



Call for Applications: Individual Mobility for Traineeships Academic Year 2020/2021

CHANCELLOR'S DECREE No. 73 of 19/02/2020

GENERAL INFORMATION

With **Regulation no. 1288/2013** the European Parliament established a new programme called “Erasmus+” at the conclusion of the “Lifelong Learning Programme” (LPP). The programme aims to support activities in the fields of education, training, youth and sport. The Programme has as its main objectives the mobility of people (Action 1), cooperation for innovation (Action 2) and support for political reforms (Action 3).¹

The Erasmus+ Programme was launched in a period in which almost **6 million young people were unemployed**, with levels that exceeded 50% in some countries. **At the same time, there were more than 2 million job vacancies and one-third of the employers signaled difficulty in hiring personnel with the requisite qualifications.** This demonstrates that significant skill shortages still exist in Europe. Erasmus+ addresses these shortages by providing opportunities to study, train, work and volunteer abroad.

Key Action 1 – Learning Mobility of Individuals includes measures for traineeships abroad. In particular, the measure regarding university students was called “LLP Mobility Erasmus Placement” in the previous program and is now called **Erasmus+ mobility for traineeship**.

This call for applications aims to promote the mobility of students by allowing them to spend a period of traineeship (from 2 to 12 months) in a company or another host organization in one of the **countries participating in the programme** as listed below.

Member States of the European Union (EU)

Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, United Kingdom.

Non EU Program Countries

Former Yugoslavia, Republic of Macedonia, Iceland, Liechtenstein, Norway, Turkey, Serbia.

Mobility candidates must choose a country participating in the programme which is not the country where the student is regularly enrolled or the student's home country.

Erasmus+ student traineeship status requires that the traineeship pertain to the candidates course of study and to their needs for personal development. Furthermore, where possible, it allows for the integration of the candidates' curriculum with the activities conducted abroad and for their validation. .

Traineeships, especially if it is carried out abroad, represent a significant moment in university education to which Europe has attributed increasing importance over time because it represents a useful tool to bridge the **gap between the academic and the work world**. Students and recent graduates on Erasmus+

¹ For additional information on the the programme and the relative structures, please consult the official site at <http://www.erasmusplus.it/> or http://ec.europa.eu/programmes/erasmus-plus/index_en.htm.



mobility for traineeships receive an ad hoc contribution and have the opportunity to gain a wide range of both specific and soft skills with the aim of **promoting the international mobility of young workers**.

The specific objectives are to offer an initial contact with the job market in a context that is different from that of the country of origin, support the development of soft skills and integrate the theoretical knowledge acquired during university study with fixed periods of traineeships in companies as established in the curricula of the University of Macerata.

In this call for applications, the formula of free proposal is promoted: students or recent graduates independently find a traineeship position and propose it to the university for evaluation. Candidates are supported by the International Mobility Office through constant assistance, personalized advice, online information about strategies for searching for traineeships, and the communication of possible host structures in Europe through an International Mobility Office mailing list.

The free proposal formula is highly educational because it pushes candidates to refine their skills and to prepare the tools needed to look for a company abroad and to propose oneself in the best way to the job market. These skills will be extremely useful after graduation.

The application represents a project in itself or, in other words, it is “training within training”. While preparing their candidacy as though it were a job application, students and recent graduates will have to maturely and autonomously evaluate their own expectations and clearly define their own professional goals. Furthermore, they will also have to identify their limitations (including language) and to elaborate a captivating proposal, while planning activities in the medium term and setting concrete targets. The process sometimes takes place, in some cases, prior to graduation, allowing students to build a bridge between their university education and the job market.

In carrying out the traineeship, students and, even more so, recent graduates will be able to strengthen their **soft skills, which** are especially appreciated by employers and pertain not only to the professional and language spheres, but also to the training of the adult worker: autonomy, creativity, adaptability, spirit of initiative, the ability to foresee critical situations, self-management at the practical and psychological level, the ability to interact in a multilingual and multicultural work group, and the ability to live in a foreign country. Students can capitalize on these skills, which can be transferred from one context to another in a changeable and complex reality where a degree is only the starting point of one’s professional path.

The present call for applications has been translated into English only for the purpose of dissemination. The Italian original is the only valid version of the document as far as implementation, the resolution of disputes and legal interpretation are concerned.

Art. 1 – Characteristics of Mobility, Award Criteria and Number of Grants

Multiple Mobilities

In the Erasmus+ Programme, all students are eligible **for more than one period of student mobility for studies or for traineeships**. Each student or graduate can spend up to 12 months abroad for each study cycle. Single cycle degree students are an exception because they can spend up to 24 months abroad.

So, it is possible to undertake one or more mobilities Erasmus+ for Traineeship and/or for Study for a maximum of:

- **12 months for students enrolled in a first-cycle degree programme** (bachelor’s),
- **12 months for students enrolled in a second-cycle degree programme** (master’s),
- **24 months for students enrolled in a single-cycle degree** (combined bachelor’s and master’s):
- **12 months for students enrolled at a second-level Professional Master's Programme, a Specialisation School, or for PhD students.**

PLEASE NOTE: the rule regarding the number of months for mobility pertains to the status of being an Erasmus student and not the months covered by the grant. Therefore, the total months of mobility includes those “without a grant”.



Also those having participated in the LLP Erasmus 2007/2013 mobility Programme (Erasmus Study Programme or Placement) can apply to the call for applications.

If these students are currently enrolled in the same study cycle during which they took part in the LLP Erasmus programme, they must deduct the months already spent abroad from the total amount (24 months for single cycle degrees students or 12 months for all others). In this regard, mobility periods already spent or still ongoing with LPP Erasmus 2007 – 2013 or Erasmus+ 2014 – 2020 must be declared in the online application (art. 46 of Presidential Decree No 445/2000), which will be verified by the International Mobility Office.

