



STUDENT MOBILITY FOR TRAINEESHIP CALL FOR PROPOSALS ACADEMIC YEAR 2023-2024

GENERAL INFORMATION

This call for proposals is based on **Regulation (EU) 2021/817** of the European Parliament and of the Council establishing **Erasmus+**: The Union Programme for education and training, youth, and sport. It focuses on three Key Actions (KA), namely learning mobility (KA1), cooperation among organisations and institutions (KA2) and support to policy development and cooperation (KA3).¹

Key Action 1 – Learning Mobility supports traineeships abroad. The measure concerning university students is the current '**Erasmus+ Mobility for Traineeships**'. This call for proposals promotes **Student Mobility for Traineeships**, providing opportunities to undertake traineeships abroad (**from 2 to 12 months**) in an enterprise or any other relevant workplace located in one of the following **eligible countries**.

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

Members of the European Free Trade Association (EFTA) that are members of the European Economic Area (EEA)

Norway, Iceland, Liechtenstein

Acceding countries, candidate countries and potential candidates

Republic of North Macedonia, Republic of Turkey, and Republic of Serbia

Applicants shall carry out their mobility activity in any Programme Country different from the country of the sending institution and the student's country of residence.

¹ For additional information regarding the programme and the sectors of interest, please consult the official Erasmus+ site available at http://ec.europa.eu/programmes/erasmus-plus/index_en.htm.

All grant beneficiaries have the **status** of Erasmus+ Student, which implies that traineeships shall be **relevant** for the students' degree-related learning and personal development needs and, wherever possible, be integrated in their study programme.

The traineeship, especially if carried out abroad, is a moment of academic training to which Europe has given increasing importance over time, since it represents a useful tool to bridge the **gap between university and the world of work**. Students and recent graduates on Erasmus+ Traineeship mobility receive an ad hoc EU contribution and have the opportunity to acquire a series of specific and transversal skills with the ultimate aim of **encouraging the international mobility of young workers**.

The experience is aimed at providing students with a **first insight into the world of work in a diverse socio-cultural context**, supporting the development of **transversal skills**, and **integrating the academic knowledge** with pre-set periods of work experience or internships, as foreseen in the University of Macerata's curricula.

The present call encourages the **free proposal** formula: students or graduands independently find a relevant workplace and put it forward to the University for evaluation. The International Mobility Office provides candidates with assistance, personalized advice, web information on how to find a relevant workplace, and a communication of potential host organisations across Europe through the International Mobility Office mailing list.

The **free proposal** formula is highly educational as it prompts applicants to hone their skills, equip themselves with the appropriate tools to actively search for a foreign company and to better position themselves in the labour market. These tools shall be useful to candidates even after graduation.

The preparatory actions to the application constitute a real 'training within training' project: in preparing the application, students and graduands shall analyse their expectations in a mature and independent way, clarify their professional goals, identify their own limits (linguistic and otherwise), and draw up a proposal in which to plan their activities in the medium term by setting themselves concrete goals. Sometimes this process takes place prior to graduation and thus facilitates bridging the gap between the University and the world of work.

In the implementation of the Traineeship, students - and even more so graduates - may enhance **soft skills** that relate not only to the professional and linguistic sphere but also to the training of the adult worker. Such skills are highly valued by employers and include autonomy, creativity, adaptability, foresight and risk initiative, practical and psychological self-management, ability to interact in a multilingual and multicultural team and to live in a foreign country. Students can build on and transfer these skills from one context to another in a complex and ever-changing reality in which the degree is the starting point of their career path.

The present call for proposals is published despite the ongoing health emergency to allow students to optimistically look ahead and plan their educational activities for the next academic year.

Before departure, students are advised to check the provisions in force in the destination countries regarding any restrictions or specific government regulations. Students embarking on their mobility abroad shall submit a waiver confirming they have assessed all the conditions in the destination country.

