



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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**SELECTION NOTICE
FOR THE AWARDING OF MOBILITY GRANTS OF ABROAD TRAINEESHIP TO
GRADUATES
Academic Year 2021-2022**

**“EXTRACURRICULAR TRAINEESHIPS FOR GRADUATES AND VOCATIONAL
TRAINEESHIPS POST GRADUATE CLINICAL PSYCHOLOGY AND CLINICAL
PSYCHOLOGY ABROAD” PROJECT**

FOREWORD

The University of Bergamo, in line with EU and national objectives for the strengthening and development of human capital, aims to promote greater competitiveness of young graduates through the development of traineeship experiences at institutions and companies based abroad.

As part of the *"Project - extracurricular and vocational training periods abroad"*, the University of Bergamo is offering young **graduates (Bachelor's degree, Master's degree and single-cycle Master's degree for extracurricular programmes and Master's degree for vocational programmes)**.

GRANT AMOUNT:

The total amount of funds available is Euro 35,000.

The grants will be calculated as follows:

- **MONTHLY CONTRIBUTION:** Euro 500 (for a maximum of 4 months)
- **TRAVEL:** The contribution for travel expenses is calculated on the basis of the rates set by the European Commission according to the distance between the place of origin and the place of destination, as specified below:

Distance (in km)	Contribution (in euro)
0-99 km	20
100-499 km	180
500-1999 km	275
2000-2999 km	360
3000-3999 km	530
4000-7999 km	820
over 8000 km	1500

n.b.: the distance will be calculated using the calculator on the site https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

Depending on the type of traineeship to be undertaken (extracurricular or vocational), the characteristics and requirements for application are listed below.



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali

A) EXTRACURRICULAR TRAINEESHIPS

RECIPIENTS

Those who have obtained a degree from the University of Bergamo (three-year degree, master's degree or single-cycle degree and who do not have the status of student) for extracurricular training activities to be undertaken within 12 months of obtaining the degree in companies and/or institutions based abroad (EU and non-EU countries)

DURATION

The minimum duration of extracurricular traineeships is 2 months and grants for abroad extracurricular traineeships may cover up to a maximum of 4 months of traineeship, it being understood that the duration of the traineeship may extend up to the maximum period provided for by the regulations in force, that is up to 12 months. The traineeship activities must commit the trainee for at least 6 hours per day.

The traineeship must begin within two months of the publication of the list of beneficiaries, unless prevented by serious and proven reasons, at the sole discretion of the Office. The start and end dates of the extracurricular traineeship are defined in the training project.

It will also be possible to submit an application if the traineeship is started in smartworking mode from Italy, due to pandemic issues, it being understood that the grant may only be awarded for the period of the traineeship carried out in person at the foreign location. The traineeship must begin after graduation and the in-person portion of the traineeship at the foreign location must meet the duration requirements described above.

ADMISSION REQUIREMENTS

In order to apply by the deadlines indicated below, applicants must meet the following eligibility requirements at the time of application:

- be in possession of a three-year degree, master's degree or single-cycle degree from the University of Bergamo. Please note that, according to current regulations, the start date of an extracurricular traineeship must be within 12 months of obtaining the degree.
- have a good written and spoken knowledge of the language of the host country or, alternatively, of the vehicular language
- not be a national of, resident in or domiciled in the host country;
- not to benefit simultaneously of mobility grants for traineeships abroad;
- not have benefited in the academic year preceding the current one from other mobility grants for curricular or extra-curricular traineeships abroad lasting more than 2 months. In this case, the traineeship must be carried out in a different company/body from where the previous traineeship took place.
- not have been the beneficiary of the Euromondo mobility grant for extracurricular traineeships in previous years;
- In the case of non-EU nationals, they must have a valid residence permit at the start of the traineeship.
- be aged no more than 29 years on the date of commencement of the traineeship
- not receive a monthly allowance of more than 500 euros from the host company/institution



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali

B) VOCATIONAL TRAINEESHIPS

RECIPIENTS

Graduates of the University of Bergamo who have obtained a Master's degree in Clinical Psychology and who have completed one semester of traineeship abroad (EU and non-EU countries) valid for enrolment in the State Examination.

DURATION

The traineeship must have a mandatory duration of 6 months, corresponding to one semester, of the two provided for by the regulations of the order for access to the state examination.

The dates of the semesters are as follows: from 15/10/2021 to 14/04/2022 and from 15/04/2022 to 14/10/2022, as per the Rules and Vademecum relating to vocational traineeships, published on page <https://www.unibg.it/studia-noi/frequentare/tirocinio/tirocini-professionalizzanti-0>.

