



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA



Erasmus+

ERASMUS+ CALL FOR APPLICATIONS FOR TRAINEESHIP PROGRAMMES 2021/2022

Project no. 2020-1-IT02-KA103-078451

Traineeships in Companies or Institutions based in one of the Countries participating in the Programme.

Submission deadline for applications:

Friday 26th November 2021 at 1pm

TERMS AND CONDITIONS

The ERASMUS+ Mobility Traineeship Programme (Key Activity 1 KA1) - Programming 2014/2020 provides the mobility of students and graduates, allowing them to spend a traineeship in companies, training and research centres in one of the countries participating in the Programme.

This mobility (**2-month minimum duration, and in any case to be completed by 30 September 2022**) aims to facilitate the adaptation to the demands of the labour market at Community level, and to provide specific skills and a better understanding of the social and economic culture of the country of destination. Therefore, students will have the opportunity to acquire specific and cross skills in the subjects of their study programme. They will also improve their language skills and gain the professional skills required to integrate the theoretical knowledge learnt during their academic training, thus enhancing their *soft skills*.

For the academic year 2021/22, the University of Modena and Reggio Emilia offers its students **a total of 228 months of mobility for grants** - financed by the European Commission.

Grants will be assigned for traineeships **no shorter than 60 days; financing is guaranteed for 4-month traineeships**, whereas for any additional month the sole status of Erasmus student is ensured. Grants will be assigned to Departments/Schools and PhD/Specialisation programmes based on applications, considering the historical data and mobility trend. Notification of the award will be made after the submission of the applications.

Traineeships shall not start before 17th January 2022 and shall be completed by 30th September 2022.

Grants shall be considered as a subsidy to cover extraordinary expenses that the student may have to bear abroad.

On 19/11/2021 an Infoday will be held to present the call for applications. For further details please refer to the “How to apply and Infoday”.

DESTINATIONS

The Erasmus mobility for Traineeship (Programming 2014/2020) can be carried out in one of the **27 Member States of the European Union**: Austria, Latvia, Belgium, Lithuania, Bulgaria, Luxembourg, Czech Republic, Malta, Cyprus, Netherlands, Croatia, Poland, Denmark, Portugal, Estonia, Romania, Finland, Slovakia, France, Slovenia, Germany, Spain, Greece, Sweden, Ireland, Hungary, together with the following **States not belonging to the European Union**: Republic of North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey, United Kingdom.

Mobility to the United Kingdom: It should be noted that a visa is required to enter the Country and consult the [UK Government Website](#) for more information, taking into account that the timing for receiving permission from the British Council and for the visa may take up to 2 months.

ELIGIBILITY REQUIREMENTS

Unless otherwise specified in the educational systems of the degree programmes, students are eligible to apply if they meet at least one of the following requirements:

REQUIREMENTS	GENERAL CONDITIONS (Note: the requirements must be specified in Annex 2 for the application to the call)
<ul style="list-style-type: none"> Students of the University of Modena and Reggio Emilia who are <u>OFFICIALLY ENROLLED AT THE TIME OF THE APPLICATION, EVEN BEYOND THE TIME PRESCRIBED FOR GRADUATION</u>, for the year 2021/22 in first, second or third-level degree programmes (Bachelor's degree, Master's degree and PhD respectively); postgraduates who are officially enrolled in the specialisation schools of the medical and non-medical area (students of Specialisation Schools must be regularly enrolled when applying, even considering the requirement of registration to years earlier than the issuing of the notice due to the timing of the relevant ministerial notices, on pain of exclusion from this call for applications). 	<p>In this case, students will not be entitled to obtain the final qualification study before the completion of the period of traineeship abroad.</p>
<ul style="list-style-type: none"> Students who are <u>GRADUATING BY THE EXTRAORDINARY SESSIONS OF ACADEMIC YEAR 2020/2021 AND STARTING AS POSTGRADUATES</u>. In this case, students must be enrolled in a.y. 20/21 at the time of application, and must participate in the call before obtaining the final degree. 	<p>The traineeship in this case will have to be carried out after obtaining the qualification of study/specialisation/Ph.D., as students are not allowed to graduate during the traineeship period (the attainment of the degree will be a requirement for the departure). In any case, the mobility must be completed by 30 September 2022.</p>
<ul style="list-style-type: none"> Students enrolled in Bachelor's Degree Programmes for the year 2020/2021 AND GRADUATING BY DECEMBER 2021 	<p>In this case, they are eligible for the mobility programme provided that at the time of leaving they are enrolled for the academic year 2021/2022 in a Master's degree programme.</p>

- 1) **Students not included:**
- students enrolled to individual Courses;
 - students not officially enrolled in UNIMORE.

