



UNIVERSITÀ
DEGLI STUDI DELLA
TUSCIA



Erasmus+

Division I
Service Educational Offer and Student Services
Office of Mobility and International Cooperation

ERASMUS+ PROGRAM KA131
AGREEMENT NO. 2022-1-IT02-KA131-HED-000054585

Selection Call "Erasmus+ Traineeship" Academic Year 2023/2024

Erasmus+ Program KA131
Student Mobility for Traineeship for 13 mobility grants

Deadline for online application submission
23:59 on December 20, 2023

Useful Reference Links:

Application:

<https://studenti.unitus.it/Studenti/Operativo/Bandi/GBandi/GBando.aspx?bando=776df966-b878-404d-a161-fc1649fa9cb0&Type=Mobilita>

Cost of living in different destination countries: <https://www.numbeo.com/cost-of-living/>

Working conditions: https://eures.ec.europa.eu/living-and-working/living-and-working-conditions_en

List of websites to connect with companies. Some sites may offer paid services. It is the student's responsibility to evaluate the appropriateness of the service offered:

- [TEuroBrussels](#), the European Affairs Jobsite
- [EURES](#), il portale europeo della mobilità professionale
- [EURODESK](#), informazione e orientamento sui programmi dell'UE
- EURACTIV jobsite
- [GARAGEERASMUS](#)
- [GLOBAL PLACEMENT](#), Internship Network
- [Praxis Network](#)
- [Reconfirm Trainee Portal](#)
- <https://www.stage4eu.it/>
- Arbeit Market Service Österreich (National Public Employment Office)
- [Euro Brussel, European Affairs Job Search](#)
- [Agence Nationale pour l'Emploi](#)
- [Germany forum jobline](#)
- [Careers in Poland](#)
- [Placement in Portugal](#)
- [Tecno Empleo](#) (Spain)
- [Placement Slovakia](#)
- Slo Export (Slovenia)
- [Swedish public employment Service](#)

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PREFACE - THE ERASMUS+ PROGRAM 2021-2027

The Traineeship mobilities for the academic year 2023/2024 are governed by the regulations related to the new seven-year period of the Erasmus+ program (2021/2027).

Art. 1 General Information

Erasmus+ for Traineeship is the European Union Program in the fields of education, training, youth, and sports for the period 2021-2027, which supports the international mobility of students and future graduates. The program aims to enhance the level of transversal and professional skills, with particular attention to their relevance for the labor market and their contribution to the creation of a cohesive society (the "Program"). The contributions of the Erasmus+ for Traineeship Program are awarded for the completion of the following activities at a foreign host institution:

- A) Curricular traineeships
- B) Extracurricular traineeships

1.1 Educational Objective

The expected educational objective of the internships offered by this Call, which is a preferential criterion in the evaluation of applications, is the development of professional skills and transversal competencies aimed at significantly enriching curriculum profiles. These skills should enhance the participants' employment prospects, including the possibility of self-employment.

1.2 Target Audience

Eligible to participate in this call for the allocation of **13 Erasmus Traineeship mobility grants, lasting 4 months**, are students from any field of study who, at the time of application, are duly enrolled for the academic year 2023/2024 at the University of Tuscia:

- From the 2nd year onwards if enrolled in a Bachelor's degree program, a single-cycle Master's degree program, and in any case, not beyond the 2nd year compared to the legally required duration for obtaining these degrees;
- From the 1st year onwards if enrolled in a two-year Master's degree program, and in any case, not beyond the 2nd year compared to the legally required duration for obtaining the mentioned degree.
- Students in their final year of Bachelor's, Master's, and single-cycle Master's programs can apply to participate in the call exclusively before obtaining the degree. These students can choose to undertake the internship:
- Before obtaining the degree, and in such cases, at the time of departure, the regularization of their enrollment for the academic year 2023/2024 may be required;
- The internship will take place, subject to forfeiture of the scholarship, within twelve months from obtaining the degree, provided that they have submitted their application to the call with student status;
- Be enrolled from the 1st year onwards for the academic year 2023/2024 in Doctoral Research programs, with the prior authorization of the coordinator/director of the course/school. Doctoral students benefiting from a doctoral grant can use the additional funding provided for foreign stays and the Erasmus+ funding from the European Commission. It is possible to benefit from both contributions;
- Be citizens of a European Union member state, another participating country in the program, or Third Countries;
- Fulfill all requirements related to credits and grade averages as specified in Annex 1 of this call, "Evaluation Criteria".

