

APPLICATION FOR TRAINEESHIP PERIOD ABROAD FOLLOWING THE ERASMUS+/KA1 PROGRAMME 2017/18 “NORTH SOUTH TRAINEESHIP” IN COLLABORATION WITH THE UNIVERSITY OF ROME “TOR VERGATA”

In the ambit of Key 1 activities (KA1) of the Erasmus+ Programme, the mobility for Traineeships allows **students and recently graduated students, as long as selected before the attainment of the degree title**, access to internships/placements in countries adherent to the Programme.

ART. 1 – TRAINEESHIP LOCATIONS

“Erasmus Traineeship” can be undertaken in countries adherent to the Erasmus+ Programme: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Iceland, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, The Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Slovakia, Slovenia, Spain, Turkey, Hungary.

Internship/Placement in Turkey

Because of the attempted military coup on the 15th July 2016, the Turkish authorities have declared a state of emergency for three months which started from the 21st July 2016, subsequently extended for several months, and still in force.

Therefore, the University of Pavia does not encourage mobility towards Turkey.

It is not possible to carry out a period of Erasmus mobility in your own country of residence.

The hosting organizations can be:

- Any public or private organisation active in the job market or in areas of education, training and young people. As an example, such organization might be:
 - a public or private company, small, medium or large (including community/social businesses), including Italian companies in locations abroad
 - A public corporation in a local, regional or national level
 - A social party or another representative in the job market, including chambers of commerce (also the Italian ones located abroad), artisans/professionals organizations and unions
 - A research institution
 - A foundation/establishment
 - A school/institution/education centre (at any level, from pre-school education to secondary education, professional and adult training/education) including Italian cultural institutions abroad
- A non-profit organisation, association or a non governmental organisation (NGO)
- A system for professional orientation, professional consultancy and communication services
- A Higher Education Institution of a country adherent to the Programme holding an Erasmus Charter for Higher Education

It is not possible to carry out a traineeship at:

- EU institutions and other EU organizations, including specialized agencies/companies¹
- Organizations that manages EU programmes, like National Agencies

In unclear cases the Erasmus+ National Agency will finally decide on the eligibility of the company.

ART. 2 – SEARCHING FOR A HOST INSTITUTION

Candidates will have to find a company available to host them, either independently or thanks to the help of a university teacher/coordinator. On the Erasmus University website, in the section named “Trova l’impresa ospitante”² there are tools available to help you search for your host institution, from a list of available traineeship offers arrived directly at the Erasmus office, or the list of companies that have hosted previous students or also some useful links to better direct your search.

Once the host location has been chosen, **candidates must ask the company to complete “a letter of acceptance”**, which is available on the University Erasmus Website³. Candidates must hand in the letter of acceptance to their Erasmus delegate during the selection interviews, in order to be evaluated (see Art. 8).

Students that do not hand in their “letter of acceptance” from the host company in time for the date of the interviews selection will not access the interviews themselves therefore they will be excluded from the competition and allocation of a traineeship period and possible related contribution.

In case candidates dispose of more than one letter of acceptance, **they will have to select the one which they will bring to the selection interviews and for which they will be evaluated.**

ART. 3 – CANDIDACY REQUIREMENTS

Candidates can be EU citizens and non EU citizens **regularly enrolled**⁴ in a course at the University of Pavia (bachelor degree, master degree, one-single-cycle degree, PhD program, 1st and 2nd level Master degree program, graduate school)⁵ for the academic years 2017/18 or 2016/17.

Students enrolled for the academic year 2017/18 at their first year of bachelor or one-single cycle degree cannot apply.

