

NOTICE OF SELECTION
ERASMUS FOR TRAINEESHIP GRANTS
Academic year 2019/2020

1. Objective

Selection to give a financial contribution to support students abroad for training (hereon referred to as Erasmus for Traineeship) for the academic year 2019/2020 within the Erasmus+ Program.

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 in particular, it is possible to:

- study abroad for 2 to 12 months
- study abroad after graduation or Ph.D., as long as the application is submitted before the thesis defense

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: students must complete at least 30 CFU before consideration for candidacy
- Graduate programs (master)
- Graduate programs of the old system
- Third cycle courses

It is specified that:

- Students must comply and be in good standing with the tuition payment for the academic year 2019/2020 by the time of departure with the following exceptions:
 - a) students carrying out the mobility after graduation
 - b) students graduating by April 2020 and having requested the tuition exemption
- Students attending post-graduation courses (excluding Ph.D.) must end their mobility before the conclusion of the course.

Non 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 should be carried out for a duration of 2 to 6 months between September 2019 and September 2020.

A period shorter than 2 months will not be considered as valid.

The period of Traineeship may be done:

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

Students cannot carry out the period abroad in parts before and after graduation, nor overlapping the period of Erasmus for Studies and the period of Erasmus for Traineeship.

4. Eligibility/Host Organisation

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

Non 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)

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

Abroad in the Country of Origin

Students with citizenships in one of the participating ERASMUS (Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Ireland, Iceland, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Norway, The Netherlands, Poland, Portugal, Romania, Czech Republic, Slovenia, Spain, Sweden, Turkey, Hungary) countries who are temporarily residing in Italy and enrolled at the Università di Siena, are eligible for study abroad at an institution in their country of origin/citizenship, but will not be a priority in the selection process.

5. Training Project

From the Guidelines of the programme:

- 1) "Traineeship (workplacement). Spending a period of time in an enterprise or organisation in another country, with a view to acquire specific competences that are required by the labour market, carry out work experience and improve the understanding of the economic and social culture of that country."
- 2) "Will be considered as a "traineeship in digital skills" any traineeship where trainees receive training and practice in at least one or more of the following activities: 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 and research work are not eligible activities 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 coordinators can be found in the Erasmus for traineeship webpage: https://www.unisi.it/sites/default/files/referenti_0.pdf.

6. Application Submission

Application is formed by:

- 1) **A SINGLE PDF file (max 5000 KB)** containing the following documents in list order, to be exclusively sent by electronic mail to erasmus.out@unisi.it from the own institutional e-mail address (unisi.it domain):
 - a) Application form;
 - b) Acceptance Letter from the host organisation bearing an exhaustive description of the activities to be carried out and compulsorily signed by the International Affairs Coordinator. The signature can be replaced by a Coordinator's e-mail of acceptance;
 - 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:
 - A self-certification of language proficiency if obtained in a previous recent course of study at the Università di Siena
 - or
 - Certificates of proficiency in the vehicular or native language of the host country with a level (from B1 to C2) approved by our University (<https://www.cla.unisi.it/it/sede-di-arezzo/certificati-riconosciuti>)
 - or
 - a language test assessment at the University Language Centre
 - f) Identity document

2) **Summary** to be filled on-line ((<https://goo.gl/forms/JMLqNBt5jQcFULi12>)).

Applications not complying with the requirements will be rejected. The office will acknowledge receipt of the application by e-mail.

In one turn of selection, a student can submit more than one application, but for different and not overlapping periods.

As this selection notice remains open continuously until April 14th 2020 or until fund exhaustion, indicated below are the submission deadlines:

Period abroad from:	Submission Deadline by 11:59 p.m. of:
September/October/November 2019	July 4 th , 2019
December 2019/January/February 2020	October 17 th , 2019
March/April/May 2020	January 16 th , 2020
June/ July/August 2020	April 14 th , 2020

The notice of selection, the application form and the acceptance letter 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 International Affairs Coordinators, the President of the International Relations Committee, the President of the University Placement Committee, the Head of the Placement Office and the Head of the International Relations Division.

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

- 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 native or vehicular language (English) of the host country (score between 7 and 10).** The following certificates of language proficiency of levels B1 to C2 will be considered 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
 - Passing scores on a certification exam in a foreign language curriculum

In the case in which the candidate is not in possession of the above qualifications, one may 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.

Level	Points
B1	7
B2	8
C1	9

C2	10
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- 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 ranking of the Erasmus for traineeship, the minimum sum of the three scores listed above is 18 points, unless exclusion by the Erasmus for traineeship Committee

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

July 11 th 2019	October 24 th , 2019	January 16 th , 2020	April 23 rd , 2020
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8. List Approval and Grant Distribution

The ranking list enumerates the names of eligible candidates for the Erasmus for traineeship grant. Grants will be assigned up to fund exhaustion.

After the approval on the part of the appropriate University figures, 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 is equivalent to notification and therefore no other communication of the results will be given to the recipients.

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

9. Required Procedures for Grant Recipients

Before the mobility

(<https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/mobility>)

- Financial Agreement. To be submitted 15 days before leaving, in **original hardcopy duplicate**. Failure to submit the agreement will result in loss of the grant. The delivery of 1 original and 1 copy as well as a the declaration of a longer period than that assigned in the rankings will lead to a rejection of the forms.