1.3 Admission Requirements and Reasons for Scholarship Forfeiture

- Have knowledge equivalent to at least level B1 of the language(s) of the destination country or a language accepted by the host organization as the working language, as stipulated in Article 7;
- Have a minimum of 2 months of mobility available for the internship, as required by the Erasmus+ Program within one's study cycle, and therefore have not already used the maximum of 12 months of mobility allowed by the Erasmus+ Program within one's study cycle;
- Students intending to undertake the internship during their course of study must maintain the status of "student" throughout the internship. Obtaining the degree during the internship will result in the forfeiture of the scholarship and the repayment of the funds received;
- Not be recipients of other funding for foreign stays provided by European Union funds that overlap, even partially, with the Erasmus+ internship period (to be declared at the time of accepting the scholarship).

The absence of any of the aforementioned requirements will result in the candidate's exclusion from the continuation of the selection process. Candidates are admitted to the selection process with a reservation pending verification of the prescribed requirements. The University of Tuscia may, at any time and with a reasoned decision, exclude a candidate from the selection process for not meeting the admission requirements stipulated in this call.

Art. 2 Period and Duration of the Internship

The Erasmus+ program allows for a minimum duration of stay abroad of 2 months (60 complete and consecutive calendar days) and a maximum of 12 months; contributions from the University of Tuscia have a maximum duration of 4 months (120 days). **Internships can be undertaken after the publication of the final selection ranking and must be concluded by the deadline of July 31, 2024.**

Any closure period for holidays by the host organization should not be counted toward reaching the minimum stay period.

The total sum of Erasmus monthly allowances already received and those intended to be received cannot exceed 12 months for each three-year, master's, or third-cycle degree program, and 24 months for single-cycle degrees.

Art. 3 Destination Countries

The Erasmus+ for Traineeship mobility can be carried out at host organizations and institutions in the European Union Member States and other Program Countries listed below:

- European Union Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, and Hungary;
- Program Countries outside the EU: Iceland, Liechtenstein, Norway, North Macedonia, Serbia, Turkey

Art. 4 Hosting Institutions

The candidate must independently find an organization willing to host them as an intern and propose to undertake the internship in an institution with which they have made contact independently or through the intermediary of a professor. The acceptance, for the purpose of applying to this call, must be formalized through an acceptance letter drafted according to the attached format (Letter of acceptance, see Annex 2), complete with all the required elements.

4.1 Eligibility of Hosting Institutions

The hosting institution where the internship is to be carried out must correspond to the definition indicated in Version 2 (2023) of the "Programme Guide" released by the European Commission, which

is: 'any public or private organization in a participating country or partner country active in the labor market or in the field of education, training, youth, research, and innovation.

Eligible institutions include:

- Public or private enterprises, of small, medium, or large size;
- Public entities at the local, regional, or national level;
- Embassies or consular offices of the sending country participating in the program;
- Social partners or other representatives of the world of work, including Chambers of Commerce, artisan or professional associations, and trade unions;
- Research institutes;
- Foundations;
- Schools/institutes/educational centers, at any level;
- Non-profit organizations, associations, NGOs;
- Bodies for career guidance, professional counseling, and information services;
- Universities or higher education institutions in a participating country.

In the case of an internship at a university institution (e.g., university laboratories, university libraries, etc.), the activity must be professional training and NOT study (e.g., an internship at the Erasmus offices of universities is acceptable).

In the case of internships at Italian cultural institutes abroad, schools, Italian Chambers of Commerce abroad, Italian law firms based abroad, private companies with legal headquarters in Italy, etc., the principle of transnationality must be guaranteed (e.g., the intern gains know-how different from what they would acquire with an internship in their own country).

Ineligible institutions include: EU institutions and other EU bodies, including specialized agencies (the complete list is available at the link: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en).

It will not be possible to modify the host institution submitted during the application phase and evaluated by the Evaluation Commission for the purpose of selection, unless for serious and proven reasons. However, it will be at the discretion of the Evaluation Commission to decide on the request to change the organization.

At the unquestionable discretion of the University, only Host Organizations judged suitable in terms of organizational reliability, presence and availability of the supervisor, adequacy of logistical conditions, consistency of the tasks outlined in the internship offer with the objectives and values of the European Union as established by the Treaty of Lisbon and the Charter of Fundamental Rights of the EU, and compliance with the precepts of the European Quality Framework for Internships, will be admitted. In doubtful cases, the National Agency Erasmus+ Indire will have the final say on the eligibility of the organization and/or company.

