



## CALL FOR APPLICATIONS FOR ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS (SMT) GRANTS 2022/2023

### Art. 1 – General information

1. The Erasmus+ EU programme allows students to undertake traineeships at companies, schools of any type and level, educational institutes and research institutes<sup>1</sup> based in any of the participating countries (see Art. 4), with the aim of allowing students to develop specific skills and a better understanding of the socioeconomic culture of the host country.

2. Host organisations cannot be:

- EU institutions and other EU bodies, including special agencies (the full list is available at [http://europa.eu/europeanunion/about-eu/institutions-bodies\\_it](http://europa.eu/europeanunion/about-eu/institutions-bodies_it)); or
- organisations that manage EU programmes, such as national agencies.

This call for applications is not intended for Erasmus+ mobilities in the applicant's own country of residence, nor for traineeships in diplomatic offices abroad which represent the applicant's own country of residence.

3. Students enrolled in a Bachelor's degree (*Laurea*), Master's degree (*Laurea magistrale*), Second-cycle/Combined Bachelor+Master's degree (*Laurea magistrale a ciclo unico*) or PhD (*Dottorato di ricerca*) may participate in one or more Erasmus+ mobility periods (*Student Mobility for Studies* and/or *Student Mobility for Traineeships*) for up to a total of 12 months during each level of study. Students enrolled in a Second-cycle/Combined Bachelor+Master's degree (*Laurea magistrale a ciclo unico*) may participate in Erasmus+ mobilities for up to a total of 24 months during their degree programme.

Erasmus+ grants for study and Erasmus+ grants for traineeships may be awarded during the same level of study, or in different levels of study, in no specific order, provided that the two mobilities are not carried out at the same time. Students who received an Erasmus mobility grant (for study or traineeships) under the previous LLP or Erasmus+ programmes are eligible to apply for Erasmus+ grants for a total of up to 12 months abroad during each level of study, or 24 months for Singlecycle/Combined Bachelor+Master's degrees (*Laurea magistrale a ciclo unico*).

### Art. 2 – Student Mobility for Traineeships (SMT)

1. These grants are intended for University of Verona students to undertake traineeships lasting a minimum of **2 months** (60 days) at a company or organisation proposed by the applicant. Applicants may apply for a grant for **only one** mobility under this call for applications.

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<sup>1</sup> See <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2022-version-2>, p. 51: "Eligible participating organisations" (English Version).



2. The mobility period is expressed in days and the duration is calculated based on a commercial year of 360 days, whereby each month, regardless of its actual duration, is considered to have 30 days (including February).

Example 1:

Mobility start date: 16 August 2022

Mobility end date: 13 October 2022

Calendar days: 60 days

Mobility days: 58 days → not permitted (less than 60 days)

Example 2:

Mobility start date: 16 August 2022

Mobility end date: 15 October 2022

Calendar days: 62 days

Mobility days: 60 days → permitted

Traineeships may take place **from 1 September 2022** and must finish **by 30 September 2023** at the latest.

3. Students can choose to do their traineeship during their degree or after graduation, as long as the mobility period starts within 12 months of the date of their graduation, and in accordance with Art. 2.2. In order to do so, the applicant must have been awarded the mobility grant before graduation (see Art. 3 and 5).

4. The mobility period may take place in one of the following ways:

- **in person/on site**: the traineeship activities take place in the destination country, with the student physically present, or taking part remotely while staying in the destination country;
- **blended mode**: the traineeship activities take place both remotely with the student taking part from home, and on site in the destination country (the days spent abroad as part of the mobility must not be less than 60);

In any case, the financial coverage of mobility will only be allocated for the period physically spent abroad.

5. Students who are awarded an Erasmus+ SMT grant must apply for **recognition of the CFU earned** during the mobility **within 30 days of their return date**. For the purpose of calculating these credits, **1 CFU is awarded for every 25 hours of work carried out**. While respecting the laws of the specific destination country, **students must earn at least 4 CFU for each month of the mobility**, i.e. complete **at least 100 hours of work each month, or else the grant will be revoked**. This condition is not obligatory for candidates who have already graduated and for 3<sup>rd</sup> cycle students.

