Decreto Rettorale

IL RETTORE

VISTO lo Statuto dell’Università di Verona emanato con Decreto Rettorale del 14.7.2017 n. 1176;

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 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 settenario accademico 2014/2015 – 2020/2021, incluse le attività di mobilità per tirocinio (Student Mobility for traineeships, di seguito denominata “SMT”);

CONSIDERATO che l’Università di Verona ha aderito al Consorzio BYTE con D.R. Rep. n.18/17 del 03.01.2017 e al Consorzio TACE con D.R. Rep n. 50/17 del 16.01.2017 per la realizzazione del Programma Erasmus+ per traineeship;

VISTE le note con cui l’Agenzia Nazionale Erasmus+ italiana ha comunicato l’assegnazione delle risorse finanziarie per la realizzazione delle attività Erasmus+ SMT nell’ambito dei Consorzi BYTE e TACE per l’anno accademico 2019/2020 agli Atenei capofila IUAV e Cà Foscari;

DECRETA

Art. 1 – È emanato il BANDO PER L’ASSEGNAZIONE DI BORSE DI MOBILITÀ ERASMUS+ per tirocinio formativo (SMT- Student Mobility for traineeships) nell’ambito dei Consorzi BYTE (capofila IUAV) e TACE (Capofila Cà Foscari) per l’a.a. 2019/2020. Le modalità di ammissione sono indicate 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

ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS (SMT)

BYTE (led by IUAV) and TACE (led by Ca’ Foscari) consortia

Academic Year 2019/2020

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 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.

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); 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.

2. Students enrolled in a Bachelor’s degree (Laurea), Master’s degree (Laurea magistrale), Single-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 + Student Mobility for Traineeships) for up to a total of 12 months during each level of study. Students enrolled in a Single-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).

In any case, those who were awarded an Erasmus+ mobility grant for traineeships under the Call issued by Rector’s Decree no. 4945/19 of 14 May 2019 cannot apply.

Art. 2 – Student Mobility for Traineeships (SMT)

1. These grants are intended for University of Verona students to undertake traineeships lasting between 2 and 5 months (minimum 60 days up to maximum 150 days) at a company or organisation proposed by the applicant. Grants are awarded until all the dedicated funds have been used. 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). Traineeships may take place from 2 January 2020 and must finish by 30 September 2020 at the latest.

3. Students can choose to do their traineeship during their degree 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 Articles 3 and 5).

4. Students who are awarded an Erasmus+ SMT grant must apply for recognition of the CFU earned during their 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.

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 (who will carry out the traineeship after their graduation)
   In addition to the requirements specified in Art. 3.1, students enrolled in a Bachelor’s, Master’s, and Single-cycle/Combined Bachelor+Master’s degree who are about to graduate must submit their application for this Call at least one month before their graduation date (see Art. 5). If awarded a traineeship grant, these students must undertake and complete their mobility period abroad by 30 September 2020.

3. PHD STUDENTS
   In addition to the requirements specified in Art 3.1, PhD students must complete their mobility period by the end of the third year of regular enrolment 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

1. Erasmus+ SMT grants are funded by the European Commission in the framework of the BYTE and TACE consortia, and by the University of Verona for a grand total of 50 months (specifically: 27 within the BYTE consortium, 23 within the TACE consortium). Erasmus+ SMT 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 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:
   - Mobilities to GROUP 1 countries (Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden and the UK): € 400 per month.
   - Mobilities to GROUP 2 countries (Austria, Belgium, Cyprus, France, Germany, Greece, Malta,
the Netherlands, Portugal and Spain) and GROUP 3 countries (Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Macedonia, Romania, Serbia, Slovakia and Slovenia): €350 per month.

3. For students awarded a traineeship grant under this Call for Applications, the University of Verona shall grant an additional €200 per month as an incentive for the Erasmus+ SMT experience.

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

Art. 5 - Applications and deadlines

1. The application form (Annex A of this Call), the relevant instructions for completing the application, and all the relevant documents are available on the University's website at: http://www.univr.it/MyUnivr > Servizi > Didattica > Stage e Tirocini > Programmi di stage all’estero > “Programma Erasmus+ per traineeship 2019-2020 – Bando Consorzi”.

2. Applications will be considered in the order they are received, starting from 2 December 2019 until all the available funds have been allocated. Pursuant to Art. 2, the mobilities must be completed by 30 September 2020. Applications will be accepted until 30 June 2020.

3. For traineeships to be carried out before graduation, completed 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 after their graduation should submit their application 1-4 months before their graduation date. If the deadline falls on a public holiday, it’s extended to the next working day.