Students who are not officially enrolled in UNIMORE may not apply. Please also note that the administrative office of the programmes must be UNIMORE.

Note: applicants must possess all the above-mentioned requirements when submitting the application. Applications stating declarations that are non compliant with the participation requirements shall be considered void.

LANGUAGE REQUIREMENTS

Students must have a proper knowledge of the language spoken in the country where they would like to spend the traineeship period and/or the common language required/accepted by the host institution.

The language knowledge (English, French, German, and Spanish) deemed suitable to carry out a traineeship must be at least of level B2 (or higher) in accordance with the Europass language passport; it shall be indicated in **Annex 2** and may **also** be proven by submitting one of the certificates listed at the following website: <http://www.clamore.unimore.it/it/certifications/info>. If the level of language knowledge stated in the application is lower than B2, students shall commit to reach the required level before they leave for the traineeship period.

Before they leave, students who are awarded the grant shall take a free language test on the **OLS (Online Linguistic Support)** European portal. The result of the initial test will allow students to access an online free language course for the same number of months as the mobility programme. The course may be started even before leaving for the traineeship (and anyway after signing the finance agreement) and students will commit themselves according to their individual learning needs and time availability. The OLS portal also provides for a final test that students may use to assess and monitor their progresses during their staying abroad. The OLS is currently available **in the following languages**: English, French, German, Dutch, Spanish, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovakian and Finnish, Estonian, Irish, Latvian, Lithuanian, Maltese and Slovenian. Please also note that Erasmus students may obtain the licence for one language only as set at the time of the assignment. **The modes and times** for the OLS licence assignments shall be communicated by the International Relations Office.

TRAINEESHIP DURATION

Allowances shall be assigned only to traineeships lasting for a minimum of 2 actual months (60 days). **Traineeships shall be completed by 30th September 2022** The traineeship dates shall be previously agreed with the host company and the International Relations Office.

The length shall be accounted for based on a 360-day business year; hence each month will have a 30-day duration **regardless of its actual length**. If the mobility period is not a number of full months (e.g. 2 months and 5 days), the allowance shall be calculated by multiplying the number of days of the incomplete month by 1/30 of the monthly unit cost.

Note: The Erasmus+ programme allows **each student to be eligible for the Study or Traineeship mobility programme abroad more than once. Each student or graduate may spend a maximum mobility period of 12 months for each cycle of study**, regardless of the number and types of mobility programmes carried out, except for those students who are enrolled in single-cycle degree programmes, who can spend a **maximum of 24 months abroad**.

NOTE: Please also note that students who are awarded a Traineeship grant for the academic year 2021/22 may also benefit from an other international student mobility allowance **if the two periods abroad do not overlap (before leaving for the Traineeship programme, students must have signed an agreement that there are no pending amounts left for the other programme**, based on the instructions provided by the International Relations Office, and vice versa).

Financing is guaranteed for up to 4 months, whereas for any additional month the sole status of Erasmus student is ensured. The allowance amount shall be based on the residual provisions available, for the duration of the mobility. **EXTENSIONS:** if needed, and in agreement with the host institution, beneficiaries will have the opportunity - once all administrative formalities have been completed - to extend the duration of their traineeship beyond the months initially agreed. A time extension may be requested by submitting an application **at least one month before the end date** initially set for the mobility period (the specific form will be provided on request by the Office). If the request is accepted, the status of Erasmus student is extended whereas the EU allowance for the additional months will vary according to the fund availability.