4.2 Mobility in More Than One Country

Mobility in more than one country is admissible, with documented justification, only in cases where the hosting organization that signs the "Learning Agreement for Traineeship" is responsible for the entire duration of the internship at all locations. This implies that there is a relationship between the various hosting entities (for example, the main office and respective branch locations).

Art. 5 Financial contributions

The mobility grant is intended as financial support for additional expenses related to the stay abroad and is not aimed at covering all expenses in full.

Erasmus+ for Traineeship mobility grants are disbursed based on the actual duration of the internship in days, as attested by the attendance certificate issued by the host organization (Traineeship Certificate). The duration should not be less than 60 days or exceed 120 days.

The amount of the Erasmus+ community contribution varies based on the destination country's belonging to one of the following groups:

GROUP 1 (high cost of living): € 500/month. Destination countries: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden.

GROUP 2 (medium cost of living): € 450/month. Destination countries: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.

GROUP 3 (low cost of living): € 400/month. Destination countries: Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary.

In case of depletion of community funds or simultaneous allocation of other community funds, or upon the specific request of the student and with the prior authorization of the Office of Mobility and International Cooperation, it is possible to assign eligible students, in order of ranking, the status of "Erasmus zero-eu-grant," allowing them to benefit from mobility advantages without receiving the community contribution.

5.1 Erasmus+ Travel Contributions

As part of Action 1 envisaged by the Erasmus+ program 2021/2027, the use of green transportation means, i.e., travel modes with a low level of CO2 emissions, will be encouraged to make international mobility more inclusive and sustainable.

Therefore, a 'Green Travel Grant' will be awarded to those who use sustainable means of transportation (such as train, car-sharing, bus) to reach their destination. The grant will be recognized at the end of the Erasmus mobility undertaken and will be paid upon the submission of supporting documents for the incurred expenses, providing evidence of the actual green travel.

Those who undertake sustainable travel will be eligible for:

- a one-time TOP-UP contribution of **€ 50,00**;
- a **daily** allowance equivalent to the daily amount related to the monthly grant. The allowance will be granted for each day of green travel (both outbound and return), necessary to reach the destination, for a **maximum** of 4 days.

5.2 Students and Recent Graduates with Fewer Opportunities

For students and recent graduates with fewer opportunities, participants in one or more of the following conditions are considered:

- with needs related to physical, mental, or health conditions;
- with disadvantaged socioeconomic conditions.

Students and recent graduates with fewer opportunities receive a supplement to the individual grant assigned for Erasmus+ physical mobility of € 250 per month, following the order of the ranking until the funds are exhausted.

Students and recent graduates with disadvantaged socioeconomic conditions are identified by Ministerial Decree 204/2023 for the academic year 2023/2024, which links economic disadvantage to an Equivalent Economic Situation Indicator (ISEE) equal to or less than € 26.306,25.

Candidates receive a monthly supplement of € 250 in addition to the individual grant assigned for Erasmus+ Traineeship mobility, as specified in the table:

Destination countries	Individual monthly contribution	Monthly Supplement for Individuals with Fewer Opportunities (Long-Term Mobility)	Total monthly
GROUP 1	€ 500	€ 250	€ 750
GROUP 2	€ 450	€ 250	€ 700
GROUP 3	€ 400	€ 250	€ 650

For the identification of students entitled to the additional individual grant due to disadvantaged socioeconomic conditions, the Equivalent Economic Situation Indicator (ISEE) submitted at the time of enrollment/registration for the academic year 2023/2024 will be taken into consideration.

The data must be available on the GOMP portal before accepting the terms of the Financial Contract. Otherwise, the additional grant cannot be awarded.

IMPORTANT:

- All students and/or doctoral candidates, residents or non-residents, who are exempt from submitting the ISEE for the purpose of tuition fee payment, must still request the ISEE 2023 (ISEE for the right to university study) to benefit from the additional M.U.R. grant.

5.3 Tax Treatment of Erasmus+ Contribution

Pursuant to Article 1, paragraph 50, of Law No. 208 of December 28, 2015, the exemptions provided for in Article 1, paragraph 3, of Legislative Decree No. 105 of May 9, 2003, converted, with amendments, by Law No. 170 of July 11, 2003, apply to international mobility scholarships, subject to further legislative changes.

