



CALL ERASMUS+ KA 131 FOR TRAINEESHIP 2024/2025 EU AND NON-EU
Project No. 2023-1-IT02-KA131-HED-000138549

DEADLINE Round I: 28 June 2024 - 13.00 hours (for mobility from 05/08/2024)
DEADLINE II Round: 31 October 2024 - 13.00 hours (for mobility from 06/01/2025)

*The International Relations Office will use the masculine form for simplification purposes **only**.*
*The form is intended to be inclusive of **all persons** to whom the Call is addressed.*

GENERAL INFORMATION

The **ERASMUS+ Programme for Traineeship** - Programme 2021-2027 - enables students and recent graduates (provided they apply before they obtain their degree) to carry out **traineeships** in companies, training and research centres both in countries participating in the Programme and in third countries not associated with the Programme (see the call for applications: Destination countries).

The objective is to **acquire specific and transversal skills**, also deepening **linguistic knowledge** and completing university training in order to facilitate the adaptation to the **demands of the labour market** through the acquisition of these skills. In addition, please note that the **European Commission supports the 'Digital Opportunity Traineeships' initiative**, which enhances and encourages traineeships open to all disciplines, aimed at fostering the acquisition of digital skills (see the announcement point: Search for Traineeship Locations). The traineeship period may last **between 2 and 12 continuous months**, depending on what is agreed with the host location.

The University of Modena and Reggio Emilia provides students with a **total amount of € 297,250.00 distributed between the two rounds** for internships to be carried out in the period between **05/08/2024 and 31/07/2025**. In particular, the total amount will be divided between the first and second rounds. The amount of each single round will be distributed to the Departments/Facilities on the basis of the applications received, as well as, where possible, of the historical performance data in terms of mobility realised in the previous years. Any remaining funds available on Round I will be made available on Round II.

Please note that the information provided in this Call for applications may be subsequently modified and/or supplemented following the communication of new provisions by the National Authorities, the Erasmus+ National Agency Indire, the University. Any changes will be promptly communicated to interested parties through institutional channels.

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1. APPLICATION REQUIREMENTS

The following may apply for the first round:

- Students **regularly enrolled at the time of application** in a Degree Programme, Single-Cycle Degree Programme, PhD programme or School of Specialisation at the University of Modena and Reggio Emilia (administrative centre).
- Students with dual enrolment at the University of Modena and Reggio Emilia, on condition that they do **not** apply for Erasmus mobility at **both** universities concurrently (preferring one or the other call).

The following may apply for the second round:

- Students **regularly enrolled at the time of application** in a Degree Programme, Single-Cycle Degree Programme, PhD programme or School of Specialisation at the University of Modena and Reggio Emilia (administrative centre).
- Those who plan to graduate by the extraordinary session a.y. 2023/24, without having to renew their enrolment for a.y. 2024/25. The traineeship, in this case, must be carried out after obtaining the degree, as **it is not possible to graduate during the traineeship period**.
- Students with dual enrolment at the University of Modena and Reggio Emilia, on condition that they do **not** apply for Erasmus mobility at **both** universities concurrently (preferring one or the other call).

Students applying to this call for applications may repeat their Erasmus+ mobility experience and benefit from the corresponding grants for a maximum of 12 months per cycle (24 months for single cycles). By submitting an application, the applicant confirms that he/she has a number of available months corresponding to the above-mentioned rule.

All the above-mentioned requirements must be met at the time of application.

Candidates may not apply:

- those who have outstanding refunds of amounts unduly received for previous mobility notices.

Applications containing statements that do not comply with the participation requirements will be considered null and void.

2. LINGUISTIC REQUIREMENTS

A good knowledge of the language(s) of the host country or of a language accepted by the host company as a 'vehicular language' is essential. *Good knowledge* is understood to mean the minimum level of linguistic competence required by the host company in order to undertake the placement activities profitably. In the absence of any indication from the host company, **the language proficiency considered appropriate for the conduct of an internship** must be **at or above level B2**, according to the [Common European Framework of Reference for Languages \(CEFR\)](#) and must be indicated in the mandatory Appendix 2.

The language of the placement may well not be the main language of the host country, but also the language of everyday use in the workplace.

For example, for a location in Finland, the working language will be English. In this case, the applicant will only have to prove knowledge of English.

3. DESTINATION COUNTRIES

Erasmus+ Mobility for Traineeship can be carried out at host organisations and institutions located in: **the Member States of the European Union, third countries associated to the Programme and third countries not associated to the Programme.**

The Member States of the European Union: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden.

Third countries associated to the Programme: North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey.

Third countries not associated to the Programme: all countries not included in the above categories.

Should the University consider it unsafe to send/stay mobile students in the destination country, the mobility period may be modified, interrupted or cancelled. Students are invited to carefully assess the risks involved in carrying out Erasmus mobility, taking note of the security measures adopted by the destination country and the University).

