking part remotely while staying in the destination country;
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Admission requirements

(Call for Applications, Art. 3)

- **Students** must be correctly enrolled for **full-time study** in a Bachelor's degree, Master's degree, Second-cycle/Combined Bachelor+Master's degree, or PhD that is **administratively based at the University of Verona.**
 - **Students** must have correctly and **fully paid their enrolment fees** at the University of Verona at the time of application and **for the entire duration** of their stay abroad.
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GRADUATING STUDENTS:

- must submit their application for this Call **at least one month before their graduation date;**
- students must **complete** their SMT abroad **within 1 year after their graduation.**

PHD STUDENTS:

- **must complete** their mobility period **by the end of the third year** of normal enrolment;
 - students enrolled in an **extension period are not eligible to apply;**
 - **PhD grants funded by PON and PNRR funds are excluded;**
 - PhD students who have a **scholarship** funded by the university or other bodies for the same mobility **cannot apply for a grant under this Call.**
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Participating countries

- **Group 1** (Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland, The Netherlands)
- **Groups 2 & 3** (Bulgaria, Cyprus, Croatia, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey)

Please note: you can only apply for a SMT mobility in a country
different from your country of residence



Amount of the mobility grant

The amount of the grant varies depending on the cost of living in the destination country:

Mobility to:	<u>Monthly grant:</u>
GROUP 1	<u>500 Euros</u> EU contribution
GROUPS 2 & 3	<u>450 Euros</u> EU contribution



Additional grants for inclusion

The European Commission allocates a specific contribution for inclusion, equal to Euro 250, for each month of mobility, to the following categories of participants:

- students with certified physical, mental and health problems;
 - students with an economic disadvantage confirmed with ISEE (equal to or less than 27,726.79);
 - students with refugee status;
 - students with minor daughters/sons;
 - professional student athletes.
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Find your host organisation

- **Find it by yourself**
 - **Organisations and companies which have entered into an agreement** with the University of Verona (a **list** of such organisations can be requested to the **Internships and Work Placement Office**)
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How to apply

(Call for Applications, Art. 5)

In the a.y. 2024/2025 it will be possible to apply for this Call
'a sportello'

What does that mean?

Applications will be accepted during the entire academic year
and **considered in the order they are received until all the
allocated funds (550 months available) have been assigned -**
**applications must be submitted
by the deadlines set out in the Call!**



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When to apply

(Call for Applications, Art. 5.2)

from **1 August 2024** to **30 June 2025**
(= last possible day to validate the application)

Completed applications with all the required documents
attached should be submitted **from 3 up to 1 months before**
the start of the intended mobility period

e.g.: Student X who wants to do a traineeship starting **on 1 April 2025** should submit the application **between 1 January 2025** and **28 February 2025** (2 months)



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**Graduating Students wishing to do the traineeship
after completing their degree**



should submit their application

From 3 up to 1 months before their graduation date

e.g.: Student Y, who wants to do a traineeship starting on 1 May 2025, but is scheduled to graduate on 31 March 2025, should submit the application between 1 January 2025 and 28 February 2025.

When identifying the Host Organisation, students should check that the relevant national laws allow graduates to do unpaid traineeships.



Procedures

(Call for Applications, Art. 5)

- Students will need to **access the online procedure through Esse3** (<https://univr.esse3.cineca.it/Start.do>) using their **GIA username and password**. PhD Students must use their student-GIA username and password.
 - Select from the **menu > Mobilità Internazionale (Programma Erasmus+) > Bando borse di mobilità Erasmus+ per tirocinio formativo a.a. 2024/2025**
 - Fill in the **questionnaire** with your personal data and complete the **application form**.
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Attachments

(Call for Applications 5.4)

Only ONE file: **Learning Agreement for Traineeships**

(document containing your traineeship plan, which outlines contents and methods of implementation of the mobility)

This must be in **pdf format**, and **only** the **“Before the mobility”** (pag. 1 and 2) section must be **completed** and **signed by**:

- the **Student** (*Trainee*);
 - the **Academic Tutor** (*Responsible Person of the Sending Institution: academic staff member of the University of Verona, who provides students with assistance, approves and signs the Learning Agreement for Traineeships; also known as **Tutor**, for PhD Students*);
 - the **Tutor at the Host Organisation** (or *Supervisor: contact person appointed by the Receiving/Host Organisation, in charge of supervising the traineeship. The Supervisor also signs the Learning Agreement and the final report*).
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Please note:

PhD Students

- must **attach** to their application form also **a copy of the pdf summary of the authorized mission via Web-missions.**

Non-EU applicants

- must **attach** a copy of a **document** stating they are a “permanent resident” or “stateless” or a “refugee” and/or a copy of their **stay permit** (*carta di soggiorno* or *permesso di soggiorno*), which should be current and preferably **valid for the entire duration** of their intended stay abroad;
- must ensure their papers are **completely in order before departing** (e.g. renewing their stay permit/visa, etc.) and **for the entire duration of the mobility period abroad**; otherwise the grant **must be revoked** and repaid.



The final step...

Once you have uploaded the required attachments in Esse3, you will need to send a message through the Service Desk to the International Mobility Office giving notice of the insertion of the **draft** application.

