

**CALL FOR APPLICATIONS**  
**ERASMUS FOR TRAINEESHIP MOBILITY A.A 2025/2026**

**Art. 1**  
**Subject**

1. A selection is announced for student mobility (hereinafter referred to as Erasmus for traineeship) for the academic year 2025/2026 within the Erasmus+ KA131 Program - Mobility of students and recent graduates for traineeship purposes.
2. Students enrolled at the University of Siena can carry out a traineeship period in a European country (Partner Country) or in a non-European country (Programme Country) from the first year of studies. This also includes activities as a teaching assistant, in the case of future teachers, and research assistant for students and doctoral candidates in any relevant research facility. Where possible, traineeships should be an integral part of the student's study program.
3. Traineeship mobility is also offered to "recent graduates" who, if interested in undertaking a traineeship abroad, must submit their application before obtaining their final degree.

**Art. 2**  
**Applicants**

1. Students regularly enrolled in the following study programs at the University of Siena can apply:
  - students enrolled in a first-cycle degree program (Bachelor's degree) who have at least 30 credits (CFU) recorded in their academic career at the time of submitting the application for long-term mobility, and 15 credits (CFU) for short-term mobility;
  - students enrolled in a second-cycle degree program (Master's degree);
  - students enrolled in a single-cycle degree program;
  - students enrolled in a third-cycle degree program (Doctoral degree, first and second-level postgraduate Master's programs, and specialization schools).
2. Regular enrollment at the University is confirmed by the payment of all due contributions and any late fees, both at the time of submitting the application and at the beginning of the mobility period abroad.
3. Candidates, who have already participated in mobility within the Erasmus program (Study, Traineeship, International Credit Mobility) during the same study cycle for which they are applying can participate in the selection, provided that the following restrictions are respected:
  - For those enrolled in Bachelor's degrees, Master's degrees, and Doctoral programs, the sum of the months of physical mobility they have used and those for which they are applying must not exceed 12 months in total;
  - For single-cycle Master's degree programs, the maximum limit is 24 months.
4. Students enrolled in Doctoral programs can participate only if the administrative headquarters of the program is the University of Siena.
5. Students enrolled in first and second-level Master's programs and Specialization Schools must complete the mobility by the end date of the course itself.
6. Post-graduate mobility is incompatible with simultaneous enrollment and attendance in a new degree program or third-level program, either at the University of Siena or other universities.
7. Students holding an "Invest your talent in Italy" scholarship and those who have been awarded curricular internships at the MAECI (Ministry of Foreign Affairs and International Cooperation) cannot apply.

### **Art. 3**

#### **Mobility period**

1. It is possible to carry out long and short-term mobility periods, between June 1, 2025, and July 31, 2026.
2. Long-term mobility must have a minimum duration, in person, of 2 months (60 days) and a maximum of 12 months (without prejudice to the provisions of Article 2, paragraph 3). For non-European mobility, the maximum duration cannot exceed 4 months.
3. Short-term mobility must have an in-person duration of between 5 and 30 days. The in-person period must be integrated with remote activities to be carried out before or after the in-person period (blended mobility), with the exception of those enrolled in doctoral programs who are exempt from this integration. The duration of the remote activity period is not indicated in the Erasmus+ Program Guide and therefore must be agreed upon between the trainee and the receiving organisation.
4. During the traineeship period abroad, it is possible to take exams at the University of Siena.
5. It is not possible to graduate during the mobility period abroad, nor are overlaps allowed, even partial, between the Erasmus for studies period and the Erasmus for traineeship period. Furthermore, overlaps between the Erasmus for traineeship period and the internship period activated at the Placement Office - Career Service are not allowed. Failure to comply with these restrictions will result in the cancellation of the mobility and the request for a refund of any amounts paid.
6. The mobility period carried out in Europe can be extended with prior approval from the host structure and the University of Siena (represented by the President of the Teaching Committee and the Director of the Doctorate for mobility before graduation, or the Department Representative for post-graduate mobility), if the conditions set out in this notice are met. Extensions cannot be requested for non-European mobility.