The host organisation can be:

- any public or private organisation active in the labour market or in the field of education, training, youth, research and innovation such as:
 - a small, medium or large public or private enterprise (including social enterprises);
 - a public body at local, regional or national level;
 - an embassy or consular office;;
 - a social partner or other representative of the world of work, including chambers of commerce, craft or professional associations and trade unions;
 - a research institute;
 - a foundation;
 - a school, institute or education centre (at any level, from pre-school to upper secondary education, including vocational and adult education); or a non-profit organisation, association or NGO; or a body for vocational guidance, career counselling and information services; or an institute of higher education/university.

The following organisations are not eligible: EU institutions and other bodies, including specialised agencies; organisations managing EU programmes, such as Erasmus+ National Agencies.

In cases of doubt the final assessment of the eligibility of the organisation will be referred to the ERASMUS+ NATIONAL AGENCY.

Students with non-Italian citizenship and enrolled at Unimore are eligible for mobility to a company in their country of origin/citizenship, but they will not be given priority in the grant award process.

4. LOCATING THE TRAINEESHIPS

The candidate must find the host location independently. Students, in order to choose the host company autonomously, will be able to benefit, where possible, from the intermediation of a lecturer or from the support of the Department Internship Offices, some of which may point out some internship opportunities to their

students, as well as providing information on the recognition of CFUs when preparing the Learning Agreement. The selected candidate/student, once the host company has been identified, must present the company's letter of acceptance to the International Relations Office (**at least three weeks before the internship begins**).

It is not compulsory, however, to have the letter of acceptance when applying for the call, although some departments may consider it useful for selection purposes.

DIGITAL SKILLS INTERNSHIP 'digital skills' internships aim to develop high technological competences and horizontal skills. Student placements are considered 'digital skills placements' when the trainee will carry out activities such as: digital marketing (e.g. social media management, web analysis); digital graphic, mechanical or architectural design; development of mobile applications, software, scripts or websites; installation, maintenance and management of computer systems and networks; cybersecurity; data analysis, mining and visualisation; programming and training of robots and artificial intelligence applications. General customer service, order processing, data entry and office tasks do not fall into this category. **To search for suitable locations for traineeships for the development of e-skills, vacancies are available on the website <https://erasmusintern.org/digital-opportunities>.**

It is also the candidate's responsibility to check whether there are any special requirements dictated by the host organisation (e.g. application by a certain deadline that is not compatible with the timing of the placement, additional documents, language certification, etc.). Non-EU nationals must be in possession of a residence permit and subsequently a visa for entry into the country of destination (this is the student's responsibility and must be carried out well in advance).

NB: the student will have to find out for himself/herself about any rules governing entry to the host country and it is the student's responsibility to gather the information well in advance, as well as to obtain documents allowing entry and stay in the country of destination.

5. DURATION OF THE TRAINEESHIP AND FINANCIAL CONTRIBUTION

The duration of the stay abroad can be of two types:

1. Erasmus **LONG MOBILITY** for I, II and III cycles of studies: it may be carried out by participants in a company/body for a compulsory minimum duration of 2 months, it must in any case be continuous.
2. Erasmus **SHORT MOBILITY for PhD students and graduates** only:
 - **PhD students** may carry out a short mobility with a compulsory minimum duration of 5 days up to a maximum of 30 days and must be continuous (physical mobility).
 - **Recent graduates** must compulsorily add a **virtual activity** to their **physical presence** (again in compliance with the compulsory minimum duration of 5 days up to a maximum of 30 days)

NB: Mobility must be planned in accordance with the participant's academic career and the results to be achieved and authorised by the relevant teaching structures before the start of the mobility.

Mobility, both LONG and SHORT, **will be allowed from 05/08/2024 and must all end by 31/07/2025. Please note that for those who will carry out the mobility in the first round, it will be mandatory to communicate the start date of the placement no later than 15/10/2024, under penalty of forfeiting the ranking.**

Traineeship mobility for recent graduates must begin and end **no later than 12 months after graduation and no later than the periods indicated above.**

The financial contribution is related to the country of destination and the days actually spent abroad. It consists of a mobility grant, if applicable. The amount due takes the following aspects into account:

1. Type of mobility (Long mobility or Short mobility for PhD students and recent graduates);
2. Country of destination;
3. Type of travel.

Long mobility - funding is distinguished for the following groups of destination countries:

Group 1 (high cost of living) € 500	Denmark, Finland, Ireland, Iceland, Lichtenstein, Louxenburg, Norway, Sweden. Fær Øer Islands, Switzerland, United Kingdom
Group 2 (average cost of living) € 450	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain. Andorra, Monaco.
Group 3 (low cost of living) € 400	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.
Group Third Countries not associated to the Programme € 700	All countries not listed under Groups 1, 2 and 3

The grant will be guaranteed for a maximum of four months. The beneficiary will be able to continue his/her placement until the end of the placement in the "zero grant" mode, while retaining all the prerogatives reserved for Erasmus+ mobility beneficiaries but without a grant. The placement must be carried out on a continuous, full-time basis.