The present call for proposals 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 – Mobility details, Award Criteria and Number of Grants

Multiple Mobilities

For Erasmus+ Programme, **students may carry out either one or a combination of study period and traineeship** activities. The same student can spend up to 12 months maximum per each cycle of study, independently of the number and type of mobility activities. In one-cycle study programmes, students can be mobile for up to 24 months.

It is therefore possible to carry out one or more Erasmus+ mobility activities (study period and/or Traineeship) up to a maximum of

- **12 months in the first cycle** (Bachelor or equivalent)
- **12 months in the second cycle** (Master or equivalent)
- **24 months in one-cycle degrees**
- **12 months in the third or doctoral cycle**

NOTA BENE: The maximum months criteria for mobility activities pertains to the status of Erasmus student and not the months covered through the grant. Therefore, the maximum months of Mobility for Traineeships also includes those without grant.

Any periods of Erasmus+ mobility carried out in virtual mode from the country of habitual residence **will not be considered in determining the maximum number of months** of Erasmus mobility per study cycle.

By applying to the Erasmus+ for Traineeship call a.y. 2023-2024, students declare to have many available months congruent with the rule mentioned above.

It is the responsibility of each student to verify the number of Erasmus months still available for the relevant cycle of studies when applying for this call. In case of false declaration, the mobility may be cancelled with the return of the financial contribution provided. In this regard, it is recalled the criminal liability for false statements under the Penal Code and special laws on the subject in Italy (art. 76 of Presidential Decree no. 445/2000).

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.

Students shall decide whether to carry out a *physical* mobility if conditions permit, or a *blended* mobility only if combined with a physical mobility of at least 2 months. The blended mobility shall be planned at the beginning of the mobility and stipulated in the Learning Agreement.

Traineeships for Enrolled Students

This call for proposals is open to students who are enrolled (in course or out of course, full-time or part-time) in a regular course of study at the University of Macerata leading to exams registration and a recognised degree, **including first-year students**. Before departure, students shall sign the Learning Agreement for Traineeships and enrol in the relevant academic year. They may **validate CFU/ECTS** - even as extra credits - in their study programme. This call for proposals is also open to students who are **pre-enrolled** in a regular course of study at the University of Macerata for the 2023-2024 academic year. Pre-enrolled students are admitted conditionally: they shall finalise their enrolment before the publication of the ranking list (24 April 2023), on pain of exclusion from the present call for proposals.

Traineeships for Graduands

► **NOTA BENE: The recognition can only take place if graduands have paid the enrolment fee for the academic year covered by the call.** Otherwise, CFUs cannot be validated as extra credits. If graduands do not pay the enrolment fee (NOT the graduation fee) for the academic year in which they participate in the Traineeship call, they cannot validate the CFUs in their booklet.

► **Practical example:** If graduands do not pay the enrolment fee for the 2023-2024 academic year because they graduate, they **may apply for the Traineeship 2023-2024 call for proposals without validating credits.** Graduands may only validate activities, traineeships and exams relating to the 2022-2023 academic year in which they are still enrolled. Therefore, they **may NOT validate the CFUs of the Traineeship 2023-2024 call since it relates to the 2023-2024 academic year, and they are enrolled for the 2022-2023 academic year.** Consequently, graduands may enrol even part-time for the 2023-2024 academic year to benefit from the Erasmus+ Traineeship grant, validate the CFUs but miss the chance to graduate in April. Alternatively, they may not enrol for the 2023-2024 academic year and therefore benefit from the Erasmus+ Traineeship grant without validating the credits. The Traineeship is then considered as a *Voluntary Traineeship* leading to a first entry into the labour market.

NOTA BENE: AT THE TIME OF APPLYING, GRADUANDS SHOULD BE PROPERLY ENROLLED IN THE 2022-2023 ACADEMIC YEAR AND NOT IN PREVIOUS ACADEMIC YEARS.