At least 500 hours of traineeship must be completed during the semester

ADMISSION REQUIREMENTS:

- be in possession of a Master's degree in Clinical Psychology (also curriculum in English) obtained at the University of Bergamo;
- have a good written and spoken knowledge of the language of the host country or, alternatively, of the vehicular language;
- not be a national of, resident in or domiciled in the host country;
- not to be simultaneously in receipt of mobility grants for traineeships abroad;
- not have benefited in the same academic year or in the previous academic year from other mobility grants for curricular or extracurricular or vocational training lasting more than two months. In this case, the traineeship must be carried out in a different institution/enterprise from the location of the previous traineeship.
- In the case of non-EU nationals, they must have a valid residence permit at the start of the placement.
- be aged no more than 29 years on the date of commencement of the traineeship
- not receive a monthly allowance of more than 800 euros from the host company/institution.
- carry out the semester of traineeship for the purpose of registering for the state examination.

PROVISIONS COMMON TO BOTH TYPES OF TRAINEESHIPS

1. APPLICATION PROCEDURE AND DEADLINES

The application documents should be sent to the following email address placement@unibg.it in readable PDF files, specifying in the Subject: **"Application for extracurricular / vocational traineeships abroad"** or hand-delivered to the Placement Office, Via San Bernardino 72/e Bergamo (after booking through the specific app).

The following documents must be attached to the application form:

- curriculum vitae in European format written in Italian and in the language of the country in which the traineeship is to be carried out or, alternatively, in the vehicular language;



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali

- Printout of the university career certificate for the completed course of study (list of exams)
- letter of intent in accordance with the model attached to this notice of selection (alternatively agreement and training project downloadable from the portal Unibg at the page <https://www.unibg.it/studia-noi/frequentare/tirocini/tirocinio-allestero> duly completed and signed by the representatives of the host company/institution)
- valid and regular residence permit at the time of the beginning of the traineeship in the case of non-EU citizens.
- Approval of eligibility by the referring professor (see next paragraph "Allocation of grants").
- ISEE certification for the year 2021, certifying the economic condition of the household for subsidised services connected to the right to university study, as per D.P.C.M. No. 159 of 05 December 2013. The ISEE certificate printed by your Internet desk, if available, will be considered valid.

**Applications without all or part of the required documentation will not be accepted.
Documentation must be submitted no later than the following dates:**

FIRST DEADLINE: FRIDAY 1 OCTOBER 2021, 12:00 AM (Deadline FOR EXTRACURRICULAR AND VOCATIONAL TRAINEESHIP)

SECOND DEADLINE: FRIDAY 17 DECEMBER 2021, 12:00 AM (ONLY FOR EXTRACURRICULAR TRAINEESHIPS) if there are still grants available

THIRD DEADLINE: FRIDAY 22 MARCH 2022, 12:00 AM (FOR EXTRACURRICULAR AND VOCATIONAL TRAINEESHIPS) if there are still grants available

FOURTH DEADLINE: FRIDAY 27 MAY 2022, 12:00 AM (ONLY FOR EXTRACURRICULAR TRAINEESHIPS) if there are still grants available

FIFTH DEADLINE: FRIDAY 15 JULY 2022, 12:00 AM (ONLY FOR EXTRACURRICULAR TRAINEESHIPS) if there are still grants available

In the case of institutions/companies not yet affiliated for traineeship activities, the delivery of the agreement signed by the institution/company concerned will be required before the departure of the selected candidates. In addition, the registration of the institution/company and the completion of the training project in the portal will be required: <http://sportello.unibg.it/esse3/Home.do>

2. GRANT ALLOCATION

Grants will only be awarded to applicants who submit a traineeship project deemed suitable:

- for extracurricular traineeships, by the course lecturer responsible for the traineeships, as indicated in the respective Vademecum for Traineeships published on the Unibg portal.
- for postgraduate vocational training in psychology by the supervising professor Prof. Compare.

Applicants must therefore obtain a declaration of eligibility (using the format attached to this notice) before sending in their application.

At the end of each deadline, a ranking of eligible applications will be drawn up by adding up the scores for:

- graduation grade
- economic status according to the table below:



ISEE	Score awarded
from € 0,00 to 14,420.31	100
from € 14,420.32 to 17,709.34	83
from € 17,709.35 to 23,000.00	66
from € 23,000.01 to 36,000.00	49
from € 36,000.01 to 48,000.00	32
from € 48,000.01 to 58,000.00	15
over €58,000.00	0

In the event of a tie, priority will be given to the youngest candidate. Grants will be awarded on the basis of available funds until the sources are exhausted.