Short mobility - funding is determined by the duration of physical mobility:

Short-term mobility for a period between 5 and 14 days	€ 79,00 a day
Short-term mobility for a period between 15 and 30 days	€ 56,00 a day

PhD scholarships and related increases for periods of mobility abroad **financed by EU funds** (such as PON, PNRR and other types of EU funding for PhD) **cannot be combined with Erasmus+ Traineeship funding.** Therefore, in these cases, only Erasmus+ zero grant student status is applicable.

They are not eligible, **in the same period** in which they benefit **from Erasmus+ project funding** or from **another University call**, for further Community grants.

The Erasmus+ 2021-27 programme envisages the possibility of an ad hoc grant for so-called **green** travel, i.e. for reaching the host location by sustainable means of transport (train, bus, carsharing). Further information will be provided later by the International Relations Office.

Supplementary grants for minor opportunities are also provided for students and recent graduates who meet the income requirements (ISEE) defined in the Ministerial Provisions for access to grants for students with fewer opportunities for the academic year 2024/25. The grant is also recognised for other cases of "minor opportunities" including, for example:

- students with certified physical, mental and health problems
- students from a migrant background and refugees
- students with minor children
- working students
- students who are professional athletes
- students who are orphans of at least one parent
- students who are children of victims of terrorism and organised crime

It is specified that evidence of belonging to one of the categories must be provided according to the timeframe and modalities that will be communicated by the International Relations Office. The International Relations Office will carry out specific controls to verify the positions.

Integration of the mobility grant for all countries:

Long Mobility - € 250 per month

Short Mobility - € 100 one-off from the 1st until the 14th day of mobility and € 150 one-off from the 15th until the 30th day.

Ad hoc travel contribution - based on kilometre bands - in the following cases

- Long Mobility and Short Mobility to Group 4 countries (non-EU);
- Short Mobility to Group 1, 2 and 3 countries (including the Fær Øer Islands, Switzerland and the United Kingdom)

Funding may also be requested from the National Agency for students with **special needs** relating to physical, mental or health conditions who are grant recipients. Winners will be notified directly of the availability of special needs grants by means of a specific circular. Students with disabilities or SLDs should also report their status to the International Relations Office (studentmobility@unimore.it) and to the Reception Office for Students with Disabilities and SLDs - (disabilita@unimore.it).

6. INSURANCE COVER

The University has arranged insurance policies in favour of students for third party liability and accident insurance, which are also valid during the period of mobility and exclusively in the performance of authorised institutional activities. Assigned students will be issued with the relevant documentation by the International Relations Office.

7. APPLICATION SUBMISSION AND INFODAY

Candidates must complete the online application - by accessing the Reserved Area with their University credentials - and attach their **Curriculum Vitae and the mandatory Appendix 2** according to the following deadlines:

- **no later than 1.00 p.m. on 28 June 2024** – DEADLINE Round I (for mobility from 05/08/2024).
 - **no later than 1.00 p.m. on 31 October 2024** - DEADLINE Round II (for mobility from 06/01/2025)
- The online application can be submitted from 07/10/2024.

Those who apply for the second round, being eligible with contribution or status in the rankings of the first round, will be excluded from these lists.

After logging in, the candidate must:

1. verify the regularity of your registration. Any irregularities must be cleared by the call deadline. There is no guarantee that requests to the relevant subject will be processed on the same day, so any problems reported on the day of the call deadline may not be resolved in time for the submission of the application.
2. in the left-hand menu, select "Mobility calls" (under "International mobility") and choose the Call for Erasmus Traineeship 2024/25.
3. attach your Curriculum Vitae and the mandatory Attachment 2.
4. when you have finished filling in the form, print out a PDF of the application (receipt of registration for the call). After printing out the application receipt, you will no longer be able to change or remove your application. You will not need to submit a copy of your application or any other documentation to the Erasmus offices or designated lecturers.

Any applications submitted after the deadline or incomplete, incorrectly completed or not meeting the requirements of the call will not be considered. The following are an integral part of this call for applications: the **"Guide to filling in and sending the online application"** and the **MANDATORY ANNEX 2**.

For any further information please contact the International Relations Office

Email - studentmobility@unimore.it

Telephone reception - Monday, Wednesday and Friday: 9.30 - 13.00

Online reception - Tuesday and Thursday: 10.30 - 13.00

Modena: 059/2056568 Reggio Emilia: 0522/522212

INFODAY ERASMUS+ TRAINEESHIP 2024/25

An Infoday is also scheduled to be held online for both the first and second rounds and a link to it will be made available on the [website](#).

