CALL FOR APPLICATIONS FOR
ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS (SMT) GRANTS 2018-2019

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 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); 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, master’s degree or PhD 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 total during each level of study. Students enrolled in a combined Bachelor’s+Master’s degree 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 apply for other Erasmus+ grants for a total of up to 12 months abroad during each level of study, or 24 months for combined Bachelor’s+Master’s degrees.

Art. 2 – Student Mobility for Traineeships (SMT)

1. These grants are intended for University of Verona students to undertake traineeships from 2-6 months duration (minimum 60 days up to maximum 180 days) at a company or organisation proposed by the applicant. Grants are awarded until all the dedicated funds have been used.

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
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 2018 and must finish by 30 September 2019 at the latest. Candidates may apply for a grant for only one mobility under this call for applications.

2. To implement a traineeship, the host organisation must be registered and approved by the University of Verona BEFORE the mobility starts, and each applicant must have an individual Learning Agreement for Traineeships.

3. Candidates who intend to do the traineeship during their degree programme should check with the Internships and Work Experience Office to ensure the mobility can be correctly implemented (see Art. 5).

4. Candidates who intend to undertake the traineeship after graduation should check with the Job Placement Office to ensure the mobility can be correctly implemented (see Art. 5).

Please note that traineeships cannot be activated without authorisation from the Internships and Work Experience Office or Job Placement Office. Once this authorisation has been obtained, the selected candidate may sign their financial contract at the International Mobilities Office and start the Erasmus+ experience.

5. 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. 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 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\(^2\) (see Art. 5). If awarded a traineeship grant, these students must undertake and complete their SMT abroad by 30 September 2019.

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.

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 315 months.

2. 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.

3. 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 (Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden and UK): €400 per month.

- Mobilities 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): €350 per month.

4. 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.

5. 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 Relations Office at the same time as making their application so that their

request can be sent in time to the Erasmus+ National Agency.

6. 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. Mobility students may, however, receive the full amount of any national grants and/or loans that have been awarded to them.

Art. 5 - Applications and deadlines

1. Candidates applying for this Call 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 fulfills the requirements specified in Art. 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. Receive a completed, signed Registration Request Form and Traineeship Agreement Form from the host organisation, to be attached to the application together with the Learning Agreement for Traineeships.

Applicants may find a host organisation independently or contact the Internships and Work Experience Office for a list of companies already registered with the University of Verona.

2. Applications will be considered in the order they are received, starting from the date this call for applications is published until all the allocated funds have been assigned. As stated in Art. 2, the mobilities must be completed by 30 September 2019. Applications will be accepted until 30 June 2019.

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 2019. She should submit her application between 1 December 2018 and 31 January 2019.
   - Student Y also wants to do a traineeship starting on 1 March 2019, but is scheduled to graduate on 15 November 2018. He should submit his application between 15 August 2018 and 15 October.

4. Forms are available on the university website at:
For traineeships at organisations/bodies already registered and approved by the University of Verona (see Art. 5.1):

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

- **Registration Request** in PDF format, signed by the host organisation.

- **Traineeship Agreement** (Convenzione di tirocinio) in PDF format, completed and signed by the host organisation.

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 scholarship 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 have a conditional offer** for a master’s degree should 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 is necessary in order to submit the form. The automatically-generated PDF file should be sent to the International Mobilities Office via the Service Desk (send the document to: Students > International mobilities > Erasmus+ Traineeships). Please note that the confirmation
printout and application attachments should NOT be submitted to the International Mobilities Office in person.
For further technical details about completing the application form online in Esse3, see the Guidelines for completing the application form online at the same web address.

5. 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.

6. 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: https://intranet.univr.it/ > Services > Student services > International relations > Study abroad > Erasmus and other experiences abroad.

Art. 6 - Preparing for the mobility and contact details

1. Students who are awarded an Erasmus+ SMT grant as a result of this Call for Applications may contact the International Mobilities Office for information about organising the trip, health insurance and health cover abroad.

2. Online Linguistic Support (OLS) is an 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.

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 further information, please contact:

International Mobilities 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
Phone: 045 802 8530 (Monday to Friday 9:30 am – 12:30 pm)
Service Desk (send information requests to: Students > International mobilities > Erasmus+ Traineeships).
Internships and Work Experience 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

Job Placement Office
San Francesco Cloister, Via S. Francesco 22, 1st floor (Staircase B), Verona
Open to the public: Mondays and Thursdays 12:00 noon – 1:00 pm and Tuesdays 3:00 pm – 5:00 pm
Phone 045 802 8912/8288/8004/8022
Email: placement@ateneo.univr.it

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

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.