



UNIVERSITÀ
DEGLI STUDI DELLA
TUSCIA



Erasmus+

Division I

**Service for Educational Offer and Student Services Office of Mobility and
International Cooperation**

**ERASMUS+ PROGRAM KA131
AGREEMENT N. 2024-1-IT02-KA131-HED-000196723**

Selection Call for "Erasmus+ Traineeship" A.Y. 2024/2025

**Erasmus+ KA131 Program - Student Mobility for
Traineeship For the allocation of 26 mobility grants for a
duration of 4 months**

Deadline for online application submission:

23:59 on March 31, 2025

Università degli Studi della Tuscia
Ufficio Mobilità e
Cooperazione Internazionale
Via S. Maria in Gradi 4, 01100
Viterbo
erasustraineeship@unitus.it

Useful Reference Links:

- Application:

https://studenti.unitus.it/Studenti/Operativo/Bandi/GBandi/GBando.aspx?bando=776_df966-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 Contact Companies. Some websites may offer paid services. It is the student's responsibility to assess the relevance of the offered service:

- [TEuroBrussels](#), the European Affairs Jobsite
- [EURES](#), il portale europeo della mobilità professionale
- [EURODESK](#), informazione e orientamento sui programmi dell'UE
- [GARAGEERASMUS](#)
- [GLOBAL PLACEMENT](#), Internship Network
- [Praxis Network](#)
- [Reconfirm Trainee Portal](#)
- <https://www.stage4eu.it/>
- [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](#)
- [Swedish public employment Service](#)

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INTRODUCTION - THE ERASMUS+ PROGRAMME 2021-2027

The 2024/2025 Traineeship mobilities are regulated by the provisions of the new seven-year Erasmus+ Programme (2021-2027).

Article 1 - General Information

Erasmus+ for Traineeship is the European Union Programme in the fields of education, training, youth, and sport for the period 2021-2027. It supports the international mobility of students and future graduates, aiming to enhance transversal and professional skills, with particular attention to their relevance for the labour market and their contribution to building a cohesive society (the "Programme").

The Erasmus+ for Traineeship grants are awarded for the following activities at a foreign host institution:

- A) Curricular internships
- B) Extra-curricular internships

1.1 Learning Objective

The expected learning objective of the internships offered under this Call, which constitutes a preferential criterion in the evaluation of applications, is the development of professional and transversal skills that significantly enrich curricular profiles and increase participants' employment prospects, including self-employment.

1.2 Eligible Applicants

This call is open for the allocation of 26 Erasmus+ Traineeship mobility grants, each lasting 4 months, to students of any field of study who, at the time of application, are regularly enrolled for the academic year 2024/2025 at the University of Tuscia, and who meet the following criteria:

- Students enrolled in a Bachelor's Degree, a Single-Cycle Master's Degree, or equivalent, from the 2nd year onwards, and in any case no later than the 2nd additional year beyond the legal duration of their degree program;
- Students enrolled in a Master's Degree (2nd level, two-year program) from the 1st year onwards, and in any case no later than the 2nd additional year beyond the legal duration of their degree program;
- Final-year students of Bachelor's, Master's, and Single-Cycle Master's Degrees may apply for this call only before obtaining their degree. These students may choose to carry out their internship:
 - Before obtaining their degree, in which case they may be required to regularize their enrollment for the academic year 2024/2025 before departure;
 - After obtaining their degree, provided that the internship is completed within twelve months of graduation and that the application was submitted while they still had student status;
- Students enrolled in PhD programs for the academic year 2024/2025, subject to the authorization of the program coordinator/director. PhD students receiving a doctoral scholarship may benefit from the additional allowance for stays abroad, in addition to the Erasmus+ funding provided by the European Commission. According to current

regulations on double funding and the compatibility rules related to the National Recovery and Resilience Plan (PNRR), PhD scholarships funded by EU sources cannot be combined with other grants for the same type of mobility.

- Students must be nationals of an EU Member State, a Programme Country, or a Third Country.
- Students must meet all credit and grade requirements outlined in Annex 1 of this call ("Evaluation Criteria").

