



STUDENT MOBILITY FOR TRAINEESHIP CALL FOR PROPOSALS ACADEMIC YEAR 2025-2026

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 organizations 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

Third countries associated with the program: North Macedonia, Serbia, Iceland, Liechtenstein, Norway, and Turkey.

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.

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.

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.

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 organizations across Europe.

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 analyze 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.

In 2023, the University of Macerata joined **the European Reform University Alliance (ERUA)**, a network of seven other European universities with a strong focus on humanities, social sciences, and arts. The general aim of European Alliances is to define a long-term strategy to achieve high standards in education, research, and innovation. This enables students to choose and attend courses that best suit their academic paths at the various partner institutions within the alliances, culminating in the final degree.

ERUA shares this framework, with goals such as fostering collaboration, expanding research partnerships, and shaping future joint research trajectories. The primary aim of this project is to create a transnational university network, unified by shared values and objectives in research, teaching, and institutional development. Building on the identity of a unique European university oriented toward social sciences, humanities, and the arts, it also seeks to address global challenges through innovative and interdisciplinary approaches.

Students at the University of Macerata are strongly encouraged to undertake their Erasmus mobility at the Alliance's partner institutions, which include:

- Université Paris 8 Vincennes-St Denis (UP8, France, Erasmus code: F PARIS008)
- Universidad de Las Palmas de Gran Canaria (ULPGC, Spain, Erasmus code: E LAS-PAL01)
- European University Viadrina (EUV, Germany, Erasmus code: D FRANKFU08)
- Mykolas Romeris University (MRU, Lithuania, Erasmus code: LT VILNIUS06)
- New Bulgarian University (NBU, Bulgaria, Erasmus code: BG SOFIA02)
- SWPS University of Social Sciences and Humanities (SWPS, Poland, Erasmus code: PL WARSZAW37)
- University of the Aegean (UAEGEAN, Greece, Erasmus code: G ATHINE41).

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 degree**
- **12 months in the third or doctoral cycle**

PLEASE NOTE: 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. 2025-2026, 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 recognized degree, **including first-year students**. Before departure, students shall sign the Learning Agreement for Traineeships and enroll in the relevant academic year. They may **validate CFU/ECTS** - even as extra credits - in their study programme.

Traineeships for graduands

► **PLEASE NOTE: 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 2025-2026 academic year because they graduate, they **may apply for the Traineeship 2025-2026 call for proposals without validating credits**. Graduands may only validate activities, traineeships and exams relating to the 2024-2025 academic year in which they are still enrolled. Therefore, they **may NOT validate the CFUs of the Traineeship 2025-2026 call since it relates to the 2025-2026 academic year, and they are enrolled for the 2024-2025 academic year**. Consequently, graduands may enroll even part-time for the 2025-2026 academic year to benefit from the Erasmus+ Traineeship grant, validate the CFUs but miss the chance to graduate in April 2026. Alternatively, they may not enroll for the 2025-2026 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.

PLEASE NOTE: AT THE TIME OF APPLYING, GRADUANDS SHOULD BE PROPERLY ENROLLED IN THE 2024-2025 ACADEMIC YEAR AND NOT IN PREVIOUS ACADEMIC YEARS.

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 22, 2025) 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 **2025-2026** for a period of **2 to a maximum of 3 months²**. **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, 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).

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 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.

The grants can be assigned to:

1. Students³ who enroll (in course or out of course, either full or part-time) for the 2025-2026 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 enroll in 2025-2026 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 (22 April 2025). 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 2026** – end date for 2025-2026 mobilities. This end date is established by the Programme and there is no exemption. Applicants participating in the call as undergraduate students who do not graduate by 30 September 2026 will be required to reimburse the entire grant amount.

3. PhD graduands, namely those who are regularly enrolled in a PhD programme for the 2024-2025 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 (22 April 2025).

PLEASE NOTE: AT THE TIME OF APPLYING, GRADUANDS SHOULD BE PROPERLY ENROLLED IN THE 2024-2025 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 2026**. 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 of study**. If graduates enroll 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.

³ Students enrolled in the academic year 2024-2025 are those who will enroll in the academic year 2025-2026. Those students that will pay the tuition fees for the academic year 2025-2026 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.

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 Optimization -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 2024-2025 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.
 - b. **If enrolled in one-cycle degrees** (Law and Primary Teacher Training), they have never carried out **Erasmus mobilities or have mobilized 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.

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

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

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.

- 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 **27 March 2025**.

PLEASE NOTE: Candidates shall 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**.

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 centers at any level from pre-school to secondary education, including vocational and adult education; non-profit organizations, 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 organizations** 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.

PLEASE NOTE – NON-eligible receiving organizations

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

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/>.

Art. 5 – Terms of the Traineeship Experience

Candidates shall contact the prospective host organization well before the call deadline providing a CV in the receiving organization's language and a cover letter. Candidates shall also clarify that **the traineeship does not imply any economic burden for the host organization. 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 2025 and 30 September 2026. 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 2026), the end of the traineeship shall not exceed 30 September 2026.

The traineeship does not constitute an employment contract in any way, shape, or form, so it is **not paid** by the host organization: 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 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

EXTENSIONS: If necessary for their agreements with the host organization 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 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 application for participation in the selection must be submitted online by completing the form available at the link in the student's reserved area <https://studenti.unimc.it>.
2. (ANNEX 1, mandatory) **Acceptance Letter** on letterhead, signed and stamped by the receiving organization (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 organization 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.

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.

