

## PROGRAMME ERASMUS+ TRAINEESHIP

### 3<sup>d</sup> Call for applications for scholarships for unibz students and recent graduates AY 2023/24

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#### 1. GENERAL INFORMATION

##### 1.1 What is Erasmus+ for Traineeship

Erasmus+ for Traineeship is a mobility programme that provides financial assistance to cover part of the costs incurred by students and recent graduates during their traineeship period abroad.

unibz makes available mobility grants to its regularly enrolled students and its recent graduates from **European funds** allocated to unibz and from European funds allocated to the Green\_Train consortium, of which unibz is a partner.

The funds, allocated according to a ranking list, will be available until they are exhausted and must be used by **31/12/2024**

##### 1.2 Erasmus+ countries

The traineeship must take place in one of the EU members states (except for Italy) or in Iceland, Liechtenstein, Norway, Macedonia, Serbia and Turkey.

Traineeships in the following partner countries are also eligible under this call: Switzerland, the Vatican City State and San Marino.

**Please note: universities/higher education institutions are NOT, however, eligible as host institutions in the partner countries.**

##### 1.3 Mobility to the country of origin

Students and recent graduates who are citizens of one of the countries participating in Erasmus+ and are enrolled or graduated at unibz are eligible for mobility at a company in their country of origin / citizenship, but in the selection process they will not be given any priority. In the ranking they will be placed after the candidates whose nationality does not coincide with that of the country where they carry out the traineeship.

**Please note:** Mobility to the country of residence is not permitted under the Erasmus programme.

##### 1.4 Traineeship receiving institutions

The host institution can be any public or private organization active in the labor market or in the field of youth and education.

As an example, the following institutions are eligible:

- small, medium or large public or private companies (including social enterprises);
- public institutions at local, regional, or national level;
- social partners or other representatives of working life, including chambers of commerce, professional/craft associations, and trade unions;
- research institutes;
- foundations;

- schools / institutions / secondary education centers / higher education institutions (at all levels, from kindergarten to university, including vocational training and adult education);
- non-profit organizations, associations, NGOs;
- institutions providing advice and information for career and professional development.

In the event that the traineeship takes place in secondary education institutions, the activities carried out must imply professional training, not study.

Any research activity is acceptable insofar as it can be considered professional training for the student or recent graduate with the Erasmus+ mobility grant; to that end, the Learning Agreement for Traineeships must be filled out as to indicate such training.

The following institutions are not eligible:

- EU institutions/bodies/agencies (the complete list is available [here](#));
- organisations managing EU programmes (e.g. National Agencies) ;
- national diplomatic representations (embassies, consulates) of the student's country of origin and present in the host country (e.g. a student of Italian nationality will not be able to do an internship in an Italian embassy in Germany).

### 1.5 Duration of traineeship

The minimum duration of a Erasmus+ Traineeship is two months (60 days) and the **maximum duration is 6 months (180 days)**. The duration of the traineeship is calculated on a commercial year: 360-day year composed of 12 months of 30 days each.

The traineeship must be completed no later than **31.12.2024**, under penalty of the grant's withdrawal. The holiday closure of the host institution is not to be considered as interruption of the mobility period for traineeship. The EU grant will be maintained for the period of closure of the host enterprise but should not be counted for the attainment of the minimum period of stay.

Traineeships must be full-time. The grant is only awarded for full-time traineeships (minimum 36-week hours): except for degree courses in Social Work, Social Education, Innovation and Research for Social Work and Social Education and Primary Education.

It is possible to make use of the Erasmus+/Study and Erasmus+/Traineeship for a maximum total of 12 months for each study cycle (Bachelor, Master), 24 months for a combined study cycle (this concerns only the Degree program in Primary Education). For the purposes of calculating the total 12/24 months per study cycle, the full periods of effective mobility must be considered, including those without grant.

### 1.6 The financial contribution

The Erasmus+ grant is a contribution to the costs incurred for mobility.