¹ The complete list can be found on this site: http://europa.eu/about-eu/institutions-bodies/index_it.htm

² The web page “Trova l’impresa ospitante” is available here: www.unipv.eu > *Internazionalizzazione* > *Erasmus+* > *Erasmus+ Traineeship*

³ The “letter of acceptance” to be completed by the host company is available here: www.unipv.eu > *Internazionalizzazione* > *Erasmus+* > *Erasmus+ Traineeship*

⁴ Students proven to be enrolled for the academic years 2017/18 or 2016/17 are those who have paid taxes and university fees for that academic year. If non EU citizens they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata here: <https://studentonline.unipv.it/esse3/Home.do> (after the login select “Segreteria” to check the presence of a green stamp/mark in correspondence of “Dettaglio iscrizione”)

⁵ The candidacy of everyone enrolled in a university masters or a graduate school requires a preventative check of admittance: please contact the International Mobility Office (train.erasmus@unipv.it)

Candidates who, in relation to the Erasmus Traineeship application issued by the University of Pavia on 19th April 2017, have been assigned of an Erasmus Traineeship period cannot apply, unless they have already withdrawn.

Candidates should not have already benefited from all the months of mobility permitted by the Erasmus+ Programme during their study cycle⁶.

ART. 4 – DEPARTURE REQUIREMENTS

You can undertake a traineeship while you are enrolled at the University of Pavia, or after you have graduated.

Graduating during your traineeship period is not allowed.

- Those undertaking the traineeship as a graduate, master or Phd students or enrolled in a graduate school, at the moment of departure, will have to be regularly enrolled at the University of Pavia for the academic year 2017/18⁷
- Those intending to obtain their degree by the 30th April 2018 and to carry out their internship before or after the completion of the degree, they will not have to enrol to the academic year 2017/18
- Those who intend to do the traineeship after their graduation, they will have to be selected before the date in which the degree is obtained

For all the students: the mobility period must end by the 30th September 2018.

ART. 5 – DURATION OF TRAINEESHIPS

The traineeship must have a **minimum duration period of 2 months**, and must be continuous. The traineeship must take place **between the 1st January 2018 and 30th September 2018**.

Students that will interrupt their stay before the minimum required period (2 months) without a valid and legitimate reason will have to return the entire sum of the grant received.

In the course of the mobility period you are not permitted to graduate or obtain a qualification for the study course in which you are enrolled at the University of Pavia, neither transfer yourselves to another University.

The students who intend to graduate right after the end of their mobility period should consider to have enough time to get the formal recognition of their mobility activity (as agreed on by the regulations of each University Department).

Extending the mobility period

⁶ Erasmus+ allows you to take different mobility periods for every study cycle, equally for study or traineeship. There are 12 months of mobility allowed in total for every study cycle, I – bachelor degree, II – master degree, III – PhD program/masters/graduate school and 24 months in total for a one-single-cycle degree

⁷ Students proven to be enrolled for the academic year 2017/18 are those who have paid taxes and university fees for that academic year. If non EU citizens they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata here: <https://studentonline.unipv.it/esse3/Home.do> (after the login select “Segreteria” to check the presence of a green stamp/mark is correspondence of “Dettaglio iscrizione” for the academic year 2017/18)

The traineeship can be extended (until the end date 30th September 2018). The request for the extension shall be received by the International Mobility Office at the latest 1 month prior the initially foreseen termination date. The specific request form is available in the Erasmus website.

ART. 6 – ECONOMIC CONTRIBUTIONS

Those participating in the Erasmus Traineeship mobility period for 2017/18 are able to receive economic contributions from EU funds and ministerial funds (in case the Ministry of University confirms their availability).

It is possible that the funds available will not be sufficient to all selected students.

With the aim of guaranteeing a financial contribution to the maximum possible number of students, **the university will pay the grant for a maximum duration of 4 months.**

Participants can however decide to stay for a longer period.

Monthly grant	Countries of destination
480 Euros	Group 1: (High living costs) Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, UK
430 Euros	Group 2: (Medium living costs) Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxemburg, The Netherlands, Portugal, Slovenia, Spain, Turkey Group 3: (Low living costs) Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Former Yugoslav Republic of Macedonia

PhD students already holding a PhD scholarship or students enrolled in a graduate school with correspondent scholarship will benefit of the Erasmus ‘status’ only. Therefore they will not receive any grant.

Distribution of the funds and allocation of economic contributions

The monthly amount based on the country of destination will be allocated for every month indicated in the letter of acceptance by the host company, with the limit of maximum 4 months.

