

**ERASMUS+ PROGRAMME
KEY ACTION 1 - CALL 2025 - STUDENT MOBILITY FOR TRAINEESHIP
CALL FOR A.Y. 2025/2026**

For the allocation of mobility grants for educational traineeship and thesis traineeship for students

**Opening period for submission of applications:
JULY 28, 2025 – JUNE 30, 2026**

This call is a rolling application process without a ranking list. The application window for submitting applications may close before 30 June 2026 due to the exhaustion of available funds.

How to proceed:

- Check the participation requirements (see Art. 2);
- Identify a foreign organisation/host institution where you can carry out the in-person traineeship and have the Erasmus+ Traineeship Letter of Intent signed (Annex 2 - see Art. 5);
- Have the Mobility Delegate of your study programme approve and sign the Erasmus+ Traineeship Application Form (Annex 1 - see Art. 2/k);
- Submit your application through Esse3 (see Art. 9).

If the candidate meets the participation requirements and the application is valid, they will be considered eligible to carry out the traineeship.

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

Art. 1 – WHAT IS ERASMUS+ TRAINEESHIP MOBILITY

The "Erasmus for Traineeship" action within the Erasmus+ programme allows students to undertake traineeships at companies, training and research centres, and higher education institutions located in one of the participating countries. It also ensures the recognition of the traineeship activity with academic credits.

Erasmus+ allows students to repeat the Erasmus experience for study and/or traineeship up to a maximum of 12 months per study cycle (Bachelor's, Master's) and 24 months for single-cycle Master's degrees, regardless of the number and types of mobility (traineeship or study) undertaken.

Art. 2 – ELIGIBILITY REQUIREMENTS FOR APPLICATION

Eligibility requirements to benefit from the financial contribution for the traineeship:

- a) Be regularly enrolled at the University of Udine for the academic years 2024-2025 or 2025-2026 in a Bachelor's, Master's, or Single-Cycle Master's programme;
- b) Be up to date with the payment of university fees at the University of Udine at the time of the application and for the entire academic year during which the traineeship mobility will take place;
- c) Students enrolled in healthcare professional courses cannot apply;
- d) In the case of candidates who have just completed their Bachelor's degree and wish to enrol in the first year of a Master's programme for the academic year 2025-2026 but have not yet finalised their enrolment, they must submit their application by selecting their completed Bachelor's programme in

Esse3. Before the start of the traineeship, the enrolment for the 2025-2026 academic year in the Master's degree at the University of Udine will be checked automatically;

e) In the case of students enrolled in a joint degree programme between universities, the administrative home university must be the University of Udine (otherwise, they should apply for any Erasmus+ Traineeship call issued by the partner university where they are enrolled);

f) Applicants must not be residents in the country where they plan to undertake the traineeship;

g) Applicants must not have already used the maximum number of mobility months allowed by the Erasmus+ programme in their study cycle (12 months or 24 months for Single-Cycle Master's degrees). This includes the Erasmus traineeship for which the applicant is applying through this call;

h) Applicants must maintain their "student" status for the entire duration of the traineeship. If the degree is obtained during the traineeship, the financial contribution will be forfeited, and any funds already received must be reimbursed;

i) Applicants must not hold any other European funding from other EU programmes/actions for stays abroad that overlap, even partially, with the Erasmus+ traineeship period;

j) Applicants must possess the Erasmus+ Traineeship Letter of Intent (Annex 2) signed by the organisation where the traineeship will be carried out;

k) Applicants must have the Erasmus+ Traineeship Application Form (Annex 1) signed for approval by the mobility delegate of their study programme (see the university website page: international/study and traineeship opportunities abroad/Erasmus+ traineeship);

l) The Erasmus traineeship must be recognised with the traineeship credits required by the study programme (no partial recognitions are allowed), or with elective credits (minimum 3 CFU) or as research activity for the thesis or final exam. Additional credits beyond the required ones are not allowed. For information regarding the recognition of the traineeship in terms of CFUs, interested parties can contact the administrative representatives of their study programmes (see the university website page: international/study and traineeship opportunities abroad/Erasmus+ Traineeship);

m) Applicants must check if there are any restrictions in their study programme regarding the activation of the traineeship. For information, interested parties can contact the administrative representatives of their study programmes (see the university website page: international/study and traineeship opportunities abroad/Erasmus+ traineeship);

n) Applicants must have at least a B1 level of proficiency in English or in the language of the country where the traineeship will take place. The student must indicate their language proficiency level in English or in the language of the country where the traineeship will be conducted on the Erasmus+ traineeship Application Form (Annex 1).