This criterion allows students participating in the Erasmus+ Programme to receive a number of mobility grants for studies or traineeships in various European countries as they progress through degree cycles.

Traineeships for Enrolled Students

Students (on course with or behind on their exam schedule, either, full or part-time) enrolled in a regular study cycle at the University of Macerata that entails the registration of exams and the achievement of a degree, including students enrolled in the first year, can participate in the calls for Erasmus+ Traineeships. Students have to sign the Learning Agreement for Traineeships and enroll before their departure. Validation of up to 12 CFUs/ECTS in the student's degree course is required even if it exceeds the number of required credits. Students pre-enrolled in a regular degree course at the University of Macerata for the 2019/2020 academic year can participate in the call, but they will be admitted with reserve and must complete the enrollment process before the publication of the ranking list (28 April 2020), otherwise they will be excluded.

Traineeships for Graduands

► N.B.: Please remember that up to 12 CFUs can be validated only if the student has paid tuition fees for the academic year of reference. Otherwise, CFUs cannot be validated even in excess of the requisite number of credits. Graduands who have not paid the enrollment fee (NOT the graduation fee) for the academic year in which they participate in the call for the traineeship cannot validate the CFUs and have them registered in their exam booklet.

► **Practical example:** Graduands who have not paid the tuition fees for the 2020/2021 academic year because they are about to graduate can take part in the 2020/2021 Traineeship call for applications, but they cannot validate the credits. These students can validate activities, traineeships and exams that they carry out at the University of Macerata, as long as these activities pertain to the 2019/2020 academic year (year in which they are still enrolled). However, they **CANNOT validate the CFUs for the current traineeship call for applications for 2020/2021 because the traineeship is relative to the 2020/2021 academic year and the students are not enrolled in the 2020/2021 academic year.** These students will have to choose between two alternatives. They can enroll, even part-time, for the 2020/2021 academic year, take advantage of the Erasmus traineeship grant, and validate the CFUs for the traineeship. In this case, they will not be able to graduate. Alternatively they can not enroll for the 2020/2021 academic year, use the Erasmus traineeship grant but not validate the credits. In the latter case, the traineeship is considered to be "voluntary" ("Voluntary Traineeship") as a first entry into the job market.

PLEASE NOTE THAT IN ORDER TO TAKE PART IN THE CALL FOR APPLICATIONS FOR ERASMUS TRAINEESHIPS for the 2020/2021 ACADEMIC YEAR AS A GRADUAND IT IS NECESSARY TO BE PROPERLY ENROLLED FOR THE 2019-2020 ACADEMIC YEAR AND NOT FOR PREVIOUS ACADEMIC YEARS.

Students that graduate in the additional spring session and that have not paid tuition fees for the 2020/2021 academic year are **NOT ENROLLED IN THIS ACADEMIC YEAR.**

Traineeships for Recent Graduates

Recent graduates can participate in the Programme, but they **must be selected before they graduate**. **The traineeship must be conducted within a year from the granting of the degree** and the duration of the traineeship will follow the rule of the maximum amount of 12 or 24 months for the study cycle in which the application is submitted.



There are approximately **90 Erasmus+ Mobility for Traineeship grants** for 2020/2021 for a period of 2 to a maximum of 3 months².

The duration of the traineeship must be specified by the candidate upon submission of the application. Further disbursement of Erasmus+ grant money beyond the months the candidate specified in the application is not expected, unless specific circumstances occur during the academic year. All the additional months that the students/graduands undertake beyond 3 months will have to be self-financed. In this case, the students/graduands should be aware that the months of traineeship without grant will also contribute to the total amount of months of mobility for their current study cycle (e.g., a student who has never gone on Erasmus mobility and chooses a 6 month Erasmus traineeship of which 3 months with a grant and 3 without a grant, will be eligible for another 6 months in the given study cycle, and not 9.). In this regard, please note that candidates that apply for a traineeship grant for two months will be funded only for two months. If these awardees decide to extend their stay to 3 months, **the additional month will not be funded and will be treated as an extension of the stay**. In this case, the student must be aware that the month of traineeship without a grant will contribute to the total number of months still available for Erasmus mobility in the current study cycle (e.g., a student who has never gone on Erasmus mobility and does a 3 month Erasmus traineeship although only 2 months have been funded will be eligible for an additional 9 months of Erasmus mobility for the current study cycle, not 10).

The grants can be assigned to:

1. Students³ that enrol (on course with or behind on their exam schedule, either full or part-time) for the **2020-2021 academic year** in a regular course of study at the University of Macerata which foresees exam registration and course work leading to an academic degree, including students enrolled in the first year. It is the responsibility of the student to enroll for the 2020-2021 the academic year before their departure and to inform the International Mobility Office thereof. These students validate up to 12 CFUs for their degree course even if in excess of the total credits required.

2. Students⁴ who are yet to graduate i.e, **those who have not earned their degree by the date of the publication of the ranking list for this call (28 April 2020)**. These candidates can participate in the mobility for traineeships but will have to graduate on a date subsequent to the date of the publication of the ranking list of the current call and, in any case, **no later than 30 September 2021**, date of the conclusion of the 2020/2021 mobility period. This closing date is established by the Programme and there are no exemptions.

3. PhD students i.e. **those who have not earned their degree by the date of the publication of the ranking list for this call (28 April 2020)**.

