



Annex 1 to the Rector's Decree Rep. no. 89 prot. 9143/III.14 of 9/02/2021

**"Erasmus Plus - Key Action 1" programme
CALL FOR TRAINEESHIP MOBILITY GRANTS
STUDENTS/GRADUATING STUDENTS
Academic Year 2020/21**

Foreword and introduction

Within the Erasmus+ Programme, student mobility for *traineeships* falls under Key Action 1: Learning Mobility. It allows university students and recent graduates to carry out a period of traineeship in companies active in the labour market or in sectors such as education, training and youth and present in one of the **countries participating in the Programme**. This will give beneficiaries the opportunity to acquire specific skills and a better understanding of the socio-economic culture of the host country.

New graduates can take part in the mobility scheme by applying and passing the selection during their final year of study before obtaining their degree. The traineeship must be carried out and concluded after the academic title has been awarded, within and no later than twelve months from the awarding of the title itself and in **any case within the time limits set by this announcement**.

The Erasmus mobility for *traineeship* that provides a full-time work period **with a monthly contribution that varies from a minimum of €350.00 to a maximum of €400.00** depending on the country of destination.

Therefore, for the academic year 2020/2021, the University of Bergamo is funding a total of **142 monthly grants (30 of which are provided directly by the BYTE Consortium)** for the *traineeship* mobility **of its students/graduating students, normally enrolled in a Bachelor, Master or Combined Bachelor/Master** programme ("A ciclo unico").

Erasmus+Traineeships

The grants are *assigned* for **curricular traineeships** recognised as an integral part of the student's study plan, or, where there is no traineeship in the plan, in place of an elective course or as supernumerary credits and for *extra-curricular post-graduate traineeships*. Absolute priority will be given to curricular traineeships.

The Erasmus+ programme provides for a **minimum placement duration of 2 months up to a maximum of 12 months per study cycle** (three-year degree, master's degree) or 24 months for combined degree courses ("a ciclo unico"), including any periods completed without funding.

Months spent on previous Erasmus+ programmes for study or training and/or Erasmus Mundus, if in the current study cycle, will also count towards the candidate's number of available months, even if spent during previous study at another university.

In order to allow for greater distribution of funding, grants will be awarded for a **maximum duration of 6 months**.

For traineeships of 3 and 4 months, students may request an extension to 6 months by submitting a written request at least one and a half months before the end of the traineeship. Extensions of less than one month cannot be granted. Additional funding for these extensions will **only** be allocated **in the event of available funds**.



Interruptions or suspensions during the traineeship are not permitted. The completion of mobility periods of less than 2 months or the cancellation of the mobility will result in the loss of right of the Erasmus+ for Traineeships mobility and the return of the entire grant or of the amount already paid to the beneficiary. The **holidays** of the host institution are not to be considered as an interruption of the mobility period; the grant may be maintained for the holiday period of the host company, but will not count towards the minimum period of stay (two months). Any periods of closure must in any case be authorised in writing by the University.

For the 2020/21 academic year, all mobility placements must end **by 30 September 2021**.

Start and end dates are to be agreed between the host company/institution and the University of Bergamo. The actual start of mobility can only take place after completion of the selection and administrative procedure.

Grants are awarded exclusively for **full-time traineeships** (min. 30- max. 40 hours per week), recognised as an integral part of the study programme, freely chosen, supernumerary or postgraduate. Any research activity is eligible to the extent that it constitutes professional training; to this end, the Learning Agreement for Traineeships must be completed in such a way that it is possible to infer this type of training.

Covid-19 Emergency and Erasmus+, new provisions from the European Commission:

BLENDED MOBILITY

Beneficiaries will be able to start the mobility activity in virtual mode from Italy. The activity must be consistent with the objective of mobility. Mobility should be combined with a physical mobility component abroad. Blended/combined mobility should be fully recognised (e.g. by ECTS) for all activities carried out during the virtual and physical mobility period.

The grant will be paid only for the period of physical mobility abroad, which cannot be less than 2 months.

If you carry out part of the activity remotely but in the host country, the mobility will be considered as physical mobility and you will be entitled to receive the grant.

Hosts locations are companies, institutions, training and research centres based in the other **EU Member States and in Iceland, Liechtenstein, Norway and Macedonia**. Switzerland is not a recipient country of an Erasmus+ grant. Excluded from Erasmus Mobility for *traineeship* are the Offices and Institutions that manage Community programmes, Community Institutions (including European Agencies and Erasmus+ National Agencies), the National Diplomatic Representations of the student's country of origin and present in the host country such as Embassies or Consulates and the Central Bank of Europe.

