



UNIVERSITÀ
di CAMERINO

**ERASMUS+ CALL FOR APPLICATIONS
MOBILITY FOR TRAINEESHIP
Reserved for
undergraduate students undertaking postgraduate
mobility.**

A.A. 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.



UNIVERSITÀ
di CAMERINO

Erasmus+ Mobility for traineeship

A.Y. 2024/2025

Reserved for undergraduate students undertaking postgraduate mobility.

General information

Erasmus+ Traineeship is a form of mobility for traineeships, which aims to facilitate adaptation to the demands of the labour market at EU and world level and the acquisition of specific skills, as well as a better understanding of the socio-economic culture of the destination country.

The Programme allows students to carry out an internship in a company or other organisation abroad to Programme countries and provides for a financial contribution to cover part of the expenses incurred by students during the internship period.

The period abroad must end no later than 31/07/2025.

Art. 1 Who can apply

For postgraduate mobility: all undergraduate students who plan to complete their degree **by April 2025** and who have no more than **45 CFUs to complete their degree** (including final thesis).

Erasmus+ Traineeship mobility can take the form of long-term mobility from 2 to 12 months; this mobility cannot last less than 60 days, under penalty of total refund of the scholarship.

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 with 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.

Those who after graduation have enrolled in a bachelor's, master's, specialization or doctorate course cannot participate.

¹ It 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.



UNIVERSITÀ
di CAMERINO

Art. 2 Where to carry the traineeship

In 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.

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 visualisation;
- programming and training of robots and artificial intelligence applications.

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

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

<https://erasmusintern.org/digitalopportunities>

INSTITUTIONS WHERE TO CARRY OUT THE INTERNSHIP

The student will identify a host organization on his/her own or with the intermediation of a professor.

The receiving organization can be any public or private organization active in the labour 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 research institute;
- a foundation;
- a school/institute/educational centre, a non-profit organization, association, NGO;
- a body providing career guidance, professional counseling and information.

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



UNIVERSITÀ
di CAMERINO

Art.3 Submission of the application

The deadline to apply is **23 September 2024, not later than 22:00 p.m.**

To participate to the selection, candidates must fill in the application form on line available at <https://didattica.unicam.it> available in its reserved area – Sezione Mobilità Internazionale – Bandi Mobilità.

Please enclose to the application form the following listed documents:

- Copy of Language certifications attesting a level of competence at min B1 level (see the paragraph Language Knowledge).
- Curriculum vitae in English.
- A motivation letter (Presentation Letter) in English duly undersigned specifying the professional aims and the sector of interest where to carry out the possible transnational traineeship as well as the potential acceptance letter of a host subject/institution.

Students are informed that all communications will be addressed to their UNICAM email address name.surname@studenti.unicam.it. Different email accounts will not be used even if they have been indicated in the application form.

Art. 4 Foreign language knowledge

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

- 1) an international language certificate (TOEFL; CAMBRIDGE; DELF; CERVANTES; etc.) of B1 level at least, according to the Common European Framework of Reference for Languages;
- 2) a certificate of an abroad staying period - minimum 6 months- . Please note that official language spoken in the Country you spent the period abroad must correspond to the language of traineeship;
- 3) enrolment in a degree course taught in English when the language of traineeship is English;
- 4) English exam at UNICAM.

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.

Art. 5 Selection criteria and evaluation

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

- Academic curriculum: the ratio of credits achieved (exams) and credits required from the date of first registration to at the time of submission of the application (normally are expected 60CFU/anno). For students enrolled in a master's degree the graduation marks will be also taken into account: 45%;
- Weighted average of the marks: 35%;



UNIVERSITÀ
di CAMERINO

- Language certificates of advanced level (above B1 level): 10%,
- Activity plan: 10%.

Candidates who will present an invitation or acceptance letter from the host subject/ institution will receive an additional score during the evaluation.

Ranking lists will be available at the Unicam link section 'Bandi', in the specific section relating to this Call starting from 27 september 2024.

Please note that on the date of publication of the ranking, candidates will still have to maintain the **status of graduating students**; otherwise it cannot be inserted into it.

Art. 6 Before departure

For the purposes of awarding the scholarships, the successful students are invited to send the following to the Placement office:

- within 15 days of the publication of the ranking, the declaration of acceptance or renunciation of the scholarship;
- subsequently, students awarded scholarships must produce the following documentation at least 30 days before departure:
 - ☐ work program (learning agreement), signed by the student and the host institution;
 - ☐ agreement form for traineeship mobility, signed by the host institution.
 - ☐ Financial agreement for traineeship mobility, signed by the student.

Art. 7 During mobility

Within seven days of the start of the mobility, the student must request the competent office of the host institution/organization to send the **Certificate of Arrival**, drawn up on the basis of the form prepared and provided by the Placement 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 The end of the mobility

At the end of the mobility, the student must present the following documentation:

- **Certificate of Attendance**, drawn up on the basis of the form prepared by the Placement Office and signed by the Manager of the host organisation/entity with indication of the exact period of the mobility (start date and end date).
- Traineeship Certificate by the Receiving Organization/Enterprise, provided by the Placement Office and signed by the supervisor of the hosting organization/entity (**After the mobility** section of the Learning Agreement).