Students graduating in the extraordinary Spring Roll Call and thus have not paid the enrolment fee for the 2023-2024 academic year **ARE NOT ENROLLED FOR THAT YEAR.**

Traineeships for Graduates

Graduates can participate in the Programme, but they **shall be selected before they graduate.** In other words, students who have already graduated as of the date of publication of the ranking list (April 24, 2023) are not eligible to participate in this call. **The traineeship shall 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 **70 Erasmus+ Mobility for Traineeship grants for 2023-2024 for a period of 2 to a maximum of 3 months**². **The duration of the traineeship shall be specified by the candidate upon submission of the application.** Further disbursement of Erasmus+ grant beyond the months the candidate specified in the application is not expected, unless specific circumstances occur during the academic year. Any additional months the students/graduands undertake beyond 3 months shall be self-financed. In this case, the students/graduands are 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,

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. Students enrolled in the academic year covered by the Mobility Programme call for proposals may benefit from the validation, even in excess, of a number of CFUs based on the number of hours of activities regularly certified by the host institution. 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 organisation, 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.

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 may not be funded and will be treated as an extension of the stay**. In this case, the student is 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 been 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 who enrol (in course or out of course, either full or part-time) **for the 2023-2024 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 a responsibility of all the students to enrol in 2023-2024 academic year before departure and to inform the International Mobility Office thereof. Students enrolled in the academic year covered by this call for proposals may benefit from the validation, even in excess, of a number of CFUs based on the number of hours of activities regularly certified by the host institution.

2. Students who are **yet to graduate⁴** i.e., **those who have not earned their degree by the date of the publication of the ranking list for this call (24 April 2023)**. These candidates can participate in the mobility for traineeships if they graduate on a date subsequent to the date of the publication of the ranking list of this call and, in any case, **no later than 30 September 2024** – end date for 2023-2024 mobilities. This end date is established by the Programme and there are no exemptions. Applicants participating in the call as undergraduate students who do not graduate by 30 September 2024 will be required to reimburse the entire grant amount.

3. PhD graduands, namely those who are **regularly enrolled in a PhD programme for the 2022-2023 academic year and who have not yet obtained the PhD qualification on the date of publication of the ranking list for this call for proposals (24 April 2023)**.

NOTA BENE: AT THE TIME OF APPLYING, GRADUANDS SHOULD BE PROPERLY ENROLLED IN THE 2022-2023 ACADEMIC YEAR AND NOT IN PREVIOUS ACADEMIC YEARS.

Graduands will have to do their **traineeship within a year from their graduation** and, in any case, **no later than 30 September 2024**. 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 submitted. **CFUs cannot be validated for future courses**

³ Students enrolled in the academic year 2022-2023 are those who will enrol in the academic year 2023-2024. Those students that will pay the tuition fees for the academic year 2023-2024 within the terms established by Student Administration Office (usually from 1 August of every year) and however before the beginning of the mobility abroad. The enrolment can be for student in course, "out of course" - meaning that the expected completion time for the degree program has already passed, - full time or part-time for Bachelor's degree, Master's degree or One-cycle degree programs, degree of the previous university system, third 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 enrolment 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.

of study. If graduates enrol in subsequent study cycles, they can participate in new calls for proposals for the following academic years.

Before signing the mobility contract, the International Mobility Office will verify if the candidate's administrative position is regular for the relevant academic year. For international students, the Mobility Office will also check the regular validity of the residence permit, failing which the contract with the student shall not be concluded.

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 is 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.**

From the category of digital skills are excluded the activities such as general customer support for the host company 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 consult other sites, provided that the activities planned in the traineeships coincide with those indicated above.

Art. 3 – Eligibility Criteria

This call for proposals is open to

- 1) Students or doctoral students enrolled⁵ for the 2023-2024 academic year at the University of Macerata, or graduands⁶ who meet the eligibility criteria indicated below.
 - a. **If enrolled in the first, second or third study cycle, they shall have never been on Erasmus mobility or for no more than 10 months in total** for study or traineeships, so that they are eligible for at least 2 more months of international mobility during their study cycle.

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

⁶ See art. 1, point 2 for the meaning of 'graduands.'