Please note that the participation of the United Kingdom in the Erasmus+ Programme is confirmed for the entire 2020 Call until the end of the Erasmus+ Programme on 30/09/2021. Therefore, only traineeships to the United Kingdom that can be duly carried out and completed by that date will be accepted.

Mobility to Turkey is also suspended for the current year until further notice.

Interested students are invited to independently find a host institution, taking into account the educational objectives of their degree course.

The list of institutions that have hosted students in mobility for traineeships in previous academic years or that offer traineeships is available on the web page <https://www.unibg.it/internazionale/andare-allestero/erasmus/erasmus-traineeships> (under the heading host institutions - "enti ospitanti")

From academic year 2018/2019, each student can also access the **GoinGlobal platform**, which specialises in finding traineeship or job opportunities abroad, from their own Sportello Internet.



At the application stage you must:

- obtain the "letter of intent" certifying the availability of the Institution to host the candidate as an Erasmus trainee, with a brief proposal of the work programme and the reference of the company tutor;
- indicate the approximate period of the traineeship;
- obtain authorisation from the Internship Coordinator of your degree course.

In view of the socio-sanitary conditions in force, for the purposes of the application:

- the following documents can be sent signed via email in pdf files: the application form with its attachments, the acceptance of the grant, the Learning Agreement and the Traineeship Mobility Agreement. It will not be necessary to deliver the original.
- As far as language knowledge is concerned, students enrolled in a Master's degree course taught in English are exempt. All other students are required to have an official language certificate valid from October 2018 or, alternatively, a university language exam taken as part of their study plan, equivalent to a minimum B1 or the successful completion of a computerised language test at the university (<https://www.unibg.it/internazionale/andare-alletero/partire/accertamento-conoscenza-linguistica>). **Exceptionally**, if the candidate does not have any kind of certification and the computerised tests are not available, it will be possible to present a self-certification stating the language level acquired over the years;
- Applicants must agree on the traineeship with the Internship Coordinator of their degree course before submitting their Erasmus Traineeship application. You will no longer be required to undergo the selection interview.

At the end of each deadline, a shortlist will be drawn up on the basis of the weighted average of the marks of the examinations taken and recorded at the date of submission of the application. In order to favour the participation of students who have never carried out an Erasmus+ mobility programme (in the 2014-2020 period), these students will be awarded 3 additional points.

Only mobility programmes that have received written approval from the Internship Coordinator and which meet the requirements of the degree course vademecum will be authorised.

Mobility can begin **only after completion of the administrative process, which includes:**

- the **agreement of the host institution** through the **official forms** of the university (https://www.unibg.it/sites/default/files/convenzione_in_lingua_inglese.pdf);
- the **activation of the traineeship project** through the "**Traineeships and Stage**" page of **the student desk (Sportello Internet)**;
- the **signature of the mobility agreement** by the trainee and the home university. This agreement requires that the **Learning Agreement for Traineeships**, relating to the tasks to be performed, has first been defined and signed by the trainee, the supervisor of the host institution and the tutor. When defining the departure date, especially if it is close to the release of the shortlist, it should be borne in mind that at least 10-15 days are needed to obtain the necessary signatures for approval to start the mobility.

Admission Requirements

Applicants must meet the following eligibility requirements:

- 1) Be university students **regularly enrolled for the academic year 2020/21 in a Bachelor's or Master's or single-cycle Master's Degree** that includes a traineeship in the study plan in the year of application or, if this is not provided for, the possibility of including it among the electives or supernumerary credits. In the case of students



enrolled in a Bachelor's or Master's or Single-cycle Master's Degree, it is possible to apply only from the 2nd year of the program;

- Be university students **regularly enrolled for the academic year 2020/21 in a Bachelor's, Master's or Single-cycle Master's degree course who plan to start their traineeship after graduating in the July 2021 session.** In this case, the maximum period of traineeship is only two months, having to be completed by 30 September 2021;

- Be a graduating student enrolled in academic year 2019/20 in a Bachelor's, Master's or Single-cycle Master's degree course and planning to graduate no later than the **extraordinary session of April 2021.** In this case, students are not required to pay tuition fees for the academic year 20/21. If students do not graduate in that session, they must renew their registration for the academic year. 2020/21;

- 2) have a minimum level of B1 according to the Common European Framework of Reference for Languages of the host country or English as a vehicular language;
- 3) be a citizen of a Member State of the European Union or of another country taking part in the Programme, or citizens of other countries, provided they are regularly enrolled at the University of Bergamo;
- 4) in the case of non-EU citizens, you must have a regular and valid residence permit for the duration of the traineeship;
- 5) For **curricular traineeships** it is necessary to meet the requirements indicated in the Vademecum Curricular Traineeships of your degree course for the **acquisition of the learning credits required before the start of a traineeship** (<https://www.unibg.it/studia-noi/frequentare/tirocinio/tirocini-dipartimento>). Where applicable, the traineeship experience may be linked to the writing of the thesis. Outgoing students who decide to link their traineeship experience abroad with their thesis should contact the supervisors before the start of the traineeship to check that the training project is really relevant to the content of the thesis.
- 6) Not be a resident of the country in which they intend to undertake the traineeship;
- 7) Not receive another Community grant during the period of mobility for the traineeship;

