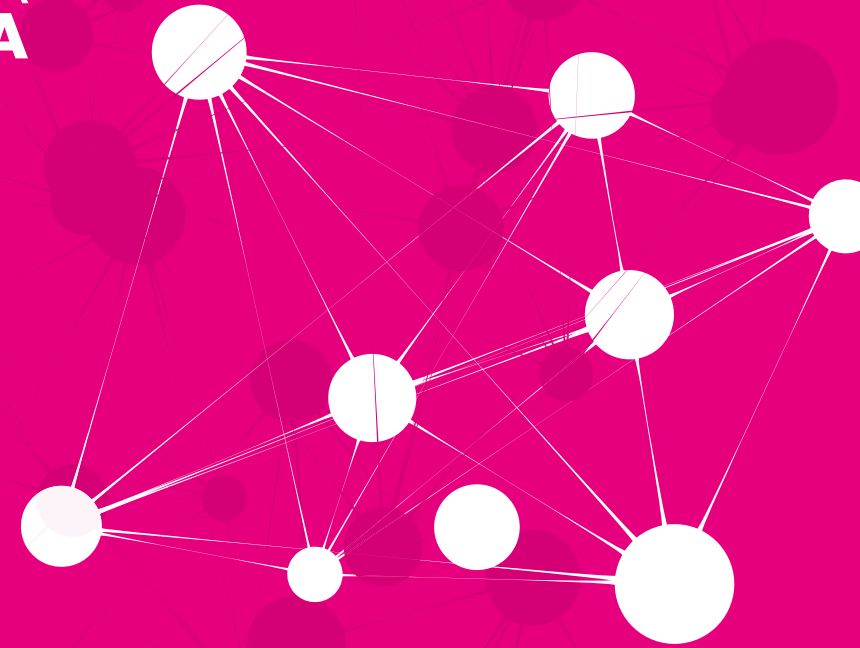




UNIVERSITÀ
di **VERONA**



ERASMUS+ *TRAINEESHIP*

Student Handbook

A.Y. 2020/2021

Ufficio
mobilità
internazionale



Università di Verona

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Ufficio
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ERASMUS+ TRAINEESHIP

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1. THE ERASMUS+ TRAINEESHIP AND HOW TO APPLY

1.1 Erasmus+ traineeship

The Erasmus+ traineeship programme enables first, second and third-cycle degree students to carry out a traineeship or work placement abroad 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 Art.4, [Call for Applications](#)) other than the applicant's country of residence.

For the **2020/2021** academic year, the University of Verona offers Erasmus+ grants to fund traineeship mobilities of **2-3 months'** duration. These must be carried out between **1 november 2020 e 30 september 2021**, in line with the Erasmus+ programme regulations, which allow students to spend a maximum of 12 months abroad for their mobility, during each cycle of study (or 24 months for students enrolled in Single cycle/Combined Bachelor+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. This is not mandatory for postgraduate internships.

1.2 Admission requirements

You must be enrolled as a full-time student in a first, second or third-cycle degree programme that is **administratively based at the University of Verona**, and you need to be up to date with the payment of your 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 **1-3 months before your intended graduation date**. If you are awarded an Erasmus+ grant, you must undertake and complete your traineeship abroad **within one year of the date of your graduation**, and in any case by 30 September 2021.
- **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 grant 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](#) (see Art. 3).

1.3 How to find internship and work placement opportunities

Applicants are required to find their own *Receiving Organisation* and agree on the details of their traineeship in terms of duration, work hours, tasks, etc.

The [Internships and Work Placements Office](#) and the [Job Placement Office](#) are available to provide you with a constantly updated list of contacts of companies, public bodies and universities that already have traineeship or work placement agreements with the University of Verona.

1.4 Documents to include with your application

It is up to you to find a suitable Receiving Organisation and check their availability to offer you a traineeship, provided this is based in a country taking part in the Erasmus+ programme.

Specifically, you will need to attach a **Learning Agreement for Traineeships** in pdf format: please note that the only section to be completed – in addition to your ‘personal details’ section – is the *Before the mobility* section ([Annex 1](#), pp. 1 and 2). This must be signed by you, the student (Trainee), your **Academic Tutor** (also known as Coordinator or Tutor, for PhD students) and the **Company Tutor** appointed by the Receiving Organisation. Please refer to the relevant guidelines (available [online](#)) for guidance on how to complete the Learning Agreement.

Please note: 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 letter from their PhD Coordinator allowing them to undertake a mobility 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 **30 June 2021**. You may only apply for **one mobility grant** for the 2020/21 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 your application **1-3 months before graduating**.