Before departing, while signing the Mobility Agreement, **the economic contributions will be adjusted to the duration in days of the period**, based on the expected start and end date of the traineeship fixed by the host company.

Students that will not receive the economic contribution expected, because there was not enough funding available, will equally be able to depart and benefit of the Erasmus ‘status’. The contributions can be given afterwards if funding becomes available, even at the end of the mobility period.

Payment of economic contributions

Unless differently agreed on grants will be paid in two instalments. The first instalment will be paid within the 30 days following the sending of the arrival certificate – on the condition that:

- You have paid taxes and the University fees for the academic year 2017/18 (exception is given for those who intend to obtain their qualification by the 30th April 2018 and undertake their traineeship before or after graduation)
- You hold a regular Permit of Stay for Italy, if you are a non EU citizen
- You have completed the online form with your own bank/post details through the Area Riservata (Home > Anagrafica > Inserire/Modificare Dati Rimborso)
- You have signed and handed in your Learning Agreement with the placement schedule and activities
- You have signed the Mobility Agreement
- You have sent the arrival certificate to the International Mobility Office

The final instalment will be paid after the end of the mobility period, within 45 days after the students will have handed in the required documents to be presented at the end of the traineeship (see related chapter below).

At the end of the mobility period the grant will be adjusted to the real duration of the traineeship as certified by the host company. If case of a reduced period than initially foreseen the exceeding amount will be returned by the student.

Other funding opportunities

- **EDISU Funding for international mobility**
EDiSU foresees contributions for those who participate in mobility programs. Please check how to access this opportunity directly with EDiSU.
- **Funding for the disabled**
In addition to the contributions already foreseen by the European Commission and indicated in this call, disabled people can count on special contributions linked to their needs. Students with special needs selected in the ambit of this call will receive the necessary information on how to apply for this extra funding opportunity.

ART. 7 – HOW TO APPLY

Everyone must complete the application online available at www.unipv.eu, following the path *Internazionalizzazione > Erasmus+ > Erasmus+ Traineeship*.

Application will be online **from the 25th September 2017 until 12.00 on the 19th October 2017.**

Only for those enrolled in PhD courses, 1st and 2nd level Masters degrees, graduate schools: they will have to complete the application in a printed version (available on the aforementioned website), attaching the letter from the supervisor, and send everything in scanned version to train.erasmus@unipv.it or hand in directly to the International Mobility Office **by 12.00 on 19th October 2017.**

ART. 8 – SELECTION AND RANKING

Ranking will be available by the 7th December 2017 on the website <http://www.unipv.eu>, following the path *Internazionalizzazione > Erasmus+ > Erasmus+ Traineeship*.

Up to 100 points	Merit grade (Calculated automatically on the basis of the student career examinations)
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	+
Up to 100 points	Interview selection Evaluation of the acceptance letter by the host institution, that also contains internship project and linguistic competence verified + assessment of academic and personal motivation
	+
20 points	Bonus priority to candidates that have not taken previous Erasmus Study and/or placements/traineeships periods during the study cycle in which they will carry out the mobility for which they have applied to

Merit grade

The merit grade will be calculated in relation to the **exams⁸ of the current course of study and whose marks will be registered** in the student career by the **19th October 2017**; for those enrolled on a master degree the previous bachelor (3 year degree) course will be considered too (graduation mark and 180 overall credits).

It will be the responsibility of the candidate to check their “Libretto” in “Area Riservata”⁹, showing all the registered exams taken and passed (presence of an ‘S’ in the green field next to the name of the exam, the date of the exam and the grade).

The candidate must signal personally any eventual missing registrations or situations such as “activities pending approval” at the Segreteria Studenti of the specific course of study and in case the missing registration depends on the professor, the request must addressed directly to the professor.

