

**UNIVERSITY OF PAVIA
ERASMUS+ PROGRAMME
STUDENTS MOBILITY FOR TRAINEESHIP**

**CALL FOR TRAINEESHIP PERIODS ABROAD
WITHIN EUROPEAN AND NON-EUROPEAN COUNTRIES
PARTICIPATING IN THE ERASMUS+ PROGRAM
AND IN THE SEMP PROGRAM
ACADEMIC YEAR 2021/22**

The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

ART. 1 – INTRODUCTION	1
ART. 2 – CANDIDACY REQUIREMENTS	2
ART. 3 – DESTINATIONS	3
ART. 4 – SEARCHING FOR A HOST INSTITUTION	4
ART. 5 – PERIOD ABROAD	4
ART. 6 – HOW TO APPLY	4
ART. 7 – SELECTION AND RANKING	5
ART. 8 – CALENDAR	6
ART. 9 – ACCEPTANCE OF THE MOBILITY PERIOD	6
ART. 10 – WITHDRAWAL	6
ART. 11 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GDPR ..	7
ART. 12 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION	7
ART. 13 – INFO	7

The present call is published under condition pending the signing of the Erasmus+ 2021 financial agreement between the National Agency INDIRE/Erasmus and the University of Pavia.

All activities and related funding mentioned in this call are therefore subject to change in accordance with what may be provided by the rules of the financial agreement Erasmus+ 2021.

In the ambit of Key 1 activities (KA1) of the Erasmus+ Programme, the mobility for Traineeships allows **students and recently graduated students, as long as selected before the attainment of the degree title**, access to internships/placements in countries adherent to the Programme.

ART. 1 – INTRODUCTION

The current call states

- the requirements and procedure to apply for a traineeship period in an enterprise
- the criteria for the selection of candidates and for the allocation of mobility periods

- the modality of acceptance of the allocated periods.

Annex I defines

- the requirements for the start and the characteristics of the mobility period
- the fulfilment of the selected students¹
- the economic contributions to mobility with relative assignment criteria
- the provisions that regulate the participation in the Erasmus+ Mobility for traineeship Program and in the SEMP Program.

Annex II defines

- specific characteristics, eligible courses of study and types of activities allowed for internship periods in Lebanon, Palestine and Russia, provided by this call.

Mobility in Switzerland

Switzerland does not participate fully in Erasmus+, but in order to guarantee mobility towards the countries and Universities with which it usually cooperates, the Swiss Federal Council has drawn up the Swiss European Mobility Programme (SEMP), which envisages the possibility of welcoming and financing incoming students for traineeships.

However, not all Swiss Universities participate in the SEMP, so those wishing to undertake a traineeship in a Swiss company, after having identified the host company, should contact the Swiss University of reference for that company to find out if mobility for traineeship within the SEMP is permitted. Funding is provided exclusively by Swiss Universities.

If the contribution is not available, it will be possible to carry out the mobility without a contribution.

Mobility in United Kingdom

It should be noted that the flows and financing of mobility to the United Kingdom may be subject to changes/suspensions or cancellations following the agreements occurred regarding the United Kingdom's exit from the European Union (Brexit).

Security provisions

It should also be noted that, if the Ministry of Foreign Affairs and International Cooperation does not recommend travel to the destination country or if the University of Pavia, after hearing the parties involved, considers the sending/staying of students in the destination country unsafe, the mobility period may be suspended, modified, interrupted, or cancelled.

All the information related to the current announcement will be published and constantly updated on the [Erasmus website](#). **Communications to candidates and selected students will be exclusively sent to their University e-mail address.**

ART. 2 – CANDIDACY REQUIREMENTS

Eligible candidates: EU citizens and non-EU citizens **regularly enrolled**² in a course at the University of Pavia (bachelor degree³, master degree, one-single cycle degree, PhD program, 1st and 2nd level Master degree program, specialisation school⁴) for the academic year 2020/21.

1 Selected students = candidates who passed the selection process and were awarded a mobility period

2 Students proven to be enrolled for the academic year 2020/21 are those who have paid taxes and University fees for that academic year. If non-EU citizens, they should also hold their valid permit of stay. You can verify the status of your enrolment through the [Area Riservata](#)

All candidates must be selected for mobility before their graduation.

The following are not eligible to apply:

- those who obtain their degree before the selection interview
- those who have already benefited from all the months of mobility permitted by the Erasmus+ Programme during their study cycle⁵.

ART. 3 – DESTINATIONS

Erasmus Traineeship can be undertaken in: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Iceland, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Serbia, Slovacchia, Slovakia, Spain, Sweden, Switzerland, Hungary.

Under this call, it is also possible to carry out the traineeship in Lebanon, Palestine and Russia, under special conditions (see Annex).