The EU mobility grant will be modulated according to the country of destination, based on the following groups:

Group 1 (high cost of living)	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway  Partner countries: Switzerland
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Group 2 (medium cost of living)	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, The Netherlands, Malta, Portugal  Partner countries: Vatican City State, San Marino
Group 3 (low cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of Macedonia and Serbia, Turkey

The quotes of mobility grants set for the Italian students and recent graduates participating in the Erasmus+ will have the following amounts:

**Mobility to Group countries 1:**

500 euro

**Mobility to Group countries 2:**

450 euro

**Mobility to Group countries 3:**

400 euro

NOTE: the exact amount of the individual grant will be calculated on the basis of the actual days of traineeship abroad.

In the event that the student or recent graduate interrupts the traineeship, she/he must return to the University any amount already received, in proportion to the days of stay which have not been performed. In case the traineeship period is less than 60 days (two months), the whole amount will have to be refunded.

Top-ups may be awarded for those in a socio-economically disadvantaged position and additional contributions for sustainable travel, according to the indications of the competent authorities (European Commission, National Agency E+) and until funds are exhausted.

**1.7 Recognition of the traineeship**

The traineeship done with the Erasmus+ Traineeship will be recognized as curricular traineeship with CFU/ECTS credits, only if it was not done previously. Nevertheless, the minimum duration of the training provided in the individual regulations of study programs/faculties will still have to be respected. In case of optional traineeships, these will be included in the Diploma Supplement.

For final approval, the following forms\* must be submitted:

<b>student</b>	<ul style="list-style-type: none"> <li>• traineeship certificate</li> <li>• evaluation academic tutor</li> <li>• trainee final report</li> </ul>
<b>recent graduate</b>	<ul style="list-style-type: none"> <li>• traineeship certificate</li> <li>• trainee final report</li> </ul>

\*Faculties may ask to hand in additional documents for the traineeship recognition.

### 1.8 Insurance coverage during the traineeship

During the traineeship, students and recent graduates are insured against accidents and for third party liability. In addition, unibz has stipulated a travel insurance that covers its students and graduates for the whole duration of the traineeship. [See study guide/general information.](#)

### 1.9 Requirements for candidates

May apply to participate:

- students enrolled at unibz in a three-year Bachelor, Master or single study cycle;
- students enrolled in courses offering a joint degree/double degree if the university administrative headquarter is unibz;
- students close to the end of the studies who want to activate the traineeship as new graduates. Please consider that **the application and the selection must be done before the graduation**. The start of the traineeship must be as recent graduate. The traineeship project must be completed within 12 months from the date of graduation and no later than 31/12/2024;
- the mobility grants can be assigned also to students enrolled in the first year.

#### Compatibility between mobility grants:

- may apply those who have participated in the Erasmus Study, including the winners of the academic year 2023-24 planning to carry out the study activity after having completed the traineeship program;
- cannot apply the recipients of other EU funds for stays abroad, that overlap with the traineeship period Erasmus+ Traineeship;
- may apply those who have already been on Erasmus+, provided that in total for each cycle of study they do not exceed 12 months between study and traineeship;
- it is possible to repeat the experience of mobility Erasmus+ during the 3 cycles of study for a maximum of 12 months per cycle (24 months in the case of single study cycles); within the 12/24 months, both study and training activities are included; previous experiences of mobility carried out with the LLP program are comprised in the calculation of the maximum period of 12 months of mobility for each cycle; also the mobility for traineeship as recent graduate, within the program Erasmus+, is taken into account when determining the period of 12 months for the just concluded study cycle;
- students enrolled in an Erasmus+ Studio, Joint Master degrees, or Erasmus Mundus, who are not scholarship holders and who meet the requirements to apply for this call can participate, provided that they have a compulsory traineeship in the study plan;
- students enrolled in a joint program, an Erasmus+ Studio, joint Master degrees, or an Erasmus Mundus as unibz or EU scholarship holders cannot apply, as it is not possible to receive both financial supports for the same period of mobility.

Non-EU candidates should inform themselves before the application procedure about the timing and the requirements for the visa application required in the country where they intend to carry out the traineeship.

Students who are in possession of a language certificate for the language of the country in which they will carry out the training or for the target language accepted by the host institution can apply for participation.

The recognized language certificates are:

- a) language certificate issued by the Language Centre of unibz at least level B1 of QCER;
- b) certificate issued by the language centers of other Italian and European universities at least level B1 of QCER;

- c) internationally recognized certification that indicates at least level B1 of QCER: [List of recognized language certificates](#)

The knowledge of the foreign language and its certification must be held on the expiry date of the call for application.