We recommend that you read the call for applications before attending the Infoday for a proper understanding.

8. CRITERIA AND RESULTS OF THE CANDIDATES' SELECTION

Applications received will be assessed, on the basis of the documentation attached to the online application, by the Commissions of the Departments to which the candidates belong and, for those enrolled in PhD/Specialisation Programmes, by the Director of the School to which they belong. The selection criteria used for the evaluation of applications are defined autonomously by the individual Commissions Indicatively they are based on the following criteria:

- Career assessment based on regularity of studies and profit
- Previous experience abroad
- Language skills
- Content of the training project and its congruity with the degree programme - if already defined
- Motivation and objectives
- Any other elements indicated by the student in the CV when applying

The individual Boards are required to establish the determination and percentage weighting of the individual criteria identified for selection purposes, so as to ensure that the candidates comply with the principles of impartiality, transparency and equal opportunities.

Applicants who do not have a letter of acceptance from a company by the deadline of the Call for Proposals **may still apply** for a traineeship and the corresponding grant.

Some Departments may require motivational interviews or motivation letters for selection purposes. Only in such a case will the dates and the manner in which the selection interviews will be carried out, if any, be made known by the Department/Faculty. The International Relations Office may only provide information if it has been notified. **It must always be the student's responsibility to check with the respective lecturers the terms and conditions of any interview - also by consulting lecturers' notice boards and/or Department websites.**

For the selection process, we would like to inform you that priority will be given to those enrolled in the final years of the degree programmes, also taking into account the credits achieved, as well as to candidates who have not previously completed any other internships with credit awards and to PhD students without scholarships within the limits of ministerial funding.

In accordance with the regulations for the academic recognition of mobility periods abroad, it is appropriate to proceed on the principle of full recognition of mobility experiences, as indicated in the Erasmus Charter for Higher Education (ECHE). The choice of activities to be included in the Learning Agreement, aimed at the acquisition of skills in line with the profile of the student's degree programme, will determine the number of CFUs that can be acquired in the career for a specific activity - Internship/Free-choice activity/dissertation preparation abroad (only for LM courses and to be verified with the relevant Department/ Degree course) or other - at the end of the mobility. For students who undertake the placement before obtaining their degree, the recognition of training activities carried out abroad must take place in accordance with the Learning Agreement (and/or any approved amendments) and will subsequently be acquired by the Student Registrar's Office for registration in the career. It should be noted that in order to obtain recognition of the activity and related credits, it is necessary to follow the procedure foreseen by the relevant Department/ Degree Course. This also applies to the recognition of the thesis preparation activity abroad and the relative credits, which must take place at the end of the mobility for the correct transcription in the career prior to the dissertation.

The rankings - containing the list of eligible applicants, with contribution or status - will be published exclusively on the University's website: <http://www.unimore.it/bandi/StuLau-gradinternaz.html> by **19/07/2024 - Round I (for mobility from 05/08/2024) and 29/11/2024 - Round II (for mobility from 06/01/2025)**. The Office will send e-mails of the rankings' publication exclusively to the institutional e-mail address (@studenti.unimore.it), but will not be held responsible for any non-receipt - for example, mail incorrectly marked as spam. It is therefore the student's responsibility to monitor the above site as well.

If an eligible student with a grant withdraws, the Office will reallocate the grant in the order of the ranking list. In the event of a sliding scale, those initially eligible with status will be entitled to the grant, in order of ranking, until the number of monthly payments is exhausted.

Those who apply for the second round, being eligible with contribution or status in the rankings of the first round, will be excluded from them.

Ranking reallocations will be made:

- Round I - until **31/10/2024**. By 15/10/2024 all beneficiaries must communicate the start date of the internship, otherwise they will be removed from the ranking.
- Round II - until **30/04/2025**.

VERIFICATIONS

Please note that, pursuant to Article 71 of Presidential Decree 445 of 28/12/2000, the Administration will proceed to carry out appropriate verifications, including random ones, and in all cases in which grounded doubts arise as to the truthfulness of the supporting declarations.

PERSON IN CHARGE OF THE PROCEDURE

Pursuant to Article 4 of Law 241 of 7 August 1990 'New rules on administrative procedures and the right of access to administrative documents', the person responsible for the procedure is Dr Antonio Sblendorio - International Relations Office - e-mail: studentmobility@unimore.it.

PROCESSING OF PERSONAL DATA

With regard to the processing of personal data, the University of Modena and Reggio Emilia will operate in accordance with the provisions of the attached "Privacy Policy Statement", pursuant to Art. 13 of the EU General Data Protection Regulation 679/2016.

The General Director
Ing. Luca Chiantore
Digitally signed pursuant to
Dec. Lgs. n. 82/2005