Art. 3 – DURATION AND PERIOD OF THE TRAINEESHIP ABROAD

The period during which the traineeship can take place is from **1 September 2025 to 30 September 2026**.

The minimum duration of the traineeship is 2 months (shorter periods are not recognised, and no financial contribution will be provided). The maximum duration of the traineeship is 6 months. The traineeship must be completed by 30 September 2026.



Art. 4 – PARTICIPATING COUNTRIES

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

Attention: To undertake the Erasmus traineeship in the United Kingdom, please consult the UK government website <https://www.gov.uk/> for any entry and/or visa procedures.

Art. 5 – TRAINEESHIP PLACEMENTS

The candidate may choose the organisation where they will carry out the traineeship through the following options:

a) Autonomous selection of a host organisation/host institution;

b) Choosing one of the organisations/institutions suggested by the University from the "Suggested Host Organisations List" (available on the university website: international/study and traineeship opportunities abroad/Erasmus+ traineeship).

In both cases, the candidate must send their CV by email to the chosen host organisation, specifying their participation in the call for an Erasmus+ traineeship abroad and outlining the types of insurance coverage (see Art. 8) and financial contribution (see Art. 7). If the host organisation accepts the candidate for the traineeship, they must complete and sign the Erasmus+ traineeship Letter of Intent (Annex 2).

Please note that at the application stage, signing the cooperation agreement is not required. The cooperation agreement will be signed along with the forms needed to complete all the administrative and academic procedures required by the Erasmus+ traineeship programme (see Art. 11).

The organisation where the traineeship will take place can be "any public or private organisation active in the labour market or in sectors such as education, training, and youth" (as stated in the Guide issued by the European Commission for the Erasmus programme).

For example, such an organisation can be:

- A public or private company, whether small, medium, or large (including social enterprises);
- A public body at local, regional, or national level;
- A social partner or other representative of the labour market, including chambers of commerce, trade associations, or unions;
- A research institute;
- A foundation;
- A school/institution/educational centre (at any level, from preschool to upper secondary education, including vocational education and adult education);
- A non-profit organisation, association, or NGO;
- An organisation providing career guidance, career counselling, and information services;
- A higher education institution (HEI), including universities, in a programme country holding an Erasmus Charter for Higher Education.



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

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

- EU institutions and other EU bodies, including specialised agencies (the complete list is available at http://europa.eu/about-eu/institutions-bodies/index_en.htm);
- Entities managing EU programmes.

Art. 6 – DIGITAL OPPORTUNITY TRAINEESHIP

We highlight the European Commission initiative “Digital Opportunity Traineeships”, which is part of the Erasmus+ programme and aims to develop digital skills in students from all disciplines through direct experience within the host organisations.

A “Digital Skills Traineeship” will be considered any traineeship in which the trainees receive training and practical experience in at least one or more of the following activities: digital marketing (e.g., social media management, web data analysis); digital graphic, mechanical, or architectural design; development of applications, software, scripts, or websites; installation, maintenance, and management of IT systems and networks; cybersecurity; data analytics, mining, visualisation; programming and training of robots and artificial intelligence applications.

The following activities do not fall under this type of traineeship: general customer service, order processing, data entry, or office tasks.

To search for suitable placements for traineeships aimed at developing digital skills, candidates are encouraged to consult the offers on the platforms <https://erasmusintern.org/> and Drop’pin@Eures.

Art. 7 – FINANCIAL CONTRIBUTION

Thanks to the funding allocated to the University of Udine by the European Union, Erasmus+ traineeship mobility grants are available to candidates and will be distributed until the available budget is exhausted.

Eligible candidates for the Erasmus+ traineeship will receive a monthly FINANCIAL CONTRIBUTION ranging from € 500.00 to € 550.00, depending on the destination country (see the table below).