### **Art. 3 – Admission requirements**

To participate in the Erasmus+ SMT scheme, applicants must meet the following



requirements according to their *student status*:

### 1. STUDENTS

- must be correctly enrolled for full-time study in a Bachelor's degree, Master's degree, Second-cycle/Combined Bachelor+Master's degree, or PhD (see Art. 1.2) that is administratively based at the University of Verona.
- must have correctly and fully paid their enrolment fees at the University of Verona by the time of application and for the entire duration of their stay abroad.

### 2. GRADUATING STUDENTS

In addition to the requirements specified in Art 3.1, Bachelor's, Master's and Single-cycle/Combined Bachelor+Master's degree students who are about to graduate must submit their application for this Call at least one month before their graduation date<sup>2</sup> (see Art. 5). If awarded a traineeship grant, these students will need to begin their traineeship within one year of their graduation, and in any case must complete their traineeship by 30 September 2023. Please note: when identifying the Host Organisation, students should check that the relevant national laws allow graduates to do unpaid traineeships.

### 3. PHD STUDENTS

PhD students must complete their mobility period by the end of the third year (regular programme duration) at the latest. PhD students who are in receipt of a scholarship and/or grant from the University or other bodies cannot apply for a grant under this Call for the same mobility. Students enrolled in an extension year (anno di proroga) are not eligible to apply.

## Art. 4 – Funding

1. Erasmus+ SMT grants are funded by the European Commission and the Ministry of Education, Universities and Research and the University of Verona for a grand **total of 380 months**. The grants are intended as a contribution towards mobility costs (e.g. travel tickets, food, accommodation and insurance cover if needed) and therefore **do not cover the entire cost of the stay**.
2. The monthly **European contribution** value is determined according to the cost of living in the destination country, based on three groups defined by the European Commission:

Group	Destination country	Monthly EU grant
GROUP 1	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden	€500

<sup>2</sup> See <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2022-version-2>, p. 53 "Eligible participants" (English Version).



GROUP 2	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Portugal, Spain, The Netherlands	€450
GROUP 3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, and Turkey	€400

3. As an incentive for the Erasmus+ SMT experience, the University of Verona will provide the students selected under this call with an additional grants funded by the Ministry of University and Research **for the first 3 months of each mobility**, differentiated according to the income bracket of the beneficiary:

<b>BAND 1 (ISEE ≤ 30.000)</b> <b>MUR additional grant for the first 3 months of mobility:</b>	<b>BAND 2 (ISEE &gt; 30.000)</b> <b>MUR additional grant for the first 3 months of mobility:</b>
€250	€150

The amount of the grant is determined based on the ISEE band of the student: information about the student's ISEE will be acquired from the INPS database. Should this be unavailable, the amount of the grant will be automatically calculated based on BAND 2 (ISEE > €30,000). Please note that 3<sup>rd</sup> cycle students will not receive the additional grant.

4. The total amount of the grant will therefore be differentiated according to the country of destination and the income bracket, as follows:

Mobility towards:	<b>BAND 1 (ISEE ≤ 30.000)</b> <b><u>Amount of the grant for the first 3 months of mobility:</u></b>	<b>BAND 2 (ISEE &gt; 30.000)</b> <b><u>Amount of the grant for the first 3 months of mobility:</u></b>
GROUP 1	<u>€750</u> (€500 EU grant + €250 MUR additional grant for the first 3 months)	<u>€650</u> (€500 EU grant + €150 MUR additional grant for the first 3 months)
GROUP 2	<u>€700</u> (€450 EU grant + €250 MUR additional grant for the first 3 months)	<u>€600</u> (€450 EU grant + €150 MUR additional grant for the first 3 months)
GROUP 3	<u>€650</u> (€400 EU grant + €250 MUR additional grant for the first 3 months)	<u>€550</u> (€400 EU grant + €150 MUR additional grant for the first 3 months)

5. **Mobility can last up to 6 months.** For stays abroad of more than 3 months, grants will



be allocated as follows: for the first 3 months full grant will be guaranteed as shown in the table above, while **from the fourth to the sixth month only the EU grant will be paid** (see table paragraph 2).