1.3 Admission Requirements and Grounds for Disqualification

- Applicants must have a minimum language proficiency level of B1 in the language of the destination country or in another language accepted by the host institution as a working language, as specified in Article 7.
- Applicants must have at least 2 months of Erasmus+ mobility for traineeships available within their current study cycle and must not have exceeded the maximum of 12 months of Erasmus+ mobility allowed per study cycle.
- Students undertaking the traineeship during their studies must retain their "student" status for the entire duration of the internship; obtaining a degree during the traineeship will result in the cancellation of the scholarship and the repayment of the received funds.
- Applicants must not be recipients of other EU-funded grants for stays abroad that overlap, even partially, with the Erasmus+ traineeship period (to be declared upon acceptance of the scholarship).

Failure to meet any of the above requirements will result in the exclusion of the candidate from the selection process. Candidates are admitted to the selection process on a provisional basis, pending verification of the required criteria. The University of Tuscia reserves the right to exclude applicants at any time, with a justified decision, if they are found to lack the necessary admission requirements.

Article 2 - Internship Duration and Period

The Erasmus+ Programme allows for a minimum stay abroad of 2 months (60 full and consecutive calendar days) and a maximum of 12 months. The University of Tuscia grants cover a maximum duration of 4 months (120 days). Internships can be undertaken after the publication of the final selection ranking and must be completed by July 31, 2026.

Any closure period of the host organization for holidays must not be counted towards the minimum duration requirement.

The total number of Erasmus+ months already completed plus those planned must not exceed:

- 12 months per Bachelor's, Master's, or PhD study cycle
- 24 months for Single-Cycle Master's Degrees

Article 3 - Destination Countries

Erasmus+ for Traineeship mobility can be carried out at host organizations and institutions in the EU Member States and other Programme Countries listed below:

- EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia,

Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

- European Economic Area (EEA) Countries: Iceland, Liechtenstein, Norway.
- Candidate Countries for EU Accession: Turkey, North Macedonia.

Article 4 - Host Institutions

The candidate must independently find an organization willing to host them as an intern and propose to carry out the traineeship at an entity with which they have established contact independently or through the mediation of a professor.

For the application to be considered, acceptance must be formalized through an acceptance letter drafted according to the attached format (Letter of Acceptance, see Annex 2), complete with all required elements.

4.1 Eligibility of Host Institutions

The host institution where the traineeship is to be conducted must meet the definition provided in Version 2 (2024) of the "Programme Guide" issued by the European Commission, namely: "any public or private organization in a Programme Country or Partner Country active in the labor market or in the fields of education, training, youth, research, and innovation."

Eligible institutions include:

- Public or private enterprises, whether small, medium, or large;
- 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 labor market, including Chambers of Commerce, trade associations, and professional associations;
- Research institutes;
- Foundations;
- Schools/institutes/educational centers at any level;
- Non-profit organizations, associations, NGOs;
- Career guidance bodies, professional counseling services, and information services;
- Universities or higher education institutions in a Programme Country.

In the case of an internship at a university institution (e.g., university laboratories, university libraries, etc.), the activities performed must be related to professional training and NOT academic study (e.g., an internship at a university Erasmus office is acceptable).

For internships at Italian Cultural Institutes abroad, schools, Italian Chambers of Commerce abroad, Italian law firms with offices abroad, private companies with their legal headquarters in Italy, etc., the principle of transnationality must be ensured (i.e., the trainee must acquire knowledge and skills different from those they would gain through an internship in their home country).

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

Under no circumstances may the host institution presented in the application, which has been evaluated by the Selection Committee, be changed unless there are serious and substantiated

reasons. The Selection Committee will have full discretion in deciding whether to approve a request for a change of host institution.

The University will only approve Host Organizations deemed suitable based on:

- Organizational reliability;
- Presence and availability of a tutor;
- Adequacy of conditions.

Logistics, coherence of the tasks foreseen in the traineeship 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, compliance with the principles of the European Quality Framework for Internships.

In case of doubt, the final assessment regarding the eligibility of the organization and/or company lies with the Erasmus+ National Agency Indire.

4.2 Mobility in More Than One Country

Mobility in more than one country is admissible, provided that a documented justification is given, only if the host organization signing the "Learning Agreement for Traineeship" is responsible for the entire duration of the traineeship at all locations. This implies that there must be a relationship between the different host companies (e.g., the main office and its branches).

Article 5 Financial Contributions

The mobility grant is intended as financial support for the additional costs related to staying abroad and is therefore not meant to fully cover the expenses incurred.

