

NOTICE OF SELECTION
ERASMUS FOR TRAINEESHIP MOBILITY
Academic year 2021/2022

1. Objective

Selection process for the Erasmus for traineeship mobility for academic year 2021/2022 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 2021/2022 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)

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 2020/2021 by the time of departure with the following exceptions:
 - a) students carrying out the mobility after graduation
 - b) students graduating by April 2021 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.

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 can be carried out between September 1st, 2021 and September 30th, 2022.

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.

The short term mobility (5-30 days) can be only physical.

During the mobility the career is blocked and no activity at the University of Siena can be carried out (on-line included).

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.

Students cannot carry out the period abroad in parts before and after graduation (i.e. graduation cannot occur during the mobility), nor overlapping the period of Erasmus for Studies and the period of Erasmus for Traineeship.

4. Eligibility of Host Organisation and Receiving Countries

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)
- Italian cultural institutes

- Organisations listed as not eligible in the webpage <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship>

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

Students must carry out their mobility in a country different from Italy. Up to 15% of the mobilities can be carried out in not European countries.

5. Training Project

From the Guidelines of the programme:

- 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 has to send the document printed on headed paper and duly filled, signed and stamped to the Applicant and erasmus.out@unisi.it.

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 receiving 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) Self-declaration of being or not being recipient of another EU grant during the traineeship mobility;
 - e) European Curriculum Vitae (Resume)
 - f) 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
 - g) Identity document
- 2) **Summary** to be filled on-line (link in the webpage <https://en.unisi.it/international/mobility-abroad/stage-abroad/erasmus-traineeship>)

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, 2022, indicated below are the submission deadlines:

Period abroad from:	Submission Deadline by 11:59 p.m. of:
September/October/November 2021	June 29, 2021
December 2021/January/ February 2022	October 14th, 2021
March/April/May 2022	January 13th, 2022
June/July/August 1st	April 14th, 2022

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

Safe legitimate impediments, in the case 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
Beginner	5
Elementary	5,5
Pre-intermediate	6
Intermediate	6,5
B1	7
Upper Intermediate	7,5
B2	8
Advanced	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 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 8th, 2021	October 21st, 2021	January 20th, 2022	April 21st, 2022
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8. List Approval and Grant Distribution

The ranking list enumerates the recipients of the Erasmus for traineeship mobility. Grants will be assigned up to fund exhaustion. A zero-grant mobility occurs when:

- a recipient has already another EU grant paid during the mobility period
- funds deplete

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, occurring in the 15 days following the Committee meeting, 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

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. 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 or the President of the Education Board 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. Grants

The financial contribution, based on the National Notice annexed to the Programme Guide 2021 and issued in May 2021 by the Ministry of the University and research, will be rewarded as follows:

Mobility to		Monthly grant (long term mobility)	Daily grant (short term mobility)
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Group 1	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden. Partner countries of Region 14: Fær Øer Islands, Switzerland, United Kingdom	€ 500,00	5-14dd: € 70,00 15-30dd: € 50,00
Group 2	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain. Partner countries of Region 5: Andorra, Monaco, San Marino, Vatican City State	€ 450,00	5-14dd: € 70,00 15-30dd: € 50,00
Group 3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey.	€ 400,00	5-14dd: € 70,00 15-30dd: € 50,00
Group 4	All the other extra-European countries	€ 500,00	5-14dd: € 70,00 15-30dd: € 50,00

For the short term mobility, one day before and after the mobility period will be covered by the daily grant.

Students and recently graduated fellows carrying out a long term mobility and with fewer opportunities due to certified physical, mental or health conditions will receive a monthly integration of Euro 250,00.

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 and travel ticket 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. Incomplete month will be paid on the basis of the effective days. For the blended mobilities, the grant will be calculated for the sole physical period.

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 2021/2022, 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



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any time, the parties concerned may exercise their rights under article 7 of the D.L. 196/2003 against the processor of personal information.