



**Decreto n. 522/2025**  
**Prot. n. 0021956 del 17.02.2025**

## **PROGRAMMA ERASMUS+ MOBILITA' TRAINEESHIP**

**Call for applications a.y. 2025/2026 for the allocation of 250 mobility grants**

**Online application deadline:**  
**April 14 2025, 1 pm**

### **LA RETTRICE**

**VISTA** la L. 9.05.1989, n.168;

**VISTO** il D.lgs. 30.03.2001, n.165 e ss.mm.ii;

**VISTO** lo Statuto della Sapienza, emanato con D.R. 29.10.2012, n. 3689;

**VISTO** il DD 28.03.2013, n. 1435 con cui è stato attribuito ai Direttori di Area l'esercizio di poteri di spesa nei limiti di quanto in essa previsto;

**VISTA** la delibera n. 311/15 del 27/10/2015 del Consiglio di Amministrazione di approvazione del Regolamento per l'amministrazione, la finanza e la contabilità (emanato con dr n. 65 del 13/01/2016 modificato con dd.rr. n 1220 del 11.04.2019 e n. 1160 del 29/04/2021);

**VISTA** la DD n. 1435 del 28/03/2013 di attribuzione al Direttori di area della gestione finanziaria, tecnica ed amministrativa del budget compresa l'adozione formale definitiva di atti che impegnano l'amministrazione verso l'esterno, mediante autonomi poteri di spesa;

**VISTA** la delibera del Consiglio di Amministrazione n.408 del 17/12/2024 di riassetto dei servizi di ateneo per processi;

**VISTA** la DD della Direttrice Generale n. 5009 del 20/12/2024 di riassetto dei servizi di Ateneo con il relativo organigramma;

**VISTA** la delibera Consiglio di Amministrazione n. 391 del 17/12/2024 di approvazione del bilancio unico di ateneo di previsione annuale autorizzatorio dell'anno 2025;

**VISTA** la DD n. 172/2025 del 28/01/2025 di assegnazione del budget per l'anno 2025;

**VISTO** che Sapienza, nell'ambito del nuovo programma Erasmus+ 2021-2027, ha ottenuto la certificazione "Erasmus Charter for Higher Education" ed è, pertanto, eleggibile per la partecipazione a tutte le azioni promosse sia nell'ambito della mobilità (azione chiave 1 – Key action 1) che della cooperazione;

**VISTA** la Convenzione n. 2024-1-IT02-KA131-HED-000206493 con la quale l'Agenzia Nazionale Erasmus+ assegna all'ateneo fondi destinati a mobilità per tirocinio destinati studenti e neo-laureati;



**VISTA** la DD MUR 318 del 14/3/2024 di aggiornamento dei parametri ISEE e ISPE per l'accesso ai benefici relativi al diritto allo studio, per l'anno 2024, fissato in €27.726,69, che costituisce il valore di riferimento per i contributi integrativi;

**VISTA** la DD del Direttore dell'Area Servizi per la didattica e il diritto allo studio n. 484/2025 del 13.02.2025, con cui è stato disposto l'accantonamento di un importo pari a € 603.000,00 per il finanziamento di n. 250 contributi di mobilità per tirocini della durata di massima di 5 mesi, sul conto di bilancio A.C. 01.01.030.010 – Programmi di mobilità e scambi culturali studenti - esercizio 2025 – UA.S.001.DRD.ARDIS.OTM - su progetto contabile M\_011110\_11\_S\_LUCIS\_12

## DECRETA

### **Art. 1 – General information**

#### **Art. 1.1 Purposes**

A Call for applications "Erasmus+ Traineeship" Key action 1, for the year 2025-2026 for the award of a maximum of **250 mobility grants for traineeships** with a **minimum duration of 2 months (60 days) and a maximum duration of 5 months**, at host institutions in countries participating in the programme. The maximum number of grants may be increased if additional funding becomes available

*Erasmus+ for Traineeship* grants are awarded for carrying out the following activities at an international host institution:

- A) extracurricular traineeships (without ECTS acquisition to be carried out during the degree or after graduation);
- B) curricular traineeships (with ECTS acquisition to be carried out exclusively during the degree within graduation);
- C) any traineeship with digital skills<sup>1</sup>;

#### **Art. 1.2 – Duration and time frame of the traineeship**

**The traineeship MUST take place between September 1, 2025 and July 31, 2026**

Interruptions or suspensions of traineeships are not permitted. The completion of mobility periods of less than 2 months or the cancellation of the mobility will result in the cancellation

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<sup>1</sup> A "digital skills traineeship" or Digital Opportunity Traineeship is any traineeship in which trainees receive training and practice in at least one or more of the following activities:

- digital marketing (e.g. social media management, web data analysis);
- digital graphic, mechanical or architectural design;
- development of applications, software, scripts or websites;
- installation, maintenance and management of IT systems and networks;
- computer security;
- data analytics, mining, visualisation;
- programming and training of robots and artificial intelligence applications



of the mobility and the restitution of the entire grant or sum already paid to the recipient. The traineeship may **only** be carried out **in person**. Periods of traineeship undertaken in virtual mode will not be recognised.

