



UNIVERSITÀ  
DI CAMERINO

# ERASMUS+ CALL FOR APPLICATIONS MOBILITY FOR TRAINEESHIP RESERVED FOR STUDENTS KA131

## A.Y. 2024/2025

**Disclaimer:** the University of Camerino has long since started important awareness-raising work for the purposes of contrast to gender stereotypes. With this in mind, it was decided to give greater linguistic visibility to differences. When the masculine is used in this document, solely for the purpose of simplification, the form is to be understood as referring in an inclusive manner to all people who operate within the academic community.

**LANGUAGE:** This English version is made only for publicity purposes. For resolving any dispute and for all legal purposes only the Italian version is valid.

Issued with Provision of the Director General n.499/2024 prot. No.35935 of 27/05/2024.



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Erasmus+ Traineeship is a form of student mobility, which aims to facilitate adaptation to the demands of the labour market at community and global level and the acquisition of specific skills, as well as a better understanding of the socioeconomic culture of the destination country.

The Program allows students to carry out a traineeship at a company or other organization abroad (Programme or Partner Countries) and provides a financial contribution to cover part of the expenses incurred by students during the internship period.

The Erasmus+ Traineeship mobility will be recognized as a curricular internship or as part of the thesis activity and will in any case be reported in the Diploma Supplement.

The period abroad must necessarily end **by 07/31/2025**.

## Art. 1 Subject of the call

A selection is announced for the awarding of Erasmus+ Traineeship grants for carrying out a training internship or thesis preparation.

Erasmus+ Traineeship mobility can take the form of:

- *long-term mobility*, standard Erasmus+ mobility from 2 to 12 months for students and doctoral candidates,
- *short-term doctoral mobility*, only for students enrolled in doctoral courses.

*Long-term mobility*, which is from 2 to 12 months cannot in any way last less than 60 days, under penalty of total refund of the grant.

*Short-term doctoral mobility*, only for students enrolled in doctoral courses, is a physical mobility with a minimum duration abroad of 5 days and a maximum of 30 days. It is possible to combine physical mobility with virtual mobility.

The mobility can be carried out in one of the countries participating in the Programme (Programme Countries) or in a non-EU country (Partner Countries) until the available funds are exhausted.

<https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>

## Art. 2 Activities to be carried out during the mobility

As part of the Erasmus+ Traineeship mobility, it will be possible to carry out a curricular or extra-curricular internship or preparation activities for the thesis, provided that it involves recognition of credits.

*DIGITAL OPPORTUNITY TRAINEESHIP*



We would like to highlight 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 organization/body. Any internship in which interns receive training and practice in at least one or more of the following activities will be considered a "digital skills internship": digital marketing (e.g. social media management, web analytics);

- digital graphic, mechanical or architectural drawing
- development of applications, software, scripts, or websites
- installation, maintenance and management of IT systems and networks
- IT security
- data analytics, mining, visualization
- programming and training of robots and artificial intelligence applications.

General customer support, order processing, data entry or office tasks are not included in this type of internship.

To search for suitable locations for carrying out internships aimed at developing digital skills, offers are available on the platform:

<https://erasmusintern.org/digitalopportunities>

#### *HOST ORGANIZATIONS/INSTITUTIONS WHERE YOU CAN CARRY OUT THE INTERNSHIP*

The candidate will have to find, independently or through the intermediation of a teacher, an organization/body willing to host him as an intern/trainee.

It is also the candidate's responsibility to verify, with the supervisor of the host organization/institution, the existence of any requirements, to carry out the traineeship (such as, for example, linguistic requirements or particular knowledge/competence)

The receiving host organisation/body can be any public or private organization active in the labour market or in the education, training, and youth sector. For example, such organizations can be:

- small, medium, and large public or private enterprises (including social enterprises)
- public bodies at local, regional, and national level
- social partners or other representatives of the world of work, including chambers of commerce, professional associations, and trade unions
- higher education institutions, research institutes
- foundations
- schools, institutes or training centres, non-profit organisations, associations, NOG
- bodies providing career guidance, professional consultancy and information services

In the case of traineeship at higher education institutions (e.g. university laboratories, university libraries, etc.) the activity carried out must be professional training and not study



and this training activity must be clearly expressed in the work plan (Learning Agreement). The following are considered ineligible:

- Offices and bodies that manage community programs (e.g. National Agencies)
- Community Institutions and Agencies

As part of the Erasmus+ Traineeship mobilities in Partner Countries, it is possible to carry out the planned activity only in universities.

