

**CALL FOR TRAINEESHIP PERIODS ABROAD
IN THE FRAMEWORK OF ERASMUS+/KA1
“NORTH SOUTH TRAINEESHIP”
IN COLLABORATION WITH THE UNIVERSITY OF ROME “TOR VERGATA”
ACADEMIC YEAR 2020/21**

Programme co-financed by the European Commission
and by the Ministry of Education, University and Research – MIUR

The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

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The conditions set out in this call may be subject to changes and additions following official communications from the Erasmus+ National Agency INDIRE, in relation to updates of the ERASMUS+ Programme 2014-2020 by the European Commission.

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.

In the academic year 2020/21 the University of Rome "Tor Vergata" is coordinating the NORTH SOUTH TRAINEESHIP Project and is making available a total of **341 months reserved for the University of Pavia**. The University reserves the right to increase the number of traineeships offered as a result of additional financial availability and/or through the possibility to carry out a "zero grant" mobility.

ART. 1 – INTRODUCTION

The current call states

- the requirements and procedure to apply for a traineeship period in an enterprise located in one of the countries participating in the Erasmus+ programme
- the criteria for the selection of candidates and for the allocation of mobility periods.

Annex I defines

- the requirements for the start of the mobility period
- the characteristics of the mobility period
- the fulfilments of the "selected" student¹
- the economic contributions to mobility with relative assignment criteria
- the provisions that regulate the participation in the Erasmus+ Mobility for Traineeship Program.

Security provisions

It should also be noted that, if the Ministry of Foreign Affairs and International Cooperation does not recommend travel to the destination country or if the University of Pavia, after hearing the parties involved, considers the sending/staying of students in the destination country unsafe, the mobility period may be suspended, modified, interrupted, or cancelled.

All the information related to the current announcement will be published and constantly updated on the [Erasmus website](#).

Communications to candidates and selected students will be exclusively sent to their University e-mail address.

ART. 2 – CANDIDACY REQUIREMENTS

Candidates can be EU citizens and non-EU citizens **regularly enrolled**² 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 school³) for the academic years 2020/21 or 2019/20.

All candidates must be selected for mobility before their graduation.

The following are not eligible to apply:

- those who obtain their degree before the deadline of the call for applications
- students enrolled for the academic year 2020/21 at their first year of bachelor or one-single cycle degree
- those who have already benefited from all the months of mobility permitted by the Erasmus+ Programme during their study cycle⁴.

1 Selected students = candidates who passed the selection process and were awarded a mobility period

2 Students proven to be enrolled for the academic years 2020/21 or 2019/20 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](#) (after the login select "Segreteria" to check the presence of a green stamp/mark in correspondence of "Dettaglio iscrizione")

3 The candidacy of everyone enrolled in a 1st and 2nd level Master degree program or in a graduate school requires a preventative check of admittance: please contact the International Mobility Office (train.erasmus@unipv.it)

ART. 3 – DESTINATIONS

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

The host organisation 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 located 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/companies⁵
- Organizations that manage EU programmes, like National Agencies.

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

ART. 4 – 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 website](#), in the section *How to apply > Find a host organisation*, it's published the list of organisations that have already hosted students in the past years.

4 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

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

It is also the candidate's responsibility to check the existence of any special requirements dictated by the host organisation (e.g., application by a certain deadline not compatible with the timing of the placement, additional documents, language certification, etc.) directly with his/her supervisor at the host Institution.

ART. 5 – HOW TO APPLY

The application will be online, by filling in the application form available on the [Erasmus website](#) (section *How to apply*), **for all the candidates**.

The application will be available from the 25th of February 2021 until 12.00 on the 25th of March 2021.

In order to complete their application, **students enrolled in PhD program, 1st or 2nd level Master degree program and graduate school** must also send the letter from their supervisor (the form is available on the above-mentioned website) to the International Mobility Office (train.erasmus@unipv.it) **by 12 noon on the 25th of March 2021.**

Applications with incomplete or untruthful data will be considered invalid.

ART. 6 – RANKINGS

A ranking will be drawn up for each Erasmus Area based on merit only.

The merit grade will be calculated in relation to the **exams⁶ of the current course of study and whose marks will be registered in the student career by the 30th of September 2020**; 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 the "Libretto" in [Area Riservata](#), showing all the registered exams taken and passed (presence of an 'S' in the green field next to the name of the exam, date of the exam and grade).

The candidate must signal personally any eventual missing registrations or activities with pending approval **at the Segreteria Studenti and**, in case the missing registration depends on the professor, the request must be addressed **directly to the professor**.

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

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

$$\frac{\text{weighted average exam marks}}{\text{marks}} \times \frac{\text{CFU acquired}}{\text{CFU foreseen**}}$$

- For students enrolled in a master degree

$$\frac{\left(\frac{\text{bachelor graduation mark*}}{110} \times 30 \right) \times 180 + \text{master x CFU acquired present master}}{\text{CFU acquired present master} + 180} \times \frac{\text{CFU acquired present master} + 180}{\text{CFU foreseen** present master} + 180}$$

⁶ For "exams" meaning the exams and the other teaching/training activities due by a specific course

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

- * For those enrolled in 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, it will be attributed a predetermined grade of 95/110.
- ** For CFU foreseen, it's meant those expected from the course of study, including the academic year 2019/19, adapted as follows:
 - **60 CFU** for each “regular” enrolment year
 - **penalization of 30 CFU** for every year of “non regular” enrolment.

The students enrolled in a PhD course, 1st and 2nd level master degree program 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.

In case of equal overall score, the position in the ranking will be determined giving precedence to those who, in order:

- 1) for seniority of University career will have fewer future opportunities to participate in Erasmus mobility
- 2) have a higher age
- 3) in relation to the Erasmus Traineeship application issued by the University of Pavia on 5th May 2020, have not been assigned of a mobility period (unless they have already withdrawn).

Rankings will be published by the 31st of March 2021 on the [Erasmus website](#).

ART. 7 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GENERAL DATA PROTECTION REGULATION

The personal data of the candidates will be treated only for the purposes of the Erasmus+ Program, eventually including communication to the Erasmus+ National Agency, to the host University and to the European Commission, according to the regulations set by the European General Data Protection nr. 2016/679.

ART. 8 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION

The responsible of the procedures of the present call for application is: Michela Cobelli – International Relations, International Mobility Office – Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 986938 – e-mail michela.cobelli@unipv.it.

ART. 9 – INFO

Call for application, info on how to apply, info on Erasmus period
[Erasmus website](#)

Administrative info and documents
International Relations, International Mobility



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DI PAVIA

Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 98 4004 | 4112 | 6948 | 4119 – e-mail train.erasmus@unipv.it



Didactic info and guidance

Erasmus coordinators for each area of study

Names and contact are listed on the [Erasmus website](#).

How to get feedbacks from other Erasmus students and former Erasmus students

[Facebook](#)

[STEP-ESN Pavia](#)