5.4 Integration for Students with Disabilities and/or Special Needs

To facilitate broader participation in mobility, the National Agency Indire Erasmus+ allocates funds for candidates with special needs. Students falling into this category are required to communicate their disability status both during the application phase and upon acceptance of mobility. Recipients will receive information about potential funding via email to their institutional email account. Information is also available on the dedicated webpage: https://www.erasmusplus.it/istruzione_superiore/mobilita/inclusione/

5.5 Supplementary Contribution from the University of Tuscia

It is an amount approved by the Board of Directors on October 28, 2022, based on the available budget. It will be disbursed to students enrolled within the normal duration of the course who have earned a minimum of 1 ECTS and at least 12 ECTS during **the long-term mobility period**. This monthly contribution will be differentiated on a sliding scale (ranging from a minimum of 150 to a maximum of 500 Euros) and awarded to all students in mobility based on their ISEE income brackets, as stipulated in D.M. No. 1047 of December 29, 2017, and the number of ECTS credits earned abroad. For details, please refer to the following table.

ISEE range – income in €	Monthly supplementary contribution in euro, from 1 to 11 CFU	Monthly supplementary contribution in euro, from 12 CFU
ISEE <= 13.000	400	500
13.000 < ISEE <= 21.000	350	450
21.000 < ISEE <= 26.000	300	400
26.000 < ISEE <= 30.000	250	350
30.000 < ISEE <= 40.000	200	200
40.000 < ISEE <= 50.000	150	150
ISEE <= 50.000	0	0

For the identification of students entitled to the additional individual grant due to disadvantaged socioeconomic conditions, the Equivalent Economic Situation Indicator (ISEE) submitted at the time of enrollment/registration for the academic year 2023/2024 will be taken into consideration.

The data must be available on the GOMP portal before accepting the terms of the Financial Contract. Otherwise, the additional grant cannot be attributed.

IMPORTANT:

- All students and/or doctoral candidates, residents or non-residents, who are exempt from submitting the ISEE for the purpose of tuition fee payment, in order to benefit from the additional M.U.R. grant, must still request the ISEE 2023 (ISEE for the right to university study);
- M.U.R. grants will not be disbursed to students who are enrolled beyond the first year out of the regular study plan (the enrollment year at the University of Tuscia will be used for counting, even in the case of a course transfer). Students in mobility who fail to achieve the recognition of at least 1 ECTS or at least 12 ECTS in their academic record by 31/07/2024 will be required to repay the specific M.U.R. grant already disbursed, and any additional supplements will be canceled.

The career recognition must be completed exclusively through digitized procedures via the personal page in the GOMP system. The above limits do not apply to Ph.D. and specialization students.

5.6 Supplementary Contribution from MUR under Law No. 183/1987

In case of fund availability, the Erasmus+ scholarship may be supplemented by an additional contribution from MUR funds, national co-financing of the European program 'Erasmus+', in accordance with Law No. 183/1987.

Art. 6 Scholarship Disbursement

The disbursement methods of the scholarship and the minimum clauses defined by the European Commission to receive the contribution are specified in the Financial Agreement for Erasmus+ Mobility, which each student signs with the University of Tuscia. The payment of the contributions will be made exclusively through credit to the Italian bank or postal account (or prepaid card with IBAN) held by the beneficiary student. The Erasmus+ scholarship (European Union contribution and any additional contribution from the University of Tuscia) will be disbursed in two installments:

- The advance, equal to 80% of the contribution amount granted based on the duration of the stay, will be disbursed within 30 days from the signing of the aforementioned agreement. However, it is necessary to send the document with the arrival date at the host organization to confirm the start of the mobility.

- The balance, equal to 20% of the contribution amount, is disbursed after the Mobility and International Cooperation Office has received the internship certificate (Traineeship certificate) issued by the host organization.

The balance of the Erasmus+ scholarship is also conditioned by the online completion of the Beneficiary Report, automatically sent by the Beneficiary Module, the European system for the management of Mobility projects.

In the absence of the Narrative Report, the participant will have to return the entire scholarship.

Art. 7 Language Skills

At the time of submitting the application, candidates must have knowledge of the language(s) of the destination country - or a language accepted by the host organization as a 'working language' - at a level of B1 according to the Common European Framework (CEFR). In the event that the student holds an international language proficiency certificate, according to the CEFR, they can upload it to the portal as an attachment to their application.