6. The European Commission annually allocates an additional sum as a further grant to **students with disabilities and/or special needs**. Students who wish to apply for this grant should contact the International Office at the same time as making their application, so that their request can be submitted in time to the Erasmus+ National Agency.

7. Students who receive an Erasmus+ SMT mobility scholarship are not permitted to receive grants or funding from other European Commission programmes at the same time.

### Art. 5 - Applications and deadlines

1. The application form, the instructions for completing the online application, and all the relevant documents are available on the University's [website](https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale) at: website - <https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale>.

2. Applications will be considered in the order they are received, **starting from 28 July 2022** until all the allocated funds have been assigned. As stated in Art. 2, the mobilities must be completed by **30 September 2023**. Applications will be accepted until **30 June 2023**, depending on the available funding.

3. Completed applications with all the required documents attached should be submitted **1-3 months before the start of the intended mobility period**. Applicants who wish to undertake a traineeship after their graduation should submit their application **1-3 months before their graduation date**. To clarify, here are some examples:

- Student X wishes to do a traineeship starting on 1 April 2023: she/he should submit her/his application between 1 January 2023 and 28 February 2023.
- Student Y also wishes to do a traineeship starting on 1 May 2023, but is scheduled to graduate on 31 March 2023: she/he should submit her/his application between 1 January 2023 and 28 February 2023.

4. The available grants will be allocated in two phases, depending on when the application is received:

- Phase 1: **the first 200 monthly grants** will be awarded to applicants who submitted their application **from 28 July 2022 to 28 February 2023**;
- Phase 2: the **remaining 180 monthly grants** will be awarded to applicants who submitted their application **from 1 March 2023 to 30 June 2023**.

Should the monthly grants available in the first phase be exhausted before 28 February 2023, it will be necessary to wait for the beginning of 'Phase 2' to submit a new application. If after the end of 'Phase 1' there is still funding available, this will be added to the grants to be awarded in 'Phase 2'.



5. In accordance with the requirements set out in the present Call, **each applicant is required to:**

a. find an organisation (hereinafter “Host Organisation”) that agrees to host them for a traineeship in one of the Erasmus+ participating countries that fulfils the requirements specified in Art. 1.1;

b. agree on a training plan (**Learning Agreement for Traineeships**) with the Host Organisation and an academic staff member from the student’s own degree programme, who will be the student’s Academic Tutor during their traineeship. The “Before the mobility” section on pages 1-2 of the Learning Agreement for Traineeships should be completed and attached to the application;

c. **Complete the application form on Esse3 and attach:**

- **the *Learning Agreement for Traineeships*** (this must be one file in PDF format), **readable and complete, with all the information and signatures required.**

- **for students from non-European Union countries:** a copy of a document stating they are a “permanent resident” or “stateless” or a “refugee” and/or a copy of their stay permit (*carta di soggiorno* or *permesso di soggiorno*), which should be current and preferably valid for the entire duration of their intended stay abroad. Non-EU students who are awarded an Erasmus+ scholarship will need to ensure their papers are completely in order before departing (e.g. renewing their stay permit/visa, etc.) and for the entire duration of the mobility period abroad; otherwise the grant must be revoked and repaid;

- **for PhD students:** an authorisation letter from their PhD Coordinator giving the student permission to spend a period abroad.

6. After completing the form and uploading the attachments, it is important to click **“CONFERMA DEFINITIVA e STAMPA RICEVUTA DI COMPILAZIONE [*confirm and print*]”**. This is necessary in order to submit the form. **The automatically-generated PDF file should be sent to the International Office via the [Service Desk](#)** by the deadlines set out in paragraph 3 (send the document to: Students > International mobility > Erasmus+ Traineeships). The application will be regarded as valid for the purpose of the selection only once it has been correctly sent following the method above.