- b. **If enrolled in one-cycle degrees** (Law and Primary Teacher Training), they have never carried out **Erasmus mobilities or have mobilised for no more than 22 months in total** for study or traineeship programmes, so that they are eligible for at least 2 more months for international mobility during their study cycle⁷.
- 2) Students who do benefit in the same period from any other EU funding received for any other project. It is a responsibility of the Erasmus grant beneficiary to ensure that identical items of expenditure are funded by a single source to avoid the risk of double funding related to other EU projects, such as Horizon Europe or other Erasmus+ projects.
- 3) Students who propose a workplace where to carry out their traineeship.

Applicants shall show proof of acceptance by the host organization by submitting a letter of acceptance (Annex 1). Alternatively, students with documented ongoing contacts (e.g., printouts of e-mails or similar) may also be admitted "conditionally". Such applicants shall complete their application by providing the acceptance letter no later than **30 March 2023**.

NOTA BENE: Candidates shall submit only one application.

Art. 4 – Potential Host Organisations

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

The traineeship can take place at: private or public companies or enterprises of small, medium or large size (including social enterprises); governmental offices at the local, regional or national level (municipal, provincial, regional and national administrations); chambers of commerce, associations representing craftsmen and professionals, and trade unions; research institutes; foundations; schools or educational institutes or centres at any level from pre-school to secondary education, including vocational and adult education; non-profit organisations, associations or NGOs; bodies providing vocational guidance, vocational counselling and highly qualified information services; Institutions of higher education or universities 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 carried out at an institute of higher education (e.g., a university laboratory, university library, etc.), the activity shall 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+ for Studies).

Delegations or public institutions such as cultural institutes, etc., **may be eligible organisations** for traineeships if the principle of **transnationality** is met (trainees acquire different skills from those they would acquire with an internship in their own country) together with the principle of **relevance to the students' future professional profile**. In addition, the **Diplomatic Missions of the student's country of origin** located in the host country (Embassies, Consulates, etc.) are also eligible for the Erasmus+ Traineeship.

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 conduct more than 22 months of mobility in total and so has at least 2 months of mobility to exploit.

PLEASE NOTE – NON-eligible receiving organisations

- 1) **EU institutions and other EU bodies including specialist agencies** (including the executive agencies)⁸
- 2) **Organisations operating EU programmes including National Agencies (to avoid conflicts of interest and/or double funding)**

Art. 5 – Terms of the Traineeship Experience

Candidates shall contact the prospective host organisation well before the call deadline providing a CV in the receiving organisation's language and a cover letter. Candidates shall also clarify that **the traineeship does not imply any economic burden for the host organisation. The University of Macerata is responsible for insurance coverage against accidents in the workplace and civil liability (damage caused to third parties).** The candidate shall ask the company to send an acceptance letter on letterhead as per the facsimile in Annex 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 2023 and 30 September 2024. Please note that recent graduates shall carry out their traineeships within a year from the date of graduation.

In any case, it is a responsibility of all beneficiaries to autonomously manage their budgets, choosing the dates and travel arrangements for their stay in and return from the selected destination.

Excluding traineeships for graduates (conducted within 12 months of graduation and, in any case, no later than 30 September 2024), the end of the traineeship shall not exceed 30 September 2024.

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 organisation 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 organisation to obtain further benefits for the student. The company or host organisation 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 organisation 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 trainee shall observe the same schedule as the rest of the staff. The International Mobility Office will provide advice, information and support for visa applications, residence 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 trainee study program, as well as the issuance of final documents including the Europass Mobility document, if requested by the student.

EXTENSIONS: If necessary for their agreements with the host organisation and/or the validation of training credits, once the administrative requirements have been completed, **the beneficiaries can 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, candidates who apply for a two-month grant, shall be funded only for two

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/>.

months. If they subsequently decide to stay abroad for three months, **the additional month may not be funded. It will be considered as an extension of the stay.** In this case, the student is 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 three-month Erasmus traineeship although only 2 months have been funded, there are only 9 months available for Erasmus mobility for the current study cycle, not 10.)