## 2. SUBMISSION OF THE APPLICATION

Applicants must submit their application **by 4.00 pm** (Central European Time - CET) **on April 29, 2024**.

The application must be submitted using the relevant platform **Mobility Online**.  
Link to the application available on the [study guide](#).

It is possible to arrange [an individual appointment](#) for advice and/or application check through the digital desk.

### **Required documentation for upload:**

- CV in Italian, German or English.
- motivation letter in Italian, German or English.
- the knowledge of the language of the country in which the traineeship will be carried out, or of the target language accepted by the host institution must not be demonstrated if the language competence is already registered in the student's history book. In the event that the language competence needs to be proven the student may submit a certificate or self-certification (in original copy) according to the art. 46 of the Presidential Decree of 28<sup>th</sup> of December 2000, nr. 445. The certificate or self-certification will be sent to the Language Centre of unibz for approval for the purposes sent out in this announcement.  
Optional form for download in the [Study guide](#)/downloads/self-declaration.
- internship project in English drawn up by the candidate (based on the learning and/or guideline objectives of the student) Form available for download in on the [Study guide](#).
- a letter of acceptance from the host institution. Form available for download on the [Study guide](#).
- photocopy of a valid ID (identity card or passport).

Incomplete application will not be considered.

### **2.1 Selection of the host institution**

The candidate must identify and personally contact the host institution (see section 1.4), in compliance with the eligibility criteria, and agree with it on the activities to be performed. The Career Service of unibz will support the student in finding enterprises.

It is not allowed, after the application has been submitted and the selection procedure has been completed, to change the host institution for which you have applied except for proven reasons. Individual cases will be assessed by the Career Service.

## 3. SELECTION CRITERIA AND RANKING

ANNEX TO RECTORAL DECREE NO. 483 2023 OF 25/03/2023

Applications will be evaluated by a committee of the University made up by at least three delegates selected by the faculties among their teaching staff. Technical support will be provided by the Career Service.

Eligible candidates (see paragraph 1.9) will be ranked on following parameters:

- coherence of the internship project with the study course: 0-10 points;
- motivation and determination of the candidate: 0-10 points;
- language skills: 0-5 points;
- curriculum vitae: 0-15 points.

As of 2018/19, the European Commission intends to promote traineeships for the acquisition of e-skills in all disciplines. Digital skills aim to develop high technological skills (computer security, big data analysis, quantum and/or artificial intelligence, programming languages; search engine optimization - SEO) and horizontal skills (web design, digital marketing, software development, graphic design).

In this regard, traineeships involving the following activities will be considered as traineeships in digital skills:

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

*Digital skills* do not include activities such as general customer support for the company in which the traineeship will be carried out or administrative activities such as, for example, the input of data into company databases and general office tasks. In compliance with the European Commission's guidelines, the fact that the traineeship involves the acquisition of the aforementioned digital competences will be among the priority criteria for awarding grants, provided that the candidate receives the minimum score required (30/40 points). In order to facilitate the search for suitable locations for traineeships aimed at the development of Digital Skills, the European Commission has invited interested European companies to publish their offers on the platforms [Drop'pin@EURES](mailto:Drop'pin@EURES) or [ErasmusIntern](#). However, students are free to independently identify other locations, provided that the activities provided during their traineeships coincide with those mentioned above.

The committee may decide to integrate an interview for the evaluation. In case of equal points, priority will be given to the student who has the best average mark.

There will be a single ranking list based on the assigned points. The minimum amount required to access the ranking is 30/40 points.

The ranking list will be sent by e-mail to each candidate by 8<sup>th</sup> May 2024. The rankings will show the winning candidates and the suitable candidates.

With the signing of the Erasmus Charter for Higher Education (ECHE) 2021-2027, unibz has committed itself to implementing the selection in accordance with the principles of non-discrimination, transparency and inclusion of the Erasmus programme and to guaranteeing equal opportunities for participants from all backgrounds, with particular attention to those with fewer opportunities.

#### 4. OBLIGATIONS OF THE WINNERS

Successful candidates must accept the Erasmus+ Traineeship grant by email ([careerservice@unibz.it](mailto:careerservice@unibz.it)) within May 10, 2024, at 5.00 pm. Those who will not follow through with the acceptance procedure will be excluded.