To clarify, here are some examples:

- Student X wishes to do a traineeship starting on 1 March 2021. She should submit her application between 1 December 2020 and 31 January 2021.
- Student Y also wishes to do a traineeship starting on 1 May 2021, but is due to graduate on 15 March 2021. He should submit his application between 15 December 2020 and 15 February 2021.

The available **grants will be allocated in two phases**, depending on when the application is received:

- **Phase 1:** the first 200 monthly grants will be awarded to applicants who submitted their application **from 1 November 2020 to 28 February 2021**;
- **Phase 2:** the remaining 150 monthly grants will be awarded to applicants who submitted their application **from 1 March 2021 to 30 June 2021**.

To submit your application, log in to [Esse3](#), complete the application form and upload the required documents (see section 1.3).

After filling out the form, it is important to click on “CONFERMA DEFINITIVA e STAMPA RICEVUTA DI COMPILAZIONE [confirm and print]”. The automatically-generated pdf file must then be sent to the International Office via the [Service Desk](#) (send the document to: Direzione studenti > Mobilità internazionale > Erasmus+ Traineeship), **or the application will not be considered**.

Please note: the confirmation printout and application attachments should NOT be submitted in person to the International Office.



2. PREPARING FOR YOUR ERASMUS+ TRAINEESHIP

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 your traineeship, please contact the [Internship and Work Placement Office](#) and the [Job Placement Office](#) (for postgraduate internships), or your academic tutor. For any information about Erasmus+ regulations or administrative procedures concerning the grant, please contact the [International Office](#).

2.2 Travel and accommodation

It is up to you to organise your own travel and accommodation abroad. For accommodation, you may try getting in touch with the Receiving Organisation to ask for help and/or see if any specific arrangements are available for trainee students.

2.3 Financial contract and certificate of attendance

Based on the available funds, the monthly grant allocation for each destination country, and the student's ISEE (see Section 4 of the [Call for Applications](#)), the International Office shall draw up and sign a financial contract for each Erasmus+ mobility granted, based on the number of months specified in the Learning Agreement.

The amount of the grant is based on the ISEE of the student: information about the student's ISEE will be acquired from the INPS database for all those students who submitted a Benefits Application Form (DUB). Should this be unavailable, the amount of the grant will be automatically calculated based on BAND 2.

The International Office will provide you with a financial contract: please read it carefully, sign it and return it at least 30 days before your planned departure date, following the instructions provided by the International Office.

Within 30 working days after the signing of the Traineeship Agreement by both parties, and in any case before arriving at the *Receiving Organisation*, the Participant will receive the 70% of the grant amount. After returning to Italy at the end of the mobility period, the Participant will receive the remaining 30% upon delivery of the required documentation as set out in the Agreement. Along with your contract, the International Office will send you a pre-printed **certificate of attendance** form. Once you have arrived at the destination, and just before returning to Verona, you will need to ask the Receiving Organisation to include the start and end date of your traineeship in the certificate of attendance form (see sections 3.1 and 3.2 of this handbook).

2.4 Online Linguistic Support (OLS)

As a language support for mobility students, the European Commission has made available a system called **Online Linguistic Support (OLS)** to enable them to evaluate, monitor and improve their own language skills before, during and after their Erasmus+ mobility period (initial evaluation test -> online course -> final evaluation test). The OLS is available for the following languages: English, French, German, Italian, Spanish, Dutch, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovak, Finnish, Estonian, Irish, Latvian, Lithuanian, Maltese, and Slovenian.

In your financial contract, you must specify the working language to be used at the Receiving Organisation (except for native speakers). The International Office will send a software licence 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 provide reasons for not having completed the test 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 result achieved.

2.5 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, please remember to:

- pick up a copy of your financial contract from the International Office, once it has been signed by the Rector;
- take the OLS initial evaluation test;
- bring digital copies of your financial contract and the certificate of attendance;
- check that you have an ID document valid for travel, and a European Health Insurance Card (EHIC), both of which must be valid for the entire duration of your mobility period 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 your arrival, you must send a pdf copy of this Certificate via the Service Desk to the UniVr International Office.

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, which must contain an evaluation report by your Company Tutor about your traineeship and a description of the work performed by you during the mobility period.

This can be a signed, dated letter on the Receiving Organisation's letterhead, 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 15 October 2021, you must submit the following documents to the UniVr International Office:

- **Certificate of Attendance (ORIGINAL document)**, 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).

You will also need to complete online the following:

- 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.

As set out in the financial contract, if the above documents are not submitted in time, you will be required by the University to return the mobility grant and repay any amounts already paid to you (see Section 2.3).

Calculating your Erasmus+ mobility grant

For the purpose of calculating the amount of the mobility grant to be awarded, the University will take into account only the dates specified in your Certificate of Attendance.

