

AREA
PER L'INTERNAZIONALIZZAZIONE



SAPIENZA
UNIVERSITÀ DI ROMA



“Erasmus+ Traineeship” in the frame of the Erasmus+ Programme for 250 Three-month Mobility Grants

Academic Year 2022-2023

Deadline On-line Application: May 31, 2022 at 2:00 pm (Italian time)

On-line call and application form:

<https://www.uniroma1.it/it/node/28741>



Index

Art. 1 General Information.....	4
Art. 1.1 The Erasmus+ Programme	4
Art. 1.2 Erasmus for Traineeships.....	4
Art. 1.3 Digital Opportunity Traineeships.....	5
Art. 1.4 Duration of the Traineeship	5
Art. 1.5 Participating Countries	6
Art. 1.6 Finding a Traineeship Host Institution.....	6
Art. 1.7 Credit Recognition	8
Art. 1.8 Grants	8
Art. 1.9 Erasmus + Grant Taxation.....	9
Art. 1.10 Grant Payment	9
Art. 2 Application and Admission Criteria	10
Art. 2.1 Admission Criteria	10
Art. 2.2 Application.....	11
Art. 2.3 Selection Commission	12
Art. 2.4 Evaluation Selection Criteria.....	12
Art. 2.5 Candidates selection	14
Art. 3 Rankings	14
Art. 3.1 Ranking Process	14
Art. 3.2 Grant Acceptance.....	15
Art. 3.3 Traineeship Waiver and Replacement.....	15
Art. 3.4 Admission to the Host Country and Insurance.....	16
Art. 3.5 On-line Linguistic Support	16
Art. 3.6 Narrative report (EU SURVEY)	
Art. 4 Other Conditions	17
Art. 4.1 Activities and Funding	17
Art. 4.2 Checks	17
Art. 4.3 Final Authority	17
Art. 4.4 Personal Data Protection.....	17



ROADMAP	
Call opening	13 April 2022
Deadline for submitting application	31 May 2022
Formal assessment of applications	1-13 June 2022
Candidates shortlisted for the selection	16 June 2022
Interviews at Faculty	4-15 July 2022
List of candidates receiving grants	Presumably within 9 September 2022
Mobility period	October 2022 – October 2023



Art. 1 General Information

Art. 1.1 The Erasmus+ Programme

Erasmus Plus is the EU programme in the fields of Education, Training, Youth and Sport for the period 2021-2027 that promotes the **international mobility of students and future graduates** towards other countries participating in the programme (see Art. 1.5) to improve transversal and professional competences with particular attention to the job market and their contribution to the creation of a cohesive society.

Art. 1.2 Erasmus for Traineeships

Erasmus+ for Traineeship grants are allocated for the following activities at foreign host institutions:

- A) professional education and orientation traineeships
- B) curricular traineeships

The beneficiaries of the *Erasmus+ for Traineeship* Programme are exclusively students enrolled at Sapienza University of Rome. Recent graduates can also take advantage of the grants by **applying during the last year of enrolment, before graduation. In this case, the traineeship must be carried out and concluded** within twelve months of graduation and within the deadlines indicated in this call.

PLEASE NOTE:

- Students who intend to carry out their traineeship as **graduates**, must submit the application for the selection **before discussing their graduation thesis under penalty of the grant allocation (are not eligible and cannot be financed)**
- Students who intend to complete their traineeship during their **programme of study**, must maintain their “student” status throughout the traineeship. Students who graduate during their traineeship period will lose their right to the grant and be asked to return received funds.



Art. 1.3 Digital Opportunity Traineeships

Please note that traineeships involving the following activities will be considered as “traineeships in digital skills”:

- Digital marketing (i.e.: social media management, web analytics);
- Digital graphical, mechanical or architectural design;
- Development of apps, software, scripts or websites;
- Installation, maintenance and management of IT systems and networks;
- Cybersecurity;
- Data analytics, mining, visualisation;
- Programming and training of robots and artificial intelligence application.

Activities like generic support to company customers, administrative activities such as data entry in the company data base or generic office tasks are not considered as part of the digital skills category.