### **Art. 4.**

#### **Eligibility of the receiving organisation and country of destination**

1. Mobility can be carried out in both European countries (Programme Countries) and non-European countries (Partner Countries).
2. The receiving organisation where the traineeship is to be carried out can be:
  - Any organisation, public or private, in a country participating in the Program, active in the labor market or in the fields of education, training, youth, research, and innovation;
  - A non-profit organization, an association, an NGO;
  - A professional guidance body;
  - A Higher Education Institution in a Programme Country, or a Higher Education Institution in a Partner Country.
3. The following organisations cannot host a traineeship:
  - Institutions and other bodies of the European Union, including the Court of Justice of the European Union and the European Court of Auditors, as well as other institutions and inter-institutional bodies that perform specialized functions (the complete list of these institutions is available at [http://europa.eu/european-union/about-eu/institutions-bodies\\_en](http://europa.eu/european-union/about-eu/institutions-bodies_en));
  - Organisations that manage European Union programs, such as the Erasmus+ National Agencies, in order to avoid possible conflicts of interest and/or double funding;
  - Companies listed on the webpage Art. 9
  - Obligations of the Awardees

- Participants must inquire about the entry rules of the host country at the diplomatic representation of the same in Italy and, if an entry visa is required, must promptly begin the application procedure.
  - Awardees of the Erasmus for Traineeship mobility grant are required to follow the procedures described on the web pages dedicated to this mobility program:
  - Before departure:
  - Procedures and documentation available on the web page:  
<https://www.unisi.it/internazionale/outgoing-exchange-students/stage-allestero/erasmus-traineeship/prima-della-partenza>
  - During the stay:
  - Procedures and documentation available on the web page:  
<https://www.unisi.it/internazionale/outgoing-exchange-students/stage-allestero/erasmus-traineeship/durante-il-soggiorno>
  - Upon return:
  - Procedures and documentation available on the web page:  
<https://www.unisi.it/internazionale/outgoing-exchange-students/stage-allestero/erasmus-traineeship/al-rientro>
4. The company tutor must not have relationships of kinship or affinity within the fourth degree (Article 5, paragraph 2 of Legislative Decree 7/5/1948 n. 1172), including the relationship of spouse or civil union partner.
  5. When choosing the structure, the entry rules of the host country must be taken into account.

#### **Art. 5**

#### **Training project and permitted activities**

1. The traineeship must relate to the learning needs connected to the study program and the personal development of the participant and, where possible, must be integrated into the study program.
2. The training project, that is the subject of the traineeship, is described both in the acceptance letter issued by the host structure and in the learning agreement for traineeship.
3. For the preparation of a work plan consistent with one's study path and for the compilation of the Learning Agreement for Traineeship, in agreement with the receiving organisation, it is possible to contact the Department Representative, whose list is published on the webpage Art. 9
4. The traineeship is considered as a "Digital Opportunity Traineeship" when the trainee carries out one or more of the following activities: digital marketing (e.g., social media management, web analytics); digital graphic, mechanical, or architectural design; development of mobile applications, software, scripts, or websites; installation, maintenance, and management of computer systems and networks; cybersecurity; data analysis, extraction, and visualization; programming and training of robots and artificial intelligence applications. General customer assistance, order <sup>2</sup> processing, data entry, and office tasks do not fall into this category.
5. The preparation of the thesis is not allowed in this type of mobility and therefore must not be indicated either in the acceptance letter or in the learning agreement for traineeship.

#### **Art. 6**

#### **Submission of the Application**

1. Before submitting the application for participation, candidates must find the receiving organisation and agree on the period and activities to be carried out. The receiving organisation must complete and sign the acceptance letter on the their letterhead (the template of the letter is available on the webpage <https://en.unisi.it/international/outgoing-exchange-students/stage-abroad/erasmus-traineeship>). The receiving organisation must send the acceptance letter to the International Mobility

Office (outgoing@unisi.it) and to the applicant's email. The applicant must have the acceptance letter countersigned by their Department Representative.

2. The application consists of a single PDF file containing the documents in the order indicated below and sent via Google Form (<https://forms.gle/GUWdZhJ4EqBqviRh9>):
  - a. application form;
  - b. acceptance letter received from the receiving organisation (the signature of the Department Representative can be replaced by their acceptance email message to be included in the application pdf file);
  - c. - for those enrolled in first and second-cycle degree programs, self-certification of exams taken and enrollment at the University of Siena, downloaded from the online secretariat (path after login: Secretariat, Certificates, Self-declaration of enrollment with exams);  
- for those enrolled in third-cycle programs, self-certification of enrollment in the program downloaded from the online secretariat (path after login: Secretariat, Certificates, Self-declaration of enrollment with exams);
  - d. curriculum vitae;
  - e. the language level is acquired from the Segreteria online. In the absence of a language proficiency in the academic career, the candidate must attach one of the following documents:
    - Self-certification of language proficiency, if obtained in a previous and recent study program carried out at the University of Siena or another Italian/foreign university;
    - Copy of certificates of knowledge of the host country's language or the vehicular language (English) clearly indicating the level (from B1 to C2) recognized by our University (<https://www.cla.unisi.it/it/sede-di-arezzo/certificati-riconosciuti>);
  - f. identity document;
  - g. any documentation certifying the status of a student with fewer opportunities (see Article 10, paragraph 4);
  - h. For post-graduate mobility, the self-certification of non-enrollment or attendance in a new study program, either at the University of Siena or other universities.
3. It is the candidate's responsibility to verify the correctness of the submitted application. Applications that do not comply with the indications, are incomplete, or are submitted without the receiving organisation sending the acceptance letter to the Office will not be evaluated.
4. Applications can be sent within the deadlines listed below:

