

NOTICE OF SELECTION
ERASMUS FOR TRAINEESHIP MOBILITY
Academic year 2024/2025

1. Objective

Selection process for the Erasmus for traineeship mobility for academic year 2024/2025 in the framework of the Erasmus+ Programme.

As indicated in the new Erasmus+ Program, it is possible to study abroad with Erasmus for a maximum of 12 months per cycle of study (1st, 2nd and 3rd cycle) and a maximum of 24 months for a long Graduate cycle by adding Erasmus for Studies and Erasmus for Traineeship.

With regards to Erasmus for Traineeship 2024/2025 in particular, it is possible to:

- train abroad after graduation or Ph.D., as long as the application is submitted before the thesis defense
- train abroad from 2 to 12 months (long term mobility)
- train abroad from 5 to 30 days (short term mobility) reserved to Ph.D. students

2. Beneficiaries

Students enrolled at the Università di Siena in the following programs may apply to study abroad if they have a number of months still available equal or more than 2 (see part 3 of the previous article):

- Undergraduate program (1st cycle): students must complete at least 30 CFU before consideration for candidacy
- Graduate programs and graduate programs of the old system (2nd cycle)
- Third cycle courses

It is specified that:

- Students must comply and be in good standing with the tuition payment by the time of departure with the following exceptions:

- a) students carrying out the mobility after graduation
- b) students graduating by April 2024 and having requested the tuition exemption

- Students attending post-graduation courses (excluding Ph.D.) must end their mobility before the conclusion of the course

- after-graduation mobility is incompatible with the enrollment in a new university course either in Siena or elsewhere.

Not eligible students:

- students not regularly enrolled at the Università di Siena;
- recipients of Invest your talent in Italy grant;
- recipients of a traineeships by MAECI;

3. Period of mobility abroad

The mobility can be carried out between July 1st, 2024 and July 31st, 2025.

The long term mobility (2-12 months) may be physical or blended (physical + virtual). In the blended mobility, the physical mode cannot be shorter than 2 months and it is the only period covered by the grant.

As far as mobilities to Partner countries are concerned, the physical period cannot be longer than 4 months.

The short term mobility (5-30 days) is only reserved to Ph.D. students, and can be only physical.

During the mobility period, it is possible to take exams at the University of Siena.

The period of traineeship may be done:

- Within its own cycle of study
- Within the 12 months following graduation (bachelor or master) or Ph.D.

Graduation cannot occur during the mobility. Overlapping of Erasmus for Studies period and Erasmus for Traineeship period is not allowed as well as Erasmus for traineeship and traineeship managed by the Placement Office. Failure to comply with this rule, will result in the cancellation of the mobility and the request of reimbursement of the fund received.

The mobility period can be extended prior approval of the host organization and the University of Siena (in the person of the President of the Education Board and the Director of the Ph.D course for the mobility before graduation and the Department Representative for the mobilities after graduation) and in accordance with the conditions of this notice of selection and except for the mobilities to Partner countries. The trainee must send the "Mobility extension form" to outgoing@unisi.it (the form is available at <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/during-mobility>)

4. Eligibility of the Receiving Organisation and Receiving Countries

Mobility can be carried out both in European countries (Programme Countries) and in non-European countries (Partner Countries). Mobilities towards non-European countries can be covered by at maximum the 20% of the total amount of funds assigned by the Erasmus+ National Agency to University of Siena for the implementation of the Erasmus for Traineeship mobility. As a consequence, no more than 18.000,00 are allocated for mobilities to Partner countries in each evaluation session.

In the case of extra-European mobility, the student must autonomously inquire about the Visa procedure and other entrance requirements for the host country.

The institution/organization at which one intends to complete the internship must be defined exclusively as follows:

- a) Institutes of higher education Erasmus card holders or:
- b) Any active public or private institute in the work market or the fields of education, training and youth. For example such organizations must be:
 - Small, medium or large enterprises, both public and private (including social enterprises)
 - Public institutes at Local, Regional or National level.

- Social partners or other representatives of the professional world, including chambers of commerce, associations of artisans, professional associations and unions
- Research institute
- Foundation
- School/Institute/Center of instruction (of any level, from pre-school to secondary, including vocational education, higher education and training)
- Non-profit and NGO organizations and associations
- Organization that provides services within the scope of career guidance, professional counseling, information services and employment agencies

Not eligible organisations:

- EU institutions and other EU organizations including specialized agencies, the complete list of which may be found on the page http://europa.eu/about-eu/institutions-bodies/index_en.htm
- Organizations that manage community programs such as the National Agencies (in order to avoid a possible conflict of interest and/or double funding)
- Italian cultural institutes
- Organisations listed as not eligible in the webpage <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship>

Mobilities to countries different from the applicant's home country will have the priority.

