



**ERASMUS+ Programme
Key Action 1 - CALL 2024 - Student Mobility for Traineeship
FOR THE AWARD OF MOBILITY GRANTS FOR WORK EXPERIENCE AND THESIS TRAINING FOR
STUDENTS**

**Application opening period:
25 JULY 2024 – 30 MAY 2025**

This notice is an open call with no ranking list. The application window may be closed before 30 May 2025 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 traineeship.

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

ART.1 - WHAT IS ERASMUS+ TRAINEESHIP 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 (bachelor's degree, master's degree) and 24 months for single-cycle degrees, 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 2023-2024 or 2024-2025 in a degree course, master's degree, single-cycle degree;
- b) be up to date with the payment of university fees at University of Udine at the time of 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 allowed 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 2024-2025 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 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 a resident of 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 traineeship being applied for under this call for applications;

h) maintain 'student' status throughout the duration of the traineeship. Obtaining of the qualification during the traineeship 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+ traineeship period;

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

k) **have the curricular traineeship in the study plan or the traineeship 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 traineeship will take place. The student must indicate the language level for English or the language of the country in which the traineeship 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 **01 October 2024 to 30 September 2025**.

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 traineeship must end by 30 September 2025.

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: to carry out the Erasmus traineeship in the United Kingdom visit the UK website: <https://www.gov.uk> in case of administrative processes to request a visa.

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 traineeship opportunities abroad/Erasmus+ traineeship).

In both cases, the candidate must send his/her CV via email to the chosen host institute/organisation specifying his/her participation in the call for applications for a traineeship 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 traineeship, the host institute/organisation 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 the Programme Guide issued by the European Commission for the Erasmus Programme).

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 traineeships:

- 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 TRINEESHIP

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 traineeship in which trainees receive training and practice in at least one or more of the following activities will be considered a 'digital skills traineeship': 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 traineeships, please consult the offers on the <https://erasmusintern.org/> and DropPin@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 € 450,00 and € 500,00 and 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): Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden. Region 14 Partner Countries: Faroe Islands, the United Kingdom, Switzerland	€ 500,00
Group 2 (average cost of living): Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain Countries of Region 13 ex 5: Andorra, Monaco, San Marino, Vatican City State	€ 450,00
Group 3 (low cost of living): Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Hungary.	€ 450,00

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 2024 equal to or less than € 27.726,79 (MUR - DECREE. 318 del 14.03.2024);
- participant with certified physical, mental or health problems, holding a valid disability certificate pursuant to Law 104/92;
- participant orphaned by at least one parent before the age of majority (18 years);
- participant with minor children;
- participant son of victims of terrorism and organized crime.

Students who hold a valid disability certificate pursuant to Law 104/92 may benefit from a supplement to the Erasmus+ Community Grant provided by the National Agency.

In order to get access to this service, the student will have to inform the Mobility and International Relations Office, which will provide the student with all useful information for any request for additional funds.

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%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&lingua=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 university guarantees civil liability insurance cover for all enrolled students with companies operating in the sector;
- c) **INSURANCE AGAINST ACCIDENTS IN THE WORKPLACE:** University of Udine 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 25 July 2024 to 30 May 2025 at 1.00 p.m. and must be submitted at least 1 months before the start of the traineeship.

To apply the student must:

1. access Esse3 with their credentials;
2. select the item 'Mobility Notices';
3. select "Erasmus+ Traineeship a.y.2024-2025_students";
4. fill in the 'application form' (select 'fill in the form');
5. choose the generic destination of the country in which the traineeship will take place, giving preference '1' for example to 'France - Generic foreign traineeship location';
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 student enrolled in more than one course will have to submit only one application picking only one course.

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

- a) completed and signed **student candidate application form** (Annex 1 to the page on the University website: international/study and work traineeship 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 Student Service Area - Mobility and International Relations Office, via Gemona 92, 33100 Udine.

For information contact:

Mrs. Federica Fabbro

Telephone: 0432 556277

E-mail: federica.fabbro@uniud.it

ART. 11 - IMPORTANT INFORMATION FOR SUCCESSFUL CANDIDATES

After the acceptance of the grant, the student will receive an *information booklet* via SPES e-mail 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 ASTU - Mobility and International Relations Office.

Art. 12 - PROCEDURE MANAGER

The person in charge of the procedure is Mrs Cristina Disint, head of the Student Services Area at the University of Udine, pursuant to Art. 4 of Law 241 of 7 August 1990 "New rules on administrative procedures and the right of access to administrative documents",

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 AND PROCESSING OF PERSONAL DATA

Pursuant to EU Reg. 2016/679 (European Regulation for personal data protection) the personal data will be used in order to manage the selection procedure and the mobility documents that must be submitted by the selected student; the data controller is the University of Udine legal representative.



Please be informed that, pursuant to Article 71 of Italian Presidential Decree 445 of 28 December 2000, the Administration is entitled 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.

Udine, see protocol date

THE RECTOR
prof. Roberto Pinton

Digital document signed electronically pursuant to Legislative Decree 82/2005 and related regulations, which replaces the paper document and the handwritten signature.



Annex 1

STUDENT CANDIDATE APPLICATION FORM

Erasmus+ internship proposal a.y. 2024/2025

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

STUDENT DATA

LAST NAME	
FIRST NAME	
STUDENT'S MATRICULATION NUMBER	
TYPE OF STUDY COURSE	<input type="checkbox"/> Bachelor's 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 SCUOLA SUPERIORE STUDENT (SUPE)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PREVIOUS ERASMUS MOBILITY FOR STUDIES OR TRAINEESHIP 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 2024 equal to or less than € 27.726,79; <input type="checkbox"/> participant with certified physical, mental or health problems, holding a valid disability certificate pursuant to Law 104/92; <input type="checkbox"/> participant orphaned by at least one parent before the age of majority (18 years); <input type="checkbox"/> participant with minor children; <input type="checkbox"/> son/daughter 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 EU FUNDING	

HOST ENTITY

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



preferably from to..... (indicate the months)

TRAINEESHIP

- CURRICULAR TRAINEESHIP ENVISAGED IN THE STUDY PLAN
- TRAINEESHIP RECOGNISED BY FREE-CHOICE STUDENT CREDITS
- TRAINEESHIP RECOGNISED AS A RESEARCH ACTIVITY FOR THE DISSERTATION OR FINAL EXAMINATION.
 - INDICATE THE NAME OF THE SUPERVISOR.....
 - PLEASE INDICATE THE TOPIC OF YOUR DISSERTATION:.....

LINGUISTIC KNOWLEDGE

- I DECLARE THAT I HAVE THE FOLLOWING LEVEL IN ENGLISH:
 - B1
 - B2
 - C1
 - C2

- I DECLARE THAT I HAVE THE FOLLOWING LANGUAGE LEVEL FOR THE LANGUAGE OF THE COUNTRY IN WHICH I WILL CARRY OUT THE TRAINEESHIP (IF DIFFERENT FROM ENGLISH).
Please indicate the language level with the known language next to it.

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

Pursuant to EU Reg. 2016/679 (European Regulation for personal data protection) the undersigned declares that his/her personal data is 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.....



Annex 2

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

Brief description of the traineeship offered	
Length of the traineeship (choose 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.*