



**ERASMUS+ Mobility for Traineeship
Call for applications reserved to students
A.A. 2023/24**

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ERASMUS + Programme

Erasmus+ is the 2021-2027 EU Program to support education, training, youth and sport created by the European Parliament. The Erasmus+ Program, in particular the KEY ACTION 1 – MOBILITY OF INDIVIDUALS, supports the students' mobility to help them undertake their learning experience (Mobility for Study and Mobility for Traineeship) in another country.

The Erasmus+ Programme enables students to get acquainted with new higher education methods, to meet young people of foreign countries and to experience culture abroad, by making them to actively participate in the European integration process. This way, the Erasmus+ Programme manages to consolidate the students' mutual relationships and to strengthen the academic and cultural dialogue, by promoting a sustainable development thanks to a mutual exchange of knowledge, with a view to promoting the European values and culture worldwide.

Mobility for traineeship allows students to access training placements in companies, training and research centers in the countries participating in the Programme. This mobility aims to facilitate adaptation to the demands of the labor market at the EU level, and the acquisition of specific skills, as well as a better understanding of the socio-economic culture of the destination country.

According to the regulations, teaching plans of the various study courses, and the procedures established by the Schools, Erasmus+ Traineeship is an internship experience, that can be recognized as a curricular internship or as a training activity in the Diploma Supplement.

The University of Camerino continues to support the students' international mobility for the 2023-2024 academic year with the publication of this call for applications governing the Mobility for Traineeship.

It is possible to carry out a mobility for traineeship in one of the following countries participating in the Erasmus+ programme:

- The 27 EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- The 3 countries of the European Economic Area: Iceland, Liechtenstein, Norway.
- The Candidate Countries Turkey, the former Yugoslav Republic of Macedonia, Serbia.

The grant will not cover the full cost of the stay abroad but will partly compensate for the additional costs in the host country. Funding is exclusively allocated for performing eligible activities in the host country;

the period abroad must last not less than two months (Long Mobility) or between 5 and 30 days (Short mobility).

The mobility period must be completed by **July 31st, 2024**. Interruptions in this period are not allowed.

Safety Measure

It should be noted that, if the Ministry of Foreign Affairs and International Cooperation advises against travelling to some Countries or locations or if the University of Camerino, having heard the parties involved, deems it unsafe to send/stay exchange students in the destination, the mobility period may be suspended, modified, interrupted, or cancelled.

Who can apply

Candidates allowed to apply:

- Students enrolled at UNICAM, both EU and non-EU, as well as those who have attained the status of stateless persons or refugees, if regularly enrolled at the University of Camerino in compliance with the fee payment for the current academic year and in the conditions provided by the University Didactic Regulations for participation to internship activities. The status of a student enrolled in a degree study course must be maintained for the whole duration of the traineeship. That means students can graduate only once the training period abroad is finished. To graduate during the placement period assumes its nullity.
- Students regularly enrolled in the third year of a B.Sc. Degree course who intend to carry out the traineeship activity during the first year of a M.Sc. Degree course if they will be formally enrolled, as stated by university rules.

For PhD students: the grants will be awarded only to PhD students NOT beneficiaries of an increase of PhD Scholarship for activities taken abroad. For those who benefit from this increase, it will be assured only the Erasmus+ student status without grant (zero grant mobility).

Candidates who have been already awarded with an Erasmus+ Mobility grant, either for study or for placement/traineeship, can also apply for Erasmus+ Traineeship only if respecting time limits.¹

However, it is not allowed any temporal overlap, even partial, between the various periods of fruition of the Erasmus+ grants.

Please note that non-EU students awarded an Erasmus+ Traineeship grant must contact the Embassy or Consulate of the destination Country at least 3 months before departure in order to verify the documents needed for their stay abroad.

How to apply

To participate in the selection, students must fill in the on-line application form available at <http://didattica.unicam.it/> (Personal Login Area, International Mobility menu, Mobility Call).