ZERO-GRANT TRAINEES: Candidates 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 do not receive mobility funds although they comply with all the Erasmus+ quality criteria and benefit from all the advantages associated with Erasmus+ trainee status. However, they shall sign the zero-grant mobility contract. They also **shall 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 case of zero-grant traineeships, 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 been on Erasmus mobility undertaking a three-month zero-grant Erasmus traineeship is eligible for Erasmus mobility for other 9 months during the current study cycle, not 12.) In the event grants are reassigned, priority will be given to zero-grant trainees considering 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 can NOT be used for study activities.

Art. 6 – Application Documents and Allocation of Grants

1. The Online **Application Form** is available at <https://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus-tirocinio/erasmus-traineeship-2023-2024/bando-erasmus-traineeships-2023-2024>)

The application shall include the following data: a) personal information; b) serial number; c) Tax code; d) a valid e-mail address; e) information about the workplace where the traineeship takes place. After submission, applicants receive the application form by e-mail. This e-mail shall be **printed, signed, and submitted** by hand, via regular mail, or via e-mail in .pdf format⁹. Failure to meet the above-mentioned conditions may lead to the exclusion of the applicant from the selection procedure.

2. (ANNEX 1, mandatory) **Acceptance Letter** on letterhead, signed and stamped by the receiving organisation (scanned in .pdf format). Candidates admitted conditionally may demonstrate the contacts they had with the host company (e.g., e-mail correspondence proving the receiving organisation is at least evaluating the candidate and that it has not already rejected his/her application). Acceptance Letter or alternative documentation shall be uploaded in the application form to provide clear evidence of ongoing contacts with the company.

⁹ Students are advised to 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 an 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 are urgent messages from the International Mobility Office – even at the opening of the call.

Once signed, the application is valid for admission and preferential requirements such as **substitute declarations of certification** (e.g., enrolment in professional registers, qualifications held, specializations, licensing, etc. – Article 2 L. 15/68, Article 46 Presidential Decree 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 (Article 46 Presidential Decree 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. **At the time of submission of the Learning Agreement, the student shall attach an official document that contains the details and contact information of the company (registration with the Chamber of Commerce, Company Statute, etc.) from which it is clear the company's activities, the Manager's profile, address, and official telephone numbers. The office reserves the right to carry out appropriate checks on the veracity of these documents.**

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.

If grants are reassigned during 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 if 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 the mobility.

An equal number of grants is allocated upstream for each department to guarantee equal opportunities for all candidates, regardless of the course they are enrolled in.

Students attending specialization schools and master's courses will be included in the departments to which they belong. 5 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.

NOTA BENE: Ph.D. graduands who have been awarded a grant shall 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.

Reallocation to students from other departments due to lack of applications: if, after selection, the eligible candidates of a department or eligible Ph.D. students are not equal to the grants reserved for them, the grants will be reassigned to candidates based on their score, regardless of the department they belong to.

Scrolling of the ranking list due to grants being declined or an increase in funding: on the basis of the effective financial availability for Erasmus+ traineeships for the entire 2023-2024 academic year, the International Mobility Office will contact all those who are eligible in the selection but 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: after the publication of the ranking list, eligible candidates who have not been awarded a grant and who still wish to undertake their internship may participate as 'zero grant' trainees. These applicants **shall 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 shall be submitted by using the online form available at <https://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus-tirocinio/erasmus-traineeship-2023-2024/bando-erasmus-traineeships-2023-2024>

The deadline for submission of online applications is **Thursday, 23 March 2023 at 1:00 pm.**

NOTA BENE: Candidates may submit only one application.

After submission, applicants receive the application form by e-mail. This e-mail shall be scanned with the applicants' **signature and sent** to the International Mobility Office by the deadline set on **Thursday, 30 March 2023 at 1:00 pm**. Instructions on how to deliver the signed application to the Office will be provided at a later date. **Failure to deliver the original signed e-mail may lead to the 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 re-open the current call.

