Student Handbook
2017-2018
Erasmus+
Traineeship
A.A. 2017/2018

University of Verona
International Relations Office
Open hours for students: Monday, Wednesday and Friday 10:00 am–12:45 pm
Telephone hours: Monday to Friday 9:30 am–12:30 pm
To contact the office Service Desk
Phone: 045 8028530

Internships and Work Placements Office
Open hours: Wednesday and Thursday 10:00 am–1:00 pm
Telephone hours: Monday to Friday 11:00 am–12:30 pm
To contact the office: ufficio.stage@ateneo.univr.it
Phone: 045 802-8787 or -8287 or -8184 or -8036
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1. ERASMUS+ TRAINEESHIP AND HOW TO APPLY

1.1 Erasmus+ educational traineeship
This Erasmus+ programme offers opportunities for first, second and third cycle degree students to spend mobility periods abroad for the purpose of educational traineeships or work placements at public or private companies, non-profit organisations, schools of any type and level, and educational or research institutes based in any of the programme’s participating countries (see Call for Applications Art. 4), other than the candidate’s country of residence.

For the 2017-2018 academic year, the University of Verona is offering Erasmus+ grants to fund traineeship mobilities of 2-6 months’ duration. These must be carried out between 15th July 2017 and 30th September 2018, respecting the Erasmus+ programme regulations which permit each student up to 12 months’ maximum of mobility time in total during each cycle of study (or 24 months for combined Bachelor’s+Master’s degree programmes).

Students who receive an Erasmus+ traineeship grant must request official recognition of the CFU earned during their mobility, within 30 days of their return. 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 destination country, students must earn at least 4 CFU for each month of their mobility, i.e. at least 100 hours of work must be completed each month.

1.2 Admission requirements
You must be enrolled as a full-time student in a first, second or third cycle degree that is administratively based at the University of Verona, and you need to be up to date with your payment of university and student fees at the time of application and for the entire duration of your stay abroad.

Please also note the following points:
- Graduating students: In addition to the above requirements, if you are about to graduate from a first or second cycle degree programme, you must apply at least one month before your intended graduation date. If you are successfully awarded an Erasmus+ grant, you must undertake and complete your traineeship abroad within one year of your graduation date.
- PhD students: In addition to the above requirements, you must complete your mobility period by the end of the third year of normal enrolment. PhD students who have a mobility scholarship and/or grant from the university or other bodies cannot apply for this Call with regard to the same mobility. Students enrolled in an extension year are not eligible to apply.

For more detailed information, please refer to the official Call for Applications (cfr. Art. 3).
1.3 How to find internship and work placement opportunities
It is up to you to find your own Receiving Organisation and agree on the details of the traineeship in terms of duration, work hours, duties, etc. The Internships and Work Placements Office can provide a constantly updated list of contacts of companies, public entities and universities that already have traineeship or work placement agreements with the University of Verona. Alternatively, you can check the web portal www.erasmusintern.org, sponsored by the European Commission, being sure to check in advance if there is a cost for any of the internship search services.

1.4 Documents to include with your application
For traineeships at organisations/bodies already registered with and approved by the University of Verona, you must attach:

- Learning Agreement for Traineeships in pdf format, with only the Before the mobility section filled out (Annex 1, pp. 1 and 2). This must be signed by you, the student (Trainee), your Academic Tutor (for PhD students, the Coordinator or Tutor) and the designated Company Tutor from the Receiving Organisation. For traineeships at organisations/bodies not already registered with and approved by the University of Verona, together with the application form and Learning Agreement for Traineeships, you must attach:

  • Registration Request form (Annex 2) in pdf format, signed by the Receiving Organisation;
  • Convention of Training form (Annex 3) in pdf format, completed and signed by the Receiving Organisation and the University Rector;

All of these documents are available online. Please see also the Call for Applications (Art. 5).

Attention: Non-EU students must also attach a copy of the documentation attesting their status as “permanent resident”, “stateless” or “refugee” and/or a copy of their current stay permit (permesso/carta di soggiorno), ideally valid for the whole duration of their intended stay abroad. PhD students must also attach an authorisation from their PhD Coordinator allowing them to undertake a period abroad.