Below are the most widely recognized international certifications:

English:

ESOL-UCLES, University of Cambridge

IELTS (International English Language Testing System), University of Cambridge

ISE (Integrated Skills in English), Trinity College London

IPEC, British Chamber of Commerce for Italy

EFB, SEFIC (LCCIEB), London Chamber of Commerce & Industry Examinations Board

Pitman ESOL, SESOL

GESE ESOL, Trinity College of London

TOEFL: TWE+TSE (Test of English as a Foreign Language)

WBT

French:

DELF, DALF- Alliance Française

WBT

CCIP Chambre de Commerce et Industrie de Paris

LCCIEB

German:

ZD, ZDfB, ZMP, ZOP- Goethe Institut/OSD

WBT

ÖSD

LCCIEB

Spanish:

DELE (Diplomas de Español como Lengua Extranjera)

Instituto Cervantes

WBT

LCCIEB

Portuguese

ALTE

WBT

Students without international language certification can demonstrate linguistic proficiency by uploading one of the following documents:

- Certificate issued by the Language Services Unit (USL) of the DISTU or University Language Center (CLA) after taking a placement test, according to a schedule agreed upon between CLA and the Office of Mobility and International Cooperation.
- Self-certification of language proficiency, as outlined in Annex 3 of this call, valid also for foreign students with a mother tongue other than the language of instruction.
- Certificate obtained at the end of courses delivered through the OLS Platform.
- Certificate obtained at the end of courses delivered through the ILO (International Languages Online) Platform of the University of Tuscia.
- Self-certification of passing, and registration in the academic record, of the language exam specified in the study plan (the language passed must coincide with the official language of the destination country or be accepted by the host organization as the "working language"). For undergraduate courses, passing the language exam is expected to be at level B1, while for master's and single-cycle courses, it may be at level B2.

It should be noted that documentation regarding language proficiency must not be older than THREE YEARS from the deadline of the call.

Applications without the required upload or with language certification other than those listed above or self-certification will be excluded.

SCORE ASSIGNMENT

For the purpose of ranking, as per Annex 1 "Evaluation Criteria," in addition to the criteria specified in the merit score calculation, additional scores will be assigned as follows:

Intermediate level:

B2: 1 point

Advanced level:

C1: 2 points

C2: 3 points

If the candidate submits more than one language proficiency certificate, the one related to the language of the destination country indicated in the application will be evaluated; please merge the certificates into a single PDF file.

Art. 8 Online Linguistic Support (OLS)

The Erasmus+ program requires that the selected candidate undergo a mandatory online assessment of their language proficiency before the mobility period. This assessment pertains to the learning language identified as the working language with the Host Organization in the Learning Agreement for Traineeship. Before the internship, the candidate will receive credentials to access the Online Linguistic Support (OLS), take an entry test, and participate in a language course appropriate for their level. Completing the online assessment before departure is a prerequisite for mobility unless duly justified. The language test and the related course will be assigned in the first working language indicated by the Host Organization in the Learning Agreement for Traineeship (available languages: German, English, Spanish, French, Italian, Dutch, Portuguese, Bulgarian, Czech, Danish, Estonian, Greek, Croatian, Latvian, Lithuanian, Hungarian, Polish, Romanian, Slovak, Slovenian, Finnish, Swedish, Irish, Maltese). If the candidate achieves a proficiency level between C1 and C2 in the entry test, they can choose to take the online language course in another available language. For more information, please visit the following link: https://www.erasmusplus.it/istruzione_superiore/mobilita/online-language-support/.

Art. 9 Submission of the Application

Students interested in the program must complete the application form using the GOMP student portal at the following <https://studenti.unitus.it/Studenti/Operativo/Bandi/GBandi/GBando.aspx?bando=776df966-b878-404d-a161-fc1649fa9cb0&Type=Mobilita> and upload the following documents:

- Language proficiency certificate (Annex 3);
- Curriculum Vitae, drafted in the Europass format (Annex 4), available at the link <https://europa.eu/europass/it/create-europass-cv>.
- Letter of acceptance (Annex 1) from the host company, written on the company's letterhead and/or stamped, fully completed, and signed by the legal representative of the host organization or the internship supervisor (it is mandatory to use the template provided in Annex 2, under penalty of exclusion).