¹It is possible to apply more than once for an Erasmus+ Programme, alternating periods of study and / or traineeship (the former mobility for *placement* in LLP / Erasmus) respecting this limitation: up to 12 months of mobility for each Studies Cycle (12 for the first cycle, 12 for the second cycle, 12 for the third cycle) and up to 24 months in case of single cycle degree.

The application form will be available/online on 28 July 2023 and must be completed and submitted by **28 September 2023 at 2.00 pm.**

The application form must be filled in English, attaching:

- Copy of the language proficiency certificate (minimum level B1 of CEFR)
- Activity plan to be filled in using the attached form.
- Confirmation letter duly signed by the host institution.

For PhD Students, a letter of reference by the Unicam coordinator/supervisor proving the need for the PhD student to participate in the Erasmus+ Traineeship program must also be included.

Students are informed that all communications will be addressed only to their UNICAM email address (nome.cognome@studenti.unicam.it)

Foreign language proficiency

An essential requirement is the proficiency at least level B1 in English or in the destination country language, certified by one of the followings:

- 1) International Language Certificate (TOEFL; CAMBRIDGE; DELF; CERVANTES; etc.) min. level B1 of the Common European Framework of Reference for Languages.
- 2) certificate of abroad staying periods, min. 60 days. Please note that the official language spoken in the country where you spent the period abroad must correspond to the language of the traineeship country.
- 3) enrolment in a degree course entirely taught in English (only if the language of traineeship is English);
- 4) English exam successfully passed at UNICAM.

For students at the School of International Advanced Studies is sufficient to have attended a master's degree course in English.

Language certificates will be evaluated only if they are suitable with the host Country spoken language or with the language to be used during the traineeship. Copies of the certificates are to be attached to the application.

The Erasmus+ Programme provides students with online linguistic support (OLS). The assessment prior to departure and after the traineeship is mandatory for every participant. Further information will be available after the admitted candidates ranking list is published.

Training duration

Traineeships last a minimum of 2 consecutive months (60 days) The mobility period could begin only after the ranking list publication and must end necessarily within **July 31st, 2024.**

Traineeships that will continue beyond that date, as well as traineeships lasting less than two months, cannot be financed.

The request for an extension must be submitted before the end of the mobility (within 1 month from the end of the mobility) and authorized by the Erasmus Mobility Delegate of the Study Course / School. In the

case of total allocation of the budget, the payment of the grant for the additional period may not be guaranteed.

A grant of max 3 months length will be guaranteed to students who apply to carry out a traineeship mobility period.

A grant of max. 6-month length will be guaranteed to students who apply to carry out a period of research or thesis, (under declaration of the Relator).

Short-term mobility (only for PhD students):

Short-term mobility (5-30 days) is foreseen only for PhD students.

This mobility must always be agreed upon both by the host institution and by the Unicam Coordinator.

Financial support

All funding is intended exclusively for carrying out the eligible training activities (see the paragraph: "Activities to be undertaken and locations").

Erasmus + funding is also linked to the study and / or training activities carried out and consequently to the recognition achievement by the competent body of the study course in which the students are enrolled in.

Students who do not complete any activity satisfactorily do not get any recognition of the activities carried out or do not require recognition of their activities by the date of achievement of their degree, or who refuse the recognition granted, will return the full amount of the funding received.

Funding for the mobility period is provided through funds allocated by the Erasmus + National Agency, and through funds from the University of Camerino.

EU CONTRIBUTION

The financial contribution supplied by the National Agency is intended to cover part of staying abroad. It is modulated according to the destination country and its cost of living and calculated on the total amount of the effective mobility days:

Group 1 high cost of living:	Denmark, Finland, Ireland, Iceland, Luxembourg, Lichtenstein, Norway, Sweden	€ 500,00/month
Gruppo 2 average cost of living:	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Slovenia, Spain	€ 450/month
Gruppo 3 low cost of living:	Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Former Yugoslav Republic of Macedonia, Serbia, Turkey	€ 400,00/month

ADDITIONAL FUNDING FOR FEWER OPPORTUNITIES (NOT AVAILABLE FOR SHORT-TERM MOBILITY)

To promote equal opportunities and access, inclusion and diversity, **an additional funding to the mobility grant**, is addressed to the needs of **participants with fewer opportunities** as follows:

- students with economic condition lower or up to €24.335,11 (to be certified by ISEE).
- students with minor sons
- working students
- students who are professional athletes
- students orphaned of at least one parent
- students' sons of victims of terrorism or organized crime

To receive the **additional funding** students must include in the application form a **specific declaration** in which they indicate their condition (Annex 4) according to the above-mentioned fewer opportunities list.

