



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA



Erasmus+

ERASMUS+ CALL FOR APPLICATIONS FOR TRAINEESHIP PROGRAMMES 2020/2021
Traineeships in Companies or Institutions based in one of the Countries participating in the Programme.

Submission deadline for applications:

Monday 9 November 2020 at 1pm

TERMS AND CONDITIONS

Under Regulations no. 1288/2013 of the European Parliament, the **Erasmus+ Programme** promotes activities to the benefit of education, young people and sports, also including initiatives that give students the opportunity to participate in traineeship programmes abroad. More specifically, the initiative known as “**Erasmus+ mobility for Traineeship**” and the subject-matter of this call for applications is aimed at fostering the mobility of students and graduates by giving them the opportunity to spend a traineeship period (**2-month minimum stay, to be completed by 30th September 2021**) in a company based in one of the countries participating in the Programme, namely the 28 Member States of the European Union, the countries of the European Economic Area, the former Yugoslav Republic of Macedonia, Serbia, and Turkey.

Students will have the opportunity to acquire specific and cross skills in the subjects of their study programme, as well as social and cultural knowledge of the host country. They will also improve their language skills and gain the professional skills required to integrate the theoretical knowledge learnt during their academic training, thus enhancing their *soft skills*.

For the academic year 2020/21, the University of Modena and Reggio Emilia offers its students **a total of 228 months of mobility for grants** - financed by the European Commission.

Grants will be assigned for traineeships **no shorter than 60 days; financing is guaranteed for 4-month traineeships**, whereas for any additional month the sole status of Erasmus student is ensured. Grants will be assigned to Departments/Schools and PhD/Specialisation programmes based on applications, considering the historical data and mobility trend. Notification of the award will be made after the submission of the applications.

Traineeships shall not start before 15th January 2021 and shall be completed by 30th September 2021

Grants shall be considered as a subsidy to cover extraordinary expenses that the student may have to bear abroad.

COVID-19 international emergency has raised several implications on Erasmus mobility. The information contained in this call for applications is in accordance with current legal provisions.

ELIGIBILITY REQUIREMENTS

Unless otherwise specified in the educational systems of the degree programmes, students are eligible to apply if they meet at least one of the following requirements:

REQUIREMENTS	GENERAL CONDITIONS (Note: the requirements must be specified in Annex 2 for the application to the call)
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<ul style="list-style-type: none"> • Students of the University of Modena and Reggio Emilia who are <u>OFFICIALLY ENROLLED AT THE TIME OF THE APPLICATION, EVEN BEYOND THE TIME PRESCRIBED FOR GRADUATION</u>, for the year 2020/21 in first, second or third-level degree programmes (Bachelor's degree, Master's degree and PhD respectively); postgraduates who are officially enrolled in the specialisation schools of the medical and non-medical area (students enrolled in certain Specialisation Schools are admitted if they are enrolled in years previous to the issuing of the call for applications, due to the scheduling of corresponding ministerial announcements) 	
<ul style="list-style-type: none"> • Students who are <u>GRADUATING BY THE EXTRAORDINARY SESSIONS OF ACADEMIC YEAR 2019/2020 AND STARTING AS POSTGRADUATES</u>. In that case, at the time of application, students must be still enrolled in the academic year 2019/2020, submit their application and be selected as winners before obtaining their final degree. 	<p>In this event, the traineeship period shall take place after obtaining the university degree (obtaining the graduation is required before leaving) and anyway by 30th September 2021.</p>
<ul style="list-style-type: none"> • Students enrolled in Bachelor's Degree Programmes for the year 2019/2020 AND GRADUATING BY DECEMBER 2020 	<p>In this case, they are eligible for the mobility programme provided that at the time of leaving they are enrolled for the academic year 2020/2021 in a Master's degree programme.</p>

1) **Students not included:**

- **students enrolled to individual Courses;**
- **students not officially enrolled in UNIMORE.**

Students who are not officially enrolled in UNIMORE may not apply. Please also note that the administrative office of the programmes must be UNIMORE.

Note: candidates must possess all the above-mentioned requirements when submitting the application. Applications stating declarations that are non compliant with the participation requirements shall be considered void.