² With the Erasmus+ Programme, **the mobility for Traineeship can go from 2 to 12 months**. However, considering the entity of the activities that are present in the various study plans at the University of Macerata and that are capable of validation thanks to Erasmus+ Traineeship (that is to say all the activities that cannot be assimilable to exams: internships, stages, further language knowledge, CFU chosen by the student etc.), **the minimum length of 2 months and the maximum of 3, are considered to be adequate** both as regards the educational impact and in terms of CFU. An experience abroad for Traineeship can in fact be validated for no more than 12 CFU, with the attribution of additional 2 CFU as "additional value". 12 CFU correspond to 300 working hours according to the **European Credit Transfer and Accumulation System (ECTS)**, in which 25 activity hours correspond to a ECTS/CFU, (SA n. 13 del 28/10/2008). So, in order to validate the CFU in the study plans, in general the **University advise to conduct 3 months Traineeships, even if 2 months grant will however be considered acceptable**. The length of the Traineeship will have to be arranged between the candidate and the host organization, being aware that the months that exceed 3 months will not be funded: in this case the beneficiary will be able to carry on with his/her Traineeship from the fourth month on, up to 12 months in the modality so called "zero grant", maintaining all the prerogatives reserved to the beneficiaries in Erasmus+ mobility.

³ The students enrolled in the academic year 2020/2021 are those who have in programme to enroll in the academic year 2020/2021, that is those students that will pay the tuition fees for the academic year 2020/2021 within the terms established by Student Service Office (usually from 1 August of every year) and however before the beginning of the mobility abroad. The enrollment can be for student in course, "off course", that means that already pasted the envisaged completion time for the degree course, full time or part-time for Bachelor's Degree, Master's Degree or Single Cycle Degree, previous organization, 3rd cycle, Phds, Graduate Schools.

⁴ **Non graduated students** are those students who have not attained a Degree. These students can sustain the final exam in a round of the same academic year, but always after the publication of the ranking list relative to the current call (and in this case DO NOT HAVE TO renew the enrollment for the next year nor to pay the relative tuition fees or attend the final exam in a following round belonging to the new academic year (and in this case they **have to** renew the enrolment to undergo the only final examination). In both cases they are eligible for the Traineeship mobility. However, the Traineeship abroad will not be validated as a teaching activity, having the student already completed his/her study cycle.



PLEASE NOTE THAT IN ORDER TO TAKE PART IN THE CALL FOR APPLICATIONS FOR ERASMUS TRAINEESHIPS for the 2019/2020 ACADEMIC YEAR AS A GRADUAND, IT IS NECESSARY TO BE PROPERLY ENROLLED FOR THE 2018-2019 ACADEMIC YEAR AND NOT FOR THE PREVIOUS ACADEMIC YEARS.

These candidates will have to do their **traineeship within a year from their graduation** and, in any case, **no later than 30 September 2020**. These students cannot validate CFUs for any activity within their curriculum because they have already concluded all their academic activities. Within the logic of the various mobilities for the study cycles described above, the period of the traineeship will follow the rule of the maximum amount of 12 or 24 months for the cycle in which the application is presented. **CFUs cannot be validated for other future courses of study**. If the graduates enroll in a subsequent study cycles, they can participate in new calls for applications for the following academic years.

Before the signing of the mobility contract, the International Mobility Office will verify, however, if the candidate's administrative position is regular as regards the relative academic year.

Art. 2 – Digital Opportunity Traineeship

The European Commission intends to promote internship opportunities for the acquisition of e-skills in all disciplines. Digital skills aim to develop high technological skills (IT security, big data analysis, Quantum and/or Artificial Intelligence, Programming Languages; Search Engine Optimisation -SEO) and horizontal skills (web design, digital marketing, software development, graphic design).

In this regard, it should be noted that traineeship in digital skills will be considered to include the following activities:

- digital marketing (e.g. social media management, web analysis);
- graphic, mechanical or architectural digital design;
- development of applications, software, scripts or websites;
- installation, maintenance and management of IT systems and networks;
- IT security;
- data analytics, mining, visualisation;
- programming and training of robots and artificial intelligence application.

Excluded from the category of digital skills are activities such as general customer support for the company where the internship will be carried out and administrative activities such as, for example, the entry of data in the company databases and general office activities.

In accordance with the European Commission's guidelines, the fact that the traineeship envisages the acquisition of the digital skills described above will be one of the priority criteria for the allocation of grants.

To facilitate the search for suitable venues for internships aimed at the development of Digital Skills, the European Commission has invited all interested European companies to publish their offers on the platforms Drop'pin@EURES or ErasmusIntern. It is however possible for students to independently identify other venues, provided that the activities planned in the traineeships coincide with those indicated above.

Art. 3 – General Eligibility Requirements

The call is open to :

1. Those students or PhD students enrolled⁵ for the 2018/2019 academic year or those who have not graduated yet⁶ at the University of Macerata, and who are in one of the following situations:
 - a. **If enrolled in the I, II or III study cycle, they must not have ever gone on Erasmus mobility or have gone for no more than 10 months in total** for study or for traineeships (previous

⁵ See art. 1, point 1 for the meaning of "enrolled students".

⁶ See art. 1, point 2 for the meaning of "non graduated students".



- LLP Programme months are also counted), so that they have the right to benefit from at least 2 more months for international mobility during their study cycle;
- b. **If enrolled in single cycle degrees** (Law and Primary Teacher Training), they must not have ever gone on **Erasmus mobility or have gone for no more than 22 months in total** for study or traineeship (previous LLP Programme months are also counted), so that they have the right to benefit from at least 2 more months for international mobility during their study cycle⁷.
2. Students who have not been awarded other funding for the same period for other mobility programmes (various European Union funding cannot overlap: the Erasmus grant winner will have to guarantee that the funding for expenses comes from a single source, so that the mobility grants do not cover expenses already covered by other programmes/actions financed by the European Union like Horizon 2020, Marie Curie or another Erasmus+ grant funded for another project);
 3. students who propose a venue where to carry out the internship.

Candidates must demonstrate that they have been accepted by submitting a letter from the company (Attachment 1). Also those candidates who submit documentable contacts in progress can be admitted “with reserve” (e.g., printing of the email exchanged or the like). They will have to complete their application providing the business letter by 20 April 2020, at least a week before the date of publication of the ranking list (28 April 2020).

