



## CALL FOR APPLICATIONS FOR ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIP (SMP) GRANTS 2023/2024

### Art. 1 – General information

1. The Erasmus+ Programme allows students to undertake traineeships at companies, schools of any type and level, educational institutes and research institutes<sup>1</sup> based in any of the participating countries (see Art. 4), with the aim of allowing students to develop specific skills and a better understanding of the socioeconomic culture of the host country.

2. Host organisations cannot be:

- EU institutions and other EU bodies, including special agencies (the full list is available at [https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies\\_en](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_en)); or
- organisations that manage EU programmes, such as national agencies.

This call for applications is not intended for Erasmus+ mobilities in the applicant's own country of residence, nor for traineeships in diplomatic offices abroad which represent the applicant's own country of residence.

3. Students enrolled in a Bachelor's degree (*Laurea*), Master's degree (*Laurea magistrale*), Second-cycle/Combined Bachelor+Master's degree (*Laurea magistrale a ciclo unico*) or PhD (*Dottorato di ricerca*) may participate in one or more Erasmus+ mobility periods (*Student Mobility for Studies* and/or *Student Mobility for Traineeships*) for up to a total of 12 months during each level of study. Students enrolled in a Second-cycle/Combined Bachelor+Master's degree (*Laurea magistrale a ciclo unico*) may participate in Erasmus+ mobilities for up to a total of 24 months during their degree programme.

Erasmus+ grants for study and Erasmus+ grants for traineeships may be awarded during the same level of study, or in different levels of study, in no specific order, provided that the two mobilities are not carried out at the same time. Students who received an Erasmus mobility grant (for study or traineeships) under the previous LLP or Erasmus+ programmes are eligible to apply for Erasmus+ grants for a total of up to 12 months abroad during each level of study, or 24 months for Singlecycle/Combined Bachelor+Master's degrees (*Laurea magistrale a ciclo unico*).

### Art. 2 – Student Mobility for Traineeships (SMP)

1. These grants are intended for University of Verona students to undertake traineeships lasting a minimum of **2 months** (60 days) at a company or organisation proposed by the

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<sup>1</sup> See [https://erasmus-plus.ec.europa.eu/sites/default/files/2022-11/Erasmus%2BProgramme%20Guide2023\\_en.pdf](https://erasmus-plus.ec.europa.eu/sites/default/files/2022-11/Erasmus%2BProgramme%20Guide2023_en.pdf) p. 54: "Eligible participating organisations" (English Version).



applicant. The **mobility period shall not last longer than 6 months (180 days) in total.** Applicants may apply for a grant for **only one** mobility under this call for applications.

2. The mobility period is expressed in days and the duration is calculated based on a commercial year of 360 days, whereby each month, regardless of its actual duration, is considered to have 30 days (including February).

Example 1:

Mobility start date: 16 October 2023

Mobility end date: 13 December 2023

Calendar days: 60 days

Mobility days: 58 days → not permitted (less than 60 days)

Example 2:

Mobility start date: 16 October 2023

Mobility end date: 15 December 2023

Calendar days: 62 days

Mobility days: 60 days → permitted

Traineeships may take place **from 15 September 2023** and must finish **by 30 September 2024** at the latest.

3. Students can choose to do their traineeship **during their degree/PhD or after completing their programme**, as long as the mobility period starts within 12 months of the date of their graduation, and in accordance with Art. 2.2. In order to do so, the applicant must have been awarded the mobility grant before graduation (see Art. 3 and 5).

4. The mobility period may take place in one of the following ways:

- **in person/on site**: the traineeship activities take place in the destination country, with the student physically present, or taking part remotely while staying in the destination country;

- **blended mode**: the traineeship activities take place both remotely with the student taking part from home, and on site in the destination country (the days spent abroad as part of the mobility must not be less than 60);

In any case, the financial coverage of mobility will only be allocated for the period physically spent abroad.

5. Students who are awarded an Erasmus+ SMT grant must apply for **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, or else the grant will be revoked.** This condition is not obligatory for candidates who have already graduated and for 3<sup>rd</sup> cycle students.



### Art. 3 – Admission requirements

To participate in the Erasmus+ SMT scheme, applicants must meet the following requirements according to their *student status*:

#### 1. 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 (see Art. 1.2) that is administratively based at the University of Verona.
- must have correctly and fully paid their enrolment fees at the University of Verona by the time of application and for the entire duration of their stay abroad.

#### 2. PHD STUDENTS

In addition to the requirements set out in paragraph 1, students enrolled in PhD programmes must carry out the mobility period **no later than the end of their third year of full-time study**. Students enrolled in extended periods, holders of research PhD grants financed by PON and PNRR funds, as well as PhD students in receipt of scholarships financed by the University or other entities for the same mobility, **shall not apply under this Call**. Erasmus+ mobility grants are compatible with the bonus for international mobility of the PhD grant, including the 10% budget for research activities.