The placement must be entirely completed before the dissertation in the case of a traineeship carried out as a student. The discussion of the dissertation before the end of the placement will result in forfeiture from the programme and the restitution of any sums received.

The traineeship must be carried out and completed no later than 12 (twelve) months after the award of the degree if carried out as a graduate student.

### **Art. 1.3 – Participating countries**

*Erasmus+ for Traineeship* mobility can take place at host organisations and institutions in the following countries:

- **European Union member states:** Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden.
- **Third countries associated with the programme:** North Macedonia, Serbia, Iceland, Liechtenstein, Norway, and Turkey.

### **Art. 1.4 – Search for the host institution**

Candidates **must independently find an organisation willing to host them** as trainees and then propose to carry out the traineeship in an organisation with which they have made contact independently or through the intermediation of a professor.

The host institution can also be identified by consulting the information published on the "**Find your host Organisation**" webpage (<https://www.uniroma1.it/it/pagina/ricerca-dellorganizzazione-ospitante>).

Acceptance, to apply to this call for applications, must be formalised using a letter of acceptance drawn up under the attached format (*Letter of acceptance*, see Annex 1), complete with all the required elements.

The host institution where the traineeship is intended to be carried out must correspond to the definition given in the "[Erasmus Programme 2025 Guide](#)" issued by the European Commission,

#### **Eligible institutions are therefore:**

- Small, medium or large public or private companies;
- Public bodies at local, regional or national level;
- Embassies or consular offices of the sending country participating in the programme
- Social partners or other representatives of the labour market, including chambers of



commerce, craft or professional associations and trade unions;

- Research institutes;
- Foundations;
- Schools/institutes/educational centres, at any level;
- Non-profit organisations, associations, NGOs;
- Organisations for vocational guidance, career counselling and information services;
- Universities or institutions of higher education in a Programme Country.

In the case of a traineeship at a university (e.g.: university laboratories, university libraries, etc.) **the activity carried out must be for professional training and NOT for study** (e.g. a traineeship at university Erasmus offices is admissible). In the case of traineeships at Italian cultural institutes abroad, schools, Italian Chambers of Commerce abroad, Italian law firms based abroad, private companies whose registered office is in Italy, etc., the **principle of transnationality** must be guaranteed (e.g.: the trainees acquire different know-how from that which they would acquire with a traineeship in their own country) and included in the Letter of acceptance.

#### **NON-eligible institutions are:**

EU institutions and other EU bodies, including specialised agencies (the full list can be found at the link:

[https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles\\_it](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_it)).

To find suitable locations for internships aimed at developing digital skills, offers are available on the platform

<https://erasmusintern.org/digital-opportunities>

## **Art. 2 – Financial grants**

To be eligible for Erasmus grants, the mobility recipient must, before departure, **accept the terms of the financial contract** and follow the instructions that will be provided at the time of the mobility assignment.

### **Art. 2.1 – European Union grant**

The mobility grant is intended **as financial support** for the major expenses associated with the stay abroad: it is therefore not intended to cover all the expenses sustained.

The Erasmus+ grant **is incompatible with other grants from other EU-funded programmes/actions**.

The EU grant is related to the cost of living in the destination country and to the days of attendance certified by the international organisation:



<i>Destination Country</i>	<i>Per month</i>
<b>GROUP 1 = HIGH cost of living:</b> Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands Norway, Sweden	500,00 euros
<b>GROUP 2 = MEDIUM/LOW cost of living:</b> Cyprus, Czechia (Czech Republic), Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Bulgaria, Croatia Lithuania, Poland, North Macedonia, Romania, Serbia, Turkey, Hungary	450,00 euros

## **Art. 2.2 - Supplementary grants for Disadvantaged Financial Conditions**

Mobility recipients may receive an additional grant of euros 250.00 per month according to the student's financial status. This integration will be granted to candidates who have an ISEE (ISEE for the right to academic study DPCM 159/2013) amounting up to 27.726,69 (MINISTERIAL DECREE 318/2024)

To benefit from the above-mentioned grant, students must acquire the Isee 2025 on Infostud. To quantify the supplementary grant, the Isee value available on Infostud on the day following the deadline for submitting applications will be considered.