4. In line with the requirements set out in the present Call, each student 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. A list of the foreign Host Organisations with which the University has collaboration agreements in place is available online at: http://www.univr.it/MyUnivr > Servizi > Didattica > Stage e Tirocini > Programmi di stage all’estero > “Programma Erasmus+ per traineeship 2019-2020 – Bando Consorzi”.

   PLEASE NOTE: this list does not concern traineeships to be carried out after the graduation.

   b. agree on a training plan (Learning Agreement for Traineeships, to be completed as below) 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 his/her traineeship;

   c. complete and sign the documents below.

5. Please submit the following documents:

   **ALL APPLICANTS must attach:**

   - the application form (Annex A) to be sent exclusively in pdf format, readable and including all required information and signatures;
   - a valid ID document of the applicant;
- the Learning Agreement for Traineeships (Annex B) to be sent in pdf format, readable and including all required information and signatures (please complete only the “Before the Mobility” section).

Additionally:

- Students who intend to do their traineeship after graduation must also attach:
  (1) a copy of their “Training and guidance internship agreement” completed and signed by the Host Organisation (please find an editable template at: http://www.univr.it/MyUnivr > Servizi>Didattica > Stage e Tirocini> Programmi di stage all’estero>Programma Erasmus+ per traineeship 2019-20 – Bando Consorzi);
  (2) a copy of a valid ID document of the applicant who signed the “Training and guidance internship agreement”.

Please note: those who intend to carry out a traineeship after their graduation, which involves medical or health-related activities, must instead: (a) check that the Host Organisation will provide them with a suitable insurance coverage for professional activities; (b) take out a specific insurance policy. In both cases, the details of the insurance policy must be included in Annex B (Learning Agreement for Traineeships). In order to do so, a specific editable version of this document must be required to the Job Placement Office (please see contacts below).

- 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 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.

6. The above documents must be sent exclusively from the student’s institutional email account to the following PEC (Certified Email) address: ufficio.protocollo@pec.univr.it and must include “Candidatura Programma Erasmus+ per traineeship 2019-20 Bando Consorzi” in the subject line.

7. We remind students 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, 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.

8. Students who intend to carry out professional traineeships (“tirocini professionalizzanti”) are advised to 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.

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 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 Internship and Work Placement Office and the Job Placement Office – the latter with regard to postgraduate traineeships – will promptly check the applications received and draw up a list of students who have been awarded an Erasmus+ SMT grant, in accordance with the requirements and details set out in this Call for Applications. The responsible offices will check that applications are complete and valid. The list of selected applicants will be made available online at: http://www.univr.it/MyUnivr > Servizi > Didattica > Stage e Tirocini > Programmi di stage all'estero > Programma Erasmus+ per traineeship 2019-20 – Bando Consorzi. The order of each applicant in the list of selected applicants is calculated based on when each application was received, i.e. the date and time when the PEC (Certified Email) was received by the University of Verona will be taken into account.

2. Students gain academic recognition for their traineeship abroad, provided that this is successfully completed in accordance with the procedures set out 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 traineeships carried out during the degree) and the Job Placement Office (for traineeships carried out after the graduation). Students can contact these offices following the procedures set out in Art. 7 below.

Art. 7 – Information and contact details

For further information, please contact:

Internship and Work Placement Office (for students)
Chiostr di San Francesco (Cloister), Staircase B (1st floor), Via S. Francesco 22, Verona
Open to the public: Wednesdays and Thursdays, 10 am – 1 pm
Phone: +39 045 8028145 / 8184 / 8787 / 8036 (from Monday to Friday, 10 am – 1 pm)
Email: ufficio.stage@ateneo.univr.it

Job Placement Office (for graduates)
Chiostr di San Francesco (Cloister), Staircase B, Via S. Francesco 22, Verona
Open to the public: Mondays and Thursdays 12 noon – 1:00 pm (free);
Tuesdays, 2 pm – 3.30 pm (by appointment only)
Phone: +39 045 802 8004 / 8912 / 8038 / 8022
Email: placement@ateneo.univr.it

The Procedure Officer, pursuant to and for the purposes of Law no. 241/1990 and subsequent amendments, is the Head of the Internship and Work Placement Office, Chiostr di San Francesco (Cloister), Staircase B (1st floor), Via S. Francesco 22, 37129 Verona. Ph: 045 8028145 / 8184. email: ufficio.stage@ateneo.univr.it
Applicants may exercise their right of access to the procedures by submitting a request 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