7. We remind candidates that they may apply for a grant for **only one mobility** under this Call for Applications (see Art. 2.1). **If you send incomplete attachments, if they are incorrectly filled in or in formats other than those made available online, or if you do not complete the registration procedures by the deadlines specified in paragraph 3, your application will be rejected.** Therefore, students are invited to check **before submitting their application** that all the requirements set out for this selection procedure are met.



8. Students wishing to carry out **professional traineeships** (“tirocini professionalizzanti”)<sup>3</sup> are invited to check with their departments - teaching units, teaching colleges and/or any relevant responsible body - **before submitting their application**, the suitability of the proposed Host Organisation and the *Learning Agreement for Traineeships* for the recognition of the activities to be carried out during their mobility.
9. Students intending to work on their dissertation are advised that they should contact the relevant departments or units – **before submitting their application** – to find out about the administrative procedures that they should carry out in order to have their research work recognised by the University upon completion of their mobility abroad.
10. We remind applicants that the administrative offices of the University are required to verify the authenticity of any declarations received. If any declaration is found to be untrue, the applicant in 3 e.g. in the areas of health, education, pedagogy, psychology, social work, etc. question will lose the benefits obtained on the basis of the false declaration, and criminal sanctions for false statements and the creation of false documents shall apply. In such a case, the student concerned who has already received funding will be excluded from the programme and will be required to repay any money already received.

#### **Art. 6 – List of successful applicants, and preparing for the mobility**

1. The International Office will promptly check the applications received and draw up a list of the selected applicants who have been awarded an Erasmus+ SMT grant, in accordance with the requirements and details set out in this Call for Applications. The list will be available [online](https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale) at: website - <https://www.univr.it/en/job-vacancies/studenti/mobilita-studentesca-internazionale>.
2. Students who are awarded an Erasmus+ SMT grant under this Call for Applications may contact the International Office for information about organising the trip, health insurance and health coverage abroad, etc. For further information please see dedicated [webpage](#).
3. Students gain **academic recognition for their traineeship abroad**, as long as it is performed for credits according to the procedures stated in the [University Regulations for the recognition of credits earned during University of Verona traineeships](#). For the purpose of the academic recognition, the relevant offices are the [Internships and Work Placement office](#) (during the degree) and the [Job Placement Office](#) (for traineeships for graduates). Students can contact these offices following the procedures available online.

#### **Art. 7 – Information and contact details**

For further information, please contact:

[International Office - Ufficio Mobilità Internazionale](#)

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<sup>3</sup> e.g. in the areas of health, education, pedagogy, psychology, social work, etc.



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Phone: +39 045 802 8530 (Monday to Friday, 9 am – 1 pm).

[Service Desk](#) (please send information requests to: Students > International mobility > Erasmus+ Traineeships).

The Procedure Officer, pursuant to and for the purposes of Law no. 241/1990 and subsequent amendments, is the Head of the International Office, Chioostro di San Francesco (cloister), Staircase A (1st floor) – Via S. Francesco 22, 37121 Verona. Tel: +39 045 8028530, email: [relazioni.internazionali@ateneo.univr.it](mailto:relazioni.internazionali@ateneo.univr.it)

Applicants may exercise their right of access to the documents of the selection procedures by submitting a request form that can be downloaded from: <https://www.univr.it/en/altri-contenuti-accesso-civico>.

#### **Art. 8 – Processing of personal data**

The personal data provided by students who apply for this Call for Applications for the award of student mobility grants for traineeships, are processed in accordance with EU Regulation 2016/679 (hereinafter: “Regulation”) and in accordance with the current data protection legislation.

The processing of personal data is carried out by the University of Verona as Data Controller, pursuant to Art. 24 et seq. of the Regulation, for the purposes set out in the present Call, in the performance of its institutional functions. Detailed information on the purposes of data processing, data recipients and the rights of Data Subjects is available on the University’s website: <https://www.univr.it/en/privacy-policy>