3. OUTCOME OF THE SELECTION

The results of the selection will be published on the internet page of the selection notice and will be communicated directly by e-mail to those interested, together with the grant acceptance form. Selected graduates should deliver the above form to the Placement Office, Via San Bernardino 72/e Bergamo or send it by email (to the address barbara.corti@unibg.it) **by the date communicated by email to the interested parties** (under penalty of exclusion).

4. ECONOMIC CONDITIONS AND FINANCIAL SUPPORT

The amount of the mobility grant is calculated according to what is reported above (see paragraph "Amount of grants").

The grant will be disbursed in two tranches:

- 50% upon arrival at the location of the extracurricular/vocational traineeship abroad: the host institution/company must certify the presence of the trainee in the company and the start of the extracurricular/vocational traineeship by email (placement@unibg.it). The first instalment can only be paid when the communication is received.
- 50% of the balance, following the end of the traineeship and the delivery/sending of the Extracurricular/vocational Traineeship Register to the Placement Office, which will check the truthfulness of the beneficiary's statement.

If the extracurricular or vocational traineeship ends prematurely, the company tutor must inform the Placement Office (placement@unibg.it).

The grant will be recalculated on the basis of the period of training actually carried out and a refund of part of the amount in excess of the recalculated amount will be requested. If the period actually carried out is less than one month (30 days), the total amount received will be refunded.

5. INSURANCE COVER



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali

Each beneficiary is covered by an insurance policy for accidents and third party liability paid by the University of Bergamo. Contracts relating to insurance coverage for accidents and third party liability only concern accidents occurring during the traineeship activities. Each beneficiary must, therefore, have private insurance for the trip and for accident and health coverage (including temporary or permanent disability, serious illness and repatriation of the body in case of death).

For general information on health care in foreign countries we recommend consulting the site <https://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>

6. TRAINEESHIP REGISTER

The extracurricular/vocational traineeship experience must be certified by delivering/sending the Extracurricular/vocational Traineeship Register to the Placement Office - via S. Bernardino 72/e, Bergamo or by sending it by e-mail to the following address placement@unibg.it

7. INFORMATION

Information and any other useful information can be obtained from:

Dr Barbara Corti - Placement Service

e-mail barbara.corti@unibg.it

8. PROCESS MANAGER

The person responsible for the processing of this notice is Dr Elena Gotti, Head of the Orientation Service and International Programmes.

9. HEAD OF CORRUPTION PREVENTION

Following the implementation of Law 190/2012 "Provisions for the prevention and suppression of corruption and illegality in public administration", pursuant to Article 1, paragraph 5, the 2013/2015 Three-Year Corruption Prevention Plan was adopted by resolution of the Board of Directors on 26 March 2013.

By resolution of the Board of Directors of 7 February 2017, it was decided to unify the responsibilities relating to the prevention of corruption and transparency under a single person, the General Manager. As of 1 March 2020, the General Manager is Dr Michela Pilot.

To send notifications of anomalies and irregularities in the management of the processes:
prevenzione.corruzione@unibg.it

10. DATA PROCESSING AND CONFIDENTIALITY

The University guarantees the processing of personal data deriving from participation in the call with the understanding that said processing will be carried out in compliance with the Legislative Decree of 30 June 2003, no. 196 and EU Regulation no. 2016/679.

The University declares that the personal data acquired will be processed in compliance with the regulations in force and used for the management of the procedure, the drawing up of the ranking list, the determination and payment of funds and, in general, the management of mobility; such data may be communicated only to public administrations directly interested in the economic position of the students.

The person responsible for the protection of personal data is Lawyer Michele Gorga (dpo@unibg.it).

The Data Controller is the pro tempore Rector of the University of Bergamo.



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali

The interested party may address any requests regarding the processing of their personal data to the latter.

11. NOTES AND WARNINGS

Any changes and additions to this notice will be made known through publication on the website <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-tirocini-e-studio-allestero>

In the event that the documentation presented reveals false declarations, indications of data not corresponding to the truth and the use of false documents - without prejudice to the criminal sanctions provided for by the Criminal Code and special laws on the subject and as provided for by Articles 75 and 76 of Presidential Decree 445/2000 - the candidate will be automatically excluded from the competition and will lose all benefits achieved.

The Head of
Orientation Service and International Programs
Dr Elena Gotti

Bergamo, 1 September 2021
Prot. EG/bc 105859/V/6