The Erasmus+ for Traineeship mobility grants are awarded based on the actual duration of the traineeship in days, as certified by the attendance certificate issued by the host institution (Traineeship Certificate). The duration must not be less than 60 days nor exceed 120 days. The amount of the Erasmus+ grant varies depending on the destination country's classification into the following groups:

- **GROUP 1 (high cost of living), €500/month:** Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Norway, Netherlands, Sweden.
- **GROUP 2 (medium cost of living), €450/month:** Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.
- **GROUP 3 (low cost of living), €450/month:** Bulgaria, Croatia, Lithuania, Poland, North Macedonia, Romania, Serbia, Turkey, Hungary.

If EU funds are exhausted, if other EU funding is simultaneously awarded, or upon the student's specific request and with prior authorization from the Mobility and International Cooperation Office, eligible students may be granted the status of "Erasmus zero-EU-grant." This status allows them to benefit from mobility-related advantages without receiving the EU financial contribution.

5.1 Erasmus+ Travel Grants

As part of Key Action 1 of the Erasmus+ 2021/2027 program, the use of green means of transport—i.e., travel methods with low CO₂ emissions—will be encouraged to make international mobility more inclusive and sustainable.

A “**Green Travel Grant**” will be awarded to those using sustainable transport methods (such as trains, car-sharing, or buses) to reach their destination.

The grant will be awarded at the end of the Erasmus mobility period and will be paid upon submission of receipts proving the actual green travel.

Participants undertaking a sustainable journey will receive:

- **A one-time TOP-UP contribution of €50.00**
- **A daily allowance equivalent to the daily amount of the monthly grant.** The allowance will be granted for each day of green travel (both outbound and return) required to reach the destination, for a maximum of 4 days.

5.2 Students and Recent Graduates with Fewer Opportunities

Students and recent graduates with fewer opportunities are those in one or more of the following conditions:

- With physical, mental, or health-related needs.
- With disadvantaged socioeconomic conditions.

Students and recent graduates with fewer opportunities receive an additional €250 per month on top of the individual Erasmus+ mobility grant, according to the ranking order and subject to the availability of funds.

Students and recent graduates with disadvantaged socioeconomic conditions are identified according to Ministerial Decree 204/2023, which determines for the academic year 2024/2025 that students and recent graduates with disadvantaged socioeconomic conditions are those with an **Equivalent Economic Situation Indicator (ISEE) equal to or below €27,726.79**.

Eligible candidates receive an additional **€250 per month**, in addition to the Erasmus+ for Traineeship mobility grant, as per the following table:

Country of destination	Monthly individual contribution	Top-up for lower opportunities (long-term mobility)	Total monthly amount
GROUP 1	€ 500	€ 250	€ 750
GROUP 2	€ 450	€ 250	€ 700
GROUP 3	€ 450	€ 250	€ 700

For the identification of students entitled to the supplementary individual grant, the **ISEE and/or ISEEUP** declarations submitted at the time of enrollment/registration for the **2024/2025 academic year** will be taken into account.

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

IMPORTANT:

For the identification of students entitled to the supplementary individual grant, the **ISEE and/or ISEEUP** declarations submitted at the time of enrollment/registration for the **2024/2025 academic year** will be taken into account.

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

5.3 Tax Treatment of the Erasmus+ Grant

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

5.4 Additional Grant for Students with Disabilities and/or Special Needs

To promote broader participation in mobility programs, the **Erasmus+ National Agency Indire** provides funds for candidates with special needs.

Students falling into this category must **declare their disability** both at the application stage and when accepting the mobility grant.

Selected students will receive information regarding the potential funding via email at their institutional email account. Further details are also available on the dedicated webpage:

https://www.erasmusplus.it/istruzione_superiore/mobilita/inclusione/

5.5 Additional Grant from the University of Tuscia

This grant has been approved by the **Board of Directors on October 31, 2024**, based on available budgetary funds.

It will be awarded to regularly enrolled students who:

- Have **disadvantaged economic conditions**;
- Are participating in **Erasmus for Traineeship mobility for long-term periods (at least 2 months)**;
- Earn at least **12 CFU (ECTS credits)** during the mobility period within the standard duration of their degree program.