In order to facilitate the search for eligible host institutions for traineeships in Digital Skills, the European Commission has invited European companies to publish their offers on Drop'pin@EURES or [ErasmusIntern](#). However, students can seek other institutions autonomously, **provided the traineeship activities correspond to the above-mentioned activities.**

Art. 1.4 Duration of the Traineeship

This call provides for traineeships that last no less than two months (60 days) and that can be funded up to 3 months. An extension can be obtained if formally authorised in advance.

The mobility MUST take place in within the period 3 October 2022 – 31 October 2023.

Traineeships may not be interrupted or suspended. Mobility periods of less than 2 months or cancellation of the mobility period, mean that the student forfeits the E+ Traineeship mobility period and must return the entire or partial grant received.

The Erasmus+ Programme provides candidates with the opportunity to experience up to a 12-month mobility period abroad for every cycle/level of study (Bachelor and Master Programmes) and up to 24 months for single-cycle study programmes.



Mobility periods completed as part of *LLP/Erasmus (for study and/or placement)* and *Erasmus Mundus* also count towards the maximum number of mobility months, if they were completed during the same cycle of study, even at another university. Recent graduates mobilities for traineeship within the Erasmus+ also count towards the maximum number of mobility months.

Art. 1.5 Participating Countries

Erasmus+ for Traineeship mobility periods can be completed in any European Union member state and other countries participating in the programme. These include:

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

Mobility periods in Switzerland are not admissible.

Art. 1.6 Seeking the Traineeship Host Institution

The host institution for the traineeship period must satisfy the definition given in the *“Programme Guide”* (version 2, 2021) published by the European Commission, which is: “any public or private organisation that is active on the labour market and or in sectors such as education, training and youth.”

Eligible hosts include:

- Enterprises: public or private; small, medium or large;
- Agencies: public agencies at the local, regional or national levels;
- Trade unions or other job market representatives, including Commerce Chambers, professional and trade associations;
- Research Institutes;
- Foundations;
- Schools, institutes, educational centres at any level;



- NGOs and other non-profit associations;
- Professional orientation, professional consulting and information service organisations;
- European Council, United Nations, UN Economic Commission for Europe, UN Organisation for Education, Science and Culture and UN and UNESCO offices;
- Universities or university-level institutions in any member state or programme country.

For traineeships carried out at the university level (i.e., university labs, libraries, etc.), **activities must concern professional training, NOT study** (i.e., traineeships in university Erasmus offices).

In the case of traineeships at Italian cultural institutes abroad, schools, commerce chambers abroad, legal studios abroad and private companies headquartered in Italy, the principle of transnationality must be guaranteed (i.e., if the trainee were to acquire different know-how to that available in the country of origin).

UNELIGIBLE host institutions include:

EU institutions and other bodies, including specialised agencies. The full list is available at: http://europa.eu/about-eu/institutions-bodies/index_en.htm)

The candidate must **independently find an organization willing to host him/her** as a trainee and then propose to carry out an internship at the contacted institution either independently or through the intermediation of a professor. For application to this call, acceptance must be formalized by means of an acceptance letter (*Letter of Acceptance*, see Annex 1).

Host institutions may also be found at: Sapienza website: <https://www.uniroma1.it/it/pagina/ricerca-dellorganizzazione-ospitante>

The host institution stated in the application cannot be changed, with the exception of serious and motivated cases.



Art. 1.7 Credit Recognition

For those who carry out a **mobility period as students**, the *Erasmus+ for Traineeship* mobility is structured as an internship experience whose recognition procedure must be carried out according to the regulations and educational plans of the various study programmes, and following the procedures established by the their individual faculties

Selected candidates are required to seek information about CFU (ECTS) recognition **before departure at their Department Office and/or at the Faculty Traineeship Office.**

Art. 1.8 Grants

Erasmus+ for Traineeship mobility grants are awarded on the basis of the actual number of days, as stated in the attendance certificate issued by the host institution (Traineeship Certificate). **The minimum duration must not be less than two months (60 days).**

The amount of the Erasmus + EU grant varies based on the destination country group:

- **GROUP 1** (high cost of living) **€500/month**: Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway.
- **GROUP 2** (medium cost of living) **€450/month**: Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal.
- **GROUP 3** (low cost of living) **€400/month**: Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia.