N.B.: Candidates can submit only one application

Art. 4 – Potential Host Organizations

The host organization can be **any public or private organization active in the job market or in sectors such as education, training and youth.**

For example, the traineeship can take place: at a small, medium or large public or private company (including social enterprises); at a governmental office at the local, regional or national level (municipal, provincial, regional and national administrations); at associations representing the job market, including chambers of commerce, associations representing craftsmen and professionals, and trade unions; at an institution of research; at a foundation; at a school or educational institute or education centre at any level, from pre-school to secondary education, including professional and adult education); at non-profit associations, NGOs; at a company for professional orientation, professional advice and the information services; at an Institution of higher learning or at a university of a country participating in the Programme and owner of an Erasmus Card for higher education (in this case it is not necessary that the foreign university has an Erasmus+inter-institutional agreement with the University of Macerata; If the traineeship is done at an institute of higher education (e.g., a university laboratory, university library, etc.), the activity must consist of vocational training and not study because attending courses at an institute of higher education cannot be considered a traineeship. It is an activity already funded through Erasmus+ Study).

Delegations or public institutions like institutes of culture, schools etc. **can be considered eligible** organizations for hosting a traineeship as long as the condition of transnationality is met (trainees acquire skills different from those that they would acquire by doing a traineeship in their home country) together with the principle of relevance to his or her future professional profile. In addition, the **diplomatic missions of the student’s home country** that are located in the host country (embassies, consulates etc.) are eligible for Erasmus+ traineeships.

ATTENTION- The following are NOT eligible as traineeship hosts:

⁷ For example, a student/graduand who already conducted an Erasmus Traineeship during the one cycle degree can apply for the current call, only in case in which did not conducted more than 22 months of mobility in total and so has at least 2 months of mobility to exploit.



- 1) EU institutions and other EU bodies including specialist agencies (included the executive agencies)⁸,
- 2) Organizations operating EU programmes (so as to avoid conflicts of interest and/or double funding),

Art. 5 – Terms of the Traineeship Experience

The candidate must contact the foreign organization well before the call deadline, sending them at least a CV written in the language of the host company and a cover letter specifying clearly that **the traineeship does not imply any economic burden for the organization and that grant winners will be insured for civil liability (damage caused to third parties) and against accidents in the workplace by the University of Macerata**. The candidate must ask the company to send a letter of acceptance on company letter-head as per the facsimile in Attachment 1. It is possible to freely arrange the start date of the traineeship with the company, on condition that the traineeship takes place between 1 July 2020 and 30 September 2021. Please note that graduates must finish their traineeships within a year from the date of graduation.

In any case, beneficiaries must independently manage their own budgets, choosing the dates and travel arrangements for their stay in and return from the foreign destination.

Excluding graduate traineeships (conducted within 12 months of graduation and, in any case, no later than 30 September 2021), the end of the traineeship must not exceed 30 September 2021. The traineeship does not constitute an employment contract in any way, shape or form, so it is not paid by the host organisation: the trainee in Erasmus+ mobility will only receive the amount of the grant. If the company or host organization provides the student with reimbursement (even non-monetary, like reimbursement of expenses, meal vouchers, transport etc.), this is compatible with an Erasmus+ grant from the European Union. The International Mobility Office is not obligated to intervene and/or interact with the host organization to obtain further benefits for the student. The company or host organization is not obligated to provide reimbursements and it alone can independently make decisions in this regard.

The trainee's hourly and weekly schedule at the host organization will be consistent with the working hours observed by the other employees. There is no minimum or maximum number of hours required by the programme. The student must observe the same schedule as the rest of the staff. The International Mobility Office will provide advice, information and support for visa applications, residence permits or work permits, health coverage and insurance. The office will take care of the entire administrative management related to the implementation of the program e.g., the stipulation of the Learning Agreement, the mobility contract, the preparation of the documents necessary for departure, monitoring the traineeship, disbursement of the grant, final validation of training credits and/or of the experience, as foreseen by the study plan of the trainee, as well as the issuance of final documents and of Europass Mobility if requested by the student.

EXTENSIONS: If necessary for their agreements with the host organization and/or the validation of training credits, **the beneficiaries can**, once the necessary administrative requirements have been completed, **extend the duration of their traineeship past the months already agreed upon but without receiving additional funds**. There are no additional funds for Erasmus + grants beyond the months that the candidate initially requested on the application form. In this regard, please bear in mind that those applicants who have requested a grant for two months will be funded only for two months, and if they subsequently decide to stay three months, **the additional month will not normally be funded and will be treated as an extension of the stay**. In this case, the student must also be aware that the month of traineeship with no grant is included in the total amount of the months available in the current study cycle for Erasmus mobility (e.g., for a student who has never gone on Erasmus mobility and does a 3 month Erasmus traineeship although only 2 months have been funded, only 9 months are available for Erasmus mobility for the current study cycle, not 10.)

⁸ Please check the European institutions listed on the website: http://europa.eu/about-eu/institutions-bodies/index_it.htm and the European executive agencies and the European decentralized agencies listed on the website: <http://europa.eu/agencies/>.



ZERO-GRANT TRAINEES: Those who did not win a grant **can, however, undertake a zero-grant traineeship**. The Erasmus+ Programme allows for the mobility of zero-grant trainees, namely those trainees who, although they comply with all the Erasmus+ quality criteria and benefit from all the advantages associated with Erasmus+ trainee status, do not receive mobility funds. However, they have to sign the zero-grant mobility contract. They also have **to contact the International Mobility Office at least 30 days before departure** for the necessary administrative requirements, otherwise the traineeship will not be authorized, resulting in the loss of insurance and legal status for the student.