Start of mobility period from:	Submission of application by 23:59 CET on:
June 2025	April 22nd, 2025
September 2025	July 8th, 2025
January 2026	October 14th, 2025
April 2026	February 10th, 2026

## Art. 7 Selection

1. The selection of applications is carried out by the International Mobility Commission together with the President of the University Internship Commission and the Head of the International Mobility Office.
2. The Commission evaluates the applications and carries out the selection procedure taking into account the following evaluation criteria:
  - a) Academic curriculum (score up to 10).
    - For students enrolled in 1st and 2nd cycle degree programs, the weighted average is converted to a scale of 10.

- For students enrolled in 3rd cycle degree programs, the graduation grade is converted to a scale of 10. Students with a foreign qualification enrolled in 3rd cycle programs must ensure that they have entered the grade of the access qualification converted to a scale of 110 in the Segreteria online. If it is necessary to proceed with the insertion, send to the Admission Office (admissionoffice@unisi.it), 15 days before sending the application, a certification issued by the University where the access qualification was obtained, in which the grade obtained is reported according to the relevant evaluation scale, as well as the minimum and maximum grade for obtaining the qualification. In the absence of the registration of the graduation grade in the online secretariat, the minimum score of 66/110 is considered as the graduation grade.

- b) Knowledge of the language of the host country or the vehicular language (English).

Level	Points
B1	7
B2	8
C1	9
C2	10

- c) Training and professional project (score between 0 and 10) already developed and agreed with the receiving organisation, consistent with the candidate's curriculum, which is evident from the acceptance letter provided by the receiving organisation.
3. In order to enter the ranking for the assignment of Erasmus for traineeship mobility, the sum of the three scores listed above must be at least 18 points with a minimum of 6 points in each of the three items.
  4. In the evaluation of the application, priority is given to those who apply for a mobility to a country other than their citizenship.

#### Art. 8

##### Approval of the ranking and allocation of the financial contribution

1. The publication of the ranking takes place within 30 days after the deadline for sending the application.
2. The ranking lists the registration numbers of the assignees and eligible candidates for Erasmus for traineeship mobility, with an indication of the financial contribution that is awarded until the available funding is exhausted.
3. The ranking is published on the webpage <https://www.unisi.it/internazionale/outgoing-exchange-students/stage-allestero/erasmus-traineeship>.
4. If assignees submit withdrawals, the ranking will be adjusted accordingly.

#### Art. 9

##### Obligations of the assignees

1. Participants must inquire about the entry rules of the host country at the diplomatic representation in Italy and, if an entry visa is required, must promptly begin the application procedure.
2. Assignees of the Erasmus for Traineeship mobility grant are required to follow the procedures described on the web pages dedicated to this mobility program:
  - Before the mobility:  
Procedures and documentation available on the web page: <https://www.unisi.it/internazionale/outgoing-exchange-students/stage-allestero/erasmus-traineeship/prima-della-partenza>

- During the mobility:  
Procedures and documentation available on the web page:  
<https://www.unisi.it/internazionale/outgoing-exchange-students/stage-allestero/erasmus-traineeship/durante-il-soggiorno>
- After the mobility:  
Procedures and documentation available on the web page:  
<https://www.unisi.it/internazionale/outgoing-exchange-students/stage-allestero/erasmus-traineeship/al-rientro>

## Art. 10 Grant

1. The Erasmus+ mobility grant is to be considered as a contribution to the expenses related to the stay abroad. The amount of the financial contribution varies depending on the country of destination, the type of trip made, and inclusion in one of the fewer opportunities categories.
2. European grant:
  - All Erasmus destination assignees will be beneficiaries of the European financial contribution according to the following amounts, established by the Ministry of University and Research with the Erasmus+ National Provisions 2024 for the Education sector, until funds are exhausted.
    - a) Long-term mobility:

