



PROGRAMME ERASMUS+ MOBILITY FOR TRAINEESHIP

III Call for applications - Byte - for scholarships for unibz students and recent graduates

AY 2019/20

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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.

In the academic year **2019-20** unibz makes available to its regularly enrolled students and its recent graduates mobility grants for a total of **€ 21.750,00 of European funds** allocated to the **Consortium Byte**. The funds are to be used by **30.09.2020**.

Unibz reserves the right to make additional European funds available to finance any eligible applications, should the funds provided in the call be exhausted.

1.2 Erasmus+ countries

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

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, and health emergencies). 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 Italian Ministry of Foreign Affairs. Students must be aware that a planned mobility could be hindered by a risk factor. In this case, the Career Service cannot guarantee the relocation of the internship to another company in the event of cancellations due to force majeure, or for precautionary reasons.

BREXIT UPDATE

If you are interested in an internship in the United Kingdom, here you can find the [latest updates](#) on Brexit.

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.

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, including the European agencies;
- organizations managing EU programs (see the list at the following link https://europa.eu/european-union/about-eu/institutions-bodies_en);
- national diplomatic representations (embassies etc.) of the country in which the candidate is registered, as well as those of origin / citizenship of the student and recent graduate in the host country.

1.5 Duration of traineeship

The minimum duration of a traineeship Erasmus+ Traineeship is two months (60 consecutive 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 **30/09/2020**, 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.

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, United Kingdom, Lichtenstein, Norway
Group 2 (medium cost of living)	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, The Netherlands, Malta, Portugal,
Group 3 (low cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Turkey, Republic of Macedonia and Serbia

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:

400 euro

Mobility to Group 2 and Group 3 countries:

350 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.

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 forms¹ must be submitted:

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

¹ 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. Information on insurance coverage and requirements in case of accident are available [online](#) (see Study guide/General information).

The stipulation of a worthwhile private health/travel insurance policy is always recommended. The travel insurance policy stipulated by unibz does not cover students who make a mobility to countries indicated as "at risk", even partial, before departure, as listed on the website <https://www.bmeia.gv.at/reise-aufenthalt/reisewarnungen/>

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 30/09/2020;

- 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 2019-20 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+ KA1, 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+ KA1, 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 16.00** (Central European Time - CET) **on March 10th, 2020** at the Infopoint (Bolzano or Bressanone) **during the opening hours of the Career Service.**

The application can be uploaded using the relevant **google form** available at the following URL: <https://forms.gle/cNDgxFUffaiYFAqWA>

ATTENTION: to submit the application online you must own or create a google account.

Required documentation:

- application form Erasmus+ Traineeship downloadable from [Study guide](#).
- 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 28th 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;
- internship project in English drawn up by the candidate (based on the learning and/or guideline objectives of the student);
- a letter of acceptance from the host institution;
- 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.

3. SELECTION CRITERIA AND RANKING

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 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 will be published online (Study Guide) by March 16, 2020.

The rankings will show the winning candidates and the suitable candidates.

4. OBLIGATIONS OF THE WINNERS

Successful candidates must accept the Erasmus+ Traineeship grant by email (careerservice@unibz.it) within March 18, 2020 at 17:00. 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 deliver a copy of the aforementioned document or those who won't provide any reasons for it before that date will be excluded.

5. CALENDAR

- Deadline for application: **March 10, 2020 at 16.00** (CET), Infopoint Bolzano or Bressanone.
- Publication of the ranking list: **by March 16, 2020**
- Deadline for the acceptance of successful candidates: **by March 18, 2020 at 17:00**
- Clearing procedure: by **March 19, 2020**
- Start of the traineeship: between **April 6, 2020 and August 1, 2020** (see section 1.5).
- End of the traineeship: by **September 30, 2020**.

6. PERSONAL DATA PROCESSING

This information is to be considered as an integration of the note provided in compliance with art. 13 of EU Regulation 679 / 2016 – Data Protection Code (DPC) - at the time of enrollment at the Free University of Bozen-Bolzano which is referred here in full. The legal basis for the treatment is Article 6(1)(e) and (c) of the GDPR. Your data collected today for the completion of the selection procedure and possibly additional to those provided at the time of enrollment at the University, are treated in compliance with the aforementioned regulation as well as with current regulations. As a participant in the selection process, your personal data required for the publication of the ranking will be published in the Study guide of the university together with the ranking-points you achieved.



7. CONTACTS

Career Service

Opening hours:

Bolzano Infopoint, A1.01

Monday from 14:00 to 16:00
Tuesday and Thursday from 10:00 to 12:30

Bressanone Infopoint, 2.12

Tuesday and Thursday from 14:00 to 16:00

You can also arrange an individual appointment by e-mail (careerservice@unibz.it) or 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, [e-mail cas@unibz.it](mailto:cas@unibz.it).

Bolzano, (Date of Rector's Decree).