1.5 How to submit your application
Applications will be considered in the order they are received, starting from the publication date of the Call for Applications until all the dedicated funds have been allocated. The final date to submit applications is 30th June 2018. You may only apply for one mobility grant for the 2017-2018 academic year.

When to apply
Completed applications with all the required documents attached should be submitted 1-3 months before the start of the intended mobility period.
If you wish to undertake a traineeship or work placement after your graduation date, you should submit their application 1-6 months before the intended departure, bearing in mind that only applications submitted at least one month before your graduation date will be considered.

To clarify, here are some examples:

- You want to do a traineeship starting on 1st March 2018 – you should submit your application between 1st December 2017 and 31st January 2018.
- You to do a traineeship starting on 1st March 2018, but will graduate in November 2017 – you should submit your application from 1st September 2017 up until 1 month before your graduation date.

To submit an application, log in to Esse3, complete the application form and attach the required documents (see section 1.3). After filling out the form, it is important to click “CONFERMA DEFINITIVA e STAMPA RICEVUTA DI COMPILAZIONE [confirm and print]”. 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+ Traineeship), or the application shall not be considered.

N.B. The confirmation printout and application attachments should NOT be submitted in person to the International Relations Office.
2. PREPARING FOR YOUR ERASMUS+ TRAINEESHIP STAY

2.1 General information
We advise planning your Erasmus+ traineeship mobility in advance. If you need help with any of the operational or administrative aspects of implementing your traineeship, please consult with the Internships and Work Placements Office, or your academic tutor.
For any information about Erasmus+ regulations or administrative formalities concerning the grant, please contact the International Relations Office.

2.2 Travel and accommodation
You will need to organise your own travel and accommodation abroad. For accommodation, you may try contacting the Receiving Organisation to ask for help and/or to see if any specific arrangements are available for trainee students.

2.3 Financial contract and certificate of attendance
In correspondence with the available funds and the monthly grant allocation for each destination country (see Section 4 of the public announcement), the International Relations Office stipulates a financial contract with each Erasmus+ mobility grant student based on the number of months specified in their Learning Agreement.
Please read your contract carefully, sign it and give it back at least 15 days before you go, following the instructions given by the International Relations Office.
At the time of signing the contract and for the entire duration of the mobility, you must be enrolled as a full-time student and be up to date with the payment of your university and student fees at the University of Verona.
Along with your contract, the International Relations Office will send you a pre-printed certificate of attendance form. Once you have arrived at the destination, and again just before returning to Verona, you will need to get the Receiving Organisation to complete the start and end date of the traineeship (see sections 3.1 and 3.2 of this handbook).

2.4 Online Linguistic Support (OLS)
As language support for mobility students, the European Commission offers a system called Online Linguistic Support (OLS) for self-evaluating, monitoring and improving your own language skills before, during and after your Erasmus+ mobility stay (initial evaluation test -> online course -> final evaluation test).
It is available for learning the following languages: English, French, German, Italian, Spanish, Dutch, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovak and Finnish.

In your financial contract, you must specify the working language to be used at the Receiving Organisation (except for mother tongue speakers).
The International Relations Office will send a license to your university email account to allow you to take the initial evaluation test (compulsory). If you do not take the test within 30 days, the license will automatically expire and you will need to explain to the Office why you did not complete it in time.

Based on the results of the initial test, you can make use of the online language course (optional) and a series of extra functions (online forum, live coaching and more). For more information, please visit the OLS website.
At the end of the mobility period, you will need to take the final evaluation test (compulsory) in order to receive the second part of your Erasmus+ mobility grant, independently of the test result.

2.5 Europass Mobility
It is possible to request the Europass Mobility, which is an optional document certifying the language skills and professional skills acquired in other European countries during stays for study, training, volunteering or work. Before leaving for your mobility, the International Relations Office can provide you with the instructions and forms necessary to obtain this document.
For more information, please visit the Europass website.