Please note that:

- When completing the application, it will be necessary to indicate the number of months already spent abroad on Erasmus mobility.
- Any Erasmus mobility periods carried out virtually from the country of habitual residence starting from the academic year 2020/2021 will NOT be counted for calculating the maximum monthly Erasmus mobility periods per study cycle.
- Each candidate can submit ONLY ONE application.
- Students enrolled in Master's programs, Specialization Schools, or individual courses cannot participate in the selection.
- No hard copy documentation is required.

The deadline is set for 23:59 on December 20, 2023

NOTA BENE

A. The Letter of Acceptance must be drafted based on the model provided in Annex 2. Incomplete documents or those submitted in different formats will not be accepted;

B. The host organization must complete, sign, and stamp (or create on their official letterhead) the Letter of Acceptance and send it back to the candidate. The candidate must then upload it in PDF format to the online application platform. The letter will be considered valid only if it specifies the language used for the internship, different from Italian, and the required level of proficiency. It must also be complete in all sections, including the "Brief description of the work programme of the traineeship," or the candidate will be excluded.

C. The Letter of Acceptance cannot, under any circumstances, be sent after the deadline of the Call. Candidates who do not have the letter before the deadline will not be considered eligible.

Failure to upload one of the required documents (1) language proficiency certificate, (2) curriculum vitae, (3) Letter of Acceptance from the host organization) on the application form will result in exclusion from the selection.

Art. 10 Evaluation Criteria and Rankings

The available positions will be assigned following a selection process based on the Evaluation Criteria outlined in Annex 1 of the Call:

- In case of a tie, priority will be given to the candidate who has not previously benefited from Erasmus+ mobility with or without contributions.
- Finally, priority will be given to the younger candidate (Law 16/06/98 n. 191, art. 2).

For the preparation of the ranking list, in addition to the merit score calculation, the following additional score will be assigned:

Internship Project: 0 - 20 points for:

- Content of the internship project described in the Letter of Acceptance;
- Coherence of the proposed internship with the academic path. The Selection Committee will assess the coherence of the internship project with the candidate's academic profile. If, during the application phase, the candidate submits an internship and a related Letter of Acceptance proposing activities that are entirely incongruent with their academic path, the candidate may be excluded from the selection, at the indisputable judgment of the Committee. The possible assignment of 0 (zero) points for the internship project by the Selection Committee will result in exclusion from the selection.

Art. 11 Procedures and Documentation

The University-appointed Selection Committee will assess the documentation uploaded by the candidates and integrate the ranking based on language proficiency and the Letter of Acceptance.

For all procedures related to the call and the publication dates of the rankings, please refer to the information posted on the University's website at: <http://www.unitus.it/it/unitus/relazioni-internazionali/articolo/erasmus-outgoing-traineeship-smp>

The publication of the final rankings will serve as notification for the winners, who must formalize their acceptance within 10 days of the publication, or they will forfeit the right to receive the scholarship. In case of withdrawal, the opportunity to participate will be offered to the next eligible candidates in the ranking.

Art. 12 Before Departure

The beneficiary must submit:

- a form named "Learning Agreement for Traineeship" for the internship program, which must be signed by the Erasmus Coordinator of the Department, the hosting organization, and the beneficiary before departure.
- a Financial Agreement, to be signed by the beneficiary and the Director General of the University of Tuscia, which includes the "Quality Commitment" defining the roles and responsibilities among the parties involved in the Erasmus internship.

For all academic aspects of the mobility, the student must refer to the Erasmus+ Department Coordinators (see Annex 5 of this call).

Art. 13 During Mobility

Within one week of arrival at the hosting institution, the student is required to send the arrival form to the Office of Mobility and International Cooperation. In case of changes to the activities agreed upon before the start of mobility, it is necessary to inform the Office of Mobility and International Cooperation within one month of arrival by sending the "During the Mobility – Learning Agreement for Traineeship" form duly completed and signed by the Supervisor of the hosting company. If there is a desire to extend the initially authorized period through the Financial Agreement, one month before the assigned end date, the student must send the "Request for Authorization to Extend the Scholarship" form completed and signed. It is specified that interruptions between the authorized traineeship period and the requested extension are not allowed. The extension period can be funded only in case of fund availability or "zero grant."

Art. 14 Upon Return from Mobility

Within 30 days after returning from mobility, the trainee must submit to the Office of Mobility and International Cooperation the Traineeship Certificate issued by the hosting organization and have completed the Beneficiary Report, automatically sent by the Beneficiary Module, the European system for the management of Mobility projects.