The merit grade will be calculated by applying the following formula:

- For students enrolled on a bachelor (3 year degree) or a one-single-cycle degree

$$\text{Weighted average exam marks} \times \frac{\text{CFU Acquired}}{\text{CFU Foreseen}}^{**}$$

- For students enrolled on a master degree

$$\frac{(\text{graduation mark bachelor} * x 30) \times 180 + (\text{weighted average marks present master} \times \text{CFU acquired present master})}{110} \times \frac{\text{CFU acquired present master} + 180}{\text{CFU foreseen}^{**} \text{ present master} + 180}$$

The merit grade thus calculated will be “normalized” to 100. The maximum attainable mark will therefore be 100.

* For those enrolled on a master course possessing a previous bachelor degree obtained abroad, in case the graduation mark is not present on the registered student career (Esse3) or it is not shown out of 110, a predetermined grade of 95/110 it will be attributed.

** For grades foreseen, it’s meant those expected from the course of study, including the academic year 2015/16, adapted as follows:

- 60 CFU for each “regular” enrolment year

⁸ For “exams” meaning the exams and the other teaching/training activities expected at the level of study

⁹ To access the Area Riservata: <https://studentonline.unipv.it/esse3/Home.do>; complete the login and select “Carriera” to see your “Libretto”

- Penalization of 30 CFU for every year of “non regular” enrolment

The students enrolled on a PhD course, 1st and 2nd level masters degrees or graduate school for whom it will not be possible to calculate the merit grade automatically, this will be decided by the selection committee, in consideration of the academic career and on the basis of the information supplied by the respective supervisor in the letter attached to the application of those candidates.

Selection interviews

Interviews will take place between 20th November and 1st December 2017. The calendar displaying the relevant days, place and hour of the interviews for each Erasmus area will be published on the website in good time. Candidates will therefore not receive a formal invitation to the interviews. The publication of the calendar on the website will act as a formal notification. Candidates that do not show up for the selection interview will be excluded from the application process.

At the interview candidates must hand in their acceptance letter from the host company. Students that do not hand in their “letter of acceptance” from the host company in time for the date of the interviews selection will not access the interviews themselves therefore they will be excluded from the competition and allocation of a traineeship period and possible related contribution.

Verification of the linguistic competence

The linguistic competence is necessary for the completion of a traineeship and it will be verified and stated directly by the host company. Candidates will not therefore be tested for the language of work during the selection phase.

Bonus priority

A bonus priority will be attributed to candidates that have not taken previous Erasmus study and/or placements/traineeships periods during the study cycle in which they will carry out the mobility for which they have applied to. The bonus corresponds to 20 points that will be added to both the points of the merit grade and the points related to the interview.

ART. 9 – ACCEPTANCE OF MOBILITY PERIOD ASSIGNED

The selected candidates must accept their allocated period of mobility between **the 11th and the 22nd December 2017**. Those who do not accept by the expiry date of 22nd December 2017 will be considered as withdrawn.

It will not be possible to change the location of the assigned placement/traineeship.

ART. 10 – DEADLINES

By 12.00 19/10/2017	Completion of the application online (everyone); Completion of the application also in printed version by those enrolled on PhD program, 1 st and 2 nd level Master degree program, graduate school (at the International Mobility Office)
From 20/11/2017 to	Selection interviews for each Erasmus Area

01/12/2017	
By 07/12/2017	Publication of ranking
From 11/12/2017 to 22/12/2017	Acceptance or renunciation of the allocated traineeship period

ART. 11 – POST TRAINEESHIP PERIOD ATTRIBUTION PROCEDURES

Before departure

Students must:

- Produce a Learning Agreement (that means the document containing all the details related to the activities of the traineeship, period.....) that will be signed by all parties (host organization, Erasmus delegate, trainee)
- Complete the online form with bank/post details through the Area Riservata (Home > Anagrafica > Inserire/Modificare Dati Rimbros)

Students will also asked to complete online:

- OLS test (the invitation to fill out the test is done directly by the European Commission before the beginning of the internship)

The University of Pavia will provide to students:

- The Mobility Agreement (Erasmus Contract) signed by the student and the university, where details about the amount and modality of payment of the scholarship are indicated as well as rights and obligation of the students in mobility

During the mobility

Students must produce:

