THE RECTOR

GIVEN the University of Verona Statute, issued by Rectoral Decree no. 3330 of 9/12/11, Protocol no. 55697, published in Official Gazette no. 299 on 24th December 2011;

GIVEN EU Regulation no. 1288/2013 of the European Parliament and Council of 11/12/13, published on 20th December 2013 in the Official Journal of the European Union, series L/347, which established ERASMUS+ as a European programme for education, training, youth and sport and provided for an international aspect intended to support action outside the EU, including its objectives of development through cooperation between the EU and its partner countries;

GIVEN the invitation to present the 2013 proposals – EACS/11/13 Erasmus+ programme – 2013/C 362/04 of 12/12/13;

CONSIDERING that the University of Verona has obtained the Erasmus+ Charter for Higher Education 2014-2020 (ECHE) which permits it to participate in the programme and carry out Erasmus+ activities for seven academic years from 2014-2015 to 2020-2021, including Student Mobility for Traineeships (hereinafter “SMT”);

GIVEN the note of 11/4/17 Protocol no. 118756 V/6 whereby the Italian Erasmus+ National Agency informed the University of the allocation of financial resources for Erasmus+ SMT for the 2017-2018 academic year, amounting to €34,125.00;

GIVEN Ministerial Decree no. 976 of 29/12/14, “Fund to support youth and encourage student mobility,” whereby the Ministry of Education, Universities and Research (MIUR) established it would assign a maximum of up to €130,000.00 in total to encourage university student mobility as part of the Erasmus+ programme, which could be used to implement new traineeship mobility grants and would be available to all Italian universities;

DECREES

the Call for Applications for Erasmus+ Student Mobility for Traineeships (SMT) grants 2017-2018, for the reasons stated above.
Art. 1

General information

1. A part of Erasmus+ Key Action 1 (KA1), the Student Mobility for Traineeships (SMT) scheme allows students to undertake traineeships at organisations, companies, schools of any type and level, educational institutes and research institutes\(^1\) based in any of the participating countries (see Art. 4), with the aim of developing specific skills and a better understanding of the socioeconomic culture of the host countries. This Call for Applications is not intended for Erasmus+ mobilities in candidates’ own country of residence.

2. In order to complete all the necessary procedures for mobilities in a timely manner, the University of Verona is responsible for the selection of its own university students interested in undertaking a mobility abroad in an organisation based in one of the Erasmus+ participating countries for 2017-2018 (see Art. 4).

3. Students who are correctly enrolled for full-time study in a degree programme (first, second or third cycle) may participate in one or more Erasmus+ mobility periods (Student Mobility for Studies and/or Student Mobility for Traineeships) for up to a maximum of 12 months total during each cycle of study. Students enrolled in a combined Bachelor’s+Master’s degree may participate in Erasmus+ student mobilities for up to 24 months total during their degree programme. Erasmus+ grants for study or traineeships may be awarded in the same or a different cycle of study without any specific order, as long as traineeships are not undertaken simultaneously with Erasmus+ study abroad periods. Students who received an Erasmus mobility grant (for study or traineeship) under the previous LLP or Erasmus+ programme are eligible apply for other Erasmus+ grants for a total of up to 12 months abroad during each cycle of study, or 24 months for combined Bachelor’s+Master’s degrees.

4. Students shall gain academic recognition for their traineeship abroad as long as they successfully complete their activities in the manner outlined in the University of Verona Regulations for the recognition of credits earned from university work placements. For PhD students, if the traineeship is undertaken at a European university or research institute, this may count towards the requirements for a Doctor Europaeus certificate.

Candidates applying for this Call are required to:

a. Find an organisation (hereinafter “receiving organisation”) that agrees to host them for a traineeship in one of the Erasmus+ participating countries that fulfils the requirements specified in paragraph 1.

b. Together with an academic staff member from their own degree programme, who will be their Academic Tutor for the traineeship, agree upon a plan for the training project.

---


Research Office
Internationalisation Unit
Via San Francesco, 22 – 37129 Verona | Ph. +39 045 8028530
relazioni.internazionali@ateneo.univr.it
VAT no. 0154104023 | Tax no. 9300987023
The “Before the mobility” section on pages 1-2 of the Learning Agreement for Traineeships should be completed and attached to the application (see Art. 5).

c. Receive a completed, signed Registration Request Form and Convention of Training Form from the receiving organisation, to be attached to the application together with the Learning Agreement for Traineeships (see Art. 5).

Applicants may find a host organisation independently, or may search the website http://erasmusintern.org which is sponsored by the European Commission. Students should be sure to check in advance if there is a cost associated with any of the internship search services.

Students can also contact the Internships and Work Placements Office for a list of the companies that are already registered with the University of Verona.