The grant will be assigned on a **sliding scale** based on three **income brackets (ISEE and/or ISEEUP)** according to the following table:

ISEE/ISEEUP Value in €	Additional monthly contribution in euros for obtaining at least 12 CFU
< = 27.726,79	350
> 27.726,79 < 40.000	250
> = 40.000,01	0

Students and recent graduates with disadvantaged socio-economic conditions are identified by Ministerial Decree 204/2023, which designates for the academic year 2024/2025 those students with an Equivalent Economic Situation Indicator (ISEE and/or ISEEUP) equal to or less than €27,726.79.

For the identification of students eligible for the supplementary individual contribution, the ISEE and/or ISEEUP submitted at the time of enrollment/registration for the academic year 2024/2025 will be considered.

The data must be available on the GOMP portal before the acceptance of the terms of the Financial Agreement. Otherwise, the additional contribution cannot be allocated.

IMPORTANT:

- All students and/or PhD candidates, specialists who are exempt from submitting ISEE and/or ISEEUP for the purpose of paying fees, in order to benefit from the M.U.R. supplementary contribution, must still request and upload the ISEE and/or ISEEUP for the right to university study 2024 on the GOMP portal.

University supplementary contributions will not be provided to students who are enrolled beyond the first year in a delayed program (for calculation, the year of enrollment at the University of Tuscia will be referenced, even in the case of course transfer).

Students on mobility who fail to acquire at least 12 CFU (credit points) by 31/07/2026, will be asked to repay the specific M.U.R. contribution, if already disbursed, and any supplements will be canceled. The career recognition must be completed exclusively through the digitized procedures via the personal page in the GOMP system. The above limits do not apply to PhD students and specialists.

Art. 6 Scholarship Disbursement

The disbursement methods of the scholarship and the minimum clauses defined by the European Commission to receive the contribution are outlined in the Erasmus+ Financial Agreement, which every student signs with the University of Tuscia.

The contribution payments will be made exclusively via credit to the student's Italian bank or postal account (or prepaid card with IBAN).

The Erasmus+ scholarship (EU contribution and any supplementary contribution from the University of Tuscia) will be paid in two installments:

- The advance, equal to 80% of the total contribution amount based on the duration of the stay, will be disbursed within 30 days of signing the aforementioned agreement. However, the student must submit the document confirming the arrival at the host institution to verify the start of mobility.
- The final payment, equal to 20% of the total contribution, will be disbursed after the International Mobility and Cooperation Office has received the internship certificate (Traineeship certificate) issued by the host institution.

The final payment of the Erasmus+ scholarship is also conditional on the online completion of the Beneficiary Report, automatically sent by the Beneficiary Module, the European system for managing Mobility projects.

Without the Narrative Report, the Participant must return the entire scholarship.

Art. 7 Language Skills

At the time of application, candidates must have knowledge of the language(s) of the destination country – or a language accepted by the host institution as a “working language” – at a B1 level of the Common European Framework (CEFR).

If the student holds an international language proficiency certificate according to the CEFR, they may upload it to the portal as an attachment to their application.

Students without an international language certification can prove their language proficiency by uploading one of the following documents:

- A certificate issued by the University Language Center (CLA), after taking a placement test, according to a schedule agreed upon between the CLA and the International Mobility and Cooperation Office;
- Self-certification of language proficiency, as per Annex 3 of this call, valid also for foreign students whose native language is the language in question;
- A certificate obtained at the end of courses offered through the OLS Platform;
- A certificate obtained at the end of courses offered through the ILO (International Languages Online) Platform of the University of Tuscia;
- Self-certification (Annex 3) of passing and registering in the academic career of the language exam required in the study plan (the language passed must match the official language of the destination country or the language accepted by the host institution as the “working language”). For undergraduate courses, the passed language exam must be at the B1 level, while for master's and single-cycle courses, it can be at the B2 level.

It is specified that the language proficiency documentation should not be older than THREE YEARS from the deadline of the call.

Applications missing the upload or with language certification other than those listed above, or self-certification, will be excluded.

ASSIGNING POINTS

For the preparation of the ranking, as per Annex 1 “Evaluation Criteria”, in addition to what is indicated in the merit score calculation, additional points will be assigned as follows:

Intermediate Level: B2: 1 point

Advanced Level:

C1: 2 points

C2: 3 points

If the candidate attaches more than one certificate for language proficiency, the certificate for the language of the destination country indicated in the application will be considered; please combine 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 skills before mobility, for the 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 OLS, take an entry test, and follow the language course for their level. Completing the online assessment before departure is a prerequisite for mobility, except in duly justified cases. The language test and the corresponding course will be assigned in the first working language indicated by the Host Organization in the Learning Agreement for Traineeship. (The available languages are: 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 scores between C1 and C2 in the entry test for the working language, they may choose to follow the online language course in another available language. More information is available at the link: [Erasmus+ Online Language Support](#).