In the case of zero-grant traineeships, please be advised that the months of traineeship will be included in the total amount of the months available during the current study cycle for Erasmus mobility (e.g., a student who has never gone on Erasmus mobility undertakes a 3 month zero-grant Erasmus traineeship will be eligible for Erasmus mobility for another 9 months during the current study cycle, not 12.) In the event grants are reassigned, priority will be given to the zero-grant trainees, taking into account the date on which they delivered the acceptance form to the office and **only in the case in which the mobility is not concluded yet**. The Erasmus+ traineeships grants cannot be used for study. Activities.

Art. 6 – Documents for Candidacy and Allocation of Grants

1. **Online Application form** on the International Mobility Office <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus-tirocinio> click on the “Bando Erasmus+ Traineeship a.a. 2020/2021”

Under penalty of exclusion, the application form must indicate: a) general information; b) student ID number; c) fiscal code; d) an active e-mail address; e) information about the venue/s where the traineeship takes place. After submission, a copy of the application form is automatically sent via e-mail to the candidate This must be **printed, signed and submitted**: by hand, via fax, via e-mail, or via e-mail in PDF format⁹.

2. (ATT. 1, obligatory) **Letter of acceptance** on letterhead, signed and stamped from the traineeship host organization (scanned in PDF format). Alternatively, for provisional admissions, documentation showing that contact has been made with the host (e.g., e-mail correspondence that demonstrates that the host is at least evaluating the candidate and that it has not already rejected the application). The candidacy must include an acceptance letter from the host or documentation attesting that contacts are in progress.

Once signed, the application is valid for admission and preferential requirements such as **substitute declarations of certification** (e.g., enrollment in professional registers, qualifications held, specializations, licensing, etc. – art. 2 L15/68, art. 46 DPR 445/2000) as well as **substitute declarations of notarized documents and certified copies** for all states, facts and personal qualities not included in the previous declaration (art.46 DPR 445/2000, e.g., service, professional assignments, etc.) for copies of optional documents which the candidate wants to submit.

The office reserves the right to check on the authenticity of substitute declarations. *Please note: the omission of even just one element implies the non evaluation of the self-certified title.*

The ranking will be used to allocate any further grants which could become available after the publication of this call, so it is suggested that you apply without waiting for this call to be reopened.

⁹ It is strongly recommended that students use their UNIMC e-mail account, which can be activated through the following web page: <http://mail.studenti.unimc.it/>. Some e-mail providers do not deliver e-mail sent by the University server or send it to the SPAM folder. Therefore, if a candidate supplies an e-mail address that is not their UNIMC account, the university will not be held responsible for the failure to deliver an automated e-mail for printing (which can result in disqualifying the candidate) nor for any eventual problems communicating with the candidate. Please check the e-mail account you provide at least once a week to see if there urgent messages from the International Mobility Office – even at the opening of the call..



In the event that grants are reassigned during the course of the academic year (which is highly probable), priority for awarding grants will be given to those highly motivated candidates who submitted the acceptance letter for a zero-grant traineeship as long as the mobility has not yet been concluded (the chronological order of the signature date is valid). Subsequently, the International Mobility Office will contact the other reserves on the ranking list to see if they are still willing to undertake mobility.

An equal number of grants is allocated to all departments in order to guarantee the same opportunities to all candidates, independent of the course of study in which they are enrolled. Students attending specialization schools and Master's courses will be included in the departments to which they belong. Five grants will be reserved for applications submitted by Ph.D. students. The grants will be awarded based on the score achieved, independent of the department to which they belong.

NB: Ph.D. students who have been awarded a grant must choose between the Erasmus grant and the supplemented Ph.D. scholarship for their time abroad. In no case can they be beneficiaries of both types of funding as the grant and the scholarship are not cumulative.

Reassignment to students from other departments for lack of applications: if, after selection, the eligible candidates of a department or the eligible Ph.D. students are not equal to the grants reserved for them, the grants will be reassigned according to candidates' score, regardless of the department.

Scrolling of ranking due to grants being declined or an increase in funding: on the basis of the effective financial availability for Erasmus+ traineeships for the entire 2020/2021 academic year, the International Mobility Office will contact all those who are eligible in the selection but who did not receive a grant if additional funds are allocated or awardees decline their grants. The procedure will be followed until all funds have been used.

Zero-grant trainees: those candidates who, after the publication of the ranking, are eligible but not winners of a grant, want to leave for the traineeship, can do so as zero-grant trainees. **These applicants have to contact the International Mobility Office at least 30 days before their departure** for the necessary administrative requirements, otherwise the traineeship will not be authorized, resulting in the loss of insurance or legal coverage for the student.

Art. 7 – Application Terms and Procedures

The application must be submitted by using the online form at the following web pages <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus-tirocinio> click on the "Bando Erasmus+ Traineeship a.a. 2020/2021"

Applications must be submitted online no later than 11:00 a.m. on 26 March 2020.

N.B.: Only one application can be submitted

No later than the 8 April 2020, students must submit the original signed application form. The e-mail of the application must be printed, signed and delivered in the original by hand, via fax, by mail, or by e-mail in PDF format. **Failure to deliver the original signed application form will result in the automatic exclusion of the applicant from the selection procedure.**

The grants will be awarded after the appropriate administrative procedures have been completed. In the case where all the grants are not awarded, the International Mobility Office will determine whether to reopen the current call.



Art. 8 – Selection, Formulation and Approval of the Ranking List

Grants will be awarded indifferently to all candidates regardless of nationality that are regularly enrolled¹⁰ at the University of Macerata (on course with or behind on their exam schedule, either full or part-time) or students who have not yet graduated¹¹ that are in possession of the prescribed requirements, according to the criteria listed below.

N.B.: If the chosen organization is located in a non-EU country, it is the applicant's responsibility to gather information and all relevant documentation in order to obtain a residence permit or a visa. In the case where the applicant is not an EU citizen or an EU citizen of a country not in the Schengen area, please consult the EU Immigration Portal and the embassy of the destination country located in the applicant's home country.