LANGUAGE REQUIREMENTS

Students must have a proper knowledge of the language spoken in the country where they would like to spend the traineeship period and/or the common language required/accepted by the host institution.

In Annex 2, applicants shall state their knowledge of a common language (English, French, Spanish and German) not lower than the B2 level (Europass Language Passport). The language knowledge may also be proven by submitting one of the certificates listed at the following website: <http://www.clamore.unimore.it/it/certifications/info>. 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.

Before they leave, students who are awarded the grant shall take a free language test on the OLS (Online Linguistic Support) European portal. The result of the initial test will allow students to access an online language course for the same number of months as the mobility programme. The course may be started even before leaving for the traineeship (and anyway after signing the finance agreement) and students will commit themselves according to

their individual learning needs and time availability. The OLS portal also provides for a final compulsory test aimed at assessing students and monitoring their progresses during their staying abroad.

At present, OLS is available in the following languages: English, French, German, Dutch, Spanish, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Finnish, Croatian, Hungarian, Romanian, Slovakian, Estonian, Irish, Latvian, Lithuanian, Maltese, and Slovenian. It will progressively be made available in more languages. Please also note that Erasmus students may obtain the licence for one language only as set at the time of the assignment. The modes and times for the OLS licence assignments shall be communicated by the International Relations Office.

TRAINEESHIP DURATION

Allowances shall be assigned only to traineeships lasting for a minimum of 2 actual months (60 days). **Traineeships shall be completed by 30th September 2021** The traineeship dates shall be previously agreed with the host company and the International Relations Office.

The length shall be accounted for based on a 360-day business year; hence each month will have a 30-day duration **regardless of its actual length**. If the mobility period is not a number of full months (e.g. 2 months and 5 days), the allowance shall be calculated by multiplying the number of days of the incomplete month by 1/30 of the monthly unit cost.

Note: The Erasmus+ programme allows **each student to be eligible for the Study or Traineeship mobility programme abroad more than once. Each student or graduate may spend a maximum mobility period of 12 months for each cycle of study**, regardless of the number and types of mobility programmes carried out, except for those students who are enrolled in single-cycle degree programmes, who can spend a maximum of 24 months abroad.

NOTE: The study mobility programme must be completed before starting the subsequent traineeship mobility programme.

Financing is guaranteed for up to 4 months, whereas for any additional month the sole status of Erasmus student is ensured. The allowance amount shall be based on the residual provisions available, for the duration of the mobility. **EXTENSIONS:** if needed, and in agreement with the host institution, beneficiaries will have the opportunity - once all administrative formalities have been completed - to extend the duration of their traineeship beyond the months initially agreed. A time extension may be requested by submitting an application **at least one month before the end date** initially set for the mobility period (the specific form will be provided on request by the Office). If the request is accepted, the status of Erasmus student is extended whereas the EU allowance for the additional months will vary according to the fund availability.

FINDING THE HOST COMPANY

This call for applications promotes the free proposal formula: the student or graduating student finds a traineeship seat independently and submits it to the University for evaluation, duly supported by the International Relations Office. To choose the host institution independently, students may also rely on the support of the Department traineeship Offices, where possible. To help finding a traineeship programme, the International Relations Office has activated a specific “**Internship Board**”, on which any traineeship offer that the office is aware of are posted. Please note that these are traineeship proposals that the office received periodically, not necessarily for all interest profiles of the applicants. The details of the traineeships proposed can be viewed only by logging in with UNIMORE username and password.

In addition, please note that for the 2018/2020 two-year period, the European Commission promoted the “**Digital Opportunity Traineeships**” which valorises and encourages traineeships open to all subjects, aimed at facilitating the acquisition of digital skills. “Digital skills” are aimed at developing high technological competences (such as IT security, big data analysis, quantum and /or artificial intelligence, programming languages; browser optimization -SEO) and horizontal abilities (web design, digital marketing, software development, graphic design). To facilitate the search for facilities suitable for the development of traineeship aimed at the development of Digital Skills, the European Board invited the European companies interested to publish their offers on the platforms <http://erasmusintern.org/> e Drop'pin@Eures <https://ec.europa.eu/eures/public/it/help-and->

[support/opportunities](#) useful to find companies/bodies suitable for carrying out traineeships aimed at the development of digital skills, notwithstanding the possibility to independently find other seats, provided that the activities for the applicants defined by the traineeships match the ones stated above.