For participants **with tax residence abroad, including DiscoLazio** scholarship holders with tax **residence abroad**, the supplementary grant **will be paid only to residents in countries in band A** (based on the country in which the income is generated, according to the contribution brackets set out in the Management Board's resolution of May 30, 2023).

## **Art. 2.3 Integration for students with special needs**

Additional funds are available to support students with disabilities and/or special needs. Interested students must indicate their disability/special needs, both at the application and the mobility acceptance stage, in order to receive instructions on how to apply for dedicated funding, as indicated on the web page: <https://www.uniroma1.it/en/pagina/erasmus-studenti-con-esigenze-speciali>.

Allocation of the special needs grant is subject to the approval of the application by the Erasmus+ National Agency Indire. In the event that funding is not available in whole or in part, students will have to bear the costs themselves.

## **Art. 3 – Admission requirements and application submission**

### **Art. 3.1 – Admission requirements**

To participate in the selection for an *Erasmus+ for Traineeship* mobility grant, the following r

Sapienza Università di Roma  
Area Servizi per la didattica e il diritto allo studio  
Ufficio Orientamento, tutorato, placement e mobilità Settore  
Mobilità Erasmus UE  
CF 80209930587 PI 02133771002  
CU016 (Ortopedia)- piazzale Aldo Moro 5, 00185 Roma T (+39)  
06 4991 0347 [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it)



requirements must be met:

1. To be regularly enrolled at Sapienza University of Rome for the academic year 2024/2025 by the deadline set by the University in a:
  - a. Bachelor's degree starting from the 2<sup>nd</sup> year;
  - b. Master's degree;
  - c. Single cycle degree starting from the 2<sup>nd</sup> year;

Students enrolled in Advanced Professional Courses, Specialisation Schools, single courses, and PhD programmes are not eligible for selection.

2. To have a **minimum number of two months** (60 days)<sup>2</sup> of placement mobility available, as provided for by the Erasmus+ Programme in their study cycle and, therefore, not to have already used the maximum number of months of mobility allowed by the Erasmus+ Programme in their study cycle;

3. To hold a **Letter of Acceptance issued** by a host organisation, **drawn up on the organisation's letterhead and/or stamped, filled in in its entirety, signed by the legal representative of the host organisation or by the traineeship tutor** (it is mandatory to use the facsimile provided in Annex 1, under penalty of exclusion). **The letter must be attached to the application;**

4. Do not hold any administrative or political office within the entity where the traineeship will take place.

5. In the case of international students, it will not be possible to carry out the placement in their home country.

The requirements, as referred to in this Article, must be met on the application deadline, under penalty of exclusion.

Candidates are admitted to the selection process subject to verification of the prescribed requirements.

The Administrative offices may at any time, by means of a reasoned decision, exclude candidates from the selection for failure to meet the admission requirements laid down in the call for applications.

### **Art. 3.2 – Application**

Each candidate may submit **ONLY ONE** application.

Applications can only be submitted **exclusively online** using the form available at the link [https://relint.uniroma1.it/candidatura\\_placement/login.aspx](https://relint.uniroma1.it/candidatura_placement/login.aspx)

**The deadline for filling out the online application form is April 14 2025, at 13:00 (Italian**

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<sup>2</sup> The Erasmus+ Programme offers the possibility of mobility abroad up to a maximum of 12 months within each cycle/level of study (Bachelor's and Master's degrees) and up to 24 months for single-cycle degrees. Months spent in previous LLP/Erasmus programmes (for study and/or placement) and Erasmus Mundus also count towards the candidate's available months, if carried out during the current study cycle, even if enrolled at another university.

Mobility for work placements carried out by recent graduates under the Erasmus+ Programme contributes to determining the 12-month period per cycle.





time).

To complete the application, interested students must fill in all fields of the online form and make sure they have uploaded the following documents as part of their application:

1. Curriculum vitae in Italian or English.
2. *Letter of acceptance* (see Annex 1) of the **host company**, drafted on **headed and/or stamped paper**, duly completed and **signed, under penalty of exclusion**. The Letter of Acceptance must be drafted based on the template provided in Annex 1. Incomplete documents or documents sent in different formats will not be accepted. The host institution must complete, sign and stamp (or draft on its own headed paper) the *Letter of Acceptance* and send it back to the candidate, who must upload it in PDF format on the online application platform. The aforementioned letter will be considered valid only if it indicates the language used for the traineeship, other than Italian, and the level of proficiency required; and if it is complete in all sections, including the section "*Brief description of the work programme of the traineeship*", under penalty of exclusion.