2.6 Before you go
To be fully informed, please carefully read this handbook and the other useful documents for mobilities which are available online.
Before leaving Verona, remember to:
• Pick up a copy of your financial contract from the International Relations Office, once it has been signed by the Rector
• Take the OLS initial evaluation test
• Bring digital copies of your financial contract and certificate of attendance
• Take with you a pre-printed Europass Mobility form, if applicable
• Check that you have a form of ID that is accepted for travel purposes and a European Health Insurance Card (EHIC), both of which must be valid for the entire duration of your stay abroad (see section 4).
3. THE MOBILITY PERIOD ABROAD AND RECOGNITION OF YOUR TRAINEESHIP

3.1 Arrival
As soon as you arrive, you should get the ARRIVAL section of your Certificate of Attendance completed by the Receiving Organisation (either by your Company Tutor or the relevant office). Make sure there are no manual corrections of the date or names on the document. Within 5 days of arriving, you must send a pdf copy of this Certificate via the Service Desk to the UniVr International Relations Office in order to receive the first instalment of your mobility grant on the date specified in your financial contract (see section 2.3).

N.B. As stated in the financial contract, you must also complete the OLS test to receive the first instalment of your grant.

3.2 At the end of your mobility
Before leaving, you need to get the DEPARTURE section of your Certificate of Attendance completed, again ensuring there are no manual corrections of the dates or names on the document. You will also need a final report from the Receiving Organisation, in which your Company Tutor writes an evaluation of your traineeship and a summary of the work you performed during the mobility. This can be a signed, dated letter on the receiving organisation’s letterhead paper, or they can simply use the After the Mobility section of the Learning Agreement (see Annex 1, p. 3). In order to gain academic credits (CFU) for the mobility, during the work placement make sure your attendance sheet is completed and validated by your Company Tutor. At the end of the experience, write your traineeship final report and ask your Company Tutor to complete theirs.

3.3 Returning to UniVr
Within 30 days of your return, and in all cases by 5th October 2018, you must submit the following documents to the UniVr International Relations Office:

- Certificate of Attendance in ORIGINAL, correctly filled out with the start and end dates
- Electronic or hard copy of your completed Learning Agreement
- Electronic or hard copy of the final report (if not already included in the Learning Agreement)
- Europass Mobility form, completed and signed (remember this is optional)

You will also need to complete the following online:
- OLS final evaluation test (see section 2.4)
- After your submitted documents have been checked, fill out the EU SURVEY Participant Report about your Erasmus+ experience abroad.

If the abovementioned documentation is not submitted in a timely manner, as stated in the financial contract you will be required to repay your mobility grant and any additional contributions awarded to you back to the University (see Section 2.3).

Calculating your Erasmus+ mobility grant
For the purpose of calculating the value of the mobility grant to be awarded, only the dates specified on your Certificate of Attendance shall be taken into account.

We recommend you get the statement filled out as soon as you arrive and on again the last day before you leave. Mobility periods lasting less than 2 months (60 days) are not permitted, or the entire grant will be revoked.

To calculate the duration of each mobility, 1 month is considered as 30 days. For incomplete months, the financial contribution is calculated by multiplying the number of days in that month by 1/30 of the regular monthly sum.
3.4 Recognition of the CFU earned
Within 30 days of returning, you must submit the necessary documentation to get your educational credits recognised, as foreseen in the Learning Agreement. The following documents should be sent to the Internships and Work Placements Office:

- Attendance sheet
- Your traineeship final report
- Company Tutor’s final report about your traineeship
- Statement of completed traineeship from your Academic Tutor

The forms for the above documents are provided by the Internships and Work Placements Office and are available online:

3.5 Extending your mobility period
If you wish to extend your mobility period, you must do so in advance and obtain consent from both the Receiving Organisation and your Academic Tutor. You may request an extension only once and the entire mobility period, including the extension, cannot be more than 12 months in total (respecting the conditions specified in section 1.1). All mobilities must conclude by 30th September 2018.

As a general policy, extension periods are not covered by grants. However, if there are funds remaining at the end of the 2017-2018 academic year (around October 2018), it may be possible for the university to retrospectively offer funding for the extension months.