It is possible to postpone the mobility to a maximum of 3 months, on pain of losing of the grant. The postponing has to be communicated to erasmus.out@unisi.it.

- Bank or card details must be uploaded on the Segreteria on-line (Home > Master data > Bank details). Failure will prevent the grant payment. Some prepaid cards may have a limit of crediting. The recipients must check this constraint before uploading the data on the Segreteria on-line. IBAN owned by third parties are not accepted.
- Domicile. Student with residence abroad must upload their domicile in Siena on the Segreteria on-line (Home > Master data)
- Learning Agreement for Traineeship. Relevant parts will be filled in by the student and sent to the supervisor of the host institution with a request to be returned by email.

For all the mobilities before graduation, the learning agreement must be approved by the Board of Education before leaving.

For the mobilities after graduation, the learning agreement must be signed by the International Affairs Coordinator.

- Online Language Support. The access keys to take the language test on-line and the eventual language course (if the level assessed is B) are sent after the registration of the grant agreement. Tests at the beginning and the end of the mobility are mandatory.
- Non-EU Citizens must check with the country of destination what the specific regulatory requirements are for a Visa/Residence Permit
- Non-EU Citizens, who will carry out a traineeship in Great Britain, must obtain a Certificate of Sponsorship by the British Council necessary to obtain Visa (see the Before the mobility webpage for the procedure).

Apprenticeships or internships, as noted, are configured by Italian law- following the DPR 159/99 which amended and supplemented the DPR 567/96- and only scholarly activities are covered by the insurance INAIL on behalf of the State. Therefore, upon the enforcement of this law, the safety coverage of the engaged subjects in apprenticeships or in orientation promoted by educational institutes or Universities, is insured through the special form of "account management" of the State, as required by the combined provisions of the articles 127 and 190 of the T.U. n. 1124/65 and regulated by D.M. 10 October, 1985.

Students have to address to the local National Health Service for information on health insurance.

During the mobility

(<https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/during-mobility>)

- Erasmus for Traineeship certificate. To be sent email to erasmus.out@unisi.it with the start date by the host institution. Failure to submit the certificate will stop the payment procedure.
- Exceptional Major Changes to the Original Learning Agreement. If necessary.
- Form to Extend Study Abroad (Modulo di prolungamento mobilità). If necessary.

After the mobility

(<https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship/after-mobility>)

Within 10 days from the end of the mobility, the student must send to erasmus.out@unisi.it the following 2 files:

- 1) Erasmus certificate with arrival and departure dates (1 pdf)
- 2) Learning agreement in one pdf file (1 pdf)

Transmissions differing from the above mentioned procedure will be rejected.

The student must fill the google form concerning the evaluation of experience and host organization.

The student will receive a link by e-mail from replies-will-be-discarded@ec.europa.eu to complete the on-line individual report in the next 15 days. The compilation is mandatory.

For mobilities before graduation, the original Learning agreement must be handed to the Students' office in order to complete the recognition procedure.

For the mobilities after graduation, the learning agreement must be kept by the student.

Disregard for the procedure will not allow the University to transfer the final balance of the grant or lead to a return of the grant received so far.

10. 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), it is recommended that, prior to the beginning of the internship, students check carefully what is required by their degree programs as well as:

- Check with the Coordinator for International Affairs for information (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

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

11. Financial Contributions

The financial contribution, based on the notice of the MIUR on 27 January 2014 and following updates, will be rewarded as follows:

Mobility to:	Denmark, Finland, Great Britain, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	Euro 400,00/month
Mobility to:	Colonies of European countries	Euro 400,00/month
Mobility to:	Austria, Belgium, Bulgaria, Cyprus, Croatia, Estonia, France, Germany, Greece, Hungary, Latvia, Lithuania, Macedonia, Malta, The Netherlands, Poland, Portugal, Romania, Czech Republic, Slovakia, Slovenia, Spain, Turkey	Euro 350,00/month

The grant will be transferred in two installments by the Università di Siena: 80% will be paid within the first 30 days from the arrival at the host organisation (upon Erasmus for Traineeship Certificate sending), while the remaining 20% will be paid after the end of mobility, if the Upon return procedure is properly followed.

Additional funds are provided to support abroad students with disabilities. Directions to request these funds will be announced following the assignment of the grant.

Calculation of payable monthly fees. Activities shorter than 2 months are not eligible. Incomplete month will be paid on the basis of the effective days.

To receive an Erasmus for Traineeship grant, the candidate must not receive other study abroad grants from European Community programmes.

Trainees must verify the compatibility of the Erasmus for Traineeship financial loan with their economic position and inquire at the appropriate locations.

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 2019/2020, may request regional grant assignment for international study abroad. For more information, consult the website www.dsu.toscana.it call 0577/760819 or email cghezzi@dsu.toscana.it

12. Treatment and Confidentiality of Personal Information

In accordance with article 13 and article 24 of the D.L. 196/2003 personal information submitted by a candidate with the application to participate in the Erasmus for Traineeship program is used for the purposes of management of the selection procedure and possible procedures for the grant award. At any time, the parties concerned may exercise their rights under article 7 of the D.L. 196/2003 against the processor of personal information.