If EU funds are unavailable or additional EU funds are assigned, or upon student request and following authorization by the university, students may be assigned an "Erasmus zero-EU-grant" status, following the ranking order, which allows them to benefit from the advantages linked to the mobility, but without receiving EU grants. Moreover, in case of co-funding by MUR, students may receive further funding. Information on possible co-funding will be provided at a later date.



Students with special needs may receive additional funding from the Indire Erasmus+ National Agency. Students who qualify for such funds should communicate their situation both on the application form and upon acceptance of a mobility grant.

Detailed information on available EU funding will be provided during the year via a specific information note that will be published at:

<http://www.uniroma1.it/erasmus/studenti-students/erasmus-studenti-diversamente-abili>

Art. 1.9 Erasmus + Grant Taxation

Pursuant to Art. 1, paragraph 50 of Bill N. 208 (28.12.2015), scholarships for international mobility benefit from the exemptions provided for in Article 1, paragraph 3, of Bill N. 105 of May 9, 2003, converted, with amendments, by the law n. 170 of 11 July 2003, subject to further regulatory changes.

Art. 1.10 Grant Payment

The personal data and tax and bank details provided by the student on the Infostud Platform will be used for payment of the grants. Students should verify that the data is correct and up to date.

Grants will be paid in two instalments:

- First instalment (80%) - at the beginning of the traineeship period, usually within 30 days of receipt of the declaration of arrival at the host site, except for any deferments (for example: closing periods of the university, etc.);
- Second instalment (20%) - upon the student's return to Italy, following delivery of the complete traineeship documentation.



Art. 2 Application and Admission Criteria

Art. 2.1 Admission Criteria

To participate in the selection for an *Erasmus+ for Traineeship* mobility grant, the candidate must:

- 1) Be regularly enrolled at Sapienza University of Rome for academic year 2021-22, in a:
 - Three-year Bachelor programme (year two onwards);
 - Master programme;
 - One-cycle programme (year two onwards);
- 2) Have **at least two months (60 days)** available in his/her study cycle for traineeship mobility, as per the Erasmus + Programme, and not have already performed the maximum number of months of mobility allowed by the Erasmus + Programme (see Article 1.4)
- 3) **Have a Letter of Acceptance, completed and signed** by the host institution. **Only letters completed as per the model provided in Annex 1 and attached to the application (Art. 2.2) will be accepted.** Failure to do so will compromise your right to a mobility grant;
- 4) Not have received other funding from the EU or Sapienza University for periods abroad that overlap, even partially, with the Erasmus+ Traineeship period.

PLEASE NOTE: Students enrolled in Professional Master Courses, Specialisation Schools, Single Courses, and PhD Programmes are NOT eligible.

The requirements, referred to in this article, must be held by the student by the deadline for application submissions, under penalty of exclusion.

The lack of even one of the aforementioned requirements will determine the exclusion of the candidate from the selection process.

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

The Administration may at any time, with a motivated provision, exclude candidates from the selection by default of the admission requirements prescribed by the call.



Art. 2.2 Application

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

Application must be made **on-line** via the form available at: http://151.100.101.75/candidatura_placement/login.aspx.

Deadline for on-line application: May 31, 2022 at 2:00 pm (Italian time).

Interested students must complete all the fields of the on-line application form and make sure to upload the following documents as an integral part of the application:

1. **PHOTOCOPY of a valid identity document, SCANNED AND UPLOADED WITH THE APPLICATION FORM, under penalty of exclusion from the selection process;**
2. CV in Italian or in English;
3. **Letter of acceptance** (see Annex 1) from the host institution, **on company letterhead and/or stamped, duly filled in and signed, stating the language that will be used for the traineeship**. Moreover, the host company must confirm that the **candidate's language level is adequate for the traineeship**.

Failure to upload the application form of any of the aforementioned documents (Photocopy of ID, Curriculum vitae and Letter of Acceptance from host company) will cause exclusion from the selection.

PLEASE NOTE:

- A. The Letter of Acceptance must **comply with the model provided in Annex 1** to this Call. Incomplete documents or documents submitted in different formats will not be accepted.
- B. The proposed host institution must **complete, sign and stamp** the Letter of Acceptance and send it back to the candidate, who will upload it in pdf format¹ to the online application form. **The Letter of Acceptance will only be considered valid if all its sections are completed, including the "Language Requirements" Section**. Failure to do so will exclude you from the selection process.