The *Letter of Acceptance* cannot, under any circumstances, be sent after the deadline of the Call for applications. Candidates who do not hold the aforementioned letter before the deadline of the call for applications will not be considered eligible.

**Failure to upload on the application form one of the required documents: 1. curriculum vitae and 2. Letter of acceptance from the host organisation will result in exclusion from the selection.**

The **exclusive use of the institutional e-mail account** (with domain [...@studenti.uniroma1.it](mailto:...@studenti.uniroma1.it)) is requested as this will be **the only communication means** used for the purposes of this selection, also after the expiry of the call for applications.

At the end of the application process, each candidate will receive at [...@studenti.uniroma1.it](mailto:...@studenti.uniroma1.it) the report relating to the data entered. Each candidate must verify receipt of the report and the accuracy of the data provided, promptly communicating any compilation/receipt errors to the competent office (by e-mail to the address: [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it)) **within 24 hours prior to the expiry date of the call for applications**

### **Art. 3.3 – Evaluation Committees**

The Evaluation Committees (henceforth the Committees) will be set up by a subsequent decree signed by the Faculty Deans and will be composed of professors and administrative staff.

### **Art. 3.4 – Selection criteria**

**The selection will take place based on qualifications and interview,**

Applicants will be assessed on the basis of:

1. Traineeship project;
2. Academic merit.



### 1. Traineeship project: 0 - 40 points for:

- **The content of the traineeship project** described in the Letter of Acceptance,
- **Consistency** of the proposed traineeship with the academic pathway.

The Faculty Committee will assess, **during a specific interview**, the consistency of the traineeship project with the candidate's academic profile.

Should the applicant have submitted, at the application stage, a traineeship and related Letter of Acceptance proposing activities that are totally incongruent with her/his academic pathway, the latter may be excluded from selection, at the unquestionable discretion of the Commission. **Any award of 0 (zero) points for the traineeship project by the Evaluation Committee will result in exclusion from the selection process.**

### 1. Academic merit: 0 - 60 points

Academic merit will be assessed on the basis of regularity of studies and results. The career-related scoring factors are: the weighted average mark, compared to the **weighted average mark** of the degree programme to which the student belongs, and the **number of credits (ECTS) acquired** compared to the total number of credits for the year of enrolment in the current cycle (regularity of studies). **To calculate the score, career data on the date of expiry of the call for applications will be taken into consideration**, Based on the following formula:

$$\begin{aligned} & \text{Average (ratio of weighted average grade to the weighted average grade of the} \\ & \quad \text{program) x 30} \\ & \quad \text{+(plus)} \\ & \text{Total CFUs (ratio of earned CFUs to total CFUs required in the program for the year the} \\ & \quad \text{student is enrolled) x 30} \\ & \quad \text{- (minus)} \end{aligned}$$

### PLEASE NOTE

The following do **NOT** count for the calculation of the weighted average and the ECTS acquired:

- exams taken abroad during the Erasmus stay if not yet validated because they relate to exams for which the recognition procedure has not yet been completed;
- extracurricular exams pursuant to Article 6 of Royal Decree No. 1269/38 as these exams do not count towards the ECTS required for attaining the degree and are not taken into account in the calculation of the average mark;
- integrated exams and ADEs (elective educational activities) if credits have not been obtained for all the tests constituting each integrated exam;
- "single-course" exams if they have not already been recognised in the degree, single-cycle degree, in which the student is enrolled for the current academic year;
- exams cancelled for non-compliance with propaedeuticities;





- exams declared as having been taken and which turn out to be only booked and not taken, or even not booked at all;
- ECTS related to the final dissertation.

### **Art. 3.5 Candidates' selection**

The Academic Programmes and Education Welfare Area will proceed to verify the fulfilment of the formal requirements set out in Article 3.1.

The list of candidates admitted to the interview will be published on the website <https://www.uniroma1.it/en/pagina/erasmus-traineeships> with the student ID number. At the same time, the faculties will publish the timetable for the candidates' assessment **interviews**, which will take place from May 5 to May 20, 2025.

**Participation in the interview is compulsory: candidates who do not attend will be considered as having withdrawn.**

**It will NOT be possible to postpone the assigned interview date** unless it coincides with the date of an exam and unless adequate justification is provided.

The Faculties reserve the right to postpone, if necessary, the date of the interview, notifying candidates promptly by e-mail.