### Art. 3 Eligibility requirements

To participate in the selection, students need to:

- be registered and up to date with the payment of tuition fees,
- satisfy any requirements set out in the Regulations of Degree Course for carrying out internships /traineeship
- not benefit from another type of community or non-EU contribution for mobility in the same period. It is specified, however, that Erasmus+ grants are compatible and cumulative, unless otherwise indicated by the granting body, with all types of scholarship (e.g. ERDIS scholarship, doctoral scholarship and its increase for the period spent abroad etc.).

According to the Erasmus+ rules, it is possible to carry out more than one mobility period for each study cycle (I, II and III cycle) and for a total period not exceeding 12 months for bachelor's degree, master's degree and PhD course or 24 months for one-tier degree course. Previous mobility experiences carried out within the Erasmus+ program for study or traineeship must be considered in the calculation of the months already used, to verify that the student has not already reached the expected limit.

**For the academic year 2024/25, students who have already benefited from an Erasmus+ scholarship for study or traineeship previously, but who still have an adequate period available for the study cycle can apply and complete the mobility period at the host organization/body.**

Students enrolled in the third year of a degree course who intend to carry out the internship during the first year of the master's degree can also participate if they are enrolled under condition in the master's degree course. It is requested to finalize the enrolment procedure before the departure.

The mobile student or doctoral candidate will not be able to obtain the final qualification before the conclusion of the study period abroad and before the recognition by the Study Degree or School Board regarding the training activity carried out at the foreign University.

### Art. 4 Submitting the application



Those who intend to participate in the selection must complete the online participation form (Application form) by connecting to the website **<https://didattica.unicam.it>** available in their reserved area - International Mobility Section - Outgoing Mobility.

The online procedure must be completed **by 10.00 pm on 24<sup>th</sup> June 2024**.

**If there are funds available, it will be possible to evaluate applications received after this deadline until 31<sup>st</sup> October 2024. The outcome of the evaluation will be communicated to each candidate via email.**

#### **Mandatory Attachments:**

1. Application form<sup>1</sup> signed by the student,
2. Activity Plan (Annex 1) completed and signed by both the student and the Delegate of Study Course/School.  
For doctoral students, the Activity Plan must be signed by the PhD Course Coordinator.

The following may also be uploaded as optional attachments:

- copy of the international certification proving knowledge of the language at a level higher than B1 used in carrying out the internship,
- acceptance letter signed by the host organization/body,
- self-certification of the condition of fewer opportunities (Annex 2)

We inform you that only UNICAM institutional email addresses will be used by the office (*Domains [@studenti.unicam.it](mailto:studenti.unicam.it), [@unicam.it](mailto:@unicam.it)*)

## **Art. 5 Selection Procedure**

The selection will be made based on merit and the final score will be drawn up based on the following criteria:

For students enrolled in bachelor's and master's degree courses:

- ratio between credits accrued and credits that can be acquired: up to **4 points**;
- weighted average of exams taken up to **4 points** (for students on master's degree courses, the bachelor's degree mark will also be taken into account);

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<sup>1</sup> The Application Form is automatically created by the system after completing the application form



- possession of linguistic certifications recognized by the University<sup>2</sup> at a level equal to or higher than B2 of the language in which the activity is intended to be carried out: **up to 3 points**;
- digital skills: **2 points**
- possession of acceptance letter from the host institution/organization: **2 points**
- evaluation of the Activity Plan: **up to 15 points**.

Candidates who have achieved a minimum score of **at least 7 points in the Activity Plan** evaluation will be admitted in the final ranking.

The rankings will be available starting **from 5<sup>th</sup> July 2024** on the Unicam web page under Calls(Bandi), in the specific section relating to this Call.

**If there are funds available, it will be possible to evaluate applications received after this deadline until 31<sup>st</sup> October 2024. The outcome of the evaluation will be communicated to individual candidates via email.**

The ranking for doctoral candidates will be drawn up by the School of Advanced Studies (SAS).

In case of same ranking score: for students enrolled in master's degree courses, the ones who have not been previously awarded the same grant will have the priority; for PhD students, the ones who are not beneficiary of the PhD scholarship will have the priority. In case of a further same ranking score, the youngest student will have the priority.

The evaluation will be carried out by a Commission which will be appointed after the closing of this Notice and will be composed of the Rector Delegates and the Study Degree Course/School Delegates.

## Art. 6 Before the mobility

For the purposes of awarding the grants, the successful students are invited to send the following to the International Relations Office:

- **Within 15 days of the publication of the ranking, the declaration of acceptance (Annex 3).**

Furthermore, students awarded grants must produce the following documentation within 30 days before departure:

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<sup>2</sup> Only International certifications such as Cambridge; IELTS, TOEFL or similar will be considered.