The Company tutor does not have to be a relative up to the fourth degree of kinship included (Italian law: art. 5, subparagraph 2. D.Lgs. 7/5/1948 n. 1172), marriage relationship or civil partnership relationship included.

The Erasmus+ National Agency in Italy reserves the right, in every case, to the final assessment of eligibility of a host institution.

5. Training Project

The acceptance letter issued by the Receiving Organisation has to show a detailed training project of the traineeship. The Guidelines of the programme (<https://erasmus-plus.ec.europa.eu/it/document/erasmus-programme-guide-2023-version-1>), at page 51, explain what a traineeship abroad is:

- 1) A traineeship (work placement, internship) abroad in an enterprise, a research institute, a laboratory, an organisation or any other relevant workplace. Traineeships abroad are supported during studies at any study cycle and for recent graduates. This also includes teaching assistantships for student teachers and research assistantships for students and doctoral candidates in any relevant research facility.
- 2) Any student traineeship will be considered as a "traineeship in digital skills" when one or more of the following activities are practised by the trainee: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

Thesis work development is not an eligible activity and cannot be listed either in the acceptance letter or in the learning agreement.

For the preparation of a work plan consistent with a student's course of study and for the completion of the Learning Agreement for Traineeship, in accordance with the host institution, students may contact the International Affairs Coordinator of the pertaining department. The list of International Affairs Coordinators can be found in the Erasmus for traineeship webpage: <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship>.

6. Application Submission

The Applicant has to find the receiving organization, agree upon the period and activities and provide them with the acceptance letter template to be downloaded from the <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship> webpage. The receiving organization must send the duly filled and signed form by email to the Applicant and outgoing@unisi.it (same message). The Applicant will then sign the document and ask for the signature of their Department Representative.

Application consists of A SINGLE PDF file containing the following documents in list order, to be sent via google form: <https://forms.gle/GL2KHF33Yt6xYWG7A>

a) Application form

b) Acceptance Letter (the signature of the Department Representative can be replaced by their e-mail of acceptance to be included in the pdf file)

c) Transcript of exams and enrollment (printed from the Segreteria on-line);

d) European Curriculum Vitae (Resume)

e) In the absence of a qualifying language test listed in the transcript (idoneità), add:

- A self-certification of language proficiency if obtained in a previous recent course of study at the University di Siena

or

- Certificate of proficiency in the vehicular (English) or language of the host country with a level (from B1 to C2) approved by our University (<https://www.cla.unisi.it/en/node/924>)

or

- a language test assessment at the University Language Centre

f) Identity document;

g) if the case, the documentation certifying the condition of student with fewer opportunities (see point 10.3).

Applications not complying with the requirements, including the failure of the receiving organisation to send the acceptance letter, will be rejected. Please be aware that:

- the application will not be checked by the office before the deadline

- it is possible to submit more than one application in the same notice of selection, but for different and not overlapping periods

- applications sent after the deadline will be evaluated during the following assessment session

As this notice of selection remains open continuously from the day of publication until February 8th, 2025, indicated below are the submission deadlines:

Period abroad from:	Application submission by 23:59 CET of:
July/August/September 2024	May 8th, 2024
October/November/December 2024*	July 8th, 2024
January*/February/March 2025	November 8th, 2024
April/May/June 1st, 2025	February 8th, 2025

**Be aware: no money transfer during December and January due to the closure of accounting, necessary for the year change*

The notice of selection and application documents are available at the address <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship>.

7. Selection

The selection of the candidates is done by a committee composed of the Erasmus Institutional Coordinator, Department Representatives, the President of the University Placement Committee and the Head of the International Mobility Office.

The Committee evaluates the applications and selects candidates based on the following categories:

a) Academic Curriculum (score between 0 and 10). For undergraduate students, the average weighted score of exams will be taken into account while for students enrolled in PhD courses, specialized schools, or Masters courses, the graduation mark will be considered.

b) Knowledge of the host country language or vehicular language (English) (score between 6 and 10). The following certificates of language proficiency of levels B1 to C2 will be considered as valid:

- Proficiency achieved in the present course or in a recent previous course at the University of Siena
- International certificates approved by this University (see table <https://www.cla.unisi.it/it/sede-di-arezzo/certificati-riconosciuti>)
- Enrollment in courses taught entirely in a foreign language
- Curricular exam taken in the host country language or vehicular language

Safe legitimate impediments, in the case the candidate is not in possession of the above qualifications, they can take an English language assessment test at the University Language Centre (CLA) before the application submission by contacting the Centre specifying the aim of the test.