The evaluations will be acquired by the Academic Programmes and Education Welfare Area for the purpose of publishing the ranking list.

## **Art. 4 – Drafting of rankings**

### **Art. 4.1 – Rankings structure**

The grants made available under this call for applications will be distributed among the Faculties in proportion to the number of applications received for each of them. For the drafting of the final rankings, in the event of a tie, the student's age will be taken into account, favouring the youngest recipient.

Provisional rankings will be published on the Erasmus mobility page: <https://www.uniroma1.it/en/pagina/erasmus-traineeships> presumably by **June 16, 2025**.

10 natural and consecutive days after the publication of the rankings, they will be considered final.

In the event of withdrawal on the part of the successful candidates, the list of eligible candidates will be updated and the eligible candidate placed in the position immediately following the withdrawing candidate in the final list of the same Faculty will take over. The rankings may also be adjusted if additional funding becomes available.

If the ranking list of a Faculty is depleted, the grant will be awarded to the first eligible candidate who is not a successful candidate, and therefore not awarded a grant, from the Faculty(ies) with the highest number of eligible candidate(s) and in the event of a tie, to the ranking list of



the Faculty with the highest number of enrolled candidates.

If the ranking lists are depleted with the remaining availability of grants, the deadline for submitting applications may be reopened.

#### **Art. 4.2 – Acceptance of the grant**

Simultaneously with the publication of the ranking list, **a communication will be sent to the successful candidates by e-mail of the outcome of the selection to the student's institutional address (.....@studenti.uniroma1.it).**

They will be asked to provide feedback within 5 working days of the sending of the communication. Failure to comply with the aforementioned deadline will be considered as a withdrawal. Successful candidates will be required to comply with the procedures and time limits.

The final allocation of the Erasmus+ Community grant is subject to:

- sending the required pre-departure and arrival documents;
- submission and approval of the *Learning Agreement for Traineeship*;
- Signature of the Financial Agreement between the student(s) and Sapienza University of Rome.

These documents will be made available following the award of the mobility grant on the successful candidate's personal page on the Erasmus platform.

#### **Art. 4.3 - Renunciation of apprenticeship and takeovers**

It is possible to renounce the grant and thus the carrying out of the traineeship. In this case, the recipient must inform the Erasmus office by e-mail [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it) at least one month before the expected start of the mobility.

Until the ranking lists are depleted, the Erasmus Unit will proceed with the allocation of the grant to the students on the ranking list, who will be contacted by e-mail and must provide feedback within the deadline indicated, under penalty of withdrawal of the grant.

#### **Art. 4.4 – Entry into the host country and insurance**

Students must find out for themselves about any regulations governing:

- entry into the host country by contacting the relevant diplomatic representations (Embassies and Consulates) in Italy in good time;
- health care in the host country by contacting their local health authority or diplomatic representation

The legislation and regulations governing the entry of non-EU students in the various countries participating in the Erasmus+ Programme are linked to the nationality of these students: it is the student's responsibility to gather, well in advance, the information and obtain the documents that will allow entry and stay in the country of destination, contacting the respective



diplomatic representations.

Accident and civil liability insurance in the workplace, which the student benefits from automatically upon enrolment at the University, is extended, in the same way, for the entire period spent abroad at the destination institution. The policies and related information are published on the web page: <http://www.uniroma1.it/ateneo/amministrazione/aree-e-uffici/direzione-risorse-umane-finanziarie-e-patrimoniali/area/polizze>

The aforementioned insurances only cover traineeship activities and do not include coverage of risks related to the practice of medicine and healthcare facilities. Therefore, health students are responsible for obtaining such insurance independently.

Mobility students are required to make their arrangements for adequate health insurance coverage during their stay abroad by contacting their local health authority or diplomatic representation and consulting the following link:

<http://www.salute.gov.it/>.

It is also recommended to register on the MAECI website managed by the Crisis Unit 'Where are we in the world' ([www.dovesiamonelmundo.it](http://www.dovesiamonelmundo.it)) clearly indicating the required data: names, city/country, destination company, current contact details and period of stay.

#### **Art. 4.5 – Narrative report (EU SURVEY)**

At the end of the mobility period, Participants will have to fill in a final questionnaire (EU SURVEY) on their experience. The invitation to complete the survey will be sent by email.

#### **Art. 4.6 – Recognition of the experience**

For those who undertake **mobility as a student**, *Erasmus+ for Traineeship* mobility is a traineeship experience whose recognition procedure is carried out in accordance with the regulations and individual study plans, and following the procedures established by the individual Faculties.

