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**Decreto Rettorale**

**IL RETTORE**

VISTO lo Statuto dell'Università di Verona emanato con Decreto Rettorale n. 4965 del 24 giugno 2020;

VISTO il Regolamento UE n. 1288/2013 del Parlamento Europeo e del Consiglio dell'11 dicembre 2013, pubblicato il 20 dicembre 2013 in GUCE Serie L/347, che istituisce ERASMUS+, il programma dell'Unione per l'istruzione, la formazione, la gioventù e lo sport, che prevede una dimensione internazionale volta a sostenere l'azione esterna dell'Unione, compresi i suoi obiettivi di sviluppo, mediante la cooperazione tra l'Unione e i paesi partner;

CONSIDERATO che l'Università degli Studi di Verona ha ottenuto l'Erasmus+ Charter for Higher Education 2014-2020 (ECHE) che consente di partecipare al programma e di realizzare le attività Erasmus+ per il settennio accademico 2014/2015 – 2020/2021, incluse le attività di mobilità per tirocinio (*Student Mobility for traineeships*, di seguito denominata "SMT");

VISTA la nota del 20.07.2020 Prot. 270469 cui l'Agenzia Nazionale Erasmus+ italiana ha comunicato all'ateneo l'assegnazione delle risorse finanziarie per la realizzazione delle attività Erasmus+ SMT per l'anno accademico 2020/2021;

VISTO il D.M. 442 del 10/08/2020 e la relativa assegnazione per l'anno 2020 all'ateneo del Fondo Giovani per favorire la mobilità internazionale degli studenti;

CONSIDERATO che è necessario procedere fin da ora alla raccolta delle candidature degli studenti interessati a svolgere attività di tirocinio all'estero nell'ambito di Erasmus+ per poter provvedere in tempo agli adempimenti necessari per la realizzazione degli scambi;

**DECRETA**

**Art. 1** – È emanato il BANDO PER L'ASSEGNAZIONE DI BORSE DI MOBILITÀ ERASMUS+ per tirocinio formativo (SMT- *Student Mobility for traineeships*) per l'a.a. 2020/2021. Le modalità di ammissione sono indicati nell'Avviso allegato al presente decreto di cui costituisce parte integrante.

IL RETTORE

*Prof. Pier Francesco Nocini*

Il presente documento è firmato digitalmente e registrato nel sistema di protocollo dell'Università di Verona, ai sensi degli articoli 23-bis e 23-ter e ss. del DLgs 82/2005 e s.m.i



## CALL FOR APPLICATIONS FOR ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS (SMT) GRANTS 2020/2021

### Art. 1 – General information

1. The Erasmus+ EU 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 relevant destination country.

Host organisations cannot be:

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

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

2. 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 programme (*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 Single-cycle/Combined Bachelor+Master's degrees (*Laurea magistrale a ciclo unico*).

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

1. These grants are intended for University of Verona students to undertake traineeships lasting between **2 and 3 months** (minimum 60 days up to a maximum of 90 days) at a company or organisation proposed by the applicant. 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 July 2020

Mobility end date: 13 September 2020

Calendar days: 60 days

Mobility days: 58 days -> not permitted (less than 60 days)

Example 2:

Mobility start date: 16 July 2020

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<sup>1</sup> See [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2020\\_it](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2020_it), p. 36: "Eligible organisations".



Mobility end date: 15 September 2020

Calendar days: 62 days

Mobility days: 60 days -> permitted

Traineeships may take place from **1 November 2020** and must finish by **30 September 2021** at the latest.

3. Students can choose to do their traineeship during their degree programme or after graduation, as long as the mobility period takes place 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);

- **remotely/online only:** the traineeship activities take place entirely remotely, with the student taking part in the activities from their country of residence without them needing to travel to the destination country in person.

**Please note:** the **grant** will be awarded only for the part of traineeship that is **carried out on site**, with the student physically present in the destination country abroad. Therefore, **the third option (remotely/online only) will not result in any grant being awarded.**

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 and they will have to repay the grant**. This condition is not mandatory for graduates taking part in a traineeship for graduates.

### **Art. 3 – Admission requirements**

To participate in the Erasmus+ SMT programme, 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, Single-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. GRADUATING STUDENTS**

In addition to the requirements specified in Art 3.1, Bachelor's, Master's and Single-cycle/ Combined Bachelor+Master's degree students who are about to graduate must submit their application for this Call at least one month before their graduation date<sup>2</sup> (see Art. 5).

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<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2020\\_it](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2020_it), pag. 37, "Eligible participants".



If awarded a traineeship grant, these students will need to begin their traineeship within one year of their graduation, and in any case must complete their traineeship by 30 September 2021. Please note: when identifying the Host Organisation, students should check that the relevant national laws allow graduates to do unpaid traineeships.

### 3. PHD STUDENTS

PhD students must complete their mobility period by the end of the third year (regular programme duration) at the latest. PhD students who are in receipt of a scholarship and/or grant from the University or other bodies cannot apply for a grant under this Call for the same mobility. Students enrolled in an extension year (*anno di proroga*) are not eligible to apply.