FINDING THE HOST COMPANY

This call for applications promotes the free proposal formula: the student or graduating student finds a traineeship seat independently and submits it to the University for evaluation, duly supported by the International Relations Office. To make the research easier, the International Relations Office has set up a special Bulletin Board named "[Internship Board](#)", where useful tools for the search for opportunities for traineeships and international internships are also reported. It is also the applicant's responsibility to verify the existence of special requirements set by the host (e.g.: application within a certain deadline not compatible with the timing of the traineeship, additional documents, language certifications, etc.). Please note that these are traineeship proposals that the office received periodically, not necessarily for all interest profiles of the applicants. The details of the traineeships proposed can be viewed only by logging in with UNIMORE username and password.

In order to choose the host institution independently, students will be able to use, **where possible**, the support of the Department Internship Offices, some of which could give their students some internship opportunities, as well as providing information on the university credit recognition when preparing the Learning Agreement.

In addition, please note that the European Commission promotes the "Digital Opportunity Traineeships" which enhances and encourages traineeships open to all subjects, aimed at facilitating the acquisition of digital skills. "Digital skills" are aimed at developing high technological competences (such as IT security, big data analysis, quantum and /or artificial intelligence, programming languages; browser optimization -SEO) and horizontal abilities (web design, digital marketing, software development, graphic design). To facilitate the search for facilities suitable for the development of traineeship aimed at the development of Digital Skills, the European Board invited the European companies interested to publish their offers on the platforms <http://erasmusintern.org/> e Drop'pin@Eures <https://ec.europa.eu/eures/public/it/help-and-support/opportunities> useful to find companies/bodies suitable for carrying out traineeships aimed at the development of digital skills, notwithstanding the possibility to independently find other seats, provided that the activities for the applicants defined by the traineeships match the ones stated above.

After finding the host company, the applicant/selected student shall submit an letter of acceptance written by the company in compliance with the layout enclosed (Annex to the call for applications).

If students are citizens of one of the countries participating in the Erasmus programme other than Italy, and are temporarily living and enrolled in an Italian higher education institution, they are eligible for mobility in a company of their country of origin/citizenship, even though they shall not be given priority in the selection process.

ELIGIBLE COMPANIES

The hosting institution at which the student wants to take on the traineeship must fall within the definition indicated in the Programme Guide issued by the European Commission: "Any public or private organisation, active in the job market or in sectors such as education, training, and youth".

Therefore, the host institution may be:

- any public or private organisation, active in the job market or in sectors such as education, training, and youth. For instance, such organisation may be:
 - a small, medium or large, public or private business (including social businesses), branches abroad of Italian companies;
 - a public or private entity at local, regional, or national level;
 - a social partner or other representative of the world of work, including chambers of commerce (also Italian chambers of commerce abroad), orders of craftsmen or professionals and trade unions;
 - a research institute;
 - a foundation;
- a school/institution/educational centre (at any level, from preschool to upper secondary education, including vocational and adult education);

- branches of Italian companies abroad that have been established with “foreign Articles of Association”;
- a non-profit organisation, an association, EUROPEDIRECT offices or an NGO.
- a body for vocational guidance, professional advice and information services.
- a Higher Education Institution of a Country participating in the Programme and holding an Erasmus Charter for Higher Education.
- International Relations Offices of Higher Education Institutions, as long as the training programme provided for during the traineeship is clearly indicated in the Learning Agreement For Traineeship and not already part-financed within other EU programmes.
- Other representation offices or public institutions such as cultural institutions, schools, etc. shall be considered eligible for traineeship programmes provided that they guarantee the transnationality principle (e.g.: students acquire a know how differing from the one acquired through a traineeship in their own country). (Circular Letter from the LLP National Agency of 12/04/2010)

On the other hand, traineeship **may not be carried out** in:

- EU institutions and other EU bodies, including specialised agencies
- organisations managing EU programmes, including National Agencies.

In case of doubt, the Erasmus+ National Agency will reserve the final assessment of the eligibility of the company.