Extension requests must be sent to the International Relations Office via the Service Desk at least 15 days before your grant period expires, using the specific form (Annex 5 - Extension Request form). Forms must be fully completed and signed. You will also need to attach the During the Mobility section of your Learning Agreement, with the updated traineeship duration/dates approved and signed by your Tutors (Annex 1, p. 2).

N.B. If you extend your mobility period, the final payment of your grant will be made only when you return from the mobility definitively.

3.6 Returning early
You may interrupt your stay abroad for justified reasons. You must inform your Academic Tutor, the International Relations Office and the Internships and Work Placements Office. You will need to repay the part of the grant pertaining to the mobility months that were not used. If your mobility ends up being less than two months (60 days) long, you will have to repay the entire grant received.

To calculate the sum to be returned, the same criteria specified in section 3.3 apply.

3.7 Renouncing your mobility grant
In the case of a serious impediment, you may turn down your Erasmus+ mobility grant by sending an official renouncement statement (Annex 4 - Renouncement of Mobility Grant form) with your name, surname, student ID number, degree programme, destination institution and reason for turning down the grant to the Service Desk.
4.1 Insurance
While abroad on mobility programmes or collaborations that are officially recognised by UniVr, students who are fully enrolled at the University of Verona are covered by:

- A civil liability insurance policy for any events related to being a student at the University of Verona
- A group accident policy for permanent damage to a person resulting from injuries sustained while exercising primary and secondary institutional activities related to the mobility or collaboration programme.

The University of Verona website has a detailed description of the policy contents.

In the event of an accident while abroad, or for more detailed information about the insurance policies, please get in touch with the International Relations Office who will then contact the relevant authorities.

If you are enrolled in a health-related degree, you must check with the Receiving Organisation if you need insurance for third party damage during your internship. You may be required to take out a private insurance policy, which would be your personal responsibility to arrange and pay for.

4.2 Health care
For health care while abroad, you should have a European Health Insurance Card (EHIC), which allows you access the public health care services in your destination European country in accordance with their national laws.

In non-EU countries without an agreement with Italy, the laws are different (Art. 15 of Presidential Decree no. 618/1980), meaning you will need to cover any health care costs initially and then request a reimbursement. Upon request, your Local Health Authority can issue you a statement called “Statement for health care assistance for Italian citizens abroad”.

For more information on health care assistance abroad, please contact your Local Health Authority or visit the Ministry of Health website.

Non-EU students who are correctly and fully enrolled at the University of Verona and have registered their residential address in Italy may request a European Health Insurance Card by registering for the Italian National Healthcare Service, except in some particular cases.

N.B: Non-EU citizens cannot use the EHIC in Switzerland and Norway, as it is not provided for in the current European Community legislation (EC Regulation no. 859/2003). In such cases, it is recommended you purchase a private insurance policy.

For further information, please consult the International Students Union (see below).

4.3 Non-EU students
Fully enrolled UniVr students with non-EU citizenship may participate in Erasmus+ mobilities in most Schengen Area countries without a specific visa (Ministry of Internal Affairs Circular no. 400/A/2010/12.214.39 – Art. 8 Directive 2004/114/CE para. 4-bis and 4-ter and Art. 39 of Legislative Decree no. 286/98 and subsequent modifications), with the exception of stays in Germany, France, the UK and Ireland. If you need advice, please contact the International Students Union for help. As a student of non-EU citizenship, upon returning to Italy you will need to confirm your stay permit by enclosing the documentation of your mobility abroad.

If you are a non-EU citizen with an Italian stay permit for family or work reasons or you have a long-stay permit for Italy, please feel free to contact the International Students Union for clarification, regardless of your specific Erasmus+ destination.

International Students Union (ISU)
Via Campofiore, 19/a - 37129 Verona
Ph: +39 045 800 3198 Fax: +39 045 800 3198
Manager: Dr. Andres F. Maldonado G.
email info@isu-services.it
Opening hours: Monday to Friday 9:30 am–1:00 pm (or afternoons by appointment).