After finding the host company, the applicant/selected student shall submit an letter of acceptance written by the company in compliance with the layout enclosed (Annex 3).

If students are citizens of one of the countries participating in the Erasmus programme other than Italy, and are temporarily living and enrolled in an Italian higher education institution, they are eligible for mobility in a company of their country of origin/citizenship, even though they shall not be given priority in the selection process.

ELIGIBLE COMPANIES

The hosting institution at which the student wants to take on the traineeship must fall within the definition indicated in version 2 (2018) of the Programme Guide issued by the European Commission, saying that: “Any public or private organisation, active in the job market or in sectors such as education, training, and youth”.

In the event of a traineeship in higher education institutions (e.g. laboratories, libraries, etc.) the mobility will be considered to be carried out in a **company**, hence eligible, provided that the training activity planned during the traineeship is clearly indicated in the work plan of the student and not already included in other EU programmes, in order to avoid any possible conflict of interest and/or double financing. (Circular Letter from the LLP National Agency of 12/04/2010)

Branches of Italian companies abroad must be established with “foreign Articles of Association” in order to be eligible. EUROPEDIRECT offices and NGOs are eligible.

International Relations Offices of Higher Education Institutions **are eligible** as institutions hosting traineeship mobility programmes as long as the training programme provided for during the traineeship is clearly indicated in the Learning Agreement For Traineeship and not already part-financed within other EU programmes;

The following institutions are not eligible:

EU institutions and other EU bodies, including specialised agencies (full list available at the link: http://europa.eu/about-eu/institutionsbodies/index_en.htm).

However, other representation offices or public institutions such as cultural institutions, schools, etc. shall be considered *eligible for traineeship programmes* **provided that they guarantee the transnationality principle (e.g.: students acquire a know how differing from the one acquired through a traineeship in their own country)**. (Circular Letter from the LLP National Agency of 12/04/2010)

TRAINEESHIP GRANTS AND MODES

Where due, the grant amount is set based not only on the type of mobility, but also on the destination country of the student and the months/days of the actual stay abroad. More specifically, the grant amount shall vary according to distinct groups of countries, which have been classified based on the cost of living:

Monthly Allowance	Destination countries
400.00 € Group 1 (high cost of living)	Denmark, Finland, Island, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom
350.00 € Group 2 (medium cost of living) and Group 3 (low cost of living)	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, The Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Turkey, former Yugoslav Republic of Macedonia, Serbia

Students with special needs may request an ad hoc grant to the Erasmus+ Indire National Agency for the main expenses strictly connected with their disability status. In this case, when applying please state your interest to the

International Relations Office or the Person in charge of disability – Mr. Giacomo Guaraldi (disabilita@unimore.it) who will notify the relevant Office.

Note: To the purpose of any request for additional funds, people with coeliac disease must have the certificate of invalidity or medical certificate.

The insurance policy (civil liability and personal accident in institutional activities) shall be borne by the university (Circular Letter from the LLP National Agency of 11/12/2008).

Grants are assigned for full-time traineeship activities.

Due to the persistence of COVID emergency, different modes for performing the traineeship will be allowed, based on how the pandemic evolves:

1. **physical mode** (traditional): grant eligible for the entire period;
2. **virtual mode abroad**: grants eligible for the entire period;
3. **blended mode**: grants eligible for the sole period of physical mobility;
4. **virtual from Italy**: no grants.

Mobility programmes may be started in “virtual” mode with any type of online activity that meets the target of traineeship mobility: “distance training” organised by the host institution, virtual training, etc.. Mobility programmes shall be planned by taking into account their completion with a period of on-site activity abroad (physical mobility), where the development of the emergency situation so permits.

HOW TO APPLY

Applications must be submitted **exclusively** by filling out the online application form at the following web site <https://www.esse3.unimore.it/LoginInfo.do>, following the instructions provided in the “Guide to filling out and submitting the online application” by **Monday 9 November 2020 at 1pm**.

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.