¹ The *Letter of Acceptance* must be uploaded as a **single pdf file**, including all the pages of the document (see Annex 1).



- C. The Letter of Acceptance **can NOT be submitted after the call deadline. Candidates who do not have a Letter of Acceptance by the deadline are not eligible.**

Candidates must ONLY use the university email account (@studenti.uniroma1.it). This will be the **only communication channel accepted** for the purposes of this selection procedure, even after the deadline of the call for applications.

After applying, each candidate will receive a report on the data entered at the e-mail address provided in the application form. **Therefore, each candidate must verify receipt of the report and the accuracy of the data provided, promptly communicating any errors in the compilation/reception of the application to the relevant office (by email at: erasmustirocini@uniroma1.it) within 24 hours of the call deadline.**

Art. 2.3 Selection Commission

The Selection Commission (hereinafter: the Commission), composed by professors and administrative staff will be indicated by the Faculty Deans. The selection process will be conducted as described in Art. 2.4.

The selection will be based on qualifications, according to the selection criteria that will be defined during the preliminary meeting of the Commission: these criteria will be formalized by the Commission in the first report and will, in any case, be defined in full coherence with the assessment elements object of Art. 2.4.

Art. 2.4 Evaluation Selection Criteria

Candidates will be assessed on basis of:

1. Traineeship project
2. Academic proficiency

Traineeship Project: 0 - 40 points

- **Content** of the traineeship project described in the Letter of Acceptance signed by the host institution and
- **Coherence** of the traineeship with the candidate academic path.

The Faculty Commission will organise interviews with candidates in order to asses



the coherence of the traineeship period with the students' academic path.

If the applicant has submitted a traineeship project and a Letter of Acceptance that are incongruent with his/her academic career, he/she might be excluded from the selection via a final decision by the Commission. **The allocation of 0 (zero) points to the traineeship project from the Faculty Commission will bring about the exclusion from the selection process.**

Academic Proficiency: 0 – 60 points

Academic proficiency will be assessed on the basis of the regularity of studies and grades. The factors that contribute to the formulation of the score, related to the career are: **the weighted average**, compared to the weighted average grade of the student's study programme, and **the number of credits acquired** compared to the total number of credits expected for the year of enrolment in the current cycle (regularity of study). **Academic career data will be taken into consideration as of the call deadline**, including exams that have been self-certified in the application phase.

PLEASE NOTE: the following do **NOT** apply in calculating your weighted average and acquired CFUs:

- Exams taken abroad during Erasmus periods for which the recognition procedure has not been completed;
- Extracurricular examinations (former Art. 6 of Royal Decree N. 1269/38) as these exams do not contribute to the achievement of CFUs required for the degree and are not included in the calculation of the average;
- Integrated exams and ADE (elective activities), unless the credits for all the tests constituting the integrated exam have been successfully completed;
- Single Course exams, unless they have already been recognized in the Bachelor, Master, or single-cycle study programme in which the student is enrolled for the current academic year;
- Exams cancelled for failure to comply with prerequisites;
- Exams declared as taken, but which were only booked and not taken or, even, not booked;



- CFUs related to the final exam.

If exams and/or training activities are not present on the Infostud Platform by the call deadline, **students must submit a self-declaration during the application phase (section 4 of the application form).**

The Administration reserves the right to verify the substitutive declarations. Should such controls reveal the non-veracity of the content of the declarations, the declarant will forfeit all allocated benefits, in addition to what is provided by provisions of Art. 76 of the D.P.R. N. 445/2000.

Art. 2.5 Candidates selection

The Internationalisation Office will verify formal requirements foreseen in art. 2.1.

The list of candidates shortlisted for the interview will be published on the webpage <https://www.uniroma1.it/it/node/28741>. At the same time faculties will publish the dates of the interviews that will take place between 4 and 15 July 2022.

Taking part in the interview is compulsory: candidates who will not attend will be excluded from the procedure.

Please be aware that it **will NOT be possible to modify the interview date** except if overlapping the date of an exam (duly justified with evidence).

Faculties have the right to postpone the date of the interview providing timely communication to candidates via mail.

The assessment certificates will be collected by the Internationalisation Office in order to publish the formal ranking.