Successful applicants are required to obtain information on the recognition of ECTS **before their departure from the Department or Faculty Educational Affairs Officer.**

### **Art. 5 – Final dispositions**

#### **Art. 5.1 – Person in charge of the procedure**

Pursuant to Law no. 241 of August 7, 1990, the person in charge of the procedure for the area falling within the exclusive competence of Sapienza University of Rome is Ms Tiziana De Matteis, Head of the Erasmus Unit, at the Academic Programmes and Education Welfare Area telephone number 06 49690436, e-mail address [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it).

#### **Art. 5.2 - Notice on processing and access to personal data**

**The processing of personal data** is governed by Art. 13 of Legislative Decree 196/2003 and Art. 13 and 14 of EU Regulation no. 2016/679 - GDPR (General Data Protection Regulation) on the protection of persons and other subjects with regard to the processing of personal data



provided, in compliance with the above-mentioned legislation and confidentiality obligations.

### **Art. 5.3 – Reference provision**

For anything not expressly provided for in this call for applications, the provisions of the regulations cited in the introduction to this decree, as well as the laws in force on the subject, shall apply.

In the event of differences in interpretation between the English and Italian versions of this call for applications, the Italian text shall prevail.

The original of this provision is acquired in the Administration's records.

**Signed by THE RECTOR**



### SUMMARY OF DEADLINES

<b>Deadline for submitting applications</b>	April 14, 2025
<b>Formal verification of applications</b>	April 15 – April 27, 2025
<b>Publication of candidates admitted to the selection</b>	April 28, 2025
<b>Interviews at the faculty</b>	May 5 – May 20, 2025
<b>Ranking publication</b>	Presumably by June 16, 2025
<b>Mobility period</b>	September 1, 2025 - July 31, 2026

### Useful reference links:

- Application: [https://relint.uniroma1.it/candidatura\\_placement/login.aspx](https://relint.uniroma1.it/candidatura_placement/login.aspx)
- Cost of living in different destination countries: <https://www.numbeo.com/cost-of-living/>
- Erasmus grants: <https://www.uniroma1.it/en/pagina/erasmus-traineeships>
- For technical assistance during the application phase, you can fill in the Help Desk form: <https://relint.uniroma1.it/candidatura/sendmail.aspx>
- Information and advice on finding a host company: <https://www.uniroma1.it/en/pagina/find-your-host-organisation>



**Allegato 1: Letter of acceptance**

**(Fac-simile da copiare e incollare sulla carta intestata dell'ente ospitante)  
(copy and paste on headed paper of the host institution)**

**LETTER OF ACCEPTANCE under ERASMUS+ PROGRAMME a.y. 2025/2026**

Between

.....(Name of the Receiving Organisation)

and

**SAPIENZA UNIVERSITY OF ROME  
PIAZZALE ALDO MORO, 5  
00185 ROMA - ITALIA**

We hereby declare our intention to collaborate with *Sapienza University* within the framework of the ERASMUS+ PROGRAMME. We agree to do our utmost to support the transnational traineeship of students in our organisation.

We will engage ourselves to fulfil the responsibilities as stated in the enclosed Partnership Quality Commitment.

The Erasmus mobility proposed by Sapienza University will be facilitated by our co-operation in:

- tutoring of the beneficiary
- monitoring and evaluation of the Traineeship

We are willing to host .....(name and surname of the trainee)  
for..... months within **July 2026**

**PARTNER ORGANISATION INFORMATION**

Name of the hosting organisation:	
Erasmus code (if available)	
Address	
Postal code:	





City:	
Country:	
Phone number:	
E-mail address:	
Web site :	
Country Code (Annex 1):	
Size Code:	<input type="checkbox"/> <b>S1 – Small</b> (1-50 workers) <input type="checkbox"/> <b>S2 – Medium</b> (51-250 workers) <input type="checkbox"/> <b>S3 – Large</b> (251 or more workers)
Activity Code (Annex 2):	
Isced code (Annex 3):	

**DETAILED DESCRIPTION OF THE ORGANIZATION:**

**DETAILED DESCRIPTION OF THE WORK PROGRAMME OF THE TRAINEESHIP:**

**TRAINEESHIP PERIOD:**

Traineeship period: from \_\_\_\_\_ to \_\_\_\_\_

***(The mobility must end at maximum the 31.07.2026)***



**TYPE OF MOBILITY**

- Erasmus+ traineeship
- Digital opportunity traineeship

**LANGUAGE REQUIREMENTS**

**Working language of the traineeship:** .....

Level requested at the beginning of traineeship: **B1**  **B2**  **C1**  **C2**

*(For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)*

**On the basis of our evaluation the trainee fulfills the above mentioned language requirements**

**CONTACT DETAILS OF THE RECEIVING ORGANIZATION RESPONSIBLE FOR TRAINEESHIP**

Name and surname:	
E-mail:	
Phone nr.:	

Date: .....