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

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

NOTA BENE: For mobilities in Non-EU Programme Countries, it is a responsibility of all the applicants to gather information regarding visa and residence permits. Applicants who are not EU citizens or EU citizens of countries that are not part of the Schengen zone are advised to consult the EU Immigration Portal¹² and the Diplomatic Missions of their home country located in the receiving country.

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

An equal number of grants is allocated upstream for each department to guarantee equal opportunities for all candidates, regardless of the course they are enrolled in.

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.'

¹² The European Immigration Portal contains general information on visas and residence permits, both short and long term. It is available at [http://ec.europa.eu/immigration/tab2.do?subSec=11&language=7\\$en](http://ec.europa.eu/immigration/tab2.do?subSec=11&language=7$en)

Students attending specialization schools and master's courses will be included in the departments to which they belong. 5 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 carried out Erasmus+ mobility for traineeship in the current 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. **Digital Skills Traineeship - (30% - Max 30 points):** traineeships organized in accordance with the provisions of Article 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 shall be proven both by ticking the on-line application form and by the acceptance letter (Annex 1).
3. **Previous study experiences abroad only if concluded and if self-certified through the online form - (Max 10 points)** broken down as follows:
 - a. Erasmus Study: 8 points for each Erasmus Study undertaken, regardless of the duration, up to a maximum of **16 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. 1.5 points will be attributed to each mobility, regardless of the length up to a maximum of **9 points**.

The candidate shall declare these mobility periods on the application, which is also valid as a self-declaration. The candidate shall also **demonstrate** that the mobilities declared on the application are true by uploading a **PDF Annex 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 Annex to support it, the mobility period will not be taken into consideration, unless it was a mobility call published by the International Mobility Office.

4. **Previous work experiences (including volunteering, traineeships, sport activities, etc.) abroad and not abroad only if certified through the online form - (Max 40 points)** organized in the following way
 - a. Erasmus Traineeship or Placement: 5 points for each Erasmus Traineeship or Placement undertaken, regardless of the duration, for up to a maximum of **10 points**
 - b. Curricular Internship: **7 points**

- c. Part-Time job (150 hours) at the University: **3 points**
- d. other experiences (work experience, sport, volunteering): 3 points for each experience up to a maximum of **6 points**
- e. Achievement of a Bachelor's or Master's degree: **4 points**
- f. European Computer Driving Licence (ECDL): **4 points**
- g. Other courses (training courses, language courses, seminars, etc.): 3 points for every course attended, regardless of the duration, up to **6 points**.

The work and study experience shall 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 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 Annex 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” Program.** Students who have welcomed and guided international students in prior academic years (starting from the 2015-2016 academic year) for the “Erasmus Buddy” programme promoted by the International Mobility Office will be entitled to **5 extra points** – one point for each positive opinion obtained by the student they helped. The International Mobility Office will verify this information.

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

The mobility grant is awarded by the National Erasmus+ INDIRE Agency. The amount of the **grant varies according to the country in which the mobility takes place**¹³.

Italy belongs to Group 2 (countries with medium cost of living); mobilities from Italy can be undertaken to countries belonging to the following groups

¹³ In any case, the University of Macerata is not required to pay the European grant until the Erasmus+ National Agency INDIRE has accredited the funds allocated to the University.

- **Group 1 (high cost of living):** Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway. The grant amount for a mobility to countries in Group 1 is **€ 500.00 per month**
- **Group 2 (medium cost of living):** Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal. The grant amount for a mobility to countries in Group 2 is **€ 450.00 per month**
- **Group 3 (low cost of living):** Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Republic of Serbia, Slovakia, Slovenia, Republic of North Macedonia, Republic of Turkey. The grant amount for mobility to countries in Group 3 is **€ 400.00 per month**.

According to the directions of the European Commission, the months, regardless of their length, will be calculated all as 30 days. Consequently, students shall undertake traineeships that last 60 or 90 days. The Erasmus+ for Traineeship's 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. If 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.