The ranking list of merit is formulated using the criteria set forth below.

An equal number of grants is allocated to all departments in order to guarantee the same opportunities to all candidates, independent of the course of study in which they are enrolled. Students attending specialization schools and Master's courses will be included in the departments to which they belong. Five grants will be reserved for applications submitted by Ph.D. students. The grants will be awarded based on the score achieved, independent of the department to which they belong.

The following criteria are used:

- 1. Not having taken part in an Erasmus traineeship in the same study cycle:** priority will be given to those students who have not received an Erasmus traineeship grant for the given study cycle. As indicated in the Erasmus+ Programme Guide, those candidates who have not participated in mobility through the LLP Erasmus, Erasmus Mundus or Erasmus+ Programmes during the same study cycle will have priority. The International Mobility Office will verify this information.
- 2. Traineeship in Digital Skills - (15% - Max 15 points):** traineeships organized in accordance with the provisions of art. 2 of this call will be taken into consideration, namely traineeships that fall into the category of "Digital Skills", aimed at the acquisition of digital skills in all disciplines. This characteristic of the internship must be proven both by ticking the on-line application form and by the company letter (Annex 1).
- 3. Language requirement** attested by language certifications and language tests – **(30% - Max 35 points).**
The "working language" specified by the organization in the business letter and in the Learning Agreement is the language that must be certified. If the working language is Italian or one that is not tested by the International Mobility Office (English, French, Spanish, German), the language that must be certified is English. The working language does not necessarily have to be the main language of the host country but, rather, the language commonly used at the workplace e.g., for an organization in Finland, the working language can be English while the national language is Finnish. In this case, candidates will have to certify their knowledge of the English language.
Language levels can be demonstrated through an **International Language Certification** issued by a certifying body recognized by MIUR (Italian Ministry of Education, Universities and Research) issued no later than 3 years before university enrollment.
If students do not possess a certification, they must take a **language test** arranged by the International Mobility Office.

¹⁰ See art. 1, point 1 for the meaning of "enrolled students".

¹¹ See art. 1, point 2 for the meaning of "non graduated students".



Students who possess an **international language certification** issued by a certifying body recognized by MIUR, **must submit the original copy of the certificate to the University Language Centre (CLA) no later than 19 March 2020 in order to be exempt from taking the language tests.** The Centre is located in Via Don Minzoni no. 17 (opening hours to the public are on Tuesdays, Wednesdays and Thursdays, from 10 a.m. to 1 p.m.). Students must also submit the documentation that can be found at the following link: <http://cla.unimc.it/it/servizi/riconoscimento-certificazioni-linguistiche-bando-traineeship-2020-2021>.

If the certificate and the relative documentation are sent by mail, **the date of receipt will be used, not the postmark date.**

Students who do not have a language certification or whose language level is lower than the one required by the chosen organization **must take a language assessment test**, which will take place from 6 to 10 April 2020 at Polo Pantaleoni ("Maffeo Pantaleoni" Building / Entrance on Armaroli street). To find out the specific date and time of the test, please consult the following web page <http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus-tirocinio> click on the "Bando Erasmus+ Traineeship a.a. 2020/2021".

This information will be available beginning on Thursday 2 April.

N.B.: Students are invited to test their language level for the language they have studied previously or those that they already know.

In the case where the candidate does not possess a language certification and does not take a test, acceptance by the company will still be considered valid, but the score for the language requirement will be 0.

For those students who submitted a language certification or took the same language test in order to participate in the Erasmus Study call for the 2020/2021 academic year, the level already certified for that language will be taken into consideration. Students who submitted a language certification or took the same language test in order to participate in either the Erasmus Studies or the Erasmus Traineeship call for the 2019/2020 academic year may decide whether or not to use the level assessed for that language.

Scoring: the level achieved by the student in the assessment test or attested to by the certification submitted will be considered, and a score assigned based on the following values:

A1- level: 8 points;
A1 level: 9 points;
A1+ level: 10 points;
A2- level: 15 points;
A2 level: 16 points;
A2+level: 17 points;
B1- level: 21 points;
B1 level: 22 points;
B1+ level: 23 points;
B2- level: 25 points;
B2 level: 26 points;
B2+ level: 27 points;
C1- level: 30 points;
C1 level: 31 points;
C1+ level: 32 points;
C2- level: 34 points;
C2 level: 35 points.



4. **Previous study abroad experience (only if concluded and if self-certified through the online form) - (Max 10 points)** broken down as follows:

- a. **Erasmus Study:** 5 points for each Erasmus Study undertaken, regardless of the duration, up to a maximum of 7 points;
- b. **Other non-Erasmus mobilities for study and for thesis research** undertaken for any reason: mobilities abroad that allow for the acquisition of CFUs (with the exclusion of thesis research activities) will be considered. 2.5 points will be attributed to each mobility, regardless of the length up to a maximum of 3 points.

The candidate must declare these mobility periods on the application, which is also valid as a self-declaration. The candidate must also demonstrate that the mobilities declared on the application are true by uploading a **PDF attachment of any document regarding the experience** that attests, at the very least, the duration of the experience. The online application form is valid as a self-declaration or as a certified copy.

No documentation needs to be submitted for mobility calls published by the International Mobility Office. The Office will assess the relevance of the experience.

In the case where a candidate declares a mobility period and does not submit an attachment to support it, the mobility period will not be taken into consideration, unless it was a mobility call published by the International Mobility Office.