	Countries	Monthly grant
GROUP 1	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Netherlands, United Kingdom, Sweden, Switzerland	€ 500,00
GROUP 2	Bulgaria, Cyprus, Croatia, Estonia, Greece, Latvia, Lithuania, North Macedonia, Malta, Poland, Portugal, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey, Hungary	€ 450,00
GROUP 3	Il other Countries (partner countries not associated with the program of regions 1-12)	€ 700,00

### b) Short-term mobility:

From 5° to 14° day of activities	79,00 Euro per day
From 15° to 30° day of activities	56,00 Euro per day

3. Travel Contribution
  - 3.1 A travel contribution is provided before and after the activity, up to 2 days of individual support (monthly amount of the European contribution / 30 days). Travel days do not count towards the minimum duration of mobility: 60 days for long-term mobility.
  - 3.2 Beneficiaries who carry out a traineeship in a non-European country (third countries not associated with the program of regions 1-12), and those who carry out a short-term mobility period, will receive a travel contribution calculated according to the following amounts:

Distance band	Travel grant	Green travel grant
10-99 km	56 Euro	28 Euro
100-499 km	285 Euro	211 Euro
500-1999 km	417 Euro	309 Euro
2000-2999 km	535 Euro	295 Euro
3000-3999 km	785 Euro	580 Euro
4000-7999 km	1188 Euro	1188 Euro
8000 km o più	1735 Euro	1735 Euro

Distance band refers to the distance between Siena and the destination, which is calculated through the "distance calculator": <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

- 3.3 "Green travel" means reaching the host location round trip using sustainable means of transport (bicycle, bus, train, shared car).
4. Contribution for fewer opportunities
- 4.1. To facilitate access to mobility for students with fewer opportunities, an additional contribution of Euro 250.00 per month is provided for long-term mobility, while for short-term mobility, Euro 100.00 is provided for durations between 5 and 14 days and Euro 150.00 for durations between 15 and 30 days.
- 4.2. The following categories of participants are entitled to the contribution for fewer opportunities:
- a) participants with certified physical, mental, and health problems
  - b) economic disadvantage established with ISEE
  - c) cultural differences, e.g., individuals from a migratory and refugee background, national or ethnic minorities, people with linguistic adaptation and cultural inclusion difficulties, etc.
  - d) students with minor children
  - e) students who work
  - f) students who are professional athletes
  - g) students who are orphans of at least one parent
  - h) students who are children of victims of terrorism and organized crime
- Students in possession of an ISEE lower than €27,726.79 at the time of destination assignment fall under the condition referred to in letter b). This condition is verified by the International Mobility Support Services Office at the time of approval of the ranking, through access to data present in the online secretariat.
- It is the candidate's responsibility to check their income bracket in the online secretariat and report any anomalies to the office responsible for the procedure. Students enrolled in a third-cycle program must give consent to INPS for access to the ISEE, otherwise the highest bracket will be considered. Detailed information on how to obtain the ISEE certification and how to communicate it to the Student Services Offices is published on the following web page: <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse>
- The condition referred to in letters a), c), d), e), f), g) h) must be certified by adequate documentation to be included in the application file.
- 4.3. Furthermore, for participants with fewer opportunities who have needs related to physical, mental, or health conditions, it will be possible to submit a request for additional costs directly related to mobility that cannot be covered with the supplementary amount for the individual support of participants with fewer opportunities. The procedures for requesting this contribution will be communicated after the assignment of mobility.
5. Doctoral students can receive the European financial contribution, provided that there is no double European funding for the same activity. Therefore, participants in a doctoral research program

funded with European funds can receive this contribution only if they do not request an increase in the doctoral scholarship for the traineeship period.

Notwithstanding the provisions of the previous point, the funding from the Ministry of University and Research specifically intended for international mobility allows doctoral students who will complete the traineeship period abroad by December 31, 2025, to receive Erasmus for Traineeship financial contributions even simultaneously with the increase in the doctoral scholarship.

6. The financial coverage of any extension period will depend on the availability of funds.

#### **Art. 11**

##### **Payment methods**

1. The financial contribution for long-term mobility is paid in two installments:
  - 80% is paid within 30 days of the transmission of the Erasmus Certificate with the start date of activities by the receiving organisation and the outbound travel ticket by the trainee. The document transmission method is published on the web page: <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/during-mobility>
  - The balance is paid after the end of the mobility and within 45 days of completing the procedures required on the After the mobility web page: <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/after-mobility>

For blended mobility, the financial contribution is calculated only on the physical mobility period.

2. The financial contribution for short-term mobility is paid before the start of the mobility, following the delivery of the financial agreement.