After completing the form and uploading the attachments, it is important to click on **“CONFERMA DEFINITIVA e STAMPA RICEVUTA DI COMPILAZIONE”** [*confirm and print*].

The automatically-generated **PDF file** should be sent to the **International Office** via **Service Desk**
(Direzione Studenti > Mobilità Internazionale > Erasmus+ Traineeship)

PLEASE NOTE: your application will be regarded as **valid** for the purpose of the selection only once it has been correctly sent following the method above, or else it will be **rejected!**



Result of the Selection Process

On the International Office webpage:

Home page UNIVR > Job Vacancies > Students > Mobilità
studentesca internazionale >
Bando Erasmus+ per tirocinio formativo

A list of successful applications – including student ID, destination country, duration of the mobility period and amount of the awarded grant – will be made available on the website. The list will be regularly updated based on the **complete applications** (= with all required attachments correctly filled out) **received**



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PLEASE PAY ATTENTION!

(Call for Applications Art. 5.7)

We remind to all the candidates that they may apply for a grant for **only one mobility under this Call for Applications**. If the attachments are incomplete, or incorrectly filled in or in formats different from those made available online, or if the registration procedures are not completed by the **deadlines** set out in the Call, **the application will be rejected**.

Students are invited to check before submitting their application, that all the requirements set out for this selection procedure are met!



REMEMBER!

Procedure with International Mobility Office: after the end of the period abroad (within 30 days), all documents related to the Erasmus+ program must be sent via **Service Desk** for a check and for the closure of the mobility.

Procedure with Internship and Work Placement Office: in parallel or after checking with the International Mobility office that everything is in place for the purposes of the Erasmus+ program, you can send the documents for recognition of CFUs to the Internship office.



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Academic recognition - CFU credits (1 CFU = 25 hours of work)*

Documents to be sent to the Internship and Internship Office at the end of the internship (or Job Placement for post-graduate internships)

Attendance sheet: a document containing information on the hours worked by the student, and a brief summary of the daily activities carried out; this must be carefully completed by the student and signed by the Tutor at the Host Organisation.

Final report by the student: a document outlining the general features of the traineeship, the trainee's knowledge and skills improved, and any difficulties encountered; it is completed by the student at the end of the traineeship and must also be signed by the Tutor at the Host Organisation.

Final report by the Tutor at the Host Organisation: a document containing information on the activities carried out by the trainee, his or her conduct, and knowledge and skills acquired; the report is drawn up by the Tutor at the Host Organisation at the end of the traineeship.

Traineeship Certificate: a document which enables students to register in their academic record the CFU credits gained abroad. After having examined each student's attendance sheet and his or her final report, as well as the report by the Tutor at the Host Organisation, the Academic Tutor will provide the student with a Traineeship Certificate.

* Not applicable to PhD students and *post lauream* students.



Recognition of University Training Credits (1 CFU = 25 hours)

- 1) the **student** who returns from abroad, within 30 days, sends an e-mail to the Internship and Work Placement Office, cc-ing the academic tutor, with which, in addition to informing about the end of the internship abroad, encloses the scans of the **attendance sheet**, of the **report at the end of the internship** and of the **company tutor's report at the end of the internship**; in the same email the student must communicate how she/he intends to record the CFU acquired between CFUs for internship (taf F/S), CFUs at choice (taf D) and unused CFUs;
 - 2) the **Internship and Work Placement Office**, after having verified the correct completion of the documents submitted, in compliance with the Learning Agreement Before the mobility, and any changes communicated, responds to the student alternatively as follows:
 - to correct and return the document (s) in the event of a discrepancy in the completion;
 - in case of correct completion, will send the documents via e-mail to the academic tutor, cc-ing the student, so that she/he can evaluate the success of the experience and authorize the registration of the CFU;
 - 3) the **academic tutor**, after having read the documentation, verified the success of the internship and the achievement of the training objectives, replies via e-mail to the internship office, and in cc to the student, who agrees to the recognition of the CFU for the experience;
 - 4) the **Internship and Work Placement Office** forwards to the **Teaching and Student Services Unit** the teacher's answer and the student's proposal regarding the registration of the CFU;
 - 5) the **Teaching and Student Services Unit** proceeds with the recognition of the CFUs in the digital "libretto" following the instructions of the Internship and Work Placement Office.
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Questions? Here you'll find the answers!

- Call for Applications for Erasmus+ Student Mobility for Traineeships (SMT) a.y. 2024/2025 and annexes;
 - University regulations on international mobility programs;
 - Regulations on Internships and Traineeships
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Contact details

International Office

Via San Francesco 22 (Scala A) – 37129 Verona

Service Desk

Phone: +39 045 802 8530 (Monday, Wednesday and Friday, from 9:00 am to 1:00 pm)

Internships and Work Placement Office

Via San Francesco 22 (Scala B) – 37129 Verona

Email: ufficio.stage@ateneo.univr.it

Phone: +39 045 802 8145 or unique number 045 802 8501
(Monday to Friday, from 10 am to 1:00 pm)



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Job Placement Office

Via San Francesco 22 (Scala B) – 37129 Verona

Email: placement@ateneo.univr.it

Phone: +39 045 802 8022-8664-8191