The documents relating to mobility (Certificate of Attendance and Traineeship Certificate) must be sent by the host organisation/entity to the following email address: sara.ramadori@unicam.it.

Art. 9 Duration of the traineeship

The mobility period must be continuous and must end, without fail, by July 31st 2025.

Up to three months of scholarship are guaranteed; the payment of the scholarship for the additional period may not be foreseen. In any case, this type of mobility must have a minimum duration of 2 continuous months (60 days) and can begin after the publication of the ranking and conclude, without fail, by July 31st 2025.

Internships that continue beyond this date, as well as internships lasting less than two months, cannot be financed. The request for extension must be requested before the end of the mobility (within 1 month from the end of the mobility) and authorized by the Internship and Placement Office.

Art. 10 Financial support

The European Commission has determined for the mobility grants to be modulated according to the destination country, on the basis of the groups shown in the table. The quota levels for traineeship scholarships have been defined at the national level as follows:

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

1. 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 €26.306,25 (to be certified by ISEEU).
- students with minor sons
- working students
- students who are professional athletes
- students orphaned of at least one parent
- students' victims of terrorism or organized crime

2. To receive the **additional funding** students must include in the application form a **specific declaration** in which they indicate their condition (Annex 1) 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.



UNIVERSITÀ
di CAMERINO

The grant will be paid in two installments:

- the first installment, corresponding to 80% of the total amount will be paid at the beginning of the traineeship, after having delivered the **certificate of arrival**;
- the second installment corresponding to 20% will be paid on student return, upon proper delivery of final traineeship documents (**certificate of attendance** and **after the mobility**).

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

In order to allow wider participation in the Erasmus+ programme, an additional financial contribution is envisaged at community level, subject to evaluation by the Erasmus+ National Agency. Interested parties can also request specific contributions to cover particular needs, which will be assessed from time to time by the National agency. For more detailed information, contact the mobility office.

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

- waiver of the mobility period;
- stay shorter than the mandatory minimum period of 60 days;
- failure to complete any of the curricular activities indicated in the Learning Agreement and consequent recognition with useful training credits in one's study plan;
- reduction of the period abroad compared to what is provided for in the agreement (refund of an amount corresponding to the number of days not spent abroad).

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.

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 up to 4 days of individual support to cover the days required for the outward and return journey, where applicable.

Art. 11 Insurance coverage

The Participants shall have a 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;
- personal accident insurance linked to the educational activity/traineeship to be carried out by the participants;



UNIVERSITÀ
di CAMERINO

- generic policy for refunding of medical expenses, accident, repatriation of deceased.

Please note that the insurance coverage of the European Insurance Health Card (EHIC) and the UNICAM insurance policies might not be sufficient, especially in case of specific medical examination and accidents that are not linked to educational activities.

Therefore, it is advisable to take out a private insurance which covers accidents unrelated to study activities.

Foreign students who are not resident in Italy and who are voluntarily enrolled in the NHS, not being EHIC holders, will have to take out a private health policy.

Art. 12 Contact

The University Delegate to International Student Mobility Prof. Renato De Leone.

The University Delegate internship and placement Prof. Francesco Nobili.

Administrative Office – Placement Office/ Student Services and International Mobility

Via Gentile III Da Varano,2 - 62032 Camerino (MC)

Tel: +39 0737 404607 sara.ramadori@unicam.it

Office Opening hours:

Mon/Wed/Fri 10:30-13:00 - Tue/Wed 15:00-17:00

In compliance with art. 4 of law no. 241/1990 and further amendments and integrations, the officials in charge of the administrative procedure of this Call for applications is Ms. Anna Pupilli, in collaboration with Ms. Sara Ramadori, tel. 0737 404607.

Information notices pursuant to art. 13 of Legislative Decree of June 30, 2003, no. 196 ("Personal data protection code").

1. Processing purposes.

The University of Camerino will exclusively process personal data for the performance of institutional purposes and in compliance with the regulations on personal data protection. In particular, the processing of the requested personal data is performed to create the list for the awarding of funding.

2. Processing methods and recipients of personal data processing.

The personal data processing is carried out by means of paper and/or IT procedures, in full observance of the regulations in force about personal data protection (Legislative Decree no. 196/03). Such data may be transmitted to any external subjects, both for the candidate assessment procedures and for funding reasons or for any further contributions in support of mobility.

The Data Processing Controller is the University of Camerino, legal seat address: Piazza Cavour 19/f-62032 Camerino (MC), operational seat address: Via D'Accorso 16, c/o Campus Universitario, 62032 Camerino (MC). The Data Protection Officer can be contacted at the following emails:

rpd@unicam.it; rpd@pec.unicam.it.

UNICAM General Director
Ing. Andrea Braschi