The host organisation can be:

- any public or private organisation active in the job market or in areas of education, training and young people. As an example, such organization might be:
 - a public or private company, small, medium or large (including community/social businesses), including Italian companies located abroad
 - a public corporation in a local, regional or national level
 - a social party or another representative in the job market, including chambers of commerce (also the Italian ones located abroad), artisans/professionals organizations and unions
 - a research institution
 - a foundation/establishment
 - a school/institution/education centre (at any level, from pre-school education to secondary education, professional and adult training/education) including Italian cultural institutions abroad
- a non-profit organisation, association or a non-governmental organisation (NGO)
- a system for professional orientation, professional consultancy and communication services
- a Higher Education Institution of a country adherent to the Programme holding an Erasmus Charter for Higher Education.

It is not possible to carry out a traineeship at:

- EU institutions and other EU organizations, including specialized agencies/companies⁶
- organizations that manage EU programmes, like National Agencies..

(after the login select "Segreteria" to check the presence of a green stamp/mark in correspondence of "Dettaglio iscrizione" for the academic year 2020/21)

- 3 Included those who intend to graduate by a.y. 2020/21, enroll to a master degree for the a.y. 2021/22 and carry out their mobility period in the first year of their master degree
- 4 The candidacy of everyone enrolled in a first or second level master or a specialisation school requires a preventative check of eligibility: please contact the International Mobility Office (train.erasmus@unipv.it)
- 5 Erasmus+ allows you to take different mobility periods for every study cycle, equally for study or traineeship. There are 12 months of mobility allowed in total for every study cycle, I – bachelor degree, II – master degree/1st level Master degree, III – PhD program/2nd level Master degree/graduate school, and 24 months in total for a one-single-cycle degree
- 6 The complete list can be found on this site: http://europa.eu/about-eu/institutions-bodies/index_it.htm

In unclear cases the Erasmus+ National Agency will finally decide on the eligibility of the company.

ART. 4 – SEARCHING FOR A HOST INSTITUTION

Candidates will have to find a company available to host them, either independently or thanks to the help of a University teacher/coordinator. In order to facilitate the search, on the [Erasmus website](#), in the section *How to apply > Find the host organization*, you can find some useful tools, such as [Jobteaser](#), the new platform adopted by the University of Pavia to help students and graduates in their search for international internship, or [the list of organisations](#) that have already hosted students in the past years.

It is also the candidate's responsibility to check the existence of any special requirements dictated by the host organisation (e.g., application by a certain deadline not compatible with the timing of the placement, additional documents, language certification, etc.) directly with his/her supervisor at the host Institution.

Special conditions apply to Lebanon, Palestine and Russia (see Annex II).

ART. 5 – PERIOD ABROAD

The allocated period of study abroad can last indicatively **between 2 and 12 months continuatively**, as agreed with the host organisations.

The period must be carried out **between the 1st September 2021 and the 30th September 2022**.

If the host Institution allows it, it will be possible to carry out entirely or partially a virtual mobility period, without physically moving to the host country.

ART. 6 – HOW TO APPLY

Those enrolled in a bachelor degree, master degree or one-single-cycle degree must complete the application online through the [Area Riservata](#).

After entering your Area Riservata, you must:

1. verify the regularity of the enrollment for the a.y. 2020/21. Any irregular situations must be promptly communicated to the Segreteria Studenti and to the International Mobility Office, and resolved within the deadline of the call for applications. There is no guarantee that the request will be solved on the same day, therefore any problems reported the same day as the deadline of the call may not be solved in time for the submission of the application
2. select your current course of study
3. select from the menu **"Bandi di mobilità"** (under the item "Mobilità internazionale") and choose the one of your Erasmus area
4. at the end of the compilation, print the application in PDF⁷.

After clicking "Stampa ricevuta di iscrizione al bando" it will not be possible to amend/remove your application. The online application will be available from Tuesday 20th April 2021 to 12 noon on Tuesday 18th May 2021.

7 The document confirming the effective registration to the call is obtained by activating the button "[stampa ricevuta iscrizione al bando](#)"; after printing the receipt it will no longer be possible to modify or remove the application. On the other hand, "[stampa promemoria iscrizione al bando](#)" allows you to check the data related to your application: after printing it, it will still be possible to modify the application, or remove it and possibly re-compile it later; to confirm the final version, it will still be necessary to print the application receipt

Only those enrolled in a PhD. course, specialisation school and first/second level masters will have to fill in the application through an **online form** (the link to access the form will be published on the [Erasmus website](#)), attach the **letter from their supervisor** (the form can be downloaded directly from the [Erasmus website](#)) by **12 noon on Tuesday 18th May 2021**.