Art. 3 Rankings

Art. 3.1 Ranking Process



The grants made available through this call will be distributed amongst all Faculties proportionally to the applications received by each Faculty. In case of equal standing, the ranking will favour the younger candidate.

If all ranked candidates in the Faculty are exhausted, the grant will be allocated to the first eligible runner-up candidate, who has not received a grant, from the Faculty with the highest number of eligible candidates, and in case of *ex aequo*, from the Faculty with the highest number of enrolled students.

The final ranking will be published on the website <http://www.uniroma1.it>, on the webpage devoted to the Erasmus mobility:

<https://www.uniroma1.it/it/node/28741>, by 9th September, 2022. After 15 days from their publication, the rankings will be considered final.

If candidates waive their place, the ranking of eligible candidates will scroll downwards. The following eligible candidate in the final ranking list in the same Faculty will replace the candidate who has waived his/her place. The same procedure will be followed should new funding become available.

If further funding becomes available and there are no other eligible candidates, a new call for application may be published.

Art. 3.2 Grant Acceptance

When the rankings are published, **selected students will receive a communication on the result of the selection process at their university e-mail address.**

Selected students will be invited to accept the grant within 5 business days. Failure to comply with the aforementioned term will be considered as a waiver of the grant. Eligible candidates who scroll up the ranking list will be required to comply with the procedures and times provided.

The definitive allocation of an EU Erasmus + grant is subject to:

- submission of the requested documents;
- completion of the *Learning Agreement for Traineeship*;
- signature of the financial agreement between the student and Sapienza University.

Art. 3.3 Traineeship Waiver and Replacement



The Erasmus Unit will assign grants to ranked next candidate until all ranked students have been offered a mobility grant. Students will be contacted via e-mail and invited to reply within 5 business days or automatically lose the grant.

Art. 3.4 Admission to the Host Country and Insurance

Students are responsible for inquiring about regulations concerning:

- Admission to the host country by contacting the relevant diplomatic missions (Embassies and Consulates) in Italy;
- Health care in the host country by contacting his/her local health authority or diplomatic mission.

The legislation and regulations governing the admission 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 collect the necessary information and obtain the documents that are required for admission and sojourn in the destination country at their respective diplomatic missions.

Insurance for accidents and civil liability on the workplace, which the student automatically benefits from through enrolment at the university, is extended, with the same procedures, for the entire period abroad at the host institution. All information on these insurance policies is available at: <http://www.uniroma1.it/ateneo/amministrazione/aree-e-uffici/direzione-risorse-umane-finanziarie-e-patrimoniali/area/polizze>

The aforementioned insurance only covers traineeship activities and does not include the coverage of risks related to the medical profession and health facilities. Students in the healthcare area are responsible for finding such insurance autonomously.

Students on mobility are required to independently have adequate health coverage for their stay abroad, in accordance with the procedures laid down by the host country: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani

Art. 3.5 On-line Linguistic Support



The Erasmus + Programme requires selected candidates to take a **mandatory** online language test, before and after the mobility period.

Based on the result of the assessment test, the student/graduate may be awarded a license to take an on-line language course, for the purpose of preparing for the mobility period. **Completion of the assigned online course is mandatory.**

Art. 3.6 Narrative report (EU SURVEY)

At the end of the mobility period participants will be requested to fill in a narrative report (EU SURVEY). The invitation to fill in the report will be sent via email.

Art. 4 Other Conditions

Art. 4.1 Activities and Funding

Please note that the information contained in this call may be modified and/or supplemented on the basis of subsequent updates and provisions by the National Erasmus + Indire Agency.

Art. 4.2 Checks

As per Art. 71 of Decree N.445 (28/12/2000), the Administration will carry out checks, even randomly, as well as in all cases where there are well-founded doubts on the veracity of self-certifications. **False information, declared or self-certified, constitutes a reason for exclusion/forfeiture of the mobility grant.**

Art. 4.3 Final Authority

Pursuant to Bill N. 241 (August 7, 1990), Tiziana De Matteis, Head of the Erasmus Unit, International Office, is responsible for the call for Sapienza University of Rome., e-mail address: erasmustirocini@uniroma1.it.

Art. 4.4 Personal Data Protection



The protection of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as by current national legislation.

In case of conflicting interpretations between the English and Italian versions of this call, the Italian language text must be considered final.

Signed by the Rector