



**ERASMUS+ Programme
Key Action 1 – Student Mobility for Traineeship
FOR THE AWARD OF MOBILITY GRANTS FOR WORK EXPERIENCE AND THESIS
TRAINING FOR STUDENTS**

**Application opening period:
18 OCTOBER 2023 – 31 MAY 2024**

This notice is an open call with no ranking list. The application window may be closed before 31 May 2024 due to the exhaustion of funds available for the provision of traineeship grants.

How to proceed:

- check participation requirements (see art. 2);
- identify an available foreign institution/entity in which to carry out the internship and get the *Erasmus+ Traineeship Letter of Intent* signed (see art. 5);
- apply on Esse3 (see art. 9).

If the candidate meets the participation requirements and the application is valid, he/she will be considered eligible for the placement.

The application must be submitted on Esse3 at least one month before the start of the traineeship.

ART.1 - WHAT IS ERASMUS+ PLACEMENT MOBILITY?

The 'Erasmus for Traineeship' action of the Erasmus+ programme provides access to traineeships in companies, training and research centres, and higher education institutions located in one of the countries participating in the programme and guarantees recognition of the traineeship activity in training credits. Erasmus+ provides for the repeatability of Erasmus experience for study and/or traineeship up to a maximum of 12 months per study cycle (three-year degree, master's degree) regardless of the number and types of mobility (traineeship or study) undertaken.

Art. 2 - APPLICATION REQUIREMENTS FOR STUDENT CANDIDATES

Eligibility Requirements for the Internship Grant:

- a) be duly enrolled at the University of Udine for the academic year 2022-2023 or 2023-2024 in a degree course, master's degree, single-cycle degree;
- b) be up to date with the payment of university fees at the University of Udine at the time of submitting the application and for the duration of the academic year in which the mobility will take place;
- c) Students from health profession degree courses are not permitted to participate;
- d) In the case of candidates who have just completed their three-year career and wish to enrol in the first year of a Master's degree in the 2023-2024 academic year, if they have not yet finalised their enrolment, they must submit their application by selecting the three-year career they have just completed in Esse3;
- e) In the case of students enrolled in an inter-university degree course, the administrative venue of enrolment must be the University of Udine (otherwise, they must apply for the Erasmus+ Traineeship mobility notice issued by the partner university in which they are enrolled);



- f) not be resident in the country where the traineeship is to take place;
- g) must not have already used the maximum number of months of mobility permitted under the Erasmus+ programme in the study cycle (12 months or 24 months for single-cycle degree courses). The count must also include the Erasmus placement being applied for under this call for applications;
- h) maintain 'student' status throughout the duration of the placement. Obtaining of the qualification during the placement will result in forfeiture of the grant and the return of any sums received;
- i) not be the holder of any other EU grant from other EU-funded programmes/actions for stays abroad that overlap, even partially, with the Erasmus+ placement period;
- j) be in possession of the *Erasmus+ Traineeship Letter of Intent* (Annex 2) **signed by the organisation/body where the traineeship will take place;**
- k) **have the curricular placement in the study plan or the placement may be recognised with the student's free-choice credits or as research activity for the thesis or final examination (no supernumerary credits or partial recognition).**
For information on the recognition of traineeships in terms of credits, interested parties may contact the administrative contact persons of their study courses directly (list on the University website: international/opportunities for study and traineeships abroad/Erasmus+ traineeship);
- l) **check whether there are any constraints on their course of study for the activation of the traineeship.** For information, interested parties may contact the administrative contacts of their course of study directly (list on the University website: international/opportunities for study and training abroad/Erasmus+ traineeship);
- m) have at least B1 language level in English or knowledge of the language of the country where the placement will take place. The student must indicate the language level for English or the language of the country in which the placement will take place in the *Student Application Form* (Annex 1).

ART. 3 - DURATION AND PERIOD OF STAY ABROAD

The eligible mobility period for traineeships is from **20 November 2023 to 30 September 2024**. The minimum period of mobility is 2 months (shorter periods are not recognised and no contribution will be paid). The maximum period of mobility is 6 months. The placement must end by 30 September 2024.

