ERASMUS+ Traineeship
A.Y. 2019/2020
INFODAY
Verona, 9 May 2019
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 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)
How long can an SMT traineeship last?
(Call for Applications, Art. 2)

• Duration: **2 - 5 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 **1 July 2019** and must finish by **30 September 2020 at the latest**.
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.
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 of their graduation.

PHD STUDENTS:
• must complete their mobility period by the end of the third year of normal enrolment;
• students enrolled in an extension year are not eligible to apply;
• PhD students who have a scholarship and/or grant from the university or other bodies cannot apply for a grant under this Call for the same mobility.
Participating countries

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

Please note: you can only apply for an SMT traineeship in a country different from your country of residence
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)
Funding
(Call for Applications, Art. 4)

€400 or €350

(Group 1 countries) (Group 2 and 3 countries)

= European monthly contribution, calculated based on the cost of living in the destination country

+ €200 = University grant

total amount = €600 or €550
Additional grants to students with disabilities

The European Commission annually allocates an additional sum as a further grant to disabled students.

For further information please get in touch with the International Office.
How to apply
(Call for Applications, Art. 5)

In the a.y. 2019/2020 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 (corresponding to about 90/100 grants) have been assigned - applications must be submitted by the deadlines set out in the Call!
When to apply
(Call for Applications, Art. 5.2-3)

from 1 June 2019
to 30 June 2020
(= last possible day to submit the application)

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

e.g.: Student X wants to do a traineeship starting on 1 March 2020. She should submit her application between 1 December 2019 and 31 January 2020 (2 months)
Graduating Students wishing to do the traineeship after completing their degree should submit their application 1-3 months before their graduation date.

e.g.: Student Y also wants to do a traineeship starting on 1 March 2020, but is scheduled to graduate on 16 November 2019. He should submit his application between 16 August 2019 and 16 October 2019.
Procedures
(Call for Applications, Art. 5)

• Students will need to access the online procedure through **Esse3** ([https://univr.esse3.cineca.it/Start.do](https://univr.esse3.cineca.it/Start.do)) using their GIA username and password.

• Select from the menu > **Mobilità Internazionale (Programma Erasmus+) > Bando borse di mobilità Erasmus+ per tirocinio formativo a.a. 2019/2020**

• Fill in the **questionnaire** with your personal data and complete the **application form**.

• For **further information** please refer to the **Guidelines** available online!
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 Coordinator, 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).
Please note:

**PhD Students**
- must **attach** to their application form an **authorisation letter from their PhD Coordinator**.

**Non-EU Students/PhD Students**
- 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...

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 the 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:

UNIVR home page > International > Opportunità all’estero > Bando Erasmus+ per tirocinio formativo

A list of successful students – including their student ID, destination country, duration and amount of the 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.
PLEASE NOTE!
(Call for Applications Art. 5.5)

We remind candidates that they may apply for a grant for only one mobility under this Call for Applications. 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 set out in the Call, your 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!
Within **30 days of their return date**, trainees must provide the Internships and Work Placement Office (or the Job Placement Office, in case of graduates) with the following documents:

**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.
Questions? Here you’ll find the answers!

• Call for Applications for Erasmus+ Student Mobility for Traineeships (SMT) a.y. 2019/2020 and relevant annexes;
• Erasmus+ SMT Student Guide - a.y. 2019/2020;
• University regulations on international mobility programmes;
• Regulations on Internships and Traineeships
Contact details

International Office
Via San Francesco 22 (Scala A) – 37129 Verona
Service Desk
Phone: +0039 045 802 8530 (from 9:30am to 12:30pm noon)
Front Office ➔ Monday, Wednesday, Friday (from 10am to 12:45pm noon)

Internships and Work Placement Office
Via San Francesco 22 (Scala B) – 37129 Verona
Email: ufficio.stage@ateneo.univr.it
Phone: +0039 045 802 8787-8287-8184-8036-8145 (from 11am to 12:30pm noon)
Front Office ➔ Wednesday and Thursday (from 10am to 1pm)
Job Placement Office
Via San Francesco 22 (Scala B) – 37129 Verona
Email: placement@ateneo.univr.it
Phone: 045 802 8022-8912-8288-8004

Front Office ➡️ Monday and Thursday (from 12pm noon to 1pm)
      Tuesday (from 2pm to 3.30pm, by appointment)