#### 3. CARRYING OUT A MOBILITY AFTER COMPLETING A DEGREE OR PHD

In addition to the requirements specified in Art 3.1, First, Second and Third cycle students who are about to complete their degree/PhD programme must submit their application for this Call at least one month before their final examination date<sup>2</sup> (see Art. 5). If awarded a traineeship grant, these students will need to begin their traineeship within one year of their graduation/completion of programme, and in any case must complete their traineeship by 30 September 2024. Please note: when identifying the Host Organisation, students should check that the relevant national laws allow graduates and PhDs to do unpaid traineeships.

### Art. 4 – Funding

1. Erasmus+ SMT grants are funded by the European Commission and the Ministry of Education, Universities and Research and the University of Verona for a grand **total of 320 months**. The grants are intended as a contribution towards mobility costs (e.g. travel tickets, food, accommodation and insurance cover if needed) and therefore **do not cover the entire cost of the stay**.
2. The monthly **European contribution** value is determined according to the cost of living in the destination country, based on three groups defined by the European Commission:

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<sup>2</sup> See [https://erasmus-plus.ec.europa.eu/sites/default/files/2022-11/Erasmus%2BProgramme%20Guide2023\\_en.pdf](https://erasmus-plus.ec.europa.eu/sites/default/files/2022-11/Erasmus%2BProgramme%20Guide2023_en.pdf), p. 55 "Eligible participants".



| Group   | Destination country  | Monthly grant |
|---------|--|---------------|
| GROUP 1 | Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden  | €500          |
| GROUP 2 | Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Portugal, Spain, The Netherlands   | €450          |
| GROUP 3 | Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, and Turkey | €400          |

3. The European Commission annually allocates an additional sum as a further grant to **students with disabilities and/or special needs**. Students who wish to apply for this grant should contact the International Office at the same time as making their application, so that their request can be submitted in time to the Erasmus+ National Agency.

4. Students who receive an Erasmus+ SMT mobility scholarship are not permitted to receive grants or funding from other European Commission programmes at the same time (e.g. PON and PNRR PhD grants).

#### Art. 5 - Applications and deadlines

1. The application form, the instructions for completing the online application, and all the relevant documents are available on the University's [website](https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale) at: [website - https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale](https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale).

2. Applications will be considered in the order they are received, **starting from 1 August 2023** until all the allocated funds have been assigned. As stated in Art. 2, the mobilities must be completed by **30 September 2024**. Applications will be accepted until **30 June 2024**, depending on the available funding.

3. Completed applications with all the required documents attached should be submitted **1-3 months before the start of the intended mobility period**. Applicants who wish to undertake a traineeship after completing their degree or PhD programme should submit their application **1-3 months before their final examination date**. To clarify, here are some examples:

- Student X wishes to do a traineeship starting on 1 April 2024: she/he should submit her/his application between 1 January 2024 and 28 February 2024.
- Student Y also wishes to do a traineeship starting on 1 May 2024, but is scheduled to graduate on 31 March 2024: she/he should submit her/his application between 1 January 2024 and 28 February 2024.

4. In accordance with the requirements set out in the present Call, **each applicant is**



**required to:**

a. find an organisation (hereinafter “Host Organisation”) that agrees to host them for a traineeship in one of the Erasmus+ participating countries that fulfils the requirements specified in Art. 1.1;

b. agree on a training plan (**Learning Agreement for Traineeships**) with the Host Organisation and an academic staff member from the student’s own degree programme, who will be the student’s Academic Tutor during their traineeship. The “Before the mobility” section on pages 1-2 of the Learning Agreement for Traineeships should be completed and attached to the application;

c. **Complete the application form on Esse3 and attach:**

- **the *Learning Agreement for Traineeships*** (this must be one file in PDF format), **readable and complete, with all the information and signatures required.**

- **for students from non-European Union countries:** 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. Non-EU students who are awarded an Erasmus+ scholarship will need to 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;

- **for PhD students:** a copy of the summary page – in PDF format – of the business trip authorised through Web-missioni;

d. once the required attachments have been uploaded in Esse3, please **inform the *International office – Ufficio Mobilità Internazionale* that the application has been uploaded and saved as a draft.** To do so, send a **message** to the office **via the [Service Desk](#)** (*Direzione Studenti > Mobilità Internazionale > Erasmus+ Traineeships*);

e. once examined the attachments, as soon as possible **the office will confirm to the applicant whether the documents are valid.**

5. If the attachments have been **accepted** by the office, the applicant will need to **confirm** their registration by clicking: “**CONFERMA DEFINITIVA e STAMPA RICEVUTA DI COMPILAZIONE [confirm and print]**”. This is necessary in order to submit the form. **The automatically-generated PDF file should be sent to the International Office via the [Service Desk](#)** by the deadlines set out in paragraph 3 (send the document to: Students > International mobility > Erasmus+ Traineeships). The application will be regarded as valid for the purpose of the selection only once it has been correctly sent following the method above.