ART. 4 - PARTICIPATING COUNTRIES

"Erasmus+ Traineeship can be carried out in the countries participating in the Programme (the current EU Member States; the countries of the European Economic Area: Iceland, Lichtenstein, Norway; the acceding countries excluding Turkey) or in one of the partner countries of Region 14 (Faroe Islands, the United Kingdom, Switzerland) and Region 13 ex 5 (Andorra, Monaco, San Marino, Vatican City State).

Please note: a visa is required to carry out the Erasmus placement in the UNITED KINGDOM.

A CoS (certificate of sponsorship) is required to apply for the visa. The deadline for applying for the CoS (certificate of sponsorship) is approximately 3 months before the start date of the placement.

For any other information, visit the UK website: <https://www.gov.uk/>.



ART. 5 - TRAINEESHIP LOCATIONS

The candidate may choose the structure in which to carry out the traineeship activity as follows:

- a) **autonomous identification of a host/institute;**
- b) **choice of one of the institutions/subjects proposed by the University 'Suggested host institutions list' (on the University website page: international/study and work placement opportunities abroad/Erasmus+ traineeship).**

In both cases, the candidate must send by email his/her CV to the chosen host institute/organisation specifying his/her participation in the call for applications for a placement abroad within the Erasmus+ programme and specifying the types of insurance cover (see art. 8) and financial contribution (see art. 7). If the host institute/organisation accepts the candidate on a placement, the candidate must complete and sign the *Erasmus+ Traineeship Letter of Intent (Annex 2)*.

The organisation where the traineeship is to be carried out can be 'any public or private organisation active in the labour market or in areas such as education, training and youth' (as stated in version 1 (2022) of the Programme Guide issued by the European Commission).

For example, such an organisation may be:

- a small, medium or large public or private enterprise (including social enterprises);
- a public body at local, regional or national level;
- a social partner or other representative of the world of work, including chambers of commerce, craft or professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, including vocational and adult education);
- a non-profit organisation, association or NGO;
- a body for vocational guidance, career counselling and information services;
- a higher education institute (HEI), including universities, from a Programme country holding an Erasmus Higher Education Charter.

In the case of traineeships in university-level institutions (e.g.: university laboratories, university libraries, etc.) the activity carried out must be professional training and NOT study.

The following types of organisations are not eligible as host organisations for student placements:

- EU institutions and other EU bodies including specialised agencies (the full list can be found at http://europa.eu/about-eu/institutions-bodies/index_it.htm);
- bodies managing EU programmes.

ART. 6 – DIGITAL OPPORTUNITY TRAINEESHIP

Please note the European Commission's 'Digital Opportunity Traineeships' initiative, which is part of the Erasmus+ programme, aims to develop digital skills in students of all disciplines through direct experience within host institutions. Any placement in which trainees receive training and practice in at least one or more of the following activities will be considered a 'digital skills placement': digital marketing (e.g. social media management, web data analysis); graphic, mechanical or architectural digital design; development of



applications, software, scripts or websites; installation, maintenance and management of IT systems and networks; IT security; data analytics, mining, visualisation; programming and training of robots and artificial intelligence applications. General customer service, order processing, data entry or office work are not included in this type of traineeship. To search for suitable locations for e-skills placements, please consult the offers on the <https://erasmusintern.org/> and Drop'pin@Eures platforms.

ART. 7 - AVAILABLE BUDGET

The funding allocated to the University of Udine by the European Union makes it possible to provide candidates with internship grants that will be distributed until the available budget is exhausted.

The winners will be awarded a monthly lump sum FINANCIAL CONTRIBUTION ERASMUS+ of between € 500,00 and € 400,00 depending on the country of destination (see table below).