PLEASE NOTE: 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 2025-2026 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 for participation in the selection must be submitted online by completing the form available at the link in the student's reserved area <https://studenti.unimc.it> under the section "International Mobility – Outgoing" and then "Mobility Calls," after carefully reading the call and the documentation available on the webpage.

The application shall be submitted by using the online form available at <https://iro.unimc.it/studenti/studenti-in-partenza/erasmus/erasmus-tirocinio/erasmus-traineeship-2025-2026/bando-erasmus-traineeships-2025-2026>

The deadline for submission of online applications is **Thursday, 20TH March 2025 at 1:00 pm.**

PLEADE NOTE: Candidates may submit only one application.

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 enrolled⁹ 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 graduated¹⁰ that are in possession of the prescribed requirements, according to the criteria listed below.

⁹ See art. 1, point 1 for the meaning of 'enrolled students.'

¹⁰ See art. 1, point 2 for the meaning of 'non-graduated students.'

PLEASE NOTE: 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 Portal¹¹ 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. 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. Internship in Digital Skills - (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. Weighted average of exams (30% weight - Max 30 points):** This requirement will have a maximum score of 30 points, considering the weighted average of the exams registered by the Student Office by the application deadline. A grade of 30 with honors will be equated to a 30 and will count as 30 points.
- 4. Percentage ratio between the number of university credits already acquired and the total number of credits required to obtain the degree (40% weight - Max 40 points):** The number of credits registered by the Student Office by the application deadline will be considered in relation to the total number of credits required for the enrolled study program. The following scores will be assigned to this requirement:
 - 90% and above = 40 points
 - 80% to 89% = 35 points
 - 70% to 79% = 30 points
 - 60% to 69% = 25 points
 - 50% to 59% = 20 points
 - Below 50% = 10 points

For students enrolled in a PhD program, instead of criterion 2 and criterion 3, the following criteria will be considered:

¹¹ 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)

5. **Grade achieved in the Master's degree (weight 30%, maximum 30 points):** The following scores will be assigned based on this criterion:
- From 106 to 110 cum laude: 30 points
 - From 100 to 105: 25 points
 - Below 100: 20 points
6. **Grade achieved in the PhD entrance exam (weight 40%, maximum 40 points):** The following scores will be assigned based on this criterion:
- From 9 to 10: 40 points
 - From 7 to 8: 35 points

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 (monthly Erasmus 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**¹².

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 (high cost of living):** Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden. The grant amount for a mobility to countries in Group 1 is **€ 550.00 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 **€ 500.00 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 **€ 500.00 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

¹² 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.

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.

Action 1 of the Erasmus+ 2021/2027 program envisages two different types of contribution to support travel expenses incurred for the purposes of Erasmus+ mobility. The **green travel contribution** is intended for the beneficiaries of Erasmus Traineeship mobility a.y. 2025/2026 who undertake a **green travel** (with reference to both the outward and return journey) to reach their destination. It is provided for distances up to 4,000 km and consists of a daily allowance corresponding to the daily amount of the monthly grant. The daily allowance will be paid for each day of green travel (both outward and return) needed to reach the destination for a maximum of 6 days. The contribution for the green travel will be awarded upon verification of the travel documents after the completion of the Erasmus mobility.

The EU contribution also includes a contribution for travel (Standard Travel) which has variable amounts based on the corresponding kilometric range in which the distance between the University of Macerata and the Erasmus+ Partner Countries destination falls.

This is a contribution awarded to those who use standard means of transport (such as flights, etc.) to reach their Erasmus+ Partner Countries destination. The amounts of Standard Travel are indicated in the Table below

Distance in km	Grant for standard travel	Grant for green travel
10 - 99 KM	28 euro per participant	56 euro per participant
100 - 499 KM	211 euro per participant	285 euro per participant
500 - 1999 KM	309 euro per participant	417 euro per participant e
2000 - 2999 KM	395 euro per participant	535 euro per participant
3000 - 3999 KM	580 euro per participant	785 euro per participant
4000 - 7999 KM	1.188 euro per participant	1.188 euro per participant
More than 8000 KM	1.735 euro per participant	1.735 euro per participant

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, 22 April 2025** 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.

Scholarship winners, under penalty of exclusion from the ranking, must submit their acceptance or renunciation online by completing the form available at the link in the student's reserved area <https://studenti.unimc.it> under the section "*International Mobility – Outgoing*" and then "*Mobility Calls,*" by **no later than 29 April 2025, one week after the publication of the ranking (10 days from the publication date)**. If no acceptance or renunciation is submitted within the specified time frame, the student will be considered as having renounced and will be excluded from participating in any potential reopening of the application period.

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.

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

After accepting the grant, awardees who intend to start their mobility before 30/07/2025 shall complete agreements both with the host organization 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 organization by **15 May 2024**. Awardees who intend to start their mobility after 20/05/2025 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**¹³.

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 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 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 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

¹³ 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>

¹⁴ 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.

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.**

Art. 12 – Arrival and Stay at the Host Organization

Upon arrival at the host organization, the trainee shall submit a **certificate 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. 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 arint.umi@unimc.it 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 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 2026, they shall be submitted **by 03 October 2026**.

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 organization. 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 organization.

Graduands and graduates cannot validate CFUs for subsequent study cycles. If graduates enroll in subsequent study cycles, they may participate in new calls.

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

@: arint.umi@unimc.it

W: <http://iro.unimc.it/it>

Given in Macerata.

The Rector
Prof. John Mc Court