Students with disabilities or DSA who wish to participate in the call for applications are advised to contact the International Programmes Office (off. 6) well in advance of the deadline of the call for applications, after checking in good time that the host organisations are able to provide an adequate service. In order to make their participation in the programme as inclusive as possible, they may apply to the Erasmus+ National Agency through the International Programmes Office for an **additional contribution**. This is subject to the availability of Community funding,

Finally, students who have already carried out a period of study and/or traineeship in the same study cycle may also apply, provided that the sum of the period already completed under the previous Erasmus+ Programme and the mobility under this call does not exceed 12 months (24 in the case of a single-cycle degree) - Therefore, if a student has carried out a mobility for study of 10 months, he/she may apply for a mobility for traineeship for only 2 months. This also applies to graduating students who plan to do their Erasmus+ mobility after obtaining their Degree and who have already carried out an Erasmus mobility during that same study cycle.

Applicants must declare these periods of mobility on the application form, on their own initiative, in accordance with Presidential Decree No 445/2000.

Checks will be carried out ex officio on any Erasmus mobility periods already completed in order to verify the eligibility of the application and the remaining period available to the applicant.

Deadlines and procedures for submitting applications and related documentation:



- **First deadline:** 23.02.2021
- **Second deadline:** 09.03.2021
- **Third deadline:** 25.03.2021
- **Fourth deadline:** 13.04.2021
- **Fifth deadline:** 03.06.2021
- **Sixth deadline:** 01.07.2021

All traineeships must end by 30 September 2021

Grants will be awarded until the available funds are fully allocated, after which, subsequent deadlines will remain valid for traineeships without grants.

Students who would like to apply can do so by completing the application form attached to this notice.

The same application, completed, printed and signed in original, must be received no **later than 12:00** on the dates indicated for the various deadlines (NOT the postmark in the case of sending by mail) with the following documentation attached:

- **a passport photo**
- **curriculum vitae** in European format - (available on the above website) written in **Italian and** in the **language of the country** where you intend to carry out the traineeship **or in English**, also specifying your **language and computer skills**;
- **covering letter/motivation** (one A4 page maximum) written in **Italian and** in the **language of the chosen country or in English** for non-Italian applicants;
- **letter of intent** (see useful link [Documents and Forms](#) <https://www.unibg.it/internazionale/andare-alleestero/erasmus/erasmus-traineeships>);
- **any officially recognised certifications** (e.g. Cambridge English Qualifications, IELTS, TOEFL, Delf, Dele, ZD, Goethe-Zertifikat B2, telc, etc.)

The documentation can be submitted personally by booking an appointment online (<https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php>), or sent by mail or, alternatively, forwarded in a clear and legible pdf file, by email to the following address: giovanna.della-cioppa@unibg.it

For hand delivery:

University of Bergamo
International Programs Office
Il floor - Room 6
Via San Bernardino 72/E
24122 Bergamo

For postal delivery:

University of Bergamo
International Programs Office
Via dei Caniana no. 2
24127 Bergamo

Applications without all or part of the required documentation will not be accepted.

Results

At the end of the evaluations of applications (as indicated above), the ranking list will be published at the following link <https://www.unibg.it/erasmus-traineeship> listing the students/graduating students eligible for the grants.

The publication of these results is an official communication.

Applicants will not be notified in writing.

Eligible students must notify the Office of International Programmes in writing of their acceptance no later than **7 days** after the publication of the selection results using the form on the web page <https://www.unibg.it/erasmus-traineeship>

Those who do not accept by the due date will be considered to have withdrawn.



In the event of withdrawal, eligible students will be contacted by email according to the order of the shortlist.

If the beneficiary no longer fulfils the eligibility conditions, he or she must immediately inform the International Office in writing by e-mail (giovanna.della-cioppa@unibg.it).

Economic Conditions and Financial Support

Financial support for Erasmus mobility includes the following:

- a) A monthly grant of an amount that varies according to the host country as indicated in the table below:

GROUP	COUNTRIES	MONTHLY AMOUNT
GROUP 1 (HIGH cost of living)	Denmark, Finland, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom	€ 400.00
GROUP 2 (MEDIUM cost of living)	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€ 350.00
GROUP 3 (LOW cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of North Macedonia, Serbia, Turkey	€ 350.00

This amount is not intended to cover the full cost of the stay abroad but is intended to compensate, at least in part, for additional costs incurred in the host country arising from a presumably higher average cost of living than in the country of origin.