Art. 15 Repayment of Contributions

Beneficiaries who terminate their stay before the minimum period without a valid and proven reason must repay the entire amount of the received contribution. Only in the case of interruption due to serious reasons or force majeure (an unforeseeable event or an event not controlled by the beneficiary and not attributable to their error or negligence, such as problems related to a state of health and/or humanitarian emergency, a national general strike in higher education institutions, a natural disaster), adequately documented, will the Erasmus+ Agency decide on the possible confirmation of the scholarship for the months/days of the internship actually completed.

Art. 16 Certification and Recognition

Internships within the "Erasmus Traineeship" project are attested by the Traineeship Certificate, a document issued by the hosting organization that confirms the actual dates of the internship and provides an assessment of the work performed in accordance with the agreed-upon "Learning Agreement for Traineeship."

Based on these certifications, the University of Tuscia commits to recognizing the internship experience abroad in the student's academic record, as outlined in the University's regulations for Erasmus mobility and the academic regulations of the respective study programs. The allocation of ECTS credits for the activities undertaken is the responsibility of the relevant academic structures. If the internship is not part of the study plan, it may be recognized as additional ECTS credits. Unless the internship is completed after obtaining the degree, the mobility period will be documented in the Diploma Supplement.

The University of Tuscia cannot recognize the training period carried out abroad in the presence of:

- a negative evaluation in the Traineeship Certificate regarding the performed activities;
- non-compliance by the trainee with mandatory documentation procedures for mobility;
- inappropriate behavior by the trainee towards the hosting organization formally attested by them;
- interruption of the internship and mobility before the minimum period without a valid and proven justification.

In the above cases, the total reimbursement of the scholarship received by the beneficiary will be required.

Scholarship recipients are required to seek information on the recognition of ECTS credits from the Erasmus Coordinator of the Department before departure.

The University of Tuscia rewards students who have participated in the Erasmus Mobility program by increasing their graduation score by 1 point.

Art. 17 Waiver of Contribution

L'acceptance of the Erasmus+ internship is a serious commitment undertaken by the candidate. Any withdrawals occurring before or during the mobility must be communicated in writing and duly justified for serious and proven cases of force majeure to the Office of Mobility and International Cooperation at the address erasmustraineeship@unitus.it and to the Host Organization. The minimum internship period at the Host Organization, necessary for the recognition of mobility and to be eligible for an Erasmus grant, is 60 days, unless otherwise specified by the National Agency Indire. The interruption of

mobility before this period will result in the reimbursement of the received amount according to the provisions of the National Agency Indire, except in proven cases of force majeure.

Art. 18 Ranking Adjustment

In case of withdrawal by scholarship recipients, the ranking of eligible candidates will be reviewed, and the eligible candidate placed immediately after the withdrawing student in the final ranking will take their place. The rankings may also be revised if additional funding becomes available. If the rankings are exhausted in relation to the remaining availability of funds, the application deadline may be reopened. Candidates affected by the revision will be notified by email. It is understood that, in the event of a ranking revision, the mobility grant will be awarded subject to the student's acceptance and written confirmation from the Host Organization of their willingness, if necessary, to defer the scheduled start date of the internship and its duration.

Art. 19 Third-Party Liability and Accident Insurance

The insurance coverage for accidents and workplace liability, automatically provided to students upon enrollment at the University, is extended in the same manner for the entire duration of the internship abroad at the host organization.

Civil liability and accidents:

The insurance coverage (civil liability and accidents) is covered by the University. The University has contracted the following policies for activities carried out outside the University and limited to the time necessary for their completion:

AXA Company - WORKPLACE ACCIDENT POLICY for COMPANIES and COMMUNITIES No. 40773461

Duration: 30/11/2021 - 30/11/2024

UNIPOLSAI Company - Civil Liability for Various Risks Unitus - Policy No. 65.185314010

Duration: 30/11/2021 - 30/11/2024

In case of issues related to accidents or other incidents with a prognosis exceeding 3 days occurring at the foreign host locations, the student must immediately contact the Office of Mobility and International Cooperation by sending an email to erasustraineeship@unitus.it.