### Art. 4 – Funding

- Erasmus+ SMT grants are funded by the European Commission and the Ministry of Education, Universities and Research for a grand **total of 350 months**. These 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**.
- The amount of the **European contribution per month** is determined on the basis of the cost of living in the destination country, based on three groups defined by the European Commission:

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

- For students who are awarded a traineeship grant under this Call for Applications, the University of Verona shall award **additional grants** funded by the Ministry of Education, Universities and Research, as an incentive for the Erasmus+ SMT experience.
- The amount of the grant varies depending on the cost of living in the destination country and the applicant's financial situation, as follows:

Mobility towards:	BAND 1 (ISEE ≤ €30,000) amount of the grant:	BAND 2 (ISEE > €30,000) amount of the grant:
Group 1	<u>€700 per month</u> (€400 EU monthly contribution + €300 additional grant)	<u>€600 per month</u> (€400 EU monthly contribution + €200 additional grant)
Group 2 and Group 3	<u>€650 per month</u> (€350 EU monthly contribution + €300 additional grant)	<u>€550 per month</u> (€350 EU monthly contribution + €200 additional grant)

The amount of the grant is determined based on the ISEE band of the student: information about the student's ISEE will be acquired from the INPS database. Should this be unavailable, the amount of the grant will be automatically calculated based on BAND 2 (ISEE > €30,000).



5. 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.

6. Students who receive an Erasmus+ SMT mobility grant are not permitted to receive grants or funding from other European Commission programmes at the same time.

#### **Art. 5 - Application 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 at: [website](https://www.univr.it/it/concorsi/studenti) - <https://www.univr.it/it/concorsi/studenti> (see "Erasmus+ SMT").

2. Applications will be considered in the order they are received, **starting from 1 November 2020** until all the available funds have been allocated. As stated in Art. 2, mobility periods must be completed by **30 September 2021**. Applications will be accepted until **30 June 2021**.

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 their graduation should submit their application **1-3 months before their graduation date**. To clarify, here are some examples:

- Student X wishes to do a traineeship starting on 1 March 2021. She should submit her application between 1 December 2020 and 31 January 2021.
- Student Y also wishes to do a traineeship starting on 1 May 2021, but is due to graduate on 15 March 2021. He should submit his application between 15 December 2020 and 15 February 2021.

4. The available grants will be allocated in two phases, depending on when the application is received:

- Phase 1: the first **200 monthly grants** will be awarded to applicants who submitted their application **from 1 November 2020 to 28 February 2021**;
- Phase 2: the remaining **150 monthly grants** will be awarded to applicants who submitted their application **from 1 March 2021 to 30 June 2021**.

Should the monthly grants available in the first phase be exhausted before 28 February 2021, it will be necessary to wait for the beginning of 'Phase 2' to submit a new application. If after the end of 'Phase 1' there is still funding available, this will be added to the grants to be awarded in 'Phase 2'.

5. 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.**

Additionally:

- **Students from non-European Union countries** 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. Non-EU students who are awarded an Erasmus+ grant will need to ensure that their papers are completely in order before their departure (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;
- **PhD students** must attach to their application form an authorisation letter by their PhD Coordinator to certify that they have been granted permission to spend a mobility period abroad.
- **Students who enrolled, or wishing to enrol**, in a Master’s degree for the 2020/2021 academic year on “**conditional offer**” and wishing to graduate by the winter session 2019/2020 will need to follow the steps below:
  - students who intend to do the internship **before** completing their Bachelor’s degree (i.e. before graduation) will need to access the online procedure through Esse3 using their Bachelor’s Student ID;
  - students who intend to do the internship **after** completing their Bachelor’s degree (i.e. after graduation) must enrol “on conditional offer” before submitting their application under the present Call. They will also need to access the online procedure through Esse3 using their new Master’s degree Student ID (“*carriera in ipotesi*”).

d. After completing the form and uploading the attachments, it is important to click “**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 Art. 5.3 (please send the document to: Students > International mobilities > Erasmus+ Traineeships). The application will be regarded as valid for the purpose of this selection only if correctly sent following the method above.

6. 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 5.3, **your application will be rejected**. Therefore, students are invited to check **before submitting their application** that all the requirements set out for this selection procedure are met.

7. Students wishing to carry out **professional traineeships** (“*tirocini professionalizzanti*”)<sup>3</sup> are advised that they should check with their departments - teaching units, teaching committees and/or other 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.

8. 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.

9. 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

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<sup>3</sup> 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 selected 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+ SMT grant, in accordance with the requirements and details set out in this Call for Applications. The list of selected applicants will be made available [online](#) (see “Erasmus+ per tirocinio formativo”).

2. Students who are awarded an Erasmus+ SMT grant under this Call for Applications may contact the International Office for information about organising the trip, general and health insurance coverage abroad, etc. For further information, please see the “[Guide for Erasmus+ Traineeship students](#)” (see “Erasmus+ per tirocinio formativo”).

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 [Internship and Work Placement Office](#) (for students) and the [Job Placement Office](#) (for graduates). Students can contact these offices following the procedures available online.

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

For further information, please contact:

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

Chiostro di San Francesco (cloister), Staircase A (1st floor) – Via S. Francesco 22, 37121 Verona.  
Phone: +39 045 802 8530 (Monday to Friday, 9 am – 1 pm).

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

The Procedure Officer, pursuant to and for the purposes of Law no. 241/1990 and subsequent amendments, is Dr. Anna De Salvo, Head of the International Office, Chiostro 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/it/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/it/privacy>