5. **Previous work experience concluded abroad (including volunteering, traineeships, sport activities, etc.) and at home (only if certified through the online form) - (Max 35 points)** organized in the following way:

- a. Erasmus Placement/Traineeship: 5 points for each Erasmus Placement/Traineeship undertaken, regardless of the duration, for up to a maximum of **10 points**;
- b. Traineeships: **5 points**;
- c. Part-time university job (150 hours): **3 points**;
- d. Extra Experience (work experience, sports, volunteering): 3 points for each experience up to a maximum of 6 points;
- e. Achievement of a Bachelor's or Master's Degree: **2 points**;
- f. ECDL: **3 points**;
- g. Language courses, various courses, seminars, or the like: 3 points for every course attended, regardless of the duration, up to **6 points**.

The work and study experience has to be declared by the candidate on the application, which is also valid as a self-declaration. The candidate has also **to demonstrate** that the experience declared is true by uploading a **PDF attached file of any document regarding the experience** that attests the time period of the experience. The online application form counts as a self-certification or as a certified copy.

No documentation needs to be submitted for experience gained through calls published by the International Mobility Office. The Office will assess the relevance of the experience.

In the case where a candidate declares experience and does not submit an attachment to support it, the experience will not be taken into consideration, unless it was gained through a call published by the International Mobility Office.

5. **"Erasmus Buddy" commitment** – those students who participated in the "Erasmus Buddy" program, promoted by the International Mobility Office, in which it was their job to welcome and guide international students in prior academic years (starting from the 2015-2016 academic year), will be entitled to 5 extra points, one point for each positive opinion by the student they helped. This information will be verified by the International Mobility Office.



If students achieve the same rank, an additional criterion will be used, that of the weighted average of the scores of all exams taken by the deadline. If students achieve the same rank, those students who have completed all exams within the prescribed period will have precedence over those who have not.
If students achieve the same rank, younger candidates will have precedence over older ones.

Art. 9 – Grant Amount

Financial support for mobility is provided thanks to the National Erasmus+ INDIRE Agency. The amount of the grant varies based on which group the country where the mobility occurs belongs to. Italy belongs to Group 2 (countries with medium cost of living); mobilities from Italy can be undertaken to countries belonging to the following groups:

- **Group 1 Countries** (high cost of living): Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, UK, Liechtenstein, Norway. In these countries the monthly amount of the grant is of €400,00.
- **Group 2 and Group 3 Countries** (medium or low cost of living): Austria, Belgium, Bulgaria, Croatia, Estonia, France, Germany, Greece, Latvia, Lithuania, Italy, Poland, Republic of Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Cyprus, the Netherlands, Malta, Portugal, Czech Republic, Turkey, Hungary. In these countries the monthly amount of the grant is of € 350,00.

Students will be able to benefit from an **integration of the mobility scholarship** based on the funding that MIUR assigns to universities in accordance with law no. 183/1987 which will be quantified and provided at the end of the program, presumably in **November 2021**.

According to the directions of the European Commission, the months, regardless of their length, will be calculated all as 30 days. Consequently, students must undertake traineeships that last 60 or 90 days. The Erasmus+ for Traineeships grant does not cover the entire cost of the stay abroad, but it aims to cover, at least partially, the greater costs derived from the mobility abroad.

All grants will be subject to the verification that funds are available. In the event that funds are not assigned by the European Union or there are cuts in said funding, the status of Erasmus student will be guaranteed for all awardees, but the total amount of the monthly disbursements and of any supplemental contribution will be recalculated based on the actual amount of the funds allocated by the European Union.

For students who have been **awarded a scholarship from ERDIS** (DPCM 09/04/01), there is an integration of the mobility grant disbursed by the Marche region (ERDIS), according to current regulations¹².

Art. 10 – Administrative Requirements- Accept/Decline

Ranking lists will be published on the International Mobility Office website: <http://iro.unimc.it/it> **no later than 28 April 2020** and has the value of an official communication.

The results of the call will not be communicated to the applicants in any other form. They are individually responsible to check the results.

Students awarded a grant must provide the International Mobility Office with **written acceptance or withdrawal by 8 May 2020, within 7 days of the date of publication of the ranking list.**

As has already been specified, those who did not win a grant but want to leave anyway, may be given zero-grant Erasmus status, which allows them to receive a number of mobility benefits without

¹²

For further information, contact directly **ERDIS Macerata** – A. P. O. Right to education – Via Piave 35, 62100 Macerata – tel. 0733/5620111.



receiving the EU grant. However, they have to contact the International Mobility Office at least 30 days before their departure for the necessary administrative procedures, otherwise the mobility will not be recognized. In addition, the student will not receive insurance coverage or have the legal status of an Erasmus student.

Art. 11 – Completion of the Agreements with the Host Organization and the University

After accepting the grant, awardees must complete agreements both with the host organization and with the University with the support of the International Mobility Office. The original **Learning Agreement for Traineeship** must be drawn up in Italian, English or in the language of the host country, along with the quality commitment, which must be filled out and signed by the trainee and by the host organization by **12 May 2020**.

To submit and sign the Learning Agreement with the University of Macerata, awardees can go directly to their **departmental Erasmus coordinator**¹³ or they can bring the document to the International Mobility Office, which will forward the document to the coordinator.

Before departure, awardees must sign the **Mobility Contract for Traineeship** needed to collect the grant. Before signing the mobility contract, the International Mobility Office will verify whether the administrative status of the student/graduand is regular. Before departure, please gather information about the destination country, accommodation, meals, travel, local transportation, etc. Contact the host organization directly to agree upon the exact day and time of arrival and other organizational details (recommended transportation, *dress code*, etc.).

At the time of departure the student must be in possession of the following documents:

- A valid ID that does not expire during the mobility period;
- European Health Coverage Card (TEAM), sent by the Revenue Office in order to have medical coverage in EU member countries¹⁴ and/or purchase appropriate private insurance coverage if necessary. Please be advised that TEAM is only basic medical coverage. TEAM or even private insurance might not be sufficient to cover medical expenses, especially in the event of repatriation or certain medical procedures. In this case, an additional private insurance policy could be useful. It is highly recommended that you visit the local health authority in the city where you reside for all the necessary information about health service abroad;
- Any visa or stay/work permits or, if necessary, an entrance visa and/or stay permit if the host organization is in a non-European country, or if the awardee is not an EU citizen or an EU citizen from a country not in the Schengen area (please consult the EU Immigration Portal and the embassy of the destination country located in the applicant's home country);

All other necessary documents will be provided by the International Mobility Office at the moment in which the mobility contract is signed. Later, usually within 30 days of the signing of the contract, the International Mobility Office will disburse 100% of the grant to the awardee.