The additional funding of €250/month, regardless of the country of destination, is calculated on the basis of the days of actual stay abroad. It is paid at 80% within 30 days, after the submission of the arrival certificate to the office, together with the payment of the European contribution.

Please note that for students with economic condition lower or up to €24.335,11 the presentation of your economic condition (ISEE), issued by a tax assistance center (CAAF), is mandatory and must be enclosed on the application form.

UNIVERSITY'S INTEGRATION

Students having an ISEE higher than € 24.335,11 or those who do not declare their ISEE value will be granted a university integration equal to € 100 per each month of mobility.

PLEASE NOTE: **Not regular students** who have exceeded of one year the standard term of the degree programme **will be only entitled to the University integration equal to € 100 per each month of mobility.**

SHORT-TERM MOBILITY (only for PhD students)

The EU contribution is an individual support paid by means of funds allocated by the Erasmus+ National Agency. The contribution is €70/daily up to 14° days and €50/daily from 15° to 30° day.

Terms of payment

It will be supplied as following:

- a first installment: 80% of the EU contribution and 80% of the fewer opportunities top-up will be paid within 30 days from the receiving date of the Certificate of Arrival to the International Relations Office.
- a second and final installment: 20% of the EU contribution and 20% of the fewer opportunities top-up.
The amount will be paid at the end of the mobility period, after the submission of all required documents.

Students with minor opportunities (special needs related to physical, mental or health conditions)

To allow wider participation in the Erasmus+ programme, an additional financial contribution is provided at the community level, subject to evaluation by the Erasmus+ National Agency. Interested students can also request specific contributions to cover special needs, which will be evaluated, from time to time, by the National Agency. For more detailed information, contact the International Relations Office.

All the received contributions are submitted to the obligatory total or partial return in case of:

- withdrawal of mobility period;

- period of stay shorter than the obligatory minimum period of 60 days (Long-term mobility);
- not satisfactorily complete any activities abroad or do not obtain any acknowledgement of the activities carried out;
- reduction of the mobility period compared to the agreed one (the amount to be returned will be related to the numbers of days not performed)

Moreover, those who are in possession of the eligibility requirements for the ERSU scholarship can request the **integration for the international mobility** (information available at <http://www.ersucam.it>). Please read carefully the information published in the ERDIS call to receive this additional contribution.

Green Travel Grant

Students who choose travelling green, such as low CO2 emission modes of travel (e.g., train, car sharing, bus) regardless of the duration of the mobility, can receive a single contribution of **€ 50,00** as an individual supplement.

Moreover, it is eligible to have an additional contribution of up to 4 days of individual support to cover the days required for the outward and return journey, where applicable.

Insurance coverage

The Participants shall have suitable insurance coverage.

The basic health insurance is provided by the National Health Service by means of the European Insurance Health Card (EHIC), also during their stay in another EU country.

The University of Camerino sees to the insurance coverage for the Erasmus+ students in mobility abroad with the following policies:

- Third party liability: insurance against risks arising from third party liability, excluding the damages falling within professional liability, by means of a policy taken out by the University with UNIPOLSAI Div. La Fondiaria no. 172403463.
- Personal accident insurance linked to the educational activity/traineeship to be carried out by the Participants, including expenses, if any, for medical repatriation or in case of death: INAIL (Industrial Injury Compensation Board) policy no. 3151.
- Generic policy for refunding of medical expenses, in case of hospitalization, repatriation of deceased, taken out by the University with UNIPOLSAI Div. La Fondiaria no. 152874612/1.

Please note: both the insurance coverage of the European Insurance Health Card and the UNICAM insurance policies might not be sufficient, above all in case of a specific medical examination and accidents not linked to university activities.