Name of signee (supervisor):.....

Position of signee: .....

Signature and stamp:.....



## QUALITY COMMITMENT for Erasmus + Student Traineeship 2025/2026

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

### THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

**Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Give **full recognition** to the student for satisfactory completed activities specified in the Learning Agreement for Traineeship

**Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme

### THE SENDING INSTITUTION<sup>1</sup> AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Learning Agreement for Traineeship** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

**Monitor** the progress of the placement and take appropriate action if required.

### THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Learning Agreement for Traineeship) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation (if necessary)

**Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country



**THE STUDENT UNDERTAKES TO:**

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

**Communicate** with the sending institution about any problem or changes regarding the placement

**Submit a report** in the specified format and any required supporting documents at the end of the placement

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### Country codes (annex 1)

AUSTRIA	AT
BELGIUM	BE
BULGARIA	BG
CYPRUS	CY
CZECH REPUBLIC	CZ
GERMANY	DE
DENMARK	DK
ESTONIA	EE
SPAIN	ES
FINLAND	FI
FRANCE	FR
GREECE	GR
CROATIA	HR
HUNGARY	HU
IRELAND	IE
ICELAND	IS

LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
LATVIA	LV
MALTA	MT
NETHERLANDS	NL
NORWAY	NO
POLAND	PL
PORTUGAL	PT
ROMANIA	RO
SWEDEN	SE
SLOVENIA	SI
SLOVAKIA	SK
TURKEY	TR
UNITED KINGDOM	UK



### Description Economic activity (annex 2)

COD E	Description Economic activity
A	Agriculture, Forestry and Fishing / Agricoltura, Silvicoltura e Pesca
B	Mining and Quarrying / Attività estrattiva
	Manufacturing / Attività Manifatturiere
D	Electricity, Gas, Steam and Air Conditioning Supply / Fornitura di Energia Elettrica, Gas, Vapore e Aria Condizionata
E	Water supply, Sewerage, Waste Management And Remediation Activities / Fornitura di Acqua; Reti Fognarie, Attività di Trattamento dei Rifiuti e Risanamento
F	Construction / Costruzioni
G	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles / Commercio all'ingrosso e al Dettaglio; Riparazione di Autoveicoli e Motocicli
H	Transportation and Storage / Trasporto e Magazzinaggio
I	Accommodation and Food Service Activities / Servizi di alloggio e di Ristorazione
J	Information and Communication / Servizi di Informazione e Comunicazione
K	Financial Intermediation, Insurance and Pension Funding / Attività Finanziarie e Assicurative
L	Real Estate, Renting and Business Activities / Attività Immobiliari
M	Technical Activities, Research and Development Activities / Attività Professionali, Scientifiche e Tecniche
N	Administrative and Support Service Activities / Attività Amministrative e di Servizi di Supporto
O	Public Administration and Defence; Compulsory Social Security / Amministrazione Pubblica e Difesa; Assicurazione Sociale Obbligatoria
P	Education / Istruzione
Q	Human Health and Social Work Activities / Sanità e Assistenza Sociale
R	Cultural And Recreational Activities / Attività Artistiche, di Intrattenimento e Divertimento
S	Other Service Activities / Altre Attività di Servizi
T	Activities of Households as Employers ; undifferentiated goods and services producing activities of households for own use/ Attività di famiglie e convivenze come datori di lavoro per personale e domestico ; produzione di beni e servizi





	indifferenziati per uso proprio da parte di famiglie e convivenze
U	Activities of Extraterritorial organisations and bodies / Attività di Organizzazioni ed Organismi extraterritoriali

For further details about the economic activity codes please, visit:

[http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=&IntCurrentPage=1](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=&IntCurrentPage=1)

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### Isced codes (annex 3)