DESTINATION COUNTRY (The amount of the financial contribution varies based on the cost of living in the destination countries.)	MONTHLY CONTRIBUTION
Gruppo 1 (costo della vita alto): Austria, Belgio, Danimarca, Finlandia, Francia, Germania, Irlanda, Islanda, Liechtenstein, Lussemburgo, Norvegia, Paesi Bassi, Svezia. Paesi della Regione 13: Andorra, Monaco, San Marino, Stato della Città del Vaticano Paesi partner della Regione 14: Isole Far Oer, Regno Unito, Svizzera	€ 550.00
Gruppo 2 (costo della vita medio): Cechia, Cipro, Estonia, Grecia, Lettonia, Malta, Portogallo, Slovacchia, Slovenia, Spagna.	€ 500.00
Gruppo 3 (costo della via basso): Bulgaria, Croazia, Lituania, Macedonia del Nord, Polonia, Romania, Serbia, Ungheria.	€ 500.00



An ADDITIONAL 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 categories:

- Participant with an ISEE 2025 equal to or less than € 27,948.60 (MUR – Director's Decree No. 180 of 28.02.2025);
- Participant with physical, mental, or health issues, certified as having a disability under Law 104/92 (valid certificate) and/or with a valid civil invalidity certificate;
- Participant who is orphaned of at least one parent before reaching the age of majority (18 years old);
- Participant with minor children;
- Participant who is the child of victims of terrorism and organised crime.

A TRAVEL CONTRIBUTION to support travel expenses, calculated based on the distance between the administrative headquarters of the University of Udine and the host organisation, will be provided according to the following table (distance calculator by the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

TRAVEL DISTANCE	TRAVEL CONTRIBUTION
10-99 km	28.00 €
100-499 km	211.00 €
500-1999 km	309.00 €
2000-2999 km	395.00 €
3000-3999 km	580.00 €

Students with a valid disability certificate under Law 104/92 and/or a valid civil invalidity certificate may also be eligible for reimbursement of inclusion costs at actual expenses. To access this service, it will be necessary to contact the Mobility and International Relations Office at the University of Udine.

Art. 8 – INSURANCE COVERAGE

To participate in the Erasmus+ traineeship, the student must be covered by the following insurance:

- HEALTH INSURANCE:** Basic healthcare assistance is guaranteed by the TEAM – European Health Insurance Card. Students are required to personally check with their local Health Service (ASL) the healthcare provisions in the destination country and, where it is not provided, take out an appropriate policy to ensure adequate health insurance coverage.
- CIVIL LIABILITY INSURANCE:** The University of Udine guarantees each student insurance coverage against accidents and third-party civil liability through policies with companies operating in the sector. While the University's liability insurance covers incidents caused by students, trainees, and graduates who are not yet fully qualified, the University's civil liability insurance does not cover risks related to medical activities. To cover such risks, students must take out additional personal insurance.
- ACCIDENT INSURANCE AT THE WORKPLACE:** The University of Udine guarantees each student accident insurance at the workplace through INAIL (National Institute for Insurance against Accidents at Work) under the state-provided insurance coverage system (T.U. INAIL D.P.R. No. 1124/65 and D.P.R. No. 156/99).



Art. 9 – SUBMISSION OF THE APPLICATION

The online application will be available from 28 July 2025 to 30 June 2026 at 13:00 and must be submitted at least 1 month before the start of the traineeship.

To apply, the student must:

1. Log in with their credentials to Esse3;
2. Select the “Mobilità” option from the top-right menu;
3. Select the “Bandi di mobilità” option;
4. Choose “Exchange Programs” from the dropdown menu in “Choose mobility programme”;
5. Select “Erasmus+ Traineeship a.a. 2025-2026_studenti”;
6. Complete the “Application Form” (click “fill in the form”);
7. Choose the generic destination country where the traineeship will take place, giving priority “1” to, for example, “France - Generic Foreign Traineeship Location”;
8. Attach the required documents in PDF format:
 - Application Form for Students – Erasmus+ Traineeship Proposal (Annex 1) fully completed and signed. Form available on the university website: international/study and traineeship opportunities abroad/erasmus+ traineeship.
 - Erasmus Traineeship Letter of Intent (acceptance letter from the host organisation) completed and signed by the host organisation. Faxes or scanned copies are also accepted (Annex 2). Form available on the university website: international/study and traineeship opportunities abroad/erasmus+ traineeship;
9. Finalise the application once complete by selecting “Print Application Receipt”. The printout confirms the closure of the application and makes the data no longer editable.