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 to be 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 your return to Italy, you will need to send an email to your Academic Tutor (please cc the Ufficio Stage e Tirocini/Internship Office) to inform them of the end of your traineeship abroad. You will need to attach a scanned copy of the following documents:

- Attendance Sheet;
- your final Traineeship report;
- report by your Company Tutor.

Moreover, you will need to indicate how you intend to record your CFU credits gained abroad (as set out in the Learning Agreement), which will include CFU for traineeships (TAF F/S), CFU for optional activities (TAF D), and any remaining CFU credits.

The **Academic Tutor**, after checking the documents submitted by the student, and verifying the successful completion of their traineeship and the achievement of the corresponding training objectives, will send a confirmation email to the University's Internship and Work Placement Office, and shall cc the student, who **agrees** to have their CFU credits recognised as part of their traineeship experience.

The CFU credits in question will then be recorded in the student's exam record by the **Teaching and Student Services Unit**.

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 3 months in total (in line with the requirements set out in section 1.1). In any case, students must complete their traineeship by 30 September 2021.

As a general policy, **extension periods are not covered by grants**. However, if there are funds remaining at the end of the 2020/2021 academic year (around October 2020), it may be possible for the University to provide funding for the extension months.

Extension requests must be sent to the International Office via the **Service Desk** at least **30 days before the end of your mobility period**, 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).

Please note: if you extend your mobility period, the final payment of your grant will be made only once you have returned from your last period of mobility.

3.6 Returning early

You may interrupt your mobility period abroad for justified reasons. In such a case, you must inform your Academic Tutor, the International Office. You will need to return the part of the grant relating 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 return the entire grant received.

To calculate the amounts to be repaid, the same criteria specified in section 3.3 apply.

3.7 Giving up your mobility grant

In the case of a serious impediment, you may give up your Erasmus+ mobility grant by submitting a Withdrawal form (**Annex 4**) including your name, surname, student ID number, degree programme, Receiving Organisation and reason for giving up the grant. This form must be submitted via **Service Desk**.

4. USEFUL INFORMATION

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 **third-party liability insurance** for any events related to being a student at the University of Verona. Please note: this insurance policy does not cover medical and paramedical activities;
- a **group accident insurance** for permanent damage to a person resulting from injuries sustained while exercising any institutional activities related to the mobility or collaboration programme.

On the website of the University of Verona you can find a description of the available [insurance policies](#). In the event of an accident while abroad, or for more detailed information about the available insurance policies, please get in touch with the International Office, who will then contact the relevant authorities if needed.

If you are enrolled in a **health-related degree**, you must check with the *Receiving Organisation* if you need a third-party liability insurance 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 to 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.

In addition to the standard health coverage provided by the EHIC, we recommend that you consider taking out private insurance for a safer stay abroad.

Please note: 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 a case, it is recommended that you purchase a private insurance policy. For further information, please contact the International Students Union (see below).

4.3 Non-EU students

Non-EU students who are fully enrolled at the University of Verona 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 amendments), 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 Non-EU

student, 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.

Please note: EU and non-EU students (fully enrolled at the University of Verona), who are due to spend their mobility period in the United Kingdom, are advised that they should contact the International Students Union if in need of administrative support when applying for a visa for study.



[International Students Union \(ISU\)](#)

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Head of Office: Andres F. Maldonado

Email: info@isu-services.it

Opening hours: Monday to Friday, 9:30 am–1pm
(or afternoons by appointment).

4.4 Reminder

Before your departure, check that:

- your official ID document is valid for the entire duration of your stay. Please note: travel to non-EU countries requires a passport. For more information, please contact the Registry Office (Ufficio Anagrafe) of the Municipality 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

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 Internship and Work Placement Office/Job Placement Office along with the trainee Certificate of Attendance and the student's and company tutor's final reports so that the CFU earned during the mobility can be officially accredited.	Learning Agreement for Traineeships	Document describing the nature of the traineeship project. The Before the Mobility section must be submitted as part of 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.	Sending Institution	The student's home university (in this case, the University of Verona)
Certificate of Attendance	Form provided by the International Office on which the traineeship start and end dates are to be added by the Receiving Organisation (see sections 3.1 and 3.2).	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).	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.
ISCED code	Numerical code that identifies the disciplinary area (subject area), as specified in the exchange agreements with each partner university.	Extension	Extension of the period abroad beyond the duration specified in the financial contract (see section 3.5).	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.
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.	Receiving Organisation	(Also known as "Host Organisation"). The university, institution, organisation or company that will host the mobility student.	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.
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.	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.		
EU Survey – Participant Report	Final survey about the student's experience abroad, to be completed online via the Mobility Tool platform.	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.		
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.	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.		