- work program (Learning Agreement) approved by the UNICAM Delegate of the Degree Course/School, signed by both the student and by the Study Degree Course/School Delegates.
- Financial Agreement for Traineeship mobility, signed by the student.

## Art. 7 During the mobility

**Within seven days** of the start of the mobility, the student must request the competent office of the host organization/body to send the Certificate of Arrival, drawn up according to the form provided by the International Relations Office.

Any interruptions to traineeship activities before the minimum 60 days required by the Erasmus Regulation will result in the refund of the entire contribution received.

The interruption of traineeship activities due to force majeure, however, must be strictly accompanied by supporting documentation. This documentation, in any case, will be evaluated by the National Agency which will determine the assignment or revocation of the contribution.

## Art. 8 After the mobility

Upon returning from the mobility period, the student must present the following documentation:

- **CERTIFICATE OF ATTENDANCE**, drawn up according to the form provided by the International Relations Office, signed by the Manager of the host organisation/body with indication of the exact period of the mobility (start date and end date). It is specified that the aforementioned certificate must be requested by the student from the host organization/body.
- **TRAINEESHIP CERTIFICATE** by the Receiving Organisation/Enterprise provided by the International Relations Office and signed by the supervisor of the host organization/body (section After the mobility of Learning Agreement)
- **BENEFICIARY REPORT** (questionnaire to be completed at the end of the mobility)

The Certificate of Attendance and the Traineeship Certificate must be sent by the host organization/body to the following email address: [moira.aureli@unicam.it](mailto:moira.aureli@unicam.it)





## Art. 9 Amount of the grant

The grants for Erasmus+ mobility students are not intended to cover all expenses but are to be considered as a contribution to the greater economic needs associated with staying abroad. Funding is awarded exclusively for the carrying out of eligible activities to be carried out in the foreign office.

The financial contribution for the mobility period is provided through funds allocated by the Erasmus+ National Agency (community contribution), by the MUR (Ministry of University and Research) and by funds from the University of Camerino.

Please note that for *long-term mobility*, regardless of their duration, each month will be considered 30 days. In the case of incomplete months, the financial contribution will be calculated by multiplying the number of days carried out for 1/30 of the monthly support. The student must carry out a minimum of **60 days** mobility period.

Doctoral students who undertake long-term mobility will be able to take advantage of both the Erasmus grant and the 50% increase in the doctoral scholarship for the period abroad.

Students who do not complete any activity with satisfactory results, who do not obtain any recognition of the activities supported, who do not request recognition of the activities supported within the achievement of the qualification, or who refuse the recognition granted, will have to return all or part of the amount received.

It should be noted that the credits recognized may also be free credits, as optional activities, but they must be curricular credits.

### A) COMMUNITY CONTRIBUTION LONG-TERM MOBILITY

The EU contribution paid with funds from the Erasmus+ National Agency is distinguished based on the country of destination of the mobile student and the days of actual stay abroad. In particular, the contribution is distinguished by groups of destination countries, grouped according to the cost of living as follows:

#### Mobility to Programme Countries (Table 1):

<b>Group 1:</b> Programme Countries with higher costs of living	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, <b>United Kingdom - Switzerland</b>	€ 500,00/month
<b>Group 2:</b> Programme Countries with average cost of living	Austria, Belgium, Cipro, France, German, Greece, Malta, The Netherlands, Portugal, Spain	€ 450,00/month
<b>Group 3:</b> Programme Countries with lower cost of living	Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Czech Republic, Serbia, Slovakia, Slovenia, Turkey, Hungary	€ 400,00/month



### **Mobility to Partner Countries:**

The community contribution is equal to €700/month (calculated on the actual days of mobility)

The United Kingdom and Switzerland are eligible as Partner Countries, but the amount of the monthly grant is equivalent to Group 1 Programme Countries, the grant will therefore be €500/month.

#### **B) COMMUNITY CONTRIBUTION SHORT-TERM MOBILITY**

For short-term doctoral mobility the amount of the scholarship is equal to:

- € 79 daily rate up to 14<sup>th</sup> day
- € 56 daily rate from 15<sup>th</sup> to 30<sup>th</sup> day

**The same amount is expected both for mobility towards Programme Countries and for those towards Partner Countries**

#### **C) ADDITIONAL FUNDING FOR PARTICIPANTS WITH FEWER OPPORTUNITIES (TOP UP):**

Long-term Mobility:

An additional funding (top up) to the mobility grant is addressed to the participants who are at least in one of the following conditions:

- a) students with ISEEU up to €26,306.25 (MUR Directorial Decree no. 204 of 02/23/23)
- b) students with minor children
- c) working students
- d) students who are professional athletes
- e) students without at least one parent
- f) students' children of victims of terrorism and organized crime

To receive this additional funding, students must attach a specific self-declaration to the application (Annex 2) in which they must indicate the condition in which they find themselves.