It is therefore recommended to take out private insurance that covers accidents unrelated to training activities.

The European Health and Insurance Card (EHIC) entitles you to access the same necessary and urgent care provided for citizens of the host country.

Non-resident students in Italy voluntarily enrolled in the NHS, not being EHIC holders, will have to subscribe to a private health policy.

Selection criteria and evaluation

The Selection Committee will be made up of the Rector's Delegates for Internationalization, the Internationalization delegates of the Study Programmes/Schools and a member of staff from the International Relations Office, who will act as recording secretary.

The ranking list will be formulated taking into consideration the following criteria:

- Academic curriculum: the ratio of credits achieved (exams) and credits required from the date of first registration to the time of submission of the application. For students enrolled in a master's degree the graduation marks will be also taken into account: 45%
- Weighted average of the marks: 35%
- Language certificate (above B1 level): 10%
- Activity plan: 10%

Candidates submitting an acceptance or invitation letter from the hosting institution will receive extra points during the evaluation.

Ranking lists will be available on UNICAM website <https://www.unicam.it/ateneo/bandi> or at the International Relations Office, Student Services Area starting from 10th October 2023.

Where to carry out the traineeship

The candidate will have to independently find an organization willing to host him as a trainee or thanks to the intermediation of his/her degree course professors.

The acceptance of the student at the host institution, if presented before the deadline of the call, must be formalized by means of a letter of acceptance.

The candidate must verify the existence of special requirements of the host organization (for instance specific language requirements or any other pre-requirements).

The receiving organization can be any public or private organization active in the labor market or in the fields of education, training and youth. For example, such organization can be:

- a public or private, a small, medium or large enterprise (including social enterprise);
- a public body at local, regional or national level;
- a social partner or other representative of work like, including chambers of commerce, craft/professional associations and trade unions;
- a Higher education institute, a research institute;
- a foundation;
- a school/institute/educational center, a non-profit organization, association, NGO;
- a body providing career guidance, professional counseling and information.

In the case of a traineeship in higher education institutions (e.g., University laboratories, University libraries, etc..) the activity carried out must be a vocational training and NOT a study period. The training activities must be clearly specified in the learning agreement for traineeship.

EU institutions and other EU bodies including specialized agencies or organizations managing EU programs such as national agencies are not considered eligible venues.

Activities to be carried out

As part of the Erasmus traineeship mobility, it will be possible to carry out a curricular or extra-curricular internship (if it provides for recognition of credits) or thesis preparation activities.

DIGITAL OPPORTUNITY TRAINEESHIP

It is worth mentioning the initiative of the European Commission "Digital Opportunity Traineeships", which is part of the Erasmus + Programme and which aims to develop digital skills in students of all disciplines through direct experience within the host institutions. Will be considered as a "traineeship in digital skills" any traineeship where trainees receive training and practice in at least one or more of the following activities:

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

PLEASE NOTE: Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

Administrative documents

After grant acceptance, assignees are required to sign the following documents:

- Grant Agreement for Traineeship, signed by the student and by Unicam;
- Learning Agreement for Traineeship, signed by the student, by Unicam Supervisor as well as by the host institution/organization. The UNICAM Coordinator must approve the proposed host organization and the activity plan, to guarantee the recognition of the traineeship activities.

The assignee must return the entire amount of the grant in case of dissolution of the contract (traineeship interruption) without valid reasons.

However, if the interruption is due to unpredictable or exceptional events (Major Force) not depending on his/her error or negligence, he/she can still receive the amount corresponding to the real duration of the traineeship. The sums not used must be returned: the Certificate of attendance must certify the arrival date and last date of traineeship to allow the Office to calculate the exact traineeship period.

Please note that any interruption must be justified by supporting documentation. Such documents, however, will be evaluated by the Erasmus+ National Agency to determine the allocation or the withdrawal of the grant.

Penalties

In case of withdrawn by an assignee, except for valid reasons, he/she cannot apply for any other Erasmus+ mobility call in the future.

CONTACTS

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Legislative references: art. 4, L. 241/1990 and successive modifications. Art. 13, d.lgs. 30.06.03 n. 196