ISCE D COD ES	Description
0110	Education, not further defined
0111	Education science
0112	Training for pre-school teachers
0113	Teacher training without subject specialization
0114	Teacher training with subject specialization
0119	Education, not elsewhere classified
0188	Education, inter-disciplinary programmes
0210	Arts, not further defined
0211	Audio-visual techniques and media production
0212	Fashion, interior and industrial design
0213	Fine arts
0214	Handicrafts
0215	Music and performing arts
0219	Arts, not elsewhere classified
0220	Humanities (except languages), not further defined
0221	Religion and theology
0222	History and archaeology
0223	Philosophy and ethics
0229	Humanities (except languages), not elsewhere classified
0230	Languages, not further defined
0231	Language acquisition
0232	Literature and linguistics
0239	Languages, not elsewhere classified
0288	Arts and humanities, inter-disciplinary programmes
0310	Social and behavioural sciences, not further defined
0311	Economics
0312	Political sciences and civics
0313	Psychology
0314	Sociology and cultural studies
0319	Social and behavioural sciences, not elsewhere classified
0320	Journalism and information, not further defined



0321	Journalism and reporting
0322	Library, information and archival studies
0329	Journalism and information, not elsewhere classified
0388	Social sciences, journalism and information, inter-disciplinary programmes
0410	Business and administration, not further defined
0411	Accounting and taxation
0412	Finance, banking and insurance
0413	Management and administration
0414	Marketing and advertising
0415	Secretarial and office work
0416	Wholesale and retail sales
0417	Work skills
0419	Business and administration, not elsewhere classified
0421	Law
0429	Law, not elsewhere classified
0488	Business, administration and law, inter-disciplinary programmes
0510	Biological and related sciences, not further defined
0511	Biology
0512	Biochemistry
0519	Biological and related sciences, not elsewhere classified
0520	Environment, not further defined
0521	Environmental sciences
0522	Natural environments and wildlife
0529	Environment, not elsewhere classified
0530	Physical sciences, not further defined
0531	Chemistry
0532	Earth sciences
0533	Physics
0539	Physical sciences, not elsewhere classified
0540	Mathematics and statistics, not further defined
0541	Mathematics
0542	Statistics
0549	Mathematics and statistics, not elsewhere classified
0588	Natural sciences, mathematics and statistics, inter-disciplinary programmes
0610	Information and Communication Technologies (ICTs), not further defined



0611	Computer use
0612	Database and network design and administration
0613	Software and applications development and analysis
0619	Information and Communication Technologies (ICTs), not elsewhere classified
0688	Information and Communication Technologies (ICTs), inter-disciplinary programmes
0710	Engineering and engineering trades, not further defined
0711	Chemical engineering and processes
0712	Environmental protection technology
0713	Electricity and energy
0714	Electronics and automation
0715	Mechanics and metal trades
0716	Motor vehicles, ships and aircraft
0719	Engineering and engineering trades, not elsewhere classified
0720	Manufacturing and processing, not further defined
0721	Food processing
0722	Materials (glass, paper, plastic and wood)
0723	Textiles (clothes, footwear and leather)
0724	Mining and extraction
0729	Manufacturing and processing, not elsewhere classified
0730	Architecture and construction, not further defined
0731	Architecture and town planning
0732	Building and civil engineering
0739	Architecture and construction, not elsewhere classified
0788	Engineering, manufacturing and construction, inter-disciplinary programmes
0810	Agriculture, not further defined
0811	Crop and livestock production
0812	Horticulture
0819	Agriculture, not elsewhere classified
0821	Forestry
0829	Forestry, not elsewhere classified
0831	Fisheries
0839	Fisheries, not elsewhere classified
0841	Veterinary
0849	Veterinary, not elsewhere classified
0888	Agriculture, forestry, fisheries, veterinary, inter-disciplinary



	programmes
0910	Health, not further defined
0911	Dental studies
0912	Medicine
0913	Nursing and midwifery
0914	Medical diagnostic and treatment technology
0915	Therapy and rehabilitation
0916	Pharmacy
0917	Traditional and complementary medicine and therapy
0919	Health, not elsewhere classified
0920	Welfare, not further defined
0921	Care of the elderly and of disabled adults
0922	Child care and youth services
0923	Social work and counselling
0929	Welfare, not elsewhere classified
0988	Health and Welfare, inter-disciplinary programmes
1010	Personal services, not further defined
1011	Domestic services
1012	Hair and beauty services
1013	Hotel, restaurants and catering
1014	Sports
1015	Travel, tourism and leisure
1019	Personal services, not elsewhere classified
1020	Hygiene and occupational health services, not further defined
1021	Community sanitation
1022	Occupational health and safety
1029	Hygiene and occupational health services, not elsewhere classified
1030	Security services, not further defined
1031	Military and defence
1032	Protection of persons and property
1039	Security services, not elsewhere classified
1041	Transport services
1049	Transport services, not elsewhere classified
1088	Services, inter-disciplinary programmes