6. If the attachments are **rejected** by the office, the applicant will still be able to modify the attachments following the instructions provided by the office, and then upload the new attachments as set out in point 5.d.

7. We remind candidates that they may apply for a grant for **only one mobility** under this Call for Applications (see Art. 2.1). **If you send incomplete attachments, if they are incorrectly filled in or in formats other than those made available online, or if you do not complete the registration procedures by the deadlines specified in paragraph 3, your application may be rejected.** Therefore, students are invited to check **before submitting their application** that all the requirements set out for this selection procedure are met.

8. Students wishing to carry out **professional traineeships** (“tirocini professionalizzanti”)<sup>3</sup> are invited to check with their departments - teaching units, teaching colleges and/or any relevant responsible body - **before submitting their application**, the suitability of the proposed Host Organisation and the *Learning Agreement for Traineeships* for the recognition of the activities to be carried out during their mobility.

9. Students intending to work on their dissertation are advised that they should contact the relevant departments or units – **before submitting their application** – to find out about the administrative procedures that they should carry out in order to have their research work recognised by the University upon completion of their mobility abroad.

10. We remind applicants that the administrative offices of the University are required to verify the authenticity of any declarations received. If any declaration is found to be untrue, the applicant in 3 e.g. in the areas of health, education, pedagogy, psychology, social work, etc. question will lose the benefits obtained on the basis of the false declaration, and criminal sanctions for false statements and the creation of false documents shall apply. In such a case, the student concerned who has already received funding will be excluded from the programme and will be required to repay any money already received.

## **Art. 6 – List of successful applicants, and preparing for the mobility**

1. The International Office will promptly check the applications received and draw up a list of the selected applicants who have been awarded an Erasmus+ SMP grant, in accordance with the requirements and details set out in this Call for Applications. The list will be available online at: website - <https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale>.

2. Students who are awarded an Erasmus+ SMP grant under this Call for Applications may contact the International Office for information about organising the trip, health insurance and health coverage abroad, etc. For further information please see dedicated [webpage](#).

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<sup>3</sup> e.g. in the areas of health, education, pedagogy, psychology, social work, etc.



3. Students gain **academic recognition for their traineeship abroad**, as long as it is performed for credits according to the procedures stated in the [University Regulations for the recognition of credits earned during University of Verona traineeships](#). For the purpose of the academic recognition, the relevant offices are the [Internships and Work Placement office](#) (during the degree) and the [Job Placement Office](#) (for traineeships for graduates). Students can contact these offices following the procedures available online.

4. For each month of mobility, PhD students will be granted 1 CFU credit at School level and 1 CFU credit at PhD programme level. For further information, please contact the PhD Office: [Ufficio Dottorati di Ricerca](#).

### **Art. 7 – Information and contact details**

For further information, please contact:

#### **[International Office - Ufficio Mobilità Internazionale](#)**

Chiostrò di San Francesco (cloister), Staircase A (1st floor) – Via S. Francesco 22, 37121 Verona.

Phone: +39 045 802 8530 (Monday, Wednesday and Friday, 9 am – 1 pm).

[Service Desk](#) (please send information requests to: Students > International mobility > Erasmus+ Traineeships).

The Procedure Officer, pursuant to and for the purposes of Law no. 241/1990 and subsequent amendments, is the Head of the International Office, Chiostrò di San Francesco (cloister), Staircase A (1st floor) – Via S. Francesco 22, 37121 Verona. Tel: +39 045 8028530, email: [relazioni.internazionali@ateneo.univr.it](mailto:relazioni.internazionali@ateneo.univr.it)

Applicants may exercise their right of access to the documents of the selection procedures by submitting a request form that can be downloaded from: <https://www.univr.it/en/altri-contenuti-accesso-civico>.

### **Art. 8 – Processing of personal data**

The personal data provided by students who apply for this Call for Applications for the award of student mobility grants for traineeships, are processed in accordance with EU Regulation 2016/679 (hereinafter: “Regulation”) and in accordance with the current data protection legislation.

The processing of personal data is carried out by the University of Verona as Data Controller, pursuant to Art. 24 et seq. of the Regulation, for the purposes set out in the present Call, in the performance of its institutional functions. Detailed information on the purposes of data processing, data recipients and the rights of Data Subjects is available on the University’s website: <https://www.univr.it/en/privacy-policy>