



ERASMUS+ KA 131 CALL FOR EU AND NON-EU TRAINEESHIP APPLICATIONS 2023/2024

Project no. 2022-1-IT02-KA131-HED-000064316

Project no. 2023-1-IT02-KA131-HED-000138549

DEADLINE: 09 October 2023 – at 1 p.m.

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

TERMS AND CONDITIONS

The ERASMUS+ Mobility for Traineeship Programme (2021-2027) allows students and recent graduates (provided they apply before they obtain their degree) to carry out traineeship in companies, training and research centres both in countries participating in the Programme and in third countries not associated with the Programme (see the call for applications: Destination countries). The aim is to acquire specific and cross-cutting skills in the disciplines of the degree programme they are enrolled in, deepening their knowledge of languages and integrating the theoretical knowledge acquired during their academic training in order to facilitate adaptation to the demands of the labour market through the acquisition of specific skills. 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 (see the call for applications: Searching for Traineeship Locations). The traineeship period can have an indicative duration of between 2 and 12 **consecutive months**, depending on what is agreed with the host location.

The University of Modena and Reggio Emilia provides its students with a **total amount of €272,650** for traineeships to be carried out in the period between **01/12/2023 and 31/07/2024**.

Please note that the information provided in this Call may be subject to subsequent changes and/or additions following communications of new provisions by the National Authorities, the Erasmus+ Indire National Agency, and the University. Any changes will be promptly communicated to the interested parties through institutional channels.

This **call for applications** governs the following:

- Application requirements
- Language requirements
- Destination countries
- Finding a traineeship location
- Duration of traineeship and financial contribution
- Insurance
- OLS – Online language support
- How to apply and Infoday
- Criteria and results of applicant selection

APPLICATION REQUIREMENTS

Eligible applicants:

- Students of first, second or third level REGULARLY ENROLLED at the University of Modena and Reggio Emilia (administrative seat) who intend to carry out curricular or extra-curricular traineeships or who intend to start as recent graduates, in which case the traineeship must be carried out within 12 months of obtaining the degree and in any case within the time limits set by this call for applications.
- Those who plan to graduate by the extraordinary session a.y. 2022/23, without having to renew their enrolment for a.y. 2023/24. The traineeship in this case will have to be carried out after obtaining the qualification, **as students are not allowed to graduate during the traineeship period.**
- Students with dual enrolment, provided that they do not apply for Erasmus mobility at both universities **at the same time** (preferring one or the other call).

Students applying to this call for applications:

- Can repeat their Erasmus+ mobility experience and benefit from the corresponding grants in the three study cycles for a maximum of 12 months per cycle (24 months for single cycles). By submitting an application, students confirm that they have a number of available months congruent with the above-mentioned rule.
- They may not benefit, in the same period in which they benefit from Erasmus+ project funding or from **another University call**, from any other type of Community contribution (in the case of students engaged, for example, in study mobility, it will be necessary to close the file before starting Traineeship mobility).

The following are not eligible to apply:

- students not officially enrolled in UNIMORE;
- those who obtain the qualification before applying for this call for applications;
- those who have already used all the mobility months allowed by the Erasmus+ Programme in their study cycle.
- PON PhD students
- students who have not yet returned any amounts unduly received for previous mobility calls for applications.

All the above requirements must be met at the time of application. Applications stating declarations that are non compliant with the participation requirements shall be considered void.

LANGUAGE REQUIREMENTS

Demonstrating a minimum knowledge of the language of the traineeship is a prerequisite for admission. The language knowledge 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 reported in Annex 2 (compulsory). The language knowledge may be proven by holding of an international language certificate issued by a recognised certification body or by a certificate of language competence. 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.

Knowledge of the foreign language may also be proven in one of the following ways, which are considered equivalent:

- having passed a curricular linguistic qualification at the University Language Centre required by their degree programme. Students in their first year of a Master's degree programme will be able to apply for credits passed during their previous career (even if at another Italian university).
- being enrolled in a degree programme taught entirely in English;
- having obtained a certificate issued by language centres of other universities;

The language of the traineeship may not be the main language of the host country, but also the language of everyday use in the workplace. E.g. for a location in Finland, the working language will be English. In this case, the applicant will only have to prove knowledge of English.

DESTINATION COUNTRIES

Erasmus+ Mobility for Traineeship can be carried out at host organisations and institutions located in: **the Member States of the European Union, Non-EU Countries participating in the Programme and Non-EU Countries not participating in the Programme.**

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

Non-EU countries participating in the programme: North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey.