#### **Art. 12**

##### **Refund of the grant**

1. If the mobility period is less than the minimum mandatory period (60 days for long-term and 5 days for short-term), the trainee must refund the entire contribution that was paid as an advance.
2. If the contribution paid as an advance is greater than the total contribution calculated based on the actual period spent in mobility, the difference is required to be refunded. The trainee receives an email with payment instructions.
3. The academic career is blocked until the refund is completed.

#### **Art. 13**

##### **Recognition of activities carried out abroad**

1. The recognition of the traineeship activity carried out abroad within the international mobility programs and the related acquired credits is the responsibility of the collegiate bodies standing for each first, second, and third-cycle study program through the Students' Offices according to the procedure indicated on the web page: <https://en.unisi.it/international/outgoing-exchange-students/acknowledgement-university-course-credits-obtained-abroad>
2. The recognition of the traineeship is carried out on the basis of the learning agreement for traineeship signed by the trainee before departure.
3. For curricular traineeships, in order for it to be recognised in the academic career, the mobility period must be completed, and the end-of-mobility documentation must be received by the Students' Offices and the International Mobility Office at least 2 months before the scheduled graduation exam date.



#### **Art. 14**

##### **Insurance coverage**

1. During activities abroad, each exchange participant is covered by an insurance policy paid by the University of Siena for accidents and minor civil liability towards third parties (<https://www.unisi.it/ateneo/lavorare-unisi/servizi-di-economato/assicurazioni>). Activities related to free time are excluded from policy coverage.
2. For stays abroad in European Union countries and the three European Economic Area countries (Iceland, Liechtenstein, and Norway), each participant must bring with them the European Health Insurance Card (EHIC) and possibly request information from their local health authority (ASL). Further information on the functioning of the health system in the program participating countries is available at the following link: <https://ec.europa.eu/social/main.jsp?catId=1021&langId=it>
3. For mobility to non-European countries, the trainee must independently activate the health coverage required by the host country/structure.

#### **Art. 15**

##### **Safety conditions**

1. All mobilities are subject to an assessment of safety conditions in the destination countries, based on the indications of the Ministry of Foreign Affairs and International Cooperation (MAECI) and other local or national provisions.
2. Trainees are invited to verify any health and safety risks they may encounter during mobility, including by consulting the website: <https://www.viaggiaresecuri.it/home>

#### **Art. 16**

##### **Processing and confidentiality of personal data**

1. The processing of personal data is carried out by the University of Siena exclusively for institutional purposes and, specifically, for the purposes of managing this call, in full compliance with the principles established by art. 5 of EU Regulation 2016/679 on the protection of personal data and, in general, as defined by the EU Regulation and Legislative Decree 196/2013 Privacy Code.<sup>2</sup>
2. The Data Controller is the University of Siena, legally represented by the Rector Prof. Roberto Di Pietra (e-mail: [rettore@unisi.it](mailto:rettore@unisi.it); PEC: [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it)). According to the University of Siena's Regulation on the processing of personal data (D.R. n. Rep. 56/2022 prot. n. 14879 of 13/01/2022), the person designated for processing is the Head of the International Relations Division (e-mail: [iro@unisi.it](mailto:iro@unisi.it));
3. The provision of data is mandatory for the establishment of the relationship necessary for the award of the grant, so any refusal will make it impossible to proceed with the award.
4. As a "Data Subject," the scholarship holder may exercise all the rights provided for in Article 15 et seq. of the European Regulation towards the University of Siena by contacting the designated person for processing or the Data Controller. They also have the right to lodge a complaint with the Supervisory Authority pursuant to Article 77 of the EU Regulation. In Italy, the supervisory authority function is exercised by the Guarantor for the protection of personal data ([www.garanteprivacy.it](http://www.garanteprivacy.it));
5. Detailed information on data processing can be obtained at the page: [www.unisi.it/ateneo/adempimenti/privacy](http://www.unisi.it/ateneo/adempimenti/privacy)

#### **Art. 17**

##### **Responsible for the procedure and information**

1. The head of the International Mobility Office is responsible for the procedure; any requests for clarification or reports can be sent to: [outgoing@unisi.it](mailto:outgoing@unisi.it)

2. The call for applications and forms are available at: <https://en.unisi.it/international/outgoing-exchange-students/stage-abroad/erasmus-traineeship>

**Art. 18**  
**Final provisions**

1. The terms and conditions of this selection notice may be subject to change following subsequent indications from the European Commission and the Erasmus+ National Agency.
2. For anything not covered by this selection notice, reference is made to the Erasmus+ Program Guide 2024, which constitutes the reference legislation.