ART. 7 – SELECTION AND RANKING

The ranking will be formed in descending order based on the overall score resulting from the sum of the following points:

max 150 points	max 100 points	merit grade <i>(calculated automatically and based on the student career)</i>
	max 50 points	selection interview <i>(evaluation of the acceptance letter, which contains the internship project and the linguistic assessment by the host organisation + evaluation of the academic and personal motivation of the candidate)</i>

Merit grade

The merit grade will be calculated in relation to the **exams⁸ of the current course of study and whose marks will be registered** in the student career by the **1st of March 2021**; for those enrolled on a master degree, the previous bachelor (3-year degree) course will be considered too (graduation mark and 180 overall credits).

The merit grade will be calculated by applying the following formula:

- For students enrolled in a bachelor (3-year degree) or a one-single-cycle degree

$$\frac{\text{weighted average exam marks}}{\text{marks}} \times \frac{\text{CFU acquired}}{\text{CFU foreseen*}}$$

- For students enrolled in a master degree

$$\frac{\left(\frac{\text{bachelor graduation mark**}}{110} \times 30 \right) \times 180 + \left(\frac{\text{(weighted average marks for current master)}}{\text{in current master}} \times \text{CFU acquired in current master} \right) \times \left(\frac{\text{CFU acquired in current master} + 180}{\text{CFU foreseen* for current master} + 180} \right)}{\text{CFU acquired in current master} + 180}$$

* for CFU foreseen, it's meant those expected from the course of study, including the academic year 2020/21, adapted as follows:

- 60 CFU for each "regular" enrolment year
- penalization of 30 CFU for every year of "non regular" enrolment

** for those enrolled on a master course possessing a previous bachelor degree obtained abroad, in case the graduation mark is not present on the registered student career (Esse3) or it is not shown out of 110, a predetermined grade of 95/110 it will be attributed,

The merit grade thus calculated will be **"normalized" to 100**. The maximum attainable mark will therefore be 100.

8 For "exams" meaning the exams and the other teaching/training activities due by a specific course

The students enrolled in a PhD course, 1st and 2nd level master degree or graduate school for whom it will not be possible to calculate the merit grade automatically, this will be decided by the selection committee, in consideration of the academic career and on the basis of the information supplied by the respective supervisor in the letter attached to the application of those candidates.

Selection interview

Candidates will be subject to a selection interview by a Commission within the Erasmus Area of reference for their course of study⁹. The interviews will be organised electronically. **Absent candidates will be excluded.**

At the interview, **the candidate must submit the acceptance letter from the host organisation** (the form can be found on the [Erasmus website](#)): the Commission will evaluate the training programme agreed with the host organisation and its consistency with the candidate's academic background.

The applicant may submit to the Commission **only one acceptance letter**: if you therefore have more than one letter from different host organisations, you should choose only one before the interview.

Applicants who do not have an acceptance letter from an Institution by the date of the selection interview will not be admitted to the selection interview and will not be eligible for an internship and the corresponding grant.

The language skills required for the placement will be verified directly by the host company, which will include a statement to that effect in the acceptance letter of the candidate. Applicants will therefore not be subject to language tests during the selection process.

In case of equal overall score, the position in the ranking will be determined giving precedence to those who, in order:

- 1) for seniority of University career will have fewer future opportunities to participate in Erasmus mobility
- 2) have a higher age.

ART. 8 – CALENDAR

Interviews with the selecting committees: between 7th and 11th June 2021 (the calendar of each Erasmus area will be published on the [Erasmus webpage](#)).

Absent candidates will be excluded.

The **publication of the rankings**, expected by June 18th, 2021, will be notified by communication to the candidates' University email address.

ART. 9 – ACCEPTANCE OF THE MOBILITY PERIOD

Between the 21st and 12 noon of the 25th June 2021 all selected candidates appearing in the ranking lists **must accept or decline** their assigned mobility period, through an online form, following the instruction that will be given by the International Mobility Office.

Those who have not accepted by the deadline will be considered to have definitively withdrawn.

It will not be possible to change the destination assigned.

ART. 10 – WITHDRAWAL

The acceptance of the mobility period is a serious engagement taken by the candidate. Withdrawals should therefore be limited to justified causes.

⁹ Candidates can check which Erasmus Area their course belongs to on the [Erasmus website](#)

The withdrawal from the mobility period should be done promptly writing to the International Mobility Office. It will lead to the repayment of the contribution already received

ART. 11 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GDPR

The personal data of the candidates will be treated only for the purposes of the Erasmus+ Program, eventually including communication to the Erasmus+ National Agency, to the host University and to the European Commission, according to the regulations set by the European General Data Protection nr. 2016/679.

ART. 12 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION

The responsible of the procedures of the present call for application is: Michela Cobelli – International Relations, International Mobility Office – Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 986938 – e-mail michela.cobelli@unipv.it.

ART. 13 – INFO

Call for application, info on how to apply, etc.

[Erasmus website](#)

Administrative info

International Relations, International Mobility Office

Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 98 4004 | 4112 | 6948 | 4119 – e-mail train.erasmus@unipv.it

Didactic information and guidance

Erasmus coordinator for each area of study

Names and contacts are published on the [Erasmus website](#)