Non-EU countries not participating the Programme: all countries not included in the above categories.

If UNIMORE considers it unsafe to send mobility students to the destination country or their stay there, the mobility period may be changed, interrupted or cancelled. Students are invited to carefully assess the risks involved in carrying out Erasmus mobility, taking note of the security measures adopted by the destination country and the university).

The host institution may be:

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

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

In cases of doubt, the final assessment of the institution's eligibility will be referred to the ERASMUS+ NATIONAL AGENCY.

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

FINDING A TRAINEESHIP LOCATION

The applicant will have to find the host institution himself/herself. In order to choose the host institution independently, students will be able to use, where possible, the mediation of a teacher or the support of the Department Internship Offices, some of which could give their students some traineeship opportunities, as well as providing information on the university credit recognition when preparing the Learning Agreement. Once the host company has been identified, the selected applicant/student must submit the company's letter of acceptance to the International Relations Office (**at least three weeks before the start of the placement**). However, it is not compulsory to have the letter of acceptance when applying for the call, although some departments may consider it useful for selection purposes.

DIGITAL TRAINEESHIPS Digital skills are aimed at developing high technological competences and horizontal skills. Student traineeships are considered 'digital skills traineeships' when the trainee will carry out activities such as: digital marketing (e.g. social media management, web analysis); digital graphic, mechanical or architectural design; development of mobile applications, software, scripts or websites; installation, maintenance and management of computer systems and networks; cybersecurity; data analysis, mining and visualisation; programming and training of robots and artificial intelligence applications. General customer service, order processing, data entry and office tasks do not fall into this category. **To find institutions that are suitable for**

traineeships aimed at developing digital skills, offers are available on the platform <https://erasmusintern.org/digital-opportunities>.

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.). In addition to be enrolled in UNIMORE degree programmes, non-EU citizens must also have obtained a residence permit and subsequent entry visa for the destination country (students must take care of it well in advance).

NOTE: some countries may take a long time to obtain a visa. Students must find out autonomously about any rules governing entry to the host country and it is their responsibility to gather information in advance and to obtain documents allowing entry and stay in the country of destination. The website of the Ministry of Foreign Affairs dovesiamonelmondo.it is also useful.

DURATION OF TRAINEESHIP AND FINANCIAL CONTRIBUTION

Traineeships shall have a **minimum duration of 2 months**. Durations of less than 2 months (60 days) are not permitted, except for the SHORT MOBILITY programme (point 2 of this section). The traineeship may start between **01/12/2023 and must be completed by 31/07/2024** (subject to completion of all visa procedures where required). The funding is guaranteed for a **maximum of four months**. The beneficiary may continue his or her traineeship until the end of the placement in the 'zero grant' mode, while retaining all the privileges reserved for Erasmus+ mobility beneficiaries but without a grant. The traineeship must be carried out on a continuous, full-time basis.

Students who, during the traineeship period, need to take university examinations must check with their department/degree programme **prior to departure** whether they are available to take examinations, always giving priority to the traineeship training experience.

Traineeship mobility for recent graduates must begin and end **no later than 12 months after graduation and no later than the periods indicated above. Those who will carry out the traineeship as recent graduates must apply for the ERASMUS+ call for Traineeships before they graduate.**

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

1. Erasmus Mobility for Traineeship LONG MOBILITY for study cycle I, II and III: it may be carried out by participants in a company/institution for a compulsory minimum duration of 2 months, it must in any case take place **beyond the period indicated above** and must be continuous.
2. Erasmus Mobility SHORT MOBILITY only for PHD STUDENTS and RECENT GRADUATES. Based on the provisions of the Erasmus+ Programme 2021-2027, students belonging to these two categories will be able to carry out a short mobility with a compulsory minimum duration of 5 days up to a maximum of 30 days; mobility must in any case take place within and no later than the **period indicated above** and must be continuous.

The **grant amount** is set based on the destination country and on the months/days of the actual stay abroad. It is made of a contribution for mobility, where applicable. The amount due is calculated based on the following:

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

Long mobility - grants differ based on the following groups of target countries:

Group 1 (high cost of living) €500.00	Denmark, Finland, Ireland, Island, Liechtenstein, Luxembourg, Norway, Sweden. Faroe Islands, Switzerland, United Kingdom.
Group 2 (average cost of living) €450.00	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, The Netherlands, Portugal, Spain.