Funding of months relating to the period of any extension of the traineeship will not be guaranteed.

- b) A contribution to cover special needs for disabled or DSA students in Erasmus mobility will be evaluated from time to time by the Erasmus National Agency, subject to the availability of funds by the European Commission,

Subsequent notification will be given of any additional contributions made by the University and/or other institutions.

Linguistic Support (Online Linguistic Support - OLS)

All beneficiaries (except native speakers) will be required to take an online test prior to departure to assess their competence in the main language they will be using for the traineeship abroad. This will allow the identification of beneficiaries who will potentially need a language course administered online. They will be responsible for taking the online course as described and agreed in the financial agreement.

At the end of the mobility period, everyone will have to take the final language test to measure their progress in their main foreign language.

Insurance Coverage

Each beneficiary is covered by an insurance policy for accidents and civil liability paid by the University of Bergamo. In addition, beneficiaries also enjoy ordinary INAIL insurance coverage on behalf of the State (in countries belonging to the European Union). Contracts relating to insurance cover for accidents and civil liability towards third parties relate only to accidents occurring during training activities.



Each beneficiary must, however, take out travel and medical insurance (including temporary or permanent disability, serious illness and repatriation of the body in the event of death) at his or her own expense.

Health care abroad is guaranteed only for emergencies by the European Health Insurance Card (EHIC) issued by your Local Health Authority. To the page http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria you will find more country-specific information; for more coverage, please contact your Local Health Authority or insurance company. Students who are non-EU citizens enrolled and dependent on the National Health System cannot use the EHIC in Iceland, Norway and Liechtenstein, as this is not provided for by current EU regulations (Regulation EC 859/2003). They are therefore invited to contact their Local Health Authority in any case

Pre-Departure Requirements (contact the International Programmes Office - office 6 - 2nd floor, headquarters - S. Bernardino)

The beneficiaries who have formalised their acceptance will receive all the information and forms from the International Programmes Office in order to be able to plan the start of the mobility period. Before departure beneficiaries will have:

- defined, together with the host institution and the contact person for traineeships of the degree course, the work program for the traineeship to be carried out abroad (work plan or *Learning Agreement for Traineeship*);
- registered the host institution in the Internet desk (Sportello Internet) and made sure that the agreement has been signed;
- completed the training project (with the same contents as the Learning Agreement for Traineeships) in the student internet desk (Sportello Internet) and had it approved by the supervising professor (usually the Internship Coordinator);
- signed the Erasmus Plus *Traineeship* mobility financial agreement indicating the number of months allocated;
- checked the relevant authorities for any immigration requirements in the host country in the case of non-EU citizenship.

Recognition

A necessary condition for recognition to take place:

- comply with the submission of the final documents, which must be completed clearly and legibly and where possible using a keyboard. It is necessary to provide the role and full name of the person who signs the documents, which must correspond to the *company supervisor* indicated in the Learning Agreement;
- comply with keeping up-to-date the traineeship logbook that will be sent to the student before departure and that must be returned (duly completed and signed by the trainee, the business tutor and the supervising professor) upon return to Italy.

Method of Payment of the grant

The personal, fiscal and bank details used for the payment will be those entered by the student in his or her reserved area on the Internet desk. Students are then asked to verify that they have entered and updated this data. The method of payment of the Erasmus+ for Traineeships mobility grant in favour of the student is exclusively by crediting the bank account in the name (or jointly) of the beneficiary.

Person responsible for the procedure

Pursuant to art. 4 of Law 241/1990 and subsequent amendments and additions, Elena Gotti, Head of the International Programmes Office, is appointed as the person responsible for the administrative procedure.

Information

The relevant office is:



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali

International Programs Office (room 6)
email giovanna.della-cioppa@unibg.it
tel: 035 2052832

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 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 the company GRC Team S.r.l. namely Dr. Laura Di Liddo, e-mail dpo@unibg.it

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

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

Final notes and warnings

This notice will be published on the relevant pages of the University's website by the third day from the date of issue of this Rectoral Decree.

For all matters not expressly regulated in this notice and for any changes and additions to this notice, please refer to the information published on the University website <https://www.unibg.it/internazionale/andare-alleestero/erasmus/erasmus-traineeships>

In the event that the documentation submitted reveals false declarations, the indication 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 this call for applications and will lose all the benefits obtained. In addition, communication will be given to the Academic Board of the course to which the student belongs, which will evaluate any further sanctions.

RECTOR

(Prof. Remo Morzenti Pellegrini)

Digitally signed document

pursuant to Article 24 of Legislative Decree 82/2005