COUNTRY OF DESTINATION (The amount of the lump sum contribution is differentiated according to the cost of living in the destination countries)	MONTHLY CONTRIBUTION
Group 1 (high cost of living): Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden. Region 14 Partner Countries: Faroe Islands, the United Kingdom, Switzerland	€ 500,00
Group 2 (average cost of living): Austria, Belgium, Germany, France, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal. Countries of Region 13 ex 5: Andorra, Monaco, San Marino, Vatican City State	€ 450,00
Group 3 (low cost of living): Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Czech Republic, Romania, Serbia, Slovakia, Slovenia.	€ 400,00

An ADDITIONAL ERASMUS+ MONTHLY FINANCIAL CONTRIBUTION of € 250,00 will be provided to candidates with fewer opportunities eligible for the Erasmus+ traineeship who fall into one of the following cases:

- participant with ISEE 2023 equal to or less than € 26.306,25 (MUR - DECREE. 204 del 23/02/2023);
- participant orphaned by at least one parent before the age of majority (18 years);
- participants with physical, mental and health problems (medical certificate);
- participant with minor children;
- participant enjoying refugee status;
- working participant;
- professional athlete participant;
- participant son of victims of terrorism and organized crime.

As of the new Erasmus+ programme 2021-2027, there will be an ad hoc CONTRIBUTION of € 50.00 and a maximum of 4 days of individual support for travel days for so-called GREEN TRAVEL, i.e., for reaching of the host location by sustainable means of transport (train, bus).

STUDENTS WITH SPECIAL NEEDS relating to physical, mental or health conditions who are awarded a grant may benefit from a supplement to the Erasmus+ Community Grant provided by the National Agency.

It will be the student's responsibility to inform the Mobility and International Relations Office, which will provide the student with all useful information for any request for additional funds.



A possible ADDITIONAL CONTRIBUTION to the mobility grant (from € 100.00 to € 200.00 per month) will be granted subject to the allocation to the University of Udine of ministerial funding dedicated to international mobility.

ADDITIONAL CONTRIBUTIONS MAY BE OBTAINED BY STUDENT BENEFICIARIES OF THE INTERVENTIONS PROVIDED BY THE REGIONAL AGENCY FOR THE RIGHT TO HIGHER EDUCATION (ARDIS). For information: call for the application of the regional agency of the right to higher education (ARDIS) <https://www.ardis.fvg.it/upload/schede/1686562341.pdf>

ART. 8 - INSURANCE COVER

In order to participate in the mobility courses, the student must be covered by the following insurances:

- a) HEALTH INSURANCE: basic health care is guaranteed by the EHIC - European Health Insurance Card (http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=624&area=Assistenza%20sanitari&menu=TEAM)
Beneficiaries are required to check in person with their local health services authority (ASL) the health care conditions in the country of destination (information also at http://www.salute.gov.it/portale/temi/p2_6.jsp?id=3666&area=Assistenza+health&menu=italian&language=italian&countries=&motives=5&charge=) and to take out, where this is not provided, an appropriate policy to guarantee adequate health insurance cover;
- b) CIVIL LIABILITY: the home institute guarantees civil liability insurance cover for all enrolled students with companies operating in the sector;
- c) INSURANCE AGAINST ACCIDENTS IN THE WORKPLACE: your institute provides insurance cover against accidents at work with INAIL under the system of insurance cover on behalf of the State (Consolidated Law, INAIL, Italian Presidential Decree nos. 1124/65 and n. 156/99).

ART. 9 - SUBMISSION OF THE APPLICATION

The online application will be available from 18 October 2023 to 31 May 2024 at 1.00 p.m. and must be submitted at least 1 month before the start of the placement.

To apply the student must:

1. access Esse3 with their credentials;
2. select the item 'Mobility Notices';
3. select "Erasmus+ Traineeship a.y.2023-2024_students";
4. fill in the 'application form' (select 'fill in the form');
5. choose the generic destination of the country in which the placement will take place, giving preference '1' for example to 'France - Generic foreign placement location' and indicating in the 'Notes field' the name of the host organisation where the placement will take place;
6. attach the required documents (*Student Candidate Application Form* and *Erasmus+ Traineeship Letter of Intent*);
7. Make the application final by the deadline by selecting "Print application receipt". Printing confirms closure of the application and makes the data no longer editable.