In the event of winners' withdrawals, the suitable candidates will be contacted by the Career Service via e-mail, but they shall be excluded from the ranking if they will not perform the acceptance procedure via e-mail within two working days.

The final allocation of the grant Erasmus+ Traineeship is subjected to the signing of the contract of apprenticeship and of the documents attached before the departure.

The starting date of the traineeship submitted in the application form is binding. The Career Service reserves the right to approve, in exceptional cases, duly justified requests for changes.

Upon acceptance of the grant, the student agrees to deliver a copy of the Learning Agreement within the date set by the Career Service at the time the grant is awarded. Those who do not submit a copy of the mentioned document or those who will not provide any reasons for it before that date will be excluded.

#### 5. ADDITIONAL PROVISIONS

In recent years the international scenario has seen a progressive change that has led to the appearance of new risk factors (e.g. political upheavals, acts of terrorism, natural disasters, health emergencies/Covid-19). Students are required to inform themselves in advance about the context of their country of destination also through the website "[Viaggiare Sicuri](#)" managed by the Ministry of Foreign Affairs. Students must be aware that a planned mobility could be hindered by a risk factor.

**N.B. The information provided in this call may be subject to amendments and/or addendums due to any subsequent communication by the Erasmus+ National Agency of new provisions for the academic year 2023/2024. Any amendments and/or addendums will be communicated exclusively via the [Study Guide](#).**

#### 6. CALENDAR

- Deadline for application: **April 29, 2024 at 4.00 pm (CET)**
- Sending of the ranking list: **by May 8, 2024**
- Deadline for the acceptance of successful candidates: **by May 10, 2024 at 5.00 pm**
- Clearing procedure: **by May 11, 2024**
- Start of the traineeship: **between May 27, 2024 and October 24, 2024** (see section 1.5).
- End of the traineeship: **by December 31, 2024.**

#### 7. PERSONAL DATA PROCESSING

**Data protection information according to Articles 13-14, Reg UE 2016/679 "European Data Protection Basic Regulation**

1. The Free University of Bozen/Bolzano is responsible for data processing, with its legal seat in 39100 Bozen/Bolzano, University Square 1, the representatives are the President and legal representative at the time.
2. The Data Protection Officer of the Free University of Bozen/Bolzano can be contacted at the following e-mail address: [privacy@unibz.it](mailto:privacy@unibz.it).
3. The personal data you have provided to the data controller will be processed in compliance with the basic data protection regulations, the relevant national legislation and the requirements of confidentiality.
4. The processing of the data is carried out exclusively for the purpose of the correct handling of your application. The personal data which you gave us are necessary to correctly handle of your inquiry. Only general personal data are processed, such as personal data of the legal representatives or contact persons.
5. The legal basis of the processing is article 6, paragraph 1, b, e and f.
6. The personal data can be processed manually or digitally in compliance with the Data Protection Code by our representatives who are appointed and adequately trained for this purpose. Your data may also be processed by persons to whom the law or a subordinate source of law allows access.
7. The data will be kept for as long as is necessary to fulfil the institutional purposes and for as long as is legally required, and in any case for no longer than 10 years.
8. As a data subject, you can exercise your rights as guaranteed in sections 2, 3 and 4 of Chapter III of the European Data Protection Regulation, such as access, information, updating, possible cancellation, etc., vis-à-vis the Free University of Bozen/Bolzano by contacting one of the following numbers/addresses as an alternative Tel. +39 0471 012700; Fax +39 0471 012709; e-mail: [privacy@unibz.it](mailto:privacy@unibz.it) .

## 8. CONTACTS

### Career Service

It is possible to arrange [an individual appointment](#) for advice and/or application check through the digital counter (see section 2. Application submission).

The Career Service is available by e-mail: [careerservice@unibz.it](mailto:careerservice@unibz.it), or by telephone: 0471 012700.

### PERSON IN CHARGE OF THE PROCEDURE

In accordance with the law 7th August 1990, no. 241, and with successive modifications and integrations the person in charge of the procedure of the present call is Iris Tappeiner, head of the Career Service, Piazza Università' 1 – 39100 Bolzano – telephone 0471 012700, fax 0471 012509, [careerservice@unibz.it](mailto:careerservice@unibz.it).