Art. 9 Submission of the Application

Students interested in applying must complete the application using the Gomp student portal at the following link:

<https://studenti.unitus.it/Studenti/Operativo/Bandi/GBandi/GBando.aspx?bando=f3d1dd2a-fd83-431c-bb3b-57e1d550a0fe&Type=Mobilita>

Once logged in, the application form can be accessed via: Home > Career, Study Plan, Exams > International Mobility > Traineeship.

The following documents must be uploaded with the application:

- Language proficiency certificate or self-certification (Annex 3);
- Curriculum Vitae, written in the Europass format (Annex 4), available at [Europass website](#);
- Letter of Acceptance (see Annex 2) from the host organization, written on the organization's letterhead and/or stamped, fully completed, signed by the legal representative of the host institution or the internship tutor (it is mandatory to use the template provided in Annex 2, otherwise the application will be excluded).

Please note:

- During the application, you will need to indicate the number of months previously spent abroad on Erasmus mobility;
- Any Erasmus mobility periods carried out virtually from the usual place of residence starting from the academic year 2020/2021 will **NOT** be counted for the maximum duration of Erasmus mobility per study cycle;
- Each candidate can submit **ONLY ONE** application;
- Students enrolled in Master's courses, Specialization Schools, or Single Courses are **NOT** eligible to participate;
- No paper documents are required for submission.

The deadline for submission is 11:59 PM on March 31, 2025.

IMPORTANT NOTES

A. The Letter of Acceptance must be written according to the template 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 provide on their letterhead) the Letter of Acceptance and send it back to the candidate, who must upload it in PDF format on the online application platform.

The letter will only be valid if it specifies the language used for the traineeship, other than Italian, and the required proficiency level, and if all sections, including the "Brief description of the work programme of the traineeship," are completed, otherwise, the application will be excluded.

C. The Letter of Acceptance cannot be sent after the deadline of the call. Candidates who do not possess this letter before the deadline will be considered ineligible.

Failure to upload any of the required documents (1) language proficiency certificate, (2) CV, (3) Letter of Acceptance from the host organization, 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 the event of a tie, priority will be given to the candidate who has not previously benefited from Erasmus+ mobility, with or without funding;

- Finally, priority will be given to the candidate with the lower age (L. 16/06/98 no. 191, art. 2).

For the purpose of compiling the ranking, in addition to the merit score calculation, the following additional points will be awarded:

Internship Project: 0 - 20 points for:

- Content of the internship project described in the Letter of Acceptance;
- Consistency of the proposed internship with the academic path. The selection committee will assess the consistency of the internship project with the candidate's academic profile. If the candidate has submitted an internship and corresponding Letter of Acceptance with activities that are completely inconsistent with their academic path, they may be excluded from the selection, at the committee's sole discretion. A score of 0 (zero) points for the internship project will result in exclusion from the selection.

Art. 11 Procedures and Documentation

The University's judging committee, appointed for this purpose, will evaluate the documentation uploaded by candidates and integrate the ranking based on the criteria of 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 published on the University website at:

<https://www.unitus.it/internazionale/studiare-all-estero/erasmus/>

The publication of the final rankings will serve as official notification for the winners, who must formalize their acceptance within 10 days of the publication, or they will lose their right to the scholarship.

In case of withdrawal, the next eligible candidates in the ranking will be given the opportunity to take over.

Art. 12 Before Departure

The beneficiary must present:

- A form called "Learning Agreement for Traineeship" for the preparation of the internship program, which must be signed by the Erasmus Department Coordinator, the host organization, and the beneficiary before departure.
- A Financial Agreement, which will be signed by the beneficiary and the General Director of the University of Tuscia, and will include the "Quality Commitment," which defines the roles and responsibilities between 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 host institution, the student must send the arrival form to the Office of Mobility and International Cooperation.

In case of changes to the activities agreed upon before the mobility begins, the student must 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 host organization responsible.