**Art. 2**

**Student Mobility for Traineeships (SMT) – Educational traineeships**

1. These grants are intended for University of Verona students to undertake 2-6 month long traineeships (60 days minimum to 180 days maximum) at an organisation/body arranged by the applicant.
   The traineeships must take place from or after 1\(^{st}\) July 2017 and must finish by 30\(^{th}\) September 2018 at the latest.

2. To implement a traineeship, the receiving organisation must be registered with and approved by the University of Verona BEFORE the mobility starts, and each candidate must have an individual Learning Agreement for Traineeships. Candidates should contact the Internships and Work Placements Office before departing, to check if there are any conditions for implementing the mobility correctly in terms of paperwork (see Art. 5).
   Please note that traineeships cannot be implemented correctly without the specific authorisation of the Internships and Work Placements Office.
   Once this authorisation has been obtained, the selected candidate may sign their financial contract at the Internships and Work Placements Office and initiate the Erasmus+ experience.

3. 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 in force in the specific destination country, students need to gain **at least 4 CFU for each month of the mobility**, i.e. complete **at least 100 hours** of work each month.

4. Students who are awarded an Erasmus+ SMT grant resulting from this Call for Applications may contact the International Relations Office for information about organising the trip, health insurance and health cover abroad.
5. “Online Linguistic Support” (OLS) is online support service made available by the European Commission to help candidates learn the language of their destination country. It is available for studying English, French, German, Italian, Spanish, Dutch, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovak and Finnish. OLS is a system to self-evaluate, monitor and improve one’s language skills before, during and after the Erasmus+ mobility stay (initial evaluation test -> online course -> final evaluation test) and is compulsory to use in order to receive the Erasmus+ grant.

Art. 3
Admission requirements

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

1. STUDENTS
- Students must be enrolled for full-time study in a first, second or third cycle degree (see Art. 1, para. 4) that is administratively based at the University of Verona.
- Candidates must be up to date with their payment of university and student fees at the time of application and for the duration of their stay abroad.

2. GRADUATING STUDENTS
In addition to the requirements specified in point 1, first and second cycle degree students who are graduating must submit their application for this Call at least one month before their graduation date\(^2\) (see Art. 5). If assigned a traineeship grant, these students must undertake and complete their SMT abroad within one year of graduating.

3. PHD STUDENTS
In addition to the requirement specified in point 1, PhD students must complete their mobility period by the end of the third year of normal enrolment. PhD students who have a scholarship and/or grant from the university or other bodies cannot apply for this Call for the same mobility. Students enrolled in an extension year are not eligible to apply.

Art. 4
Funding

1. Erasmus+ SMT grants are financed by the European Commission, the Ministry of Education, Universities and Research and the University of Verona. 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

---


Research Office
Internationalisation Unit
Via San Francesco, 22 – 37129 Verona | Ph. +39 045 8028530
relazioni.internazionali@ateneo.univr.it
VAT no. 0154104023 | Tax no. 9300987023
2. The monthly amount of the **European contribution** is set according to the cost of living in the destination country, based on three groups as defined by the European Commission.

- Mobility to GROUP 1 countries (Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden and UK): **€480 per month**.

- Mobility to GROUP 2 countries (Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia and Spain) and GROUP 3 countries (Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Republic of Macedonia): **€430 per month**.

3. The European Commission annually allocates an additional grant for **disabled students**. Students who wish to apply for this funding should go to the International Relations Office at the same time as making their application so that their request can be sent in time to the Erasmus+ National Agency.

4. For students awarded a traineeship grant under this Call for Applications, the University of Verona grants an additional **100 euros per month** financed by the University of Verona and the Ministry of Education, Universities and Research an incentive scheme for the Erasmus+ experience.

5. Students who receive an Erasmus+ student mobility grant are not permitted to receive scholarships or funding from other European Commission programmes at the same time. Mobility students may, however, receive the full amount of any national grants and/or loans that have been allocated to them.

**Art. 5**

**Applications and deadlines**

1. Applications will be considered in the order they are received, starting from the date this Call for Applications is published until all the dedicated funds have been awarded. As stated in Art. 2, the mobility period must be completed by **30th September 2018**. The final date to submit applications is **30th June 2018**. Each candidate may apply for only ONE mobility grant under this Call.

2. Complete applications with all the required documents attached should be submitted **1-3 months before the start** of the intended mobility period. Students who wish to undertake a **traineeship/work placement after their graduation** should submit their application **1-6 months before the intended departure**, bearing in mind that only applications submitted **at least one month before the student’s graduation date** will be considered (see Art. 3). To clarify, here are some examples:
- Student X wants to do a traineeship starting on 1\textsuperscript{st} March 2018. She should submit her application between 1\textsuperscript{st} December 2017 and 31\textsuperscript{st} January 2018.

- Student Y also wants to do a traineeship starting on 1\textsuperscript{st} March 2018, but is going to graduate in November 2017. He should submit his application any time from 1\textsuperscript{st} September 2017 up until 1 month before the graduation date.