In the absence of a language knowledge evidence, the score will be 0.

Level	Points
Pre-intermediate (CLA)	6
Intermediate (CLA)	6,5
B1	7
Upper Intermediate (CLA)	7,5

B2	8
Advanced (CLA)	8,5
C1	9
C2	10

c) Professional and Project Training (score between 0 and 10) already developed and agreed upon by the host institution, consistent with the curriculum of the student, evidenced by a letter of acceptance given to the candidate by said host.

In order to enter in the rankings of the Erasmus for traineeship, the minimum sum of the three scores listed above is 18 points, with a minimum of 6 points in each category.

The Committee will meet to evaluate the applications and select traineeships according to the following calendar:

May 15th, 2024	July 15th, 2024	November 15th, 2024	February 14th, 2025
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8. Rankings and grants

The ranking list enumerates the recipients of the Erasmus for traineeship mobility together with the grant/s assigned. (up to fund exhaustion).

After the approval on the part of the General Director, the results will be published on the web page <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship>.

The publication of the results occurs in the 15 days following the Committee meeting.

Should any recipient submit a waiver and in presence of eligible candidates, the results will be adjusted as such.

9. Required procedures for trainees

Before the mobility

Procedures and documents in the <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/mobility> webpage

During the mobility

Procedures and documents in the <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/during-mobility> webpage

After the mobility

Procedures and documents in the <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/after-mobility> webpage

10. Grants

The Erasmus+ grant has to be considered a contribution to the higher expenses to be faced during a mobility abroad. Grants are based on the Erasmus+ Guidelines 2023 issued by the European Commission and the National Notice annexed to the Programme Guide 2023/Higher Education Sector issued in February 2023 by the Ministry of the University and research.

10.1 Individual grant

	Countries	Monthly grant* (long term mobility)
GROUP 1 (high living costs)	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden Partner countries of Region 14: Fær Øer Islands, Switzerland, United Kingdom	€ 500,00
GROUP 2 (medium living costs)	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain. Partner countries of Region 5: Andorra, Monaco, San Marino, Vatican City State	€ 450,00
GRUPPO 3 (costo della vita basso)	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey	€ 400,00
GROUP 4	All the other countries (partner countries not associated to the programme - regions 1-12)	€ 700,00

* The monthly grant is made of the individual support plus the traineeship top-up of Euro 150,00

Short term mobility

The short term mobilities have the following grants:

Up to the 14° day of activity: Euro 79,00 per day

From 15° to 30° day of activity: Euro 56,00 per day

The individual support may cover 2 travel days: 1 before and 1 after the activity.

10.2 Travel grant

Participants listed below will get a travel grant:

- Students and recent graduates with fewer opportunities carrying out a short term mobility
- Students and recent graduates carrying out a mobility to Group 4 countries 0-99 km

The travel grant will be calculated on kilometer range:

Kilometer range	Ordinary travel	Green travel
0-99 km	€ 23,00	–
100-499 km	€ 180,00	€ 210,00
500-1999 km	€ 275,00	€ 320,00
2000-2999 km	€ 360,00	€ 410,00

3000-3999 km	€ 530,00	€ 610,00
4000-7999 km	€ 820,00	–
8000 km or more	€ 1500,00	–

Kilometer range means the distance between Siena and the receiving town, to be calculated by the distance calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Green travel

Trainees not receiving the travel grant may opt for a green travel: bicycle, bus, carpooling, train. The additional grant is Euro 50,00 + 1 day of individual grant each way (monthly grant/30). Airplane, car and motorcycle are not considered green transports.

10.3 Inclusion support

In order to ease the access to students with fewer opportunities, an additional grant is given to the following categories:

- a) Trainees with economic disadvantage certified by ISEE to be uploaded on the Segreteria online
- b) Trainees with certified physical, mental and health problems
- c) Trainees with refugee status/temporary protection
- d) Trainees with in charge of minors
- e) Trainees with worker status recognised by the University of Siena
- f) Orphan of at least one parent

Category a). Trainees with an ISEE certification lower than Euro 26.306,25. Such a condition is verified by the International Mobility Office on the Segreteria online when building the rankings. Guidelines concerning ISEE issuing and the consequent communication to the Students' Office are available at <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse>.

Categories b), c), d), e), f). The condition has to be certified with relevant documentation to be included in the application pdf.

Amount of the additional grant for fewer opportunities

Long term mobilities: Additional grant of Euro 250,00 per month.

Short term mobilities top-up: 5-14 days Euro 100,00

15-30 days Euro 150,00

10.4 Method of payment

Long term mobilities. The grant will be transferred in two installments by the Università di Siena:

1. 80% will be paid within the first 30 days upon Erasmus for Traineeship Certificate and travel ticket sending, calculated on the basis of the period stated in the grant agreement.
2. the balance will be paid within 45 days after the completion of the After the mobility procedure.