The receipt for the application should be sent by e-mail to the following e-mail address: federica.fabbro@uniud.it



The following documents in pdf format must be attached to the online application:

- a) completed and signed **student candidate application form** (attachment 1 to the page on the University website: international/study and work placement opportunities abroad/Erasmus+ traineeship);
- b) **letter of acceptance from the host institute/organisation** completed and signed by the host institute (Annex 2 *Erasmus+ Traineeship Letter of Intent*), fax or scanned copies are also accepted (template on the University website page: international/study and traineeship opportunities abroad/Erasmus+ traineeship).

Art. 10 – ORGANISATIONAL CONTACT OFFICE

The information and organisation office for the Erasmus+ programme is the Didactics and Student Services Directorate - Mobility and International Relations Office, via Gemona 92, 33100 Udine.

For information contact:

Dr. Federica Fabbro

Telephone: 0432 556277

E-mail: federica.fabbro@uniud.it

ART. 11 - IMPORTANT INFORMATION FOR SUCCESSFUL CANDIDATES

After acceptance of the grant, the student will receive an *information booklet* by e-mail from SPES for the completion of all the administrative and teaching procedures required by the programme.

The allocation of the financial contribution is always conditional upon:

- formal acceptance of the student's application by the foreign host subject/body through signing of the *Learning Agreement for Traineeship* between the parties (student, University of Udine, host subject/body);
- signing of the financial agreement between the student and the University of Udine;
- the trainee's obtaining of any residence permits and visas if a non-EU student.

The method of payment of the Erasmus+ for Traineeship mobility grant in favour of the student is exclusively by crediting the bank account in the name of (or jointly with) the beneficiary.

The amount of the mobility grant will be paid in 2 instalments: a pre-financing of 80% at the beginning of the mobility period and a balance of 20% at the end of the mobility period.

The traineeship can only start after all the required documents have been submitted to DIDS - Mobility and International Relations Office.

Art. 12 - PROCEDURE MANAGER

Pursuant to Art. 4 of Law 241 of 7 August 1990 "New rules on administrative procedures and the right of access to administrative documents", the person in charge of the procedure is Dr. Manuela Croatto, head of the Directorate of Education and Student Services at the University of Udine.



Candidates are entitled to exercise their right of access to the documents relating to the competition procedure in accordance with Articles 1 and 2 of Italian Presidential Decree no.352 of 23 June 1992 (Regulations governing the procedures for exercising and cases of exclusion from the right of access to administrative documents, implementing Article 24, paragraph 2, of Law no.241/90, containing new rules on administrative procedures and the right of access to administrative documents) and subsequent amendments and additions. The request must be sent to the Human Resources and General Affairs Directorate; via Palladio 8, 33100 Udine, filling in the appropriate form which can be downloaded at the address:

<http://www.uniud.it/it/servizi/servizi-comunicazione/accesso-agli-atti>

Art. 13 - FINAL PROVISIONS

The results of the ranking will also be made public in compliance with the regulations on administrative transparency pursuant to Article 26, para. 2 and Article 27 of Italian Legislative Decree 33/2013.

Please be informed that, pursuant to Article 71 of Italian Presidential Decree 445 of 28 December 2000, the Administration reserves the right to carry out appropriate checks, also on a sample basis, and in all cases in which grounded doubts arise as to the truthfulness of the substitute declarations.

In addition to the criminal liability provided for by law, making false declarations to the university administration will lead to automatic and irrevocable exclusion from the selection.

Art. 14 - PROCESSING OF PERSONAL DATA

Personal data contained in applications for participation in this call for applications will be handled in accordance with the requirements of Legislative Decree no.196 of 30 June 2003 "Personal Data Protection Code" and with Article 13 GDPR 679/16 EU Regulation on the protection of individuals with regard to the processing of personal data.