NO HARD COPY OF THE APPLICATION FORM IS REQUIRED

**For further information please contact the International Relations Office
Until further notice, the Office may be contacted only by**

Email - studentmobility@unimore.it

Phone - Monday to Friday: 9.30 – 13.00

Modena: 059/2056571

Reggio Emilia:0522/522212

APPLICATION SELECTION AND ASSESSMENT

The applications received will be assessed, even after an individual interview if necessary, 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 on the following parameters:

- motivation and objectives;
- previous experience abroad;
- language skills;
- feasibility analysis of the mobility professional project - if already defined
- university career assessment/curriculum vitae

Some Departments may provide motivational interviews as a selection criterion. The dates and modes of the selection interviews that may be arranged will be communicated by the relevant professors who are in charge of the Department/Faculty mobility programmes and by the International Relations Office, only provided that it has been informed. In any event, students are expected to check the terms and details of the interview with their professors - see teachers' boards and/or Department websites.

Priority shall 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.

A list of students eligible for the grants shall be drawn up, including a waiting list of students who will be given the right to take over in the proposed order in the event of winners' withdrawal, until all monthly allowances have been accepted.

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 **10 December 2020**.

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. **Reassignments will be possible until 31/05/2021.**

STARTING THE TRAINEESHIP AND DOCUMENTS REQUIRED

The traineeship may start only after the selection procedures - and relevant assignment - are complete and it is subject to the acceptance by the host institution.

Before starting the mobility - at least 3 weeks in advance - student shall send the following documents to the Office:

- learning Agreement for Traineeship – containing the tutoring professor, the intern and the host institution's consent;
- statement/communication by the hosting institution that the applicable regulations of the hosting country on Covid-19 safety are complied with, and guarantee that the required PPE is available for the intern. Such statement holds the University harmless of any liability arising from total or partial noncompliance with the regulations; The statement may be included in the acceptance letter or, if you have already received the acceptance letter, it may be emailed by the host institution to the address studentmobility@unimore.it
- student's statement that s/he has checked the travel conditions/restrictions towards the hosting Country, and has subscribed a suitable insurance health policy also covering for the risk of COVID-19 transmission. With regard to the health insurance policy, the health/multiple-risk "AON STUDENT INSURANCE" cover offered by the University broker is available (information notice by the Directorate for Institutional Affairs and complete text of the policy at the following link: <http://www.affaristituzionalicontrattigare.unimore.it/site/home/assicurazioni.html> in section Health Insurance/ Multi-risk and personal insurance abroad.

Before travelling or moving abroad, you should check the applicable regulations with the Italian Embassies and diplomatic representations by visiting the following websites of the Minister of Foreign Affairs: [Emergenza COVID-19: informazioni dalle Ambasciate e dai Consolati](#) e [Viaggiare Sicuri](#). Please register to the [Ministry of Foreign Affairs web portal "Dove Siamo Nel Mondo"](#) - also via the [App "Unità](#)

[di Crisi](#)” (*Crisis Unit*) and keep your contacts always up-to-date to receive information and timely communications from the Italian diplomatic representation of the host Country in the event of an emergency situation. To this regard, please be reminded that the Crisis Unit is the institution of the Ministry of Foreign Affairs and International Cooperation in charge of helping compatriots and safeguard the Italian interests in situations of crisis abroad. The Crisis Unit acts by coordinating the entire Italian Embassy and Consulate network based on operational protocols and plans previously defined and constantly updated, by taking into account the Italian presence (tourists, residents, businesses, and other organisations operating on a permanent basis) in each single country of the world.

Note: the Learning Agreement For Traineeship must be duly filled out and signed before the leaving date for each Erasmus student selected, also defining a tailored working plan. Such document may be filled out after submitting the letter of acceptance written by the company.

For mobility students: the Erasmus+ for Traineeship mobility is a traineeship experience with a recognition procedure carried out based on what provided in the regulations and teaching plans of the various study programmes, and following the procedures set by each Department. The winners are expected to retrieve information on the credit (CFU) recognition - when preparing the Learning agreement for traineeship before leaving - at the Stage Offices or contacting the person of the department in charge of teaching activities.

CHECKS

Please note that pursuant to Art. 71 of Presidential Decree no. 455 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](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.

Modena,

The Director General
Stefano Ronchetti