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 Monday, 24 April 2023 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 shall provide the International Mobility Office with **written acceptance or withdrawal by Tuesday, 2 May 2023 within 7 days of the date of publication of the ranking list.**

As has already been specified, candidates 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 receiving the EU grant. However, they shall **contact the International Mobility Office at least 30 days before their departure** for the necessary administrative procedures; otherwise, the mobility will not be validated. In addition, the student will not receive insurance coverage or have the legal status of an Erasmus student.

To make an appointment with the International Mobility Office, please call the following numbers: 0733/2586042; 0733/2586044; 0733/2586067.

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

After accepting the grant, awardees who intend to start their mobility before 30/07/2023 shall complete agreements both with the host organisation and the University with the support of the International Mobility Office. The original **Learning Agreement for Traineeship** shall be drawn up in Italian, English or in the

language of the host country, along with the quality commitment. It shall be filled out and signed by the trainee and by the host organisation by **11 May 2023**. Awardees who intend to start their mobility after 30/07/2023 shall complete the Learning Agreement within 45 days before departure.

To submit and sign the Learning Agreement with the University of Macerata, awardees can go directly to their **Departmental Erasmus Delegate**¹⁴ or they can bring the document to the International Mobility Office, which will forward the document to the Delegate.

Before departure, awardees shall sign the **Mobility Contract for Traineeship** necessary for collecting 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 organisation directly to agree upon the exact day and time of arrival and other organisational details (recommended transportation, *dress code*, etc.).

At the time of departure, the student shall be in possession of the following documents

- A valid ID that does not expire during the mobility period
- European Health Coverage Card (the Italian *Tessera Europea di Assicurazione Malattia TEAM*), sent by the Revenue Office to have medical coverage in EU member countries¹⁵ 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 organisation 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.

Insurance information is contained in the Learning Agreement for Traineeships. **Any additional private Insurance for repatriation and/or specific medical procedures can be undersigned by the awardees.**

¹⁴ The **Erasmus Delegates** 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/it/internazionale/coordinatori-erasmus-di-dipartimento>

¹⁵ For medical coverage in non-European countries, please contact a public health authority (the Italian *Azienda Sanitaria Unica Regionale ASUR*) in the city where you reside and purchase appropriate private insurance coverage if necessary.

Art. 12 – Arrival and Stay at the Host Organisation

Upon arrival at the host organisation, the trainee shall submit a **certificate attesting the start date of the mobility**, with the stamp of the host organisation 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. The disbursement of the grant will occur only after the trainee has documented that the traineeship has begun.

Art. 13 – Interruption of the Traineeship

In the event the trainee interrupts the traineeship before the fixed date, the trainee shall e-mail 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 organisation 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 organisation 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 shall fill out and send online (Beneficiary Module)**
- **The quality assurance questionnaire from the International Mobility Office available at http://iro.unimc.it/it/studenti/form/questionario_interno_studenti_out**

These documents shall 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 2024, they shall be submitted **by 4 October 2024**.

If 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 shall 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 organisation. For PhD students the validation of the educational credits relating to traineeship experiences will take place upon delivery of a copy of the learning agreement after the mobility to the Doctoral School Committee.

Candidates enrolled in the academic year covered by this call for proposals may benefit from the validation, even in excess, of a number of CFUs based on the number of hours of activities regularly certified by the host organisation.

Graduands and graduates cannot validate CFUs for subsequent study cycles. If graduates enrol in subsequent study cycles, they may participate in new calls. The International Mobility Office will provide all the participants with the *Europass Mobility* document.

Art. 16 – Reopening of the Call

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 the Office.

Art. 18 – Final Provisions

Any personal data included in the application form shall be processed in accordance with the General Data Protection Regulation (GDPR or EU Regulation 2016/679 of the European Parliament). Data will be used for the administrative purposes of this call. Should the applicant have any queries concerning the processing of his/her personal data, he/she shall deny permission to use them for the selected project.

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.

The International Mobility Office is available, as usual, to assist candidates with the application process and during their mobility.

INFORMATION AND CONTACTS

University of Macerata
International Mobility Office
Via Pescheria Vecchia n. 8 – 62100 Macerata
Opening hours: 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. John Mc Court