The application receipt must be sent via email to the following address: federica.fabbro@uniud.it

Students enrolled in more than one course of study must submit only one application, selecting a single course of study to apply with.

Art. 10 – INFORMATION OFFICE

The informational and organisational office for the Erasmus+ programme is the Student Services Area - Mobility and International Relations Office, Via Gemona 92, 33100 Udine.

For information, please contact:

Federica Fabbro

Phone: +39 0432 556277

Email: federica.fabbro@uniud.it

Art. 11 – IMPORTANT INFORMATION FOR ELIGIBLE CANDIDATES

Once the eligibility of the application has been confirmed, the student will receive an informational email on their SPES email account with the attached forms to be completed for all the administrative and academic procedures required by the Erasmus+ traineeship programme.

The assignment of the financial contribution is always subject to:

- The formal acceptance of the student's application by the foreign host organisation/entity through the signing of the Learning Agreement for Traineeship between the parties (student, University of Udine, host organisation/entity);
- The signing of the financial agreement between the student and the University of Udine;
- The obtaining of any residence permits and visas by the trainee if they are not an EU citizen.



Erasmus+

AGENZIA
NAZIONALE
INDIRE



INDIRE
ISTITUTO
NAZIONALE
DOCUMENTAZIONE
INNOVAZIONE
RICERCA EDUCATIVA

The payment method for the Erasmus+ traineeship financial contribution will be made exclusively by bank transfer to the student's personal (or joint) bank account.

The financial contribution will be disbursed in two instalments: 80% as pre-financing at the start of the traineeship, and the remaining 20% after the end of the traineeship.

The traineeship can only begin after the submission of all the required documentation to ASTU – Mobility and International Relations Office.

Art. 12 – PROCEDURE RESPONSIBLE

According to Article 4 of Law 241 of 7 August 1990 “New rules on administrative procedure and the right of access to administrative documents”, the Responsible Officer for the procedure is Dr. Cristina Disint, Head of the Student Services Area at the University of Udine.

Candidates have the right to access the documents of the selection procedure in accordance with the provisions of Articles 1 and 2 of Presidential Decree No. 352 of 23 June 1992 (Regulation governing the exercise of the right to access and the cases of exclusion from the right to access administrative documents, in implementation of Article 24, paragraph 2, of Law No. 241/90, which introduces new rules on administrative procedures and the right to access documents), as amended and supplemented. The request must be sent to the Human Resources and General Affairs Directorate, Via Palladio 8, 33100 Udine by completing the appropriate form, which can be downloaded at: <http://www.uniud.it/it/servizi/servizi-comunicazione/accesso-agli-atti>

Art. 13 – PERSONAL DATA PROCESSING AND FINAL PROVISIONS

In compliance with Reg. (EU) 2016/679 (General Data Protection Regulation), please be advised that personal data will be processed for the management of the selection procedure and the potential management of documentation related to mobility. The Data Controller is the legal representative of the University of Udine.

For further information, please consult the full privacy notice available at the following link: <https://www.uniud.it/it/pagine-speciali/guida/privacy>

Please note that, under Article 71 of Presidential Decree 445 of 28 December 2000, the Administration reserves the right to carry out appropriate checks, even randomly, and in all cases where there are reasonable doubts about the truthfulness of the substitute declarations.

In addition to the legal penalties provided for by law, making false declarations to the university administration will result in automatic and irrevocable exclusion from the selection process.

Udine, see document registry date

THE RECTOR
prof. Roberto Pinton

Digitally signed electronic document pursuant to Legislative Decree 82/2005 as amended and related regulations, which replaces the paper document and handwritten signature.



**APPLICATION FORM FOR STUDENT CANDIDATES
ERASMUS+ TRAINEESHIP PROPOSAL FOR THE ACADEMIC YEAR 2025/2026**

ATTENTION: Complete the document exclusively on a computer and in its entirety, sign it, have it signed by the mobility representative of your course of study, and attach it as a PDF to your online application.