Erasmus+ trainees that undertake their traineeship abroad are covered by the following insurance policies undersigned by the University of Macerata:

- Insurance coverage for **civil liability** (damage caused to third parties);
- Insurance coverage against accidents at the workplace.

¹³ The **Erasmus Coordinators** are those contact teachers for each Department or disciplinary area that will have to approve in advance the Learning Agreement for Traineeship of the beneficiary in mobility Erasmus+ and, after the Traineeship, validate the credits. The list of the disciplinary areas and the relative contacts are available on the website: <http://iro.unimc.it/internazionale/coordinatori-erasmus-di-dipartimento-prova>

¹⁴ **For medical coverage in non-European countries please contact the la A.S.U.R. in the city where you reside and purchase appropriate private insurance coverage if necessary.**



Insurance information is contained in the Learning Agreement for Traineeships. Additional private insurance for repatriation and/or a specific medical procedures can undersigned by the individual awardees.

Art. 12 – Arrival and Stay at the Host Organization

Upon arrival at the host organization, the trainee must submit a document attesting the start date of the mobility, with the stamp of the host organization and the signature of the legal representative or the tutor of the traineeship (this document is provided by the International Mobility Office to the trainee before departure.)

Only after the trainee has documented that the traineeship has begun at the host organization company will the University start the procedures for the disbursement of the grant.

Art. 13 – Interruption of the Traineeship

In the event the trainee interrupts the traineeship before the fixed date, the trainee must fax the International Mobility Office at 0733 2586039 with an official communication of the interruption and reimburse all the funds received to the International Mobility Office. The dates certified by the host organization on the certificate for beginning and of conclusion of the Traineeship will be used to determine the period of stay (see below). Traineeships interrupted before two months are not considered valid.

Art. 14 – Documents to Submit upon Return

Upon return, the **International Mobility Office** will have to verify, for the closure of the procedure, the submission of the following original documents:

- **The Traineeship Final Certificate signed and stamped by the host organization with the start and end date of the mobility and the evaluation of the trainee's performance, which will also be utilized for the final validation of the credits (ECTS), in the case where the degree course foresees it.**
- **The certificate with the start and end date of the traineeship;**
- **The individual questionnaire about the period spent abroad that students must fill out and send online (Mobility Tool);**
- **The quality assurance questionnaire from the International Mobility Office available at http://iro.unimc.it/it/studenti/form/questionario_interno_studenti_out**

These documents must be submitted to the International Mobility Office within 20 days of the end of the mobility period and, for students who end their mobility for Traineeship on 30 September 2021, they must be submitted by 5 October 2020.

In the event that the aforementioned documents are not submitted by the deadlines indicated hereinabove the balance of the grant will not be disbursed and the funds received by the student must be reimbursed.

Art. 15 – Final Validation of Credits

At the end of the traineeship,, the International Mobility Office will validate the CFUs for enrolled students if the study plan provides for it. The **European Credit Transfer and Accumulation System (ECTS)**



applies to the Erasmus+ Traineeship according to which 25 hours of activity are equivalent to 1 ECTS/CFU. The *Transcript of Work attests the* total amount of the hours and is issued by the host organization. For PhD students the validation of the educational credits relating to the internship experiences will take place upon delivery of a copy of the learning agreement after the mobility to the Doctoral School Committee.

Students and PhD students can validate up to 12 CFUs, considering that in the study plan of the various courses (Bachelor's and Master's) the traineeship activities have a different attribution of CFU from a minimum of 2 to a maximum of 12 CFU. If the student does not need the CFUs for his/her study plan, the International Mobility Office, after regular recording of CFUs upon return, will assign a maximum of 12 CFUs credits in excess of those required. **Candidates that participate as graduands/graduates cannot validate CFUs for subsequent study cycles.** If graduates enroll in subsequent study cycles, they can participate in new calls. The International Mobility Office will provide all the participants with the *Europass Mobility* document.

Art. 16 – Reopening terms

In the event that an unsatisfactory number of applications is received, the terms of this selection notice may be re-opened for the award of further grants during the academic year.

Art. 17 – Safeguard Provisions

The disbursement of European grants is subject to the National Erasmus+ INDIRE Office and to the Ministry of Education Universities and Research financing mobility for Traineeship within the limits of the total months allowed by these offices.

Art. 18 – Final Provisions

All data provided, in whatever form, by the participants in this call will be treated in accordance with Legislative Decree no. 196 of 30 June 2003 (code regarding the protection of personal data) and the GDPR (EU) 2016/679 (the European regulation for the protection of personal data). The data will be used for the administrative purposes of this call. Each individual can, at any time, deny permission to use said data for these purposes.

In accordance with article 4 of Law 241 of 7 August 1990 (regulations regarding administrative procedure and the right to access administrative documents), the person in charge of this procedure is Antonella Tiberi, Head of the International Mobility Office.

INFORMATION AND CONTACTS

University of Macerata
International Mobility Office Via Pescheria Vecchia n. 8 – 62100 Macerata
Opening times: Tuesday –Wednesday – Thursday from 10.30 a.m. to 1.00 p.m.
T: 0733 258 6067 F: 0733 258 6039 @: cri@unimc.it W: <http://iro.unimc.it/it>

Given in Macerata.

The Rector
Prof. Francesco Adornato

Digitally signed document according to the Digital Administration Code and related rules