



(English translation)

## CALL FOR APPLICATIONS FOR ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS (SMT) GRANTS 2019/2020

### Art. 1 – General information

1. The Erasmus+ EU programme allows students to undertake traineeships at organisations, 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 host country.

Host organisations cannot be:

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

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

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 (*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 or traineeships may be awarded for the same or a different level of study in no 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 to apply for other Erasmus+ grants for 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*).

### 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. Candidates 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 2019

Mobility end date: 13 September 2019

Calendar days: 60 days

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<sup>1</sup>See [http://www.erasmusplus.it/wp-content/uploads/2015/01/erasmus-plus-programme-guide\\_it-2.pdf](http://www.erasmusplus.it/wp-content/uploads/2015/01/erasmus-plus-programme-guide_it-2.pdf), p. 40: "Host organisation"



Mobility days: 58 days → not permitted (less than 60 days)

Example 2:

Mobility start date: 16 July 2019

Mobility end date: 15 September 2019

Calendar days: 62 days

Mobility days: 60 days → permitted

Traineeships may take place from **1 July 2019** 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 starts within 12 months of the date of their graduation and in accordance with para. 2.2. In order to do so, the applicant must have been awarded the mobility grant before graduation (see Art.s 3 and 5).

4. 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**. This condition is not obligatory for candidates who have already graduated.

### Art. 3 – Admission requirements

To participate in the Erasmus+ SMT scheme, applicants must fulfil 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, Second-cycle/Combined Bachelor+Master's degree, or PhD (see Art. 1.4) that is administratively based at the University of Verona.
- 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.

#### 2. GRADUATING STUDENTS

In addition to the requirements specified in Art 3.1, bachelor's and 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). If awarded a traineeship grant, these students must undertake and complete their SMT 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 normal enrolment. 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. Students enrolled in an extension year are not eligible to apply.

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<sup>2</sup> See [http://www.erasmusplus.it/wp-content/uploads/2015/01/erasmus-plus-programme-guide\\_it-2.pdf](http://www.erasmusplus.it/wp-content/uploads/2015/01/erasmus-plus-programme-guide_it-2.pdf), p. 41: "Eligible participants"



#### 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 for a grand **total of 350 months**. 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 cost of the stay.
2. The monthly **European contribution** value is determined according to 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 UK): **€400 per month**.
  - Mobilities to **GROUP 2** countries (Austria, Belgium, Cyprus, France, Germany, Greece, Malta, 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** financed by the University of Verona and the Ministry of Education, Universities and Research, as an incentive for the Erasmus+ SMT experience.
4. The European Commission annually allocates an additional sum as a further grant to **disabled students**. Students who wish to apply for this funding should go to the International Office at the same time as making their application so that their request can be sent in time to the Erasmus+ National Agency.
5. Students who receive an Erasmus+ SMT mobility scholarship are not permitted to receive scholarships or funding from other European Commission programmes at the same time.

#### Art. 5 - Applications and deadlines

1. The application form, the instructions for completing the online application, and all documents related to this Call for Applications are available on the university [website](#) (see “Erasmus+ SMT”).
2. Applications will be considered in the order they are received, **starting from 1 June 2019** until all the allocated funds have been assigned. As stated in Art. 2, the mobilities must be completed by **30 September 2020**. Applications will be accepted until **30 June 2020**.
3. 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/work placement after their graduation should submit their application **1-3 months before their graduation date**. To clarify, here are some examples:
  - 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.
  - Student Y also wants to do a traineeship starting on 1 March 2020, but is scheduled to graduate on 15 November 2019. He should submit his application between 15 August 2019 and 15 October 2019.



4. In accordance with the requirements set out in the present Call, applicants are 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. Together with the host organisation and an academic staff member from the student’s own degree programme, who will be their Academic Tutor for the traineeship, agree upon a plan for the training project. 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 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+ scholarship will need to 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;
- **PhD students** must attach to their application form an authorisation letter from their PhD Coordinator giving the student permission to spend a period abroad;
- **Students who enrolled, or wishing to enrol** in a Master’s degree for the 2019/2020 academic year on “**conditional offer**” and wishing to graduate before the winter session 2018/2019 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 para. 3 (send the document to: Students > International mobilities > Erasmus+ Traineeships). The application will be regarded as valid for the purpose of the selection only once it has been correctly sent following the method above.

5. 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.



6. Students who intend to carry out **professional traineeships** (“tirocini professionalizzanti”) are invited to check with the relevant departments - teaching units, teaching colleges and/or any competent commissions - **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.

7. We remind applicants that the 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 cases, 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.

#### **Art. 6 – List of successful applicants, and preparing for the mobility**

1. The International Office 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 list will be available [online](#) (see “Erasmus+ per tirocinio formativo”).

2. Students who are awarded an Erasmus+ SMT grant as a result of this Call for Applications may contact the International Office for information about organising the trip, health insurance and health cover abroad. 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 [Internships and Work Placement office](#) (during the degree) and the [Job Placement Office](#) (for traineeships 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**

San Francesco Cloister, Via S. Francesco 22, 1st floor (Staircase A), Verona

Open to the public: Mondays, Wednesdays and Fridays 10:00 am – 12:45 pm noon

Phone: 045 802 8530 (Monday to Friday 9:30 am – 12:30 pm noon)

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

##### **Internships and Work Placement Office**

San Francesco Cloister, Via S. Francesco 22, 1st floor (Staircase B), Verona

Open to the public: Wednesdays and Thursdays 10:00 am – 1:00 pm

Phone: 045 802-8145/8287/8787/8184/8036 (11:00 – 12:30 pm)

Email: [ufficio.stage@ateneo.univr.it](mailto:ufficio.stage@ateneo.univr.it)



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The Procedure Officer, pursuant to and for the purposes of Law no. 241/1990 and following modifications, is the Head of the International Mobilities Unit, San Francesco Cloister, Via San Francesco, 22, 1st floor (staircase A) – 37121 Verona. Ph: 045 802-8530. Email: [relazioni.internazionali@ateneo.univr.it](mailto:relazioni.internazionali@ateneo.univr.it)

Candidates 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.

A notice to students on the purposes of data processing, recipients of data, and exercise of the rights of those concerned is available on the university website: [www.univr.it/it/privacy](http://www.univr.it/it/privacy).