4.4 Reminder
Before your departure, check that:

- Your official form of ID is valid for the entire duration of your stay. Note: Travel to non-EU countries requires a passport. For more information, please contact the Registry Office (Ufficio Anagrafe) of the Commune where you permanently reside, or see the Verona Police Office website (Passport Office);
- Your European Health Insurance Card (EHIC) is valid (see section 4.4)
- ...

4.5 Key words
(table)
| Confirmation of Completed Traineeship | Statement issued by the academic tutor after having checked the attendance sheet and the student’s and company tutor’s final reports. It must be submitted to the Internships and Work Placements Office along with the trainee attendance sheet and the student’s and company tutor’s final reports so that the ECFU earned during the mobility can be officially accredited. |
| Certificate of Attendance | Form provided by the International Relations Office on which the traineeship start and end dates are to be added by the Receiving Organisation (see sections 3.1 and 3.2). |
| ISCED code | Numerical code that identifies the disciplinary area, as specified in the exchange agreements with each partner university. |
| Financial contract | Contract signed by the student receiving the grant and the University’s legal representative (Rector) specifying how the Erasmus+ grant will be administered. |
| Convention of Training (traineeship agreement) | Agreement signed by the legal representative of the Receiving Organisation and the Rector of the University of Verona, implementing the traineeship experience and defining each party’s obligations. |
| Institutional email | Email account assigned by the University to each student, usually made up of the student’s ID number followed by @studenti.univr.it (or: name. surname@studenti.univr.it). It is used for official University communications with students. |
| Europass Mobility | European document certifying the language and professional skills acquired during a stay abroad. |
| EU Survey – Participant Report | Final survey about the student’s experience abroad, to be completed online via the Mobility Tool platform. |
| Attendance sheet | Document where the hours of work and a brief summary of the daily activities performed are recorded; it must be completed by the student in a timely manner and signed off by the company tutor. |
| Learning Agreement for Traineeships | Document describing the nature of the traineeship project. The Before the Mobility section must be completed by the candidate’s application. The During the Mobility section is for any changes made to the project during the mobility (e.g. work hours, duration of the traineeship, duties, etc.). The After the Mobility section includes the final report. |

| Online Linguistic Support (OLS) | Language support for Erasmus+ mobility students to self-evaluate, monitor and improve their language skills before (= initial evaluation test), during (= online course) and after (= final evaluation test) the mobility. (See section 2.4). |
| Extension | Extension of the period abroad beyond the duration specified in the financial contract (see section 3.5). |
| Receiving Organisation / Host Institution | The university, institution, organisation or enterprise that will host the mobility student. |
| Registration Request | Statement attesting the receiving organisation’s willingness to host students/graduates for traineeships; it is accompanied by a form with essential information that allows UniVR to verify the facility’s suitability to accommodate trainees. |
| Traineeship final report – student | Report written by the student at the end of the traineeship, to be signed off by the company tutor, containing a summary of the activities performed, the knowledge and skills gained and any difficulties encountered. |
| Traineeship final report – company tutor | Document written by the company tutor at the end of the traineeship, reporting the activities performed, the trainee’s behaviour and attitude, and the knowledge and skills acquired. |
| Sending Institution / Host Institution | The university sending the student (in this case, the University of Verona). |
| Supervisor (Receiving Organisation or Company Tutor) | Contact person at the Receiving Organisation who is responsible for following the student’s traineeship and signing the Learning Agreement and the final report. |
| Internship Work Placement Traineeship | For our purposes, ‘internship’ refers to practical work that is compulsory in order to complete a degree (e.g. medical internships and educational studies internships), while ‘work placement’ refers to educational or training activities in companies or institutions that are included in the degree programme curriculum but as an alternative to other educational activities. ‘Traineeship’ is used as a general term that encompasses both of these educational/training experiences. |
| Academic Tutor (from the Sending Institution) | Academic staff member of the University of Verona who supports the student and approves and signs their Learning Agreement for Traineeships. The academic tutor issues a confirmation of completed traineeship after they have checked the attendance sheet and two final reports submitted by the student. |