19.1 Health insurance:

Students on mobility are required to independently ensure adequate health coverage during their stay abroad, according to the procedures specified by the host country, by contacting their Local Health Authority (ASL) or diplomatic representations and consulting the link: <http://www.salute.gov.it/>. If the candidate possesses the European Health Insurance Card (EHIC), they automatically have the right to receive services from the National Health Service in all EU countries. For more information, please visit the following websites: <http://ec.europa.eu/social/main.jsp?catId=559&langId=en>; www.sistemats.it. However, the coverage of the EHIC or private insurance may not be sufficient. It may, therefore, be advisable to take out additional private insurance. Students on mobility are required to independently ensure adequate health coverage during their stay abroad, according to the procedures specified by the host country. It is also recommended to register on the website of the Ministry of Foreign Affairs and International Cooperation (MAECI) managed by the Crisis Unit "Where we are in the world" (www.dovesiamonelmondo.it), clearly indicating the requested information: names, city/country, destination university, updated contact information, and duration of stay.

Art. 20 Entry into the Host Country

The student must independently gather information regarding any regulations governing:

- Entry into the host country by contacting the relevant diplomatic representations in Italy in a timely manner.

- Healthcare assistance in the host country by contacting their Local Health Authority (ASL) or diplomatic representations.

The legislation and regulations governing the entry of non-European Union students into the countries participating in the Program are tied to the nationality of the students. It is the responsibility of the students to inquire well in advance and obtain the necessary documents that will allow entry and stay in the destination country.

Art. 21 Helpdesk and Contacts

For information and clarification, please contact:

International Mobility and Cooperation Office - Via S. Maria in Gradi, No. 4, 01100 Viterbo

Dr. Pavel Malyzhenkov - Email: erasustraineeship@unitus.it

Office hours: Monday - Tuesday - from 10:00 AM to 1:00 PM.

Art. 22 Orientation Day

To facilitate the completion of the internship abroad, the International Mobility and Cooperation Office will organize an orientation day for the explanation and completion of the documents necessary for the internship, to which candidates are strongly invited to participate. Winners of the scholarship will be notified via email.

Art. 23 Inspections

In accordance with Article 71 of Legislative Decree no. 445 of 28/12/2000, the University of Tuscia carries out checks, also randomly, in all cases where there are reasonable doubts about the truthfulness of self-certifications. The lack of truthfulness of the declared or self-certified information constitutes a reason for exclusion/forfeiture, without prejudice to other consequences provided by law.

Art. 24 Processing of Personal Data

The personal data provided by candidates will be collected at the University of Tuscia. Pursuant to EU Regulation 679/2016 "General Data Protection Regulation," the data controller is the University of Tuscia, and the person in charge of data collection and processing is the International Mobility and Cooperation Office. Candidate data will be collected and processed for the sole purpose of managing the selection. The provision of such data is mandatory for the assessment of participation requirements, under penalty of exclusion from the selection.

Art. 25 Procedure Responsible

Pursuant to Law no. 241 of August 7, 1990, and subsequent amendments and additions, the procedure manager for procedures under the exclusive competence of the University of Tuscia is Dr. Carlo Contardo, Head of the International Mobility and Cooperation Office, Via S. Maria in Gradi 4, 01100 Viterbo, email: carlocontardo@unitus.it.

Art. 26 Final Provisions

ALL ACTIVITIES AND RELATED FUNDING PROVIDED BY THIS CALL ARE GOVERNED BY THE AGREEMENT NO. 2022-1-IT02-KA131-HED-000054585 FOR ERASMUS MOBILITY A.Y. 2023/2024 SIGNED BETWEEN THE NATIONAL ERASMUS+ INDIRE AGENCY AND THE UNIVERSITY OF TUSCIA.

Any subsequent official provisions of the National Erasmus+ Indire Agency that differ from the content of this call prevail over the rules of the call itself. The Erasmus+ Call for Mobility Scholarships for Internship Stays Abroad A.Y. 2023/2024 involves the mobility of students in host organizations within

the European Community and is implemented with the support of the European Commission. However, the content of this call does not necessarily reflect the position of the European Commission or the National Erasmus+ Indire Agency, and they are in no way responsible.

Art. 27 Reference Clause

For what is not expressly provided for in this call, the provisions of the regulations mentioned in the preamble of this decree apply, as well as the laws in force on the matter. In case of interpretative divergences between the English and Italian versions of this call, the text in Italian shall be deemed definitive.

Viterbo,

THE RECTOR
Prof. Stefano Ubertini