Incomplete month will be paid on the basis of the effective days. For the blended mobilities, the grant will be calculated for the sole period in person.

Short term mobilities. The grant will be paid after the grant agreement delivery.

10.5 Regional grant

Trainees cannot obtain the Erasmus for Traineeship grant if recipients of another EU grant paid during the mobility period.

Students receiving a grant from A.R.D.S.U. (Azienda Regionale per il Diritto allo Studio Universitario) for a study grant, who intend to participate in the Erasmus for Traineeship grant in the academic year 2022/2023, may request regional grant assignment for international study abroad. For more information, visit the website www.dsu.toscana.it.

10.6 Period extension

The period extension form will be returned with the indication whether the grant is extended or not. In case of grant extension:

- if the period is less than 2 months, it will be paid with the balance
- if the period is more than 2 months, a 80% advance payment will be transferred at the beginning of the extension period

10.7 Refund

Long term mobilities

In the event of a mobility period shorter than 2 months, the trainees will have to refund the whole amount received from the University of Siena.

In the event of the advance payment is higher than the grant calculated on the basis of the period effectively carried out, the trainee will have to refund the difference. The trainee will receive an email with the payment instructions.

The university career will be freezed until the money transfer.

Short term mobilities

In the event of a mobility period shorter than 5 days, the trainees will have to refund the whole amount received from the University of Siena.

In the event that the advance payment is higher than the grant calculated on the basis of the period effectively carried out, the trainee will have to refund the difference. The trainee will receive an email with the payment instructions.

The university career will be freezed until the money transfer.

11. Recognition of Educational Activities Completed Abroad

The Erasmus Traineeship is considered a constitutional internship experience.

If the internship is curricular, provided for by the course of study and given intent to recognize credits (DM 509/99, DM 270/04), the trainee has to check carefully what is required by their degree programs as well as:

- Check with the Coordinator for International Affairs or the President of the Education Board for number of hours to be completed, number of credits, etc...;

- Request general information from the Students' office as well as for the procedure for the recognition of the internship (and the corresponding number of credits) and the procedure for entering the internship experience in the academic curriculum

As for the curricular traineeship to be recognized, the mobility period must be concluded and the final documentation must be delivered to the Students' Office and to the International Relation Office at least 2 months before the expected date of graduation.

The recognition of educational activities completed abroad are subject to the final approval of the responsible bodies.

12. Insurance

The University of Siena provides the trainee with an insurance covering injuries and general liabilities for slight negligence at the workplace (<https://www.unisi.it/ateneo/lavorare-unisi/servizi-di-economato/assicurazioni>).

If the trainee is registered in the National Health Service, the Local Health Office (ASL) can give information on the insurance extension abroad. Conversely, the trainee has to subscribe a private health insurance.

13. Safety conditions

All mobilities are subject to a safety condition evaluation in the destination countries, on the basis of the information given by the Ministry of Foreign Affairs and International Cooperation (MAECI) and other national and local provisions.

Trainees are invited to check health and safety risks in the destination country by visiting the viaggiasesicuri.it website.

The Erasmus for traineeship Committee may not assess applications for mobilities to unsafe countries or regions.

14. Final provisions

Terms and conditions of the present notice of selection may vary as a consequence of new provisions from the European Commission and the Italian Erasmus+ National Agency.

Eventual updates will be promptly uploaded on the Erasmus for traineeship webpages.

14. Treatment and Confidentiality of Personal Information

As regards the personal data transmitted by candidates with the application to participate in the Erasmus + program, the University of Siena, in line with the provisions of EU Regulation 2016/679, informs that such data will be processed according to the principles established by art. 5 (lawfulness, correctness, transparency, adequacy, relevance, accuracy, minimization of processing, limitation of conservation, etc.) Furthermore, the provision of the data requested with this documentation is mandatory for the purposes of the procedure for which they are collected and will be processed only for the purposes connected and instrumental to the call and, up to the extent strictly necessary, it may be communicated to the data processors appointed pursuant to of article 28 of the EU Regulation (for example, subjects who manage applications in outsourcing or of hosting on behalf of the University).

As an interested party, the candidate may exercise towards the University of Siena all the rights provided for in article 15 et seq. of the European Regulation (access, rectification, cancellation, limitation, opposition, and withdrawal of consent).

We invite you to read carefully the information on the processing of personal data, drawn up pursuant to art. 13 of EU Regulation 2016/679, published on the University portal - Sezione Privacy <https://www.unisi.it/ateneo/adempimenti/privacy>