TRAINEESHIP GRANTS AND MODES

Where due, the grant amount is set based not only on the type of mobility, but also on the destination country of the student and the months/days of the actual stay abroad. More specifically, the grant amount shall vary according to distinct groups of countries, which have been classified based on the cost of living:

Monthly Allowance	Destination countries
400.00 € Group 1 (high cost of living)	Denmark, Finland, Island, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom
350.00 € Group 2 (medium cost of living) and Group 3 (low cost of living)	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Turkey, Republic of North Macedonia, Serbia

Students with special needs may request an ad hoc grant to the Erasmus+ Indire National Agency for the main expenses strictly connected with their disability status. In this case, when applying please state your interest to the International Relations Office or the Person in charge of disability – Mr. Giacomo Guaraldi (disabilita@unimore.it) who will notify the relevant Office.

Note: To the purpose of any request for additional funds, people with coeliac disease must have the certificate of invalidity or medical certificate.

The insurance policy (civil liability and personal accident in institutional activities) shall be borne by the university (Circular Letter from the LLP National Agency of 11/12/2008).

Grants are assigned for full-time traineeship activities.

Due to the persistence of COVID emergency, different modes for performing the traineeship will be allowed, based on how the pandemic evolves:

1. **physical mode** (traditional): grant eligible for the entire period;
2. **virtual mode abroad**: grants eligible for the entire period;
3. **blended mode**: grants eligible for the sole period of physical mobility; (N.B. The physical part must

- respect the minimum duration provided by the Programme Guide or 2 months);
4. **virtual from Italy:** no grants.

HOW TO APPLY AND INFODAY

Applications must be submitted **exclusively** by filling out the online application form at the following web site <https://www.esse3.unimore.it/LoginInfo.do>, following the instructions provided in the “Guide to filling out and submitting the online application” by **Friday 26 November 2021 at 1pm.**

Applications that are incomplete or submitted after the deadline, not filled out properly or not meeting the requisites set in the call for applications shall be discarded.

The following documents are an integral part of this call for application: “Guide to filling out and submitting the online application”, Annex 2 (compulsory) and the CV in the Europass format.

For further information please contact the [International Relations Office](#)
Email - studentmobility@unimore.it

Call centre - Mondays, Wednesdays and Fridays: 9:30am to 1:00pm

Online desk: Tuesdays and Thursdays 10:30am to 1:00pm

Modena: 059/2056571

Reggio Emilia: 0522/522212

INFODAY ERASMUS+ TRAINEESHIP 2021/22
online
19 NOVEMBER 2021
10:30am to 12:30am

A link will be sent via email to participate in the meeting.

APPLICATION SELECTION AND ASSESSMENT

In accordance with the documents attached to the online application, the applications received will be assessed by delegates to International Relations of the applicants' Departments, or by the Director of the institution concerned for students enrolled in Doctoral Research/Specialisation Programmes/School, based the following parameters:

- motivation and objectives;
- previous experience abroad;
- language skills;
- feasibility analysis of the mobility professional project - if already defined
- university career assessment/curriculum vitae

Some Departments may provide **motivational interviews** to the purpose of selection. **Only in this case**, the dates and methods in which the selection interviews will be carried out **will be communicated by the Department.**

The International Relations Office will be able to provide information only if it has received communication. **It must always be the student's care to check** with the respective teachers terms and methods of any interview - see teachers' boards and/or Department websites.

To the purpose of the selection, please note that **priority will be given to students enrolled in the last years of**

university programmes, also considering any credits obtained, as well as to **students who have not previously carried out a traineeship** with the assignment of learning credits, and to PhD students with no grant within the limits of ministerial financing.

In accordance with the Regulation for the academic recognition of periods of mobility abroad, it is appropriate to proceed on the basis of the principle of full recognition of mobility experiences, as stated 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 consistent with the profile of the student's degree programme, will determine the number of university credits acquired in career for a specific activity - Internships/Free choice activities/Preparation of thesis abroad (only for Master's Degree Programme and to be verified with the relevant Department/Degree programme) or other - at the end of the mobility programme. For students who carry out the traineeship before obtaining the qualification, the recognition of the training activities carried out abroad must take place in compliance with the Learning Agreement (and/or any amendments approved) and will subsequently be acquired by the Registrar's Offices for registration within the career. It should be noted that **in order to obtain the recognition** of the activity and the related credits, students must follow the procedure provided by the Department/Degree Programme they are enrolled in. This also applies to the recognition of the activity of preparing theses abroad and the related credits, which **must take place at the end of mobility** for the correct transcription in the career before dissertation of the thesis.