	Andorra, Monaco.
Group 3 (low cost of living) €400.00	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.
Group of Non-EU countries not participating in the programme €700.00	All countries not included in Groups 1, 2, and 3

Short mobility - For **PhD students and recent graduates** who will carry out their mobility in a Programme country (indicate the partner country), the possibility of **short mobility** (5-30 days) is envisaged subject to authorisation by the host institution. Even in the case of short-term mobility, the traineeship may start **no later than the periods indicated above**. In these cases, the short mobility allowance will be:

Short-term mobility for a period between 5 and 14 days	€70.00
Short-term mobility for a period between 15 and 30 days	€50.00

Specific grants are provided for Short Mobility programmes, which will replace and WILL NOT add to those provided for Erasmus+ Long Mobility programmes.

Since the new programme 21/27, there is an ad hoc contribution for so-called **green travels**, that means reaching the host location by sustainable means of transport. The Erasmus+ 2021-27 programme provides for the disbursement of an ad hoc grant for so-called green travel, i.e. for reaching the host location by sustainable means of transport (train, bus, car-sharing). Further information will be provided later.

Funding may be requested from the National Agency for students with special needs relating to physical, mental or health conditions who are grant recipients. The winners will be notified directly of the availability of the special needs grants by means of a special circular letter. Students with disabilities or DSAs should also report their status to the International Relations Office (studentmobility@unimore.it) and to the Office for the Reception of Students with Disabilities and SLDs - <https://www.unimore.it/servizistudenti/disabili.html>

INSURANCE

To the benefit of students, the University provides insurance coverage against injury and civil liability against damages claimed by third parties, with validity also during the mobility period and exclusively for carrying out authorised institutional activities. Students who have been allocated the grant will be issued all relevant documents by the International Relations Office.

ONLINE LANGUAGE SUPPORT – OLS

The promotion of language learning and linguistic diversity is one of the specific objectives of the programme. The opportunities put in place to provide language support aim to make mobility more efficient and effective, to improve learning performance and, consequently, to contribute to the specific objective of the programme. Given the advantages of e-learning for language learning in terms of accessibility and flexibility, support will be offered through the Erasmus+ Online Linguistic Support (OLS) platform, adapted to the needs of individual sectors. Thanks to the OLS of Erasmus+, participants will be able to practise the assessment and improve the knowledge of their language skills. The result of the initial assessment will allow students to take part in a free on-line course.

Videos will also be available on the culture and history of the 22 languages, and **interactive modules** to practise listening, reading, vocabulary and grammar interactively.

Students who are selected for placement mobility are required to take care of their language preparation before and during the mobility period, following the language proficiency levels listed in the LANGUAGE REQUIREMENTS section. All participants (students, recent graduates on

long-term mobility and mobility of more than 14 days) may take the language level assessment test as a prerequisite for mobility, except for native speakers.

HOW TO APPLY AND INFODAY

Applicants must fill out the online application, by accessing [the Reserved Area](#) with their University credentials **by 1 p.m. of Monday 9 October 2023**.

After logging in, applicants shall:

1. verify that they are properly enrolled in the a.y. 2022/23. Any irregular situations must be rectified by the deadline of the call for applications. There is no guarantee that requests to the relevant topic will be dealt with on the same day, so any problems reported on the day of the deadline may not be resolved in time for the submission of the application
2. select 'Mobility Calls for Applications' in the left-hand side menu (under 'International Mobility') and choose the Erasmus Traineeship 2023/24 Call for Applications
3. After completion, print out the application as a PDF file (receipt of application). After printing out the application receipt, it will no longer be possible to modify or remove the application. No copy of the application or other documentation needs to be handed in to the Erasmus offices or Erasmus delegate teachers.

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](#) to fill out and enclose to the application.

For further information please contact the International Relations Office

E-mail - studentmobility@unimore.it

Call centre - Mondays, Wednesdays and Fridays: 9:30 a.m. to 1 p.m.

Online desk: Tuesdays and Thursdays 10:30 a.m. to 1 p.m.

Modena: 059/2056571 Reggio Emilia: 0522/522212

INFODAY ERASMUS+ TRAINEESHIP 2023/24
Friday 06/10/2023 9:30 to 11:30 a.m.

At Aula Convegni
Law Department

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:

- University career assessment/curriculum vitae
- Previous experience abroad
- Language skills
- Feasibility analysis of the mobility professional project - if already defined
- Motivation and objectives

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

Some Departments may provide motivational interviews or send motivation letters 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 the 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.

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 **06/11/2023**.

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 **30/04/2024**.

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, 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.

The General Director

Luca Chiantore

Digitally signed pursuant to Dec. Legislative Decree
No. 82/2005