If the student wishes to extend the initially authorized period of stay under the Financial Agreement, they must send the "Request for Authorization for Extension of Scholarship" form, duly completed and signed, at least one month before the assigned end date. It is specified that

no interruptions will be allowed between the initially authorized traineeship period and the requested extension.

The extension period may only be funded if funds are available or through a "zero grant."

IMPORTANT: During the mobility, Erasmus students cannot take exams or obtain the final degree at the University of Tuscia.

Art. 14 Upon Return from Mobility

Within 30 days of returning from mobility, the trainee must present the Traineeship Certificate issued by the host organization to the Office of Mobility and International Cooperation, and complete the Beneficiary Report, which will be automatically sent by the Beneficiary Module, the European system for managing Mobility projects.

Art. 15 Return of Contributions

Beneficiaries who interrupt their stay before the minimum period without a valid and documented reason must return the entire amount of the grant received. Only in cases of interruption due to serious reasons or force majeure (an unpredictable cause or an event beyond the beneficiary's control, such as problems related to a health or humanitarian emergency, a national general strike in higher education institutions, or a natural disaster), duly documented, will the Erasmus+ Agency decide whether to confirm the grant for the months/days of internship actually completed.

Art. 16 Certification and Recognition

Internships under the "Erasmus Traineeship" project are certified by the Traineeship Certificate, a document issued by the host organization that confirms the actual dates of the internship and provides an evaluation of the work performed in accordance with the terms of the "Learning Agreement for Traineeship."

Based on these certifications, the University of Tuscia commits to recognizing the internship activity completed abroad in the student's academic career, in accordance with the University's Erasmus mobility regulations and the academic regulations of the relevant degree programs. The allocation of ECTS credits for the activities carried out is entrusted to the respective academic departments. If the internship is not part of the study plan, it may be recognized as additional ECTS credits. Unless the internship takes place after the completion of the degree, the mobility period will be certified in the Diploma Supplement.

The University of Tuscia will not recognize the period of training abroad in the presence of:

- A negative evaluation in the Traineeship Certificate regarding the activity performed.
- Non-compliance by the trainee with the mandatory documentation procedures for mobility.
- Inappropriate behavior by the trainee toward the host organization, formally attested to by the organization.
- Interruption of the internship activity and mobility before the minimum period without a valid and documented reason.

In these cases, the full return of the scholarship received will be required.

Before departure, scholarship recipients are required to obtain information about the recognition of ECTS credits from the Erasmus Department Coordinator.

The University of Tuscia rewards students who have participated in the Erasmus Mobility program by adding 1 point to the grade awarded during their degree final exam.

Art. 17 Renunciation of the Contribution

Acceptance of the Erasmus+ internship is a serious commitment assumed by the candidate. Any renunciations before or during mobility must be communicated in writing and properly justified for serious and proven force majeure cases to the Office of Mobility and International Cooperation at erasmustraineeship@unitus.it and the Host Organization.

The minimum internship period required for the recognition of the mobility and to receive an Erasmus grant is 60 days, unless different provisions are issued by the National Agency Indire. Interrupting the mobility before this period will require the return of the amount received, according to the provisions of the National Agency Indire, unless there are proven cases of force majeure.

Art. 18 Ranking Adjustment

In case of renunciation by scholarship recipients, the ranking of eligible candidates will be adjusted, with the next candidate in line in the final ranking taking the place of the renouncing recipient. The ranking may also adjust if additional funding becomes available. If the ranking is exhausted but there are remaining funds, the application period may be reopened.

Candidates affected by the ranking adjustment will be notified via email. It is understood that in case of ranking adjustment, the mobility scholarship will be assigned only after the student's acceptance and written confirmation from the Host Organization regarding the possibility of deferring, if necessary, the planned start date and duration of the internship.

Art. 19 Civil Liability and Accident Insurance

The accident and liability insurance that the student automatically benefits from upon registration at the University is extended, under the same conditions, for the entire internship period abroad at the host organization.

Civil Liability and Accidents

The insurance coverage (civil liability and accidents) is provided by the University.

For activities performed outside the University, and only for the necessary time to complete them, the University has contracted the following policies:

- **AXA Company - Accident Insurance for Companies and Collectives Policy No. 40773461**
Duration: 30/11/2024 - 30/11/2027
- **UNIPOLSAI Company - Civil Liability for Various Risks Unitus Policy No. 65.185314010**
Duration: 30/11/2024 - 30/11/2027

In the event of an injury or other issue with a prognosis longer than 3 days that occurs at the host institutions abroad, the student must immediately contact the Office of Mobility and International Cooperation by sending an email to erasmustraineeship@unitus.it.