The top up, amounting to €250 per month, regardless of the country of destination, will be calculated on days of actual expected stay abroad. 80% of the top up will be paid within 30 days of sending the certificate of arrival to the office, together with the community contribution.

To obtain the additional funding of the grant based on condition a), the economic situation used for registration or renewal will be considered. In the event of a lack of ISEEU certification or significant changes, it will be the student's responsibility, where he deems it useful, to update the economic situation and report the change to the Office.

Short-term doctoral mobility:

The amount of the additional funding is equal to:

- €100 until the 14<sup>th</sup> day



• €150 from the 15<sup>th</sup> day to the 30<sup>th</sup> day

#### A) MINISTERIAL/UNIVERSITY SUPPLEMENT

The Erasmus+ grant will be further integrated using the Youth Support Fund (FSG) of the MUR, based on the economic conditions certified by ISEE University (Facilitated benefits for the right to study), only for Long-Term mobility on the basis of the following table:

Table. 2. Ministerial (FSG) / UNICAM Supplement

ISEE table	Monthly supplement including top up
$ISEE \leq 13.000$	€ 500 (€250 top up + €250)
$13.000 < ISEE \leq 26.306,25$	€ 400 (€250 top up+ €150)
$26306,25 < ISEE \leq 40.000$	€ 300
$40.000 < ISEE \leq 50.000$	€ 200
$ISEE > 50.000$	€ 100

To maintain this supplement, students must obtain recognition in credits of the activity carried out abroad at the end of the mobility. Those who do not declare the ISEEU value will still receive a university supplement equal to €100 for each month of mobility. Students enrolled beyond the first year outside the course will not be able to receive the integration of the ministerial fund but will receive the University integration equal to €100.00 for each month of mobility.

#### A) TRAVEL

The *Travel support* is calculated in accordance with the provisions of the National Erasmus+ Agency INDIRE and determined according to detailed mileage bands in the Program Guide:

<https://erasmus-plus.ec.europa.eu/it/resources-and-tools/distance-calculator>

Students who carry out a mobility towards the Program Countries and who have declared that they find themselves in conditions of fewer opportunities will also receive the travel support (Annex 2).

#### B) GREEN TRAVEL

Students who opt for a green trip, i.e. a low CO<sub>2</sub> emission travel method (e.g. train, car sharing, bus) regardless of the duration of the mobility, can receive an extra €50 euros and up to 4 days of additional individual support for your journey.

#### C) TERMS OF PAYMENT

The financial contribution due is initially estimated on the basis of the duration of the mobility as indicated in the Financial Agreement.

At the end of the mobility period, the financial contribution is recalculated according to the actual number of mobility days carried out, according to the counting methods envisaged by the Erasmus+ Programme.



The disbursement of the grant includes:

- a first instalment equal to 80% of the supplementary contribution (Table 2) before departure.
- a second instalment, corresponding to 80% of the community contribution (Table 1) and 80% of the top up within 30 days of receipt of the certificate of arrival by the international relations office.
- the balance of 20% of both contributions, to be calculated based on the actual days spent on the move, upon return, after delivery of all documents.

#### D) REFUNDS AND REDUCTIONS

The contributions received are subject to the obligation of total or partial repayment in case of:

- waiver of the mobility period;
- stay shorter than the mandatory minimum period of 60 days (for Long-term mobility) or 5 days (for Short-term mobility)
- failure to complete any of the curricular activities indicated in the Learning Agreement and missing recognition of training credits in the study plan;
- reduction of the period abroad compared to what is foreseen in the financial agreement (this entails a refund corresponding to the number of days not used abroad).

Furthermore, those who meet the eligibility requirements for the ERDIS scholarship will be able to request the integration granted by the ERDIS Marche Presidio of Camerino for international mobility (information available on the website <http://www.erdis.it>).