- An arrival certificate given by the host company
- Extension request document (if students want to extend their period of Erasmus, see also art. 5 of the present document)

Returning from the mobility period

Maximum within 30 days from their return students must present the following documents at the International Mobility Office:

- Traineeship certificate supplied by the host company

Students will also asked to complete online:

- Participant Report (the invitation to fill out the report is done directly by the European Commission)
- Final OLS test (the invitation to fill out the test is done directly by the European Commission)

ART. 12 – ARRIVAL AT THE HOST COUNTRY

The students must inform themselves independently in regards to:

- Any possible requirement to be fulfilled upon entering the host country, addressing beforehand the competent diplomatic representations (Embassies and Consulates) in Italy

- Health Care in the host country (again addressing the competent ASL in Italy; tips are available also at <http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival/articolo1288.html>)

ART. 13 – CERTIFICATION AND RECOGNITION

The University of Pavia will recognise the traineeship period abroad, according to the regulations of each department/course of study.

ART. 14 – INSURANCE

During the whole of the Erasmus mobility period students enrolled at the University of Pavia are automatically beneficiaries of an accident insurance policy and a civil responsibility one.

Those who will carry out the traineeship after their graduation will still benefit of the civil responsibility insurance policy while they will have to register to the Accident policy.

It will be possible to do so registering and paying the related amount following the instructions given at www.unipv.eu, following the path *Internazionalizzazione > Erasmus+ > Erasmus+ Traineeship > Prima di partire*.

ART. 15 – NOTICES

All notices for applicants and selected candidates will be sent exclusively by email to the institutional e-mail address.

ERASMUS COORDINATORS

LAW

Prof. Giovanni Sacco - giovanni.sacco@unipv.it

ECONOMICS AND MANAGEMENT

Prof. Maria Elena Gennusa - mariaelena.gennusa@unipv.it

POLITICAL AND SOCIAL SCIENCES

Prof. Andrea Zatti - andrea.zatti@unipv.it

HUMANITIES

Prof. Maria Cristina Bragone - mariacristina.bragone@unipv.it

PSYCHOLOGY

Prof. Paola Palladino - paola.palladino@unipv.it

ENGINEERING

- Architecture and construction

Prof. Carlo Berizzi - carlo.berizzi@unipv.it

- Building and civil engineering

Prof. Carlo Lai - carlo.lai@unipv.it

- **Environmental engineering**

Prof. Arianna Callegari - arianna.callegari@unipv.it

- **Electrical and industrial engineering**

Prof. Norma Anglani - norma.anglani@unipv.it

- **Electronic engineering**

Prof. Fabio Dell'Acqua - fabio.dellacqua@unipv.it

- **Computer engineering**

Prof. Antonella Ferrara - antonella.ferrara@unipv.it

- **Bioengineering**

Prof. Angelo Buizza (bachelor) - angelo.buizza@unipv.it

Prof. Paolo Magni (master) - paolo.magni@unipv.it

DRUGS SCIENCES

Prof. Giuseppina Sandri - giuseppina.sandri@unipv.it

MEDICINE AND SURGERY

Prof. Giovanni Ricevuti, Secretary: Miss Alida Brocchetta - socramed@unipv.it

BIOLOGY AND BIOTECHNOLOGY

Prof. Sergio Comincini - sergio.comincini@unipv.it

CHEMISTRY

Prof. Giancarla Alberti - giancarla.alberti@unipv.it

PHYSICS

Prof. Lorenzo Maccone - lorenzo.maccone@unipv.it

MATHEMATICS

Prof. Paola Frediani - paola.frediani@unipv.it

EARTH AND ENVIRONMENTAL SCIENCES

- **Geology**

Prof. Elisa Sacchi - elisa.sacchi@unipv.it

- **Natural sciences**

Prof. Gisella Rebay - gisella.rebay@unipv.it

MUSICOLOGY AND CULTURAL HERITAGE

Prof. Michela Garda - michela.garda@unipv.it

COMMUNICATION

Prof. Andrea Maria Fumagalli - andreamaria.fumagalli@unipv.it