3. Forms are available on the university website at: www.univr.it/international > Erasmus and other experiences abroad. The online application form must be completed and submitted electronically before departure, attaching the required documents listed below:

For traineeships at organisations/bodies already registered with and approved by the University of Verona:

- **Learning Agreement for Traineeships** in PDF format, with only the “Before the mobility” section (pp. 1-2) filled out and signed by the student (“Trainee”), Academic Tutor (or for PhD students, the Coordinator or Tutor) and designated Company Tutor from the Receiving Organisation, with the informational and administrative support of the Internships and Work Placements Office.

For traineeships at organisations/bodies not already registered and approved by the University of Verona, candidates must attach to their application form:

- **Learning Agreement for Traineeships** in PDF format, with only the “Before the mobility” section (pp. 1-2) filled out and signed by the student (“Trainee”), Academic Tutor (or for PhD students, their Coordinator or Tutor) and designated Company Tutor from the Receiving Organisation, with the informational and administrative support of the Internships and Work Placements Office.

- **Registration Request** in PDF format, signed by the Receiving Organisation. The form is available at the following link: http://www.univr.it/main?ent=catdoc&id=3686&idDest=1&sServ=369&serv=17#3687

- **Convention of Training** in PDF format, completed and signed twice by the Receiving Organisation. The form is available at the following link: http://www.univr.it/main?ent=catdoc&id=3686&idDest=1&sServ=369&serv=17#3687

Additionally:

- **Non-EU students** must also attach a copy of the documentation relating to their status as “permanent resident”, “stateless” or “refugee” and/or a copy of their current stay permit (permesso/cartta di soggiorno), ideally valid for the whole duration of their
intended stay abroad. If awarded an Erasmus+ grant, these students must ensure all their legal paperwork is in order (stay permit renewal, visa, etc.) before departing and for the whole duration of their mobility period abroad; if not, the grant will be revoked.
- **PhD students** must also attach an authorisation from their PhD Coordinator allowing them to undertake a period abroad.
- Students with a conditional offer for a Master’s degree must check how to apply online by consulting the “Guidelines for completing the application form online”.

After completing the form, it is important to click “CONFERMA DEFINITIVA e STAMPA RICEVUTA DI COMPILAZIONE [confirm and print]”. This step is necessary in order to submit the form. The automatically-generated PDF file should be sent to the International Relations Office via the Service Desk (send the document to: International Relations Office > Erasmus+ Traineeships). Please note that the confirmation printout and application attachments should NOT be submitted in person to the International Relations Office.
For more technical details on completing the application form online in Esse3, see the “Guidelines for completing the application form online” at the same web address.

4. Please remember that Administration is required to check the truthfulness of any substitutive declarations received and that, if any declaration is found to be false, apart from the fact that you will not receive any benefits obtained through the untruthful declaration, criminal sanctions are applicable for false statements and the alleged falsification of documents. In such a case, students concerned who have already received funding will be excluded from the programme and will be required to return the entire sum of money already received.

5. The application form, directions for completing it online and all other documents concerning the present Call for Applications will be available on the university website at: Univr.it > International Relations > Erasmus > Erasmus+ Traineeships Call for Applications.

For further information, please contact:

**International Relations Office**
1st floor, Staircase A, San Francesco Cloister, Via S. Francesco 22, Verona.
Open to the public: Mondays, Wednesdays and Fridays 10:00 am – 12:45 pm
Phone: 045 8028530 (Monday to Friday 9:30 am – 12:30 am)
Service Desk (send information requests to: International Relations Office > Erasmus+ Traineeships)

**Internships and Work Placements Office**
Via Campofiore 19/b, Verona
Open to the public: Wednesdays and Thursdays 10:00 am – 1:00 pm

---

Research Office
Internationalisation Unit
Via San Francesco, 22 – 37129 Verona | Ph. +39 045 8028530
relazioni.internazionali@ateneo.univr.it
VAT no. 01541040232 | Tax no. 9300987023
This call for applications shall be published in the Official University Register. The Procedure Officer, in accordance with and for the purposes of Law no. 241/1990 and following modifications, is the Head of the Internationalisation Office – Research Office, San Francesco Cloister, Via San Francesco 22, 1st floor (Stairwell A) – 37129 Verona, phone: 045 8028530, email: relazioni.internazionali@ateneo.univr.it

Candidates may exercise their right of access to the selection procedure by submitting a request that can be downloaded from: www.univr.it (click University > General Administration > Institutional and Legal Affairs > Protocol, General Archive > Archive and Protocol Forms > Access to documents).

RECTOR
Prof. Nicola Sartor

This document is signed with a digital signature and registered in the University of Verona protocol system pursuant to Art.s 23-bis and 23-ter and following of Legislative Decree no. 82/2005 and subsequent modifications and additions.