#### E) STUDENTS WITH FEWER OPPORTUNITIES DUE TO SPECIAL NEEDS RELATED TO PHYSICAL, MENTAL OR HEALTH CONDITIONS.

To allow wider participation in the Erasmus+ programme, an additional financial contribution is provided at community level for these categories of students, subject to evaluation by the Erasmus+ National Agency. Interested parties can also request specific contributions to cover specific needs, which will be assessed from time to time by the Erasmus+ National Agency. For more detailed information, contact the international relations office.

#### Art. 10 Extension of the mobility period

Requests aimed at the extension of the mobility period will be evaluated based on appropriate and well proven didactic motivations or research reasons. The requests might be approved with additional budget funds only in case of availability or in the form of zero-



grant extension, in the event of unavailability. The request must be sent at least one month before the end of the mobility.

Please note that for *short doctoral mobility*, the mobility period cannot in any case exceed 30 days.

## Art. 11 Insurance Coverage

The Participant must have adequate insurance coverage.

The University of Camerino provides insurance coverage for Erasmus+ students moving abroad with the following policies:

- Third party liability: insurance against risks arising from third party liability, excluding the damages falling within professional liability with Axa Assicurazioni n. 410656394,
- Reimbursement of medical expenses policy: generic policy for refunding of medical expenses, accident, repatriation of deceased with Policy Inter Partner Assistance n. 100832584.

Please note that UNICAM insurance policies might not be sufficient in any Country. Therefore, it is advisable that the student gets the proper information from the host organization/body on the specific conditions for sanitary assistance and takes out a private insurance, if necessary.

The regulation of these insurance policies might be different in each country and standard insurance coverage may, in some cases, not be sufficient. It is therefore necessary for the student to inform himself/herself at the destination institution/organization about the specific health care conditions provided for in the host country and to take out, where necessary, supplementary health insurance.

## Art. 12 Contacts

Rector Delegates:

Prof. Renato De Leone

Prof. Luciano Barboni

Office

Dott.ssa Moira Aureli

Administrative Procedure Management

tel. 0737 402450



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Office visiting hours:

Mon. - Wedn.- Fri. h.10:30-13:00

Tue. -Thr. h. 15:00-17:00

Responsible for the procedure and treatment of privacy

Pursuant to art. 4 of law 241/1990 and subsequent amendments and additions, the person responsible for the procedure is Anna Pupilli, Responsible for International Relations Office- Student Services Area.

The processing of personal data will take place in compliance with the provisions of the European Regulation GDPR 679/2016 and the Legislative Decree. 196/2003 regarding the protection of personal data (<https://www.unicam.it/privacy-policy>). The personal data provided by the participants in the selection in question will be processed, in paper form and in an automated manner, by the University of Camerino in order to manage the procedures inherent to the competition. The provision of personal data indicated in the notice is optional but necessary for the purposes of participation in the procedure and any consequential operation. The University may also process the personal data of candidates in order to process or provide MUR with statistical data or to facilitate the analysis and improvement of teaching activities and services, for research activities and for activities related to the right to study. Any provision by the candidate of sensitive data relating to the state of health is aimed exclusively at the adoption of the measures and aids necessary to guarantee equal opportunities in carrying out the tests in implementation of the provisions in force on the matter. Personal data may be processed by staff and collaborators as data processors for practices relating to the operations covered by this notice; these subjects ensure levels of experience, capacity, and reliability such as to guarantee compliance with the current provisions on processing, including the data security profile. The data are stored for a period not exceeding that necessary for the pursuit of the purposes mentioned above or subsequently processed, in accordance with the provisions of legal obligations. Regarding the processing of personal data, the interested party has the right to access the data concerning him, to update, rectify, integrate the data, request its cancellation or limitation, oppose the processing, lodge a complaint with the Guarantor for the protection of personal data. personal data. These rights may be asserted against the University of Camerino, data controller with registered office in Piazza Cavour 19/f- 62032 Camerino (MC) and operational headquarters in Via Pieragostini n 18, c/o Rettorato, 62032 Camerino (MC).

The data controller can be contacted at the following address:[protocol@pec.unicam.it](mailto:protocol@pec.unicam.it)

The Personal Data Protection Officer (DPO) can be contacted at the following addresses: [rpd@unicam.it](mailto:rpd@unicam.it) [rpd@pec.unicam.it](mailto:rpd@pec.unicam.it)

The interested party also has the right, if he believes that the processing of personal data is in violation of the provisions of the (EU) Regulation, to lodge a complaint with the supervisory authority (Authority for the protection of personal data - [www.garanteprivacy.it](http://www.garanteprivacy.it)) or to take action in the appropriate judicial offices pursuant to art. 79 of the Regulation (EU).

The General Director

Ing Andrea Braschi