Udine, see protocol date

THE RECTOR
prof. Roberto Pinton



STUDENT CANDIDATE APPLICATION FORM

ERASMUS+ internship proposal a.y. 2023/2024

*ATTENTION: please fill in the document in full, **sign it and attach it to the online application in pdf***

STUDENT DATA

SURNAME	
FIRST NAME	
STUDENT NUMBER	
TYPE OF STUDY COURSE	<input type="checkbox"/> Degree (three-year degree) <input type="checkbox"/> Master's degree <input type="checkbox"/> Single-cycle master's degree
COURSE OF STUDY IN (Indicate the degree course in which you are enrolled)	
UNIUD HIGH SCHOOL STUDENT (SUPE)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PREVIOUS ERASMUS MOBILITY STUDY OR PLACEMENT IN THE STUDY CYCLE IN WHICH I AM ENROLLED	<input type="checkbox"/> Yes If yes, for a total of.....months (indicate number of months) In the a.y. (indicate the Academic Year of the past mobility activity) <input type="checkbox"/> No
I DECLARE THAT I FALL INTO ONE OF THE FOLLOWING CASES (indicate one of the items listed)	<input type="checkbox"/> participant with ISEE 2023 equal to or less than € 26.306,25; <input type="checkbox"/> participant orphaned by at least one parent before the age of majority (18 years); <input type="checkbox"/> participants with physical, mental and health problems (medical certificate); <input type="checkbox"/> participant with minor children; <input type="checkbox"/> participant enjoying refugee status; <input type="checkbox"/> working participant; <input type="checkbox"/> professional athlete participant; <input type="checkbox"/> participant son of victims of terrorism and organized crime.
I DECLARE THAT DURING THE SAME PERIOD IN WHICH I BENEFIT FROM ERASMUS+ TRAINEESHIP FUNDING I DO NOT BENEFIT FROM ANY OTHER COMMUNITY FUNDING	

HOST ENTITY

HOST NAME	
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CITY AND COUNTRY	
APPRENTICESHIP PERIOD	no. months (indicate how many months from a minimum of 2 to a maximum of 6)
	preferably from to

INTERNSHIP

<input type="checkbox"/> CURRICULAR TRAINEESHIP ENVISAGED IN THE STUDY PLAN <input type="checkbox"/> INTERNSHIP RECOGNISED BY FREE-CHOICE STUDENT CREDITS <input type="checkbox"/> INTERNSHIP RECOGNISED AS A RESEARCH ACTIVITY FOR THE DISSERTATION OR FINAL EXAMINATION. <ul style="list-style-type: none"> ▪ INDICATE THE NAME OF THE SPEAKER:..... ▪ PLEASE INDICATE THE TOPIC OF YOUR DISSERTATION:.....
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LINGUISTIC KNOWLEDGE

<input type="checkbox"/> I DECLARE THAT I HAVE THE FOLLOWING LANGUAGE LEVEL IN ENGLISH: <ul style="list-style-type: none"> <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2
<input type="checkbox"/> I DECLARE THAT I HAVE THE FOLLOWING LANGUAGE LEVEL FOR THE LANGUAGE OF THE COUNTRY IN WHICH I WILL CARRY OUT THE PLACEMENT (IF DIFFERENT FROM ENGLISH). Please indicate the language level with the known language next to it. <ul style="list-style-type: none"> <input type="checkbox"/> A1 - language..... <input type="checkbox"/> A2 - language..... <input type="checkbox"/> B1 - language..... <input type="checkbox"/> B2 - language..... <input type="checkbox"/> C1 - language..... <input type="checkbox"/> C2 - language.....

Pursuant to Art. 13 GDPR 679/16 EU Regulation (protection of persons and of other subjects regarding the processing of personal data), the undersigned declares that his/her personal data are correct and authorises the Mobility and International Relations Office to disseminate them to the partners of the Erasmus+ Traineeship Programme and for the uses permitted by law.

Date

Student's signature.....



ERASMUS+ TRAINEESHIP LETTER OF INTENT

With this Letter of Intent, the below-mentioned company wishes to participate in the ERASMUS+ Traineeship Programme hosting:

Name and surname of the student	
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Name of the Organization	
Legal Representative*	
Address*	
Trainee's Tutor (Contact person)*	
Telephone*	
e-mail*	
Website*	

Brief description of the traineeship offered	
Length of the traineeship (chose from 2 to 6 months)	
Favourite period of the traineeship	

Date	
Signature	
Stamp	

** If you have already signed the Cooperation agreement with the University of Udine, don't fill this box.*