STUDENT INFORMATION

SURNAME	
NAME	
STUDENT ID NUMBER	
LEVEL OF STUDY	<input type="checkbox"/> Bachelor (3-year program) <input type="checkbox"/> Master's degree <input type="checkbox"/> Single-cycle Master's degree
STUDY PROGRAMME (please specify the study programme you are enrolled in)	
MOBILITY DELEGATE OF YOUR STUDY PROGRAMME (name and surname)	
STUDENT OF THE UNIVERSITY OF UDINE'S HIGHER UNIVERSITY SCHOOL (SUPE)	<input type="checkbox"/> Si <input type="checkbox"/> No
PREVIOUS ERASMUS MOBILITY FOR STUDY OR TRAINEESHIP WITHIN THE CURRENT STUDY CYCLE	<input type="checkbox"/> Si If yes, for a total of months (indicate the number of months) in the academic year (indicate the academic year of the mobility abroad) <input type="checkbox"/> No
I DECLARE THAT I FALL UNDER ONE OF THE FOLLOWING CATEGORIES (Please select one of the options listed)	<input type="checkbox"/> Participant with ISEE 2025 equal to or less than €27,948.60 <input type="checkbox"/> Participant with certified physical, mental, or health-related disabilities, in possession of a disability certificate under Law 104/92 (valid) and/or a civil disability certificate (valid) <input type="checkbox"/> Participant orphaned of at least one parent before reaching the age of majority (18 years) <input type="checkbox"/> Participant with minor children <input type="checkbox"/> Participant is a child of victims of terrorism and organized crime



I DECLARE THAT I WILL NOT RECEIVE OTHER EUROPEAN FUNDING DURING THE SAME PERIOD IN WHICH I WILL BENEFIT FROM THE ERASMUS+ TRAINEESHIP FUNDING.

HOST ORGANIZATION

NAME HOST ORGANIZATION	
CITY AND COUNTRY	

TRAINEESHIP

<input type="checkbox"/> CURRICULAR TRAINEESHIP FORESEEN BY THE STUDY PLAN	
<input type="checkbox"/> TRAINEESHIP RECOGNISED BY FREE-ELECTIVE CREDITS (MINIMUM 3 ECTS)	
<input type="checkbox"/> TRAINEESHIP RECOGNISED AS RESEARCH ACTIVITY FOR THE FINAL THESIS OR DISSERTATION.	
<ul style="list-style-type: none">▪ INDICATE THE NAME OF THE SUPERVISOR:▪ INDICATE THE TOPIC OF THE FINAL THESIS:	
BRIEF DESCRIPTION OF THE TRAINEESHIP PROGRAMME REPORTED IN THE ERASMUS+ TRAINEESHIP LETTER OF INTENT	
TRAINEESHIP PERIOD	No. of months (indicate the number of months, from a minimum of 2 to a maximum of 6)
	Preferably from the month of to the month of

LANGUAGE PROFICIENCY

<input type="checkbox"/> I DECLARE THAT I POSSESS THE FOLLOWING LANGUAGE PROFICIENCY 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
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☐ I DECLARE THAT I POSSESS THE FOLLOWING LANGUAGE PROFICIENCY LEVEL FOR THE LANGUAGE OF THE COUNTRY WHERE I WILL CARRY OUT THE TRAINEESHIP (IF DIFFERENT FROM ENGLISH). INDICATE THE LANGUAGE PROFICIENCY LEVEL ALONG WITH THE LANGUAGE KNOWN:

- ☐ A1 – language.....
- ☐ A2 – language
- ☐ B1 - language
- ☐ B2 - language
- ☐ C1 - language
- ☐ C2 - language

Pursuant to Regulation (EU) 2016/679 and Legislative Decree No. 196/2003, I hereby declare that I have read the privacy notice and understood the information contained therein. I authorise the University of Udine to process my personal data for purposes permitted by law.

DATE

STUDENT'S SIGNATURE

.....

SIGNATURE OF THE MOBILITY DELEGATE FOR THE STUDENT'S DEGREE COURSE

.....



Annex 2

ERASMUS+ TRAINEESHIP LETTER OF INTENT

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

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

Brief description of the traineeship offered to the student	
Duration of the traineeship (choose from 2 to 6 months)	
Preferred 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.