Art. 19.1 Health Insurance

Students on mobility are required to independently ensure they have adequate health coverage during their stay abroad, following the guidelines set by the host country. They should contact their local health authority (ASL) or diplomatic representations and consult the following link: www.salute.gov.it.

If the candidate possesses the European Health Insurance Card (EHIC), they are automatically entitled to National Health Service (NHS) benefits in all EU member states. For more

information, visit the following websites: [European Commission](#) and [Sistema TS](#). However, the coverage provided by the EHIC or private insurance may not be sufficient. It is therefore recommended to take out additional private health insurance. Students on mobility are responsible for ensuring they have adequate health coverage during their stay abroad, as required by the host country.

Additionally, it is recommended to register on the Ministry of Foreign Affairs website, managed by the Crisis Unit, "Where We Are in the World" (www.dovesiamonelmondo.it), providing the required details such as name, 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 the regulations on:

- Entering the host country by contacting the relevant diplomatic representations in Italy in advance;
- Healthcare assistance in the host country by contacting their ASL or diplomatic representations.

The laws and regulations governing the entry of non-EU students into the participating countries are based on the nationality of the students. It is the students' responsibility to gather the necessary information well in advance and obtain the documents required for entry and stay in the destination country.

Art. 21. Helpdesk and Contacts

For information and clarifications, please contact:

Office of Mobility and International Cooperation - Via S. Maria in Gradi, n. 4, 01100 Viterbo

Email: erasustraineeship@unitus.it

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

Art. 22. Orientation Day

To facilitate the internship abroad, the Office of Mobility and International Cooperation will organize an orientation day to explain and complete the necessary documents for the internship. Candidates are strongly encouraged to attend. The invitation for the awardees will be sent by email.

Art. 23. Controls

In accordance with Article 71 of the Presidential Decree 445/2000 (DPR 445/2000), the University of Tuscia will carry out checks, even on a sample basis, in cases where there are reasonable doubts about the veracity of self-certifications. The falsehood of the information declared or self-certified constitutes a reason for exclusion/cancellation, without prejudice to other consequences provided by law.

Art. 24. Processing of Personal Data

Personal data provided by candidates will be collected by the University of Tuscia. Under EU Regulation 679/2016 (General Data Protection Regulation), the Data Controller is the University of Tuscia; the Office of Mobility and International Cooperation is responsible for collecting and processing the data. The candidates' data will be collected and processed solely for the purpose of managing the selection. Providing these data is mandatory for the evaluation of participation requirements, and failure to do so will result in exclusion from the selection process.

Art. 25. Responsible for the Procedure

In accordance with Law No. 241 of August 7, 1990, and subsequent amendments, the responsible person for the procedure, for matters under the exclusive competence of the University of Tuscia, is Dr. Carlo Contardo, Head of the Office of Mobility and International Cooperation, Via S. Maria in Gradi 4, 01100 Viterbo, email: carlocontardo@unitus.it.

Art. 26. Final Provisions

ALL ACTIVITIES AND RELATED FUNDING UNDER THIS CALL ARE REGULATED BY AGREEMENT NO. 2024-1-IT02-KA131-HED-000196723 FOR ERASMUS MOBILITY FOR THE ACADEMIC YEAR 2024/2025, ENTERED INTO BETWEEN THE ERASMUS+ NATIONAL AGENCY INDIRE AND THE UNIVERSITY OF TUSCIA.

Any subsequent official provisions from the Erasmus+ National Agency Indire that differ from those contained in this call will take precedence over the rules in this call.

The Erasmus+ Call for mobility scholarships for internships abroad for the academic year 2024/2025 provides mobility for students in host organizations within the European Community and was created 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 Erasmus+ National Agency Indire, and they are not responsible for it.

Art. 27. Referral Provision

For matters not expressly covered by this call, the provisions set forth in the regulations mentioned in the preamble of this decree, as well as the current laws, shall apply.

In case of discrepancies in interpretation between the English and Italian versions of this call, the Italian version shall be considered definitive.

Viterbo,

The Rector
Prof. Stefano Ubertini