



**ERASMUS+ Programme
Key Action 1 – Student Mobility for Traineeship
CALL 2023/2024
FOR THE AWARD OF MOBILITY GRANTS FOR TRAINEESHIP/RESEARCH FOR PHD
STUDENTS**

**Application opening period:
21 FEBRUARY 2024 – 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. 2);
- apply on Esse3 (see art. 7).

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.

Erasmus+ provides for the repeatability of Erasmus experience for study and/or traineeship up to a maximum of 12 months per study cycle (phd course) regardless of the number and types of mobility (traineeship or study) undertaken.

Art. 2 - APPLICATION REQUIREMENTS FOR PHD STUDENT CANDIDATES

Eligibility Requirements for the Internship Grant:

- a) be duly enrolled in a doctorate course XXXVII, XXXVIII; XXXIX with administrative headquarters in Udine. If the applicant is entitled to the financial contribution, the money will be transferred as long as the applicant has paid the doctorate enrolment fees;
- b) be up to date with the payment of university fees at the University of Udine;
- c) PhD students with a PhD scholarship paid with European fundings FSE+ 2021/2027 and PNRR cannot apply since PhD students must not receive other EU fundings derived from other programmes/actions financed by the European Union which would overlap, even partially, with the Erasmus+ Traineeship period.
- d) not receive any other financial contribution from University of Udine for the research period abroad, except for the doctorate financial contribution bonus for the period abroad;
- e) not have participated and not participate, during 2023/24, in other international mobility programmes financed thanks to the application for mobility calls opened by University of Udine International Office;



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. The count must also include the Erasmus placement being applied for under this call for applications;

h) have identified, together with their supervisor, a public or private foreign host organisation of an adequate scientific, cultural and/or technical level, willing to host the doctoral student and to assign a tutor for the period of activity;

i) be in possession of the *Erasmus+ Traineeship Letter of Intent* (Annex 2) **signed by the organisation/body where the traineeship will take place;**

j) maintain the status of doctoral student for the duration of the mobility. Obtaining the doctoral degree during the mobility period will result in forfeiture of the grant and the return of the sums received.

ART. 3 - DURATION AND PERIOD OF STAY ABROAD

The eligible mobility period for traineeships is from **01 March 2024 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 - 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.	€ 450,00



Countries of Region 13 ex 5: Andorra, Monaco, San Marino, Vatican City State	
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 ISEE 2023 equal to or less than € 26.306,25 (MUR - DECREE. 204 del 23/02/2023);

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).

ART. 6 - INSURANCE COVER

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

- 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%20sanitaria&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;
- CIVIL LIABILITY:** the home institute guarantees civil liability insurance cover for all enrolled students with companies operating in the sector;
- 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. 7 - SUBMISSION OF THE APPLICATION

The online application will be available from 21 February 2024 to 31 May 2024 at 1.00 p.m. and must be submitted at least 1 months before the start of the placement.

To apply the student must:

- access Esse3 with their credentials;
- select the item 'Mobility Notices';
- select "Erasmus+ Traineeship a.y.2023-2024_dott_spec";
- fill in the 'application form' (select 'fill in the form');
- 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;
- attach the required documents (*Phd Student Candidate Application Form* and *Erasmus+ Traineeship Letter of Intent*);
- 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 **phd 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 (attachment 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. 8 - 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. 9 - 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. 10 - 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.

Art. 11 – 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. 12 - IMPORTANT INFORMATION FOR SUCCESSFUL CANDIDATES

If the application is successful, the phd 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 (phd 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.

Udine, see protocol date

THE RECTOR
prof. Roberto Pinton



PHD 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	
COURSE OF PHD STUDY IN (Indicate the phd course in which you are enrolled)	
SUPERVISING LECTURER AT THE UNIVERSITY OF UDINE (indicate first name and surname)	
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 AM A PARTICIPANT WITH ISEE 2023 EQUAL TO OR LESS THAN € 26.306,25	<input type="checkbox"/> YES <input type="checkbox"/> NO
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	
CITY AND COUNTRY	
APPRENTICESHIP PERIOD	no. months (indicate how many months from a minimum of 2 to a maximum of 6)



	preferably from to.....
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INTERNSHIP

BRIEF DESCRIPTION OF THE RESEARCH MOBILITY ACTIVITY AND OBJECTIVES ABROAD (e.g. methodologies used, expected results)	
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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.....

Signature of supervising teacher



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.*