A ranking of suitable applicants will be drawn up (with grant or status).

SELECTION RESULTS - RANKINGS

Rankings containing the list of eligible students - either with grant or status - will be posted exclusively on the University WEBSITE: <http://www.unimore.it/bandi/StuLau-gradinternaz.html> by **14 December 2021**.

The Office will send an email communicating that the list has been posted only to the official email address (@students.unimore.it), and shall not be responsible for any reception failure - for instance if the email goes into the spam folder. Therefore, students are responsible for monitoring the above-mentioned website.

In case an eligible student with grant renounces, the Office will re-assign the grant based on the rankings order. In case of sliding of the ranking, eligible applicants initially with the status will be entitled to the grant, in order of ranking, until exhaustion of the number of monthly payments. **Reassignments will be possible until 31/05/2022.**

STARTING THE TRAINEESHIP AND DOCUMENTS REQUIRED

The traineeship may start only after the selection procedures - and relevant assignment - are complete and it is subject to the acceptance by the host institution.

Before starting the mobility - at least 3 weeks in advance - student shall send the following documents to the Office:

- learning Agreement for Traineeship – containing the tutoring professor, the intern and the host institution's consent;
- statement/communication by the hosting institution that the applicable regulations of the hosting country on Covid-19 safety are complied with, and guarantee that the required PPE is available for the intern. Such statement holds the University harmless of any liability arising from total or partial noncompliance with the regulations; The statement may be included in the acceptance letter or, if you have already received the acceptance letter, it may be emailed by the host institution to the address studentmobility@unimore.it
- student's statement that s/he has checked the travel conditions/restrictions towards the hosting Country, and has subscribed a suitable insurance health policy also covering for the risk of COVID-19 transmission. With regard to the health insurance policy, the health/multiple-risk "AON STUDENT INSURANCE"

cover offered by the University broker is available (information notice by the Directorate for Institutional Affairs and complete text of the policy at the following link: <http://www.affaristituzionalicontrattigare.unimore.it/site/home/assicurazioni.html> in section Health Insurance/ Multi-risk and personal insurance abroad. The policy shall be borne by the beneficiary.

- Signature of the financial agreement, as indicated by the International Relations Office.

Before travelling or moving abroad, you should check the applicable regulations with the Italian Embassies and diplomatic representations by visiting the following websites of the Minister of Foreign Affairs:

- [Travel safe](#)
- <https://www.dgc.gov.it/web/> for **COVID-19 Green Pass**
- [Ministry of Foreign Affairs web portal “Dove Siamo Nel Mondo”](#) to receive information and timely communications from the Italian diplomatic representation of the host Country in the event of an emergency situation. (Register)

Note: the Learning Agreement For Traineeship must be duly filled out and signed before the leaving date for each Erasmus student selected, also defining a tailored working plan. Such document may be filled out after submitting the letter of acceptance written by the company.

For mobility students: the Erasmus+ for Traineeship mobility is a traineeship experience with a recognition procedure carried out based on what provided in the regulations and teaching plans of the various study programmes, and following the procedures set by each Department. The winners are expected to retrieve information on the credit (CFU) recognition - when preparing the Learning agreement for traineeship before leaving - at the Stage Offices or contacting the person of the department in charge of teaching activities.

CHECKS

Please note that pursuant to Art. 71 of Presidential Decree no. 445 of 28/12/2000, the Administration will perform any suitable or random checks, as well as any checks required in the event that reasonable doubts arise about the truthfulness of self-certification statements.

PERSON IN CHARGE OF THE PROCEDURE

Pursuant to Art. 4 of Law no. 241 of 7th August 1990 “New rules on administrative procedures and on access to administrative documents”, the person in charge of the procedure is Ms. Rosa Altamura, International Relations Office - Tel.: [0522/522212](tel:0522522212), e-mail: studentmobility@unimore.it .

PERSONAL DATA PROCESSING

On personal data processing, the University of Modena and Reggio Emilia will operate in accordance with the Annex “Privacy Policy”, pursuant to Art. 13 of the EU general regulations 679/2016 on data protection.

**Modena,
15/11/2021**

The Director General
Stefano Ronchetti