

NOTICE OF SELECTION
ERASMUS FOR TRAINEESHIP MOBILITY
Academic year 2023/2024

1. Objective

Selection process for the Erasmus for traineeship mobility for academic year 2023/2024 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 2023/2024 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 for the academic year 2023/2024 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.

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;
- Pegaso Ph.D. students, or recipients of Ph.D. scholarships from European funds.

3. Period of mobility abroad

The mobility can be carried out between August 1st, 2023 and July 31st, 2024.

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) 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.

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 two months before the expected date of graduation.

Graduation cannot occur during the mobility. Overlapping of Erasmus for Studies period and Erasmus for Traineeship period is not allowed. 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 in accordance with the conditions of this notice of selection. 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 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.

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.

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

Mobilities towards the UK are part of the 20% reserved to non-European countries. Students must ask the host organization whether they will need a Certificate of Sponsorship in order to obtain the Visa, and who is in charge of providing it.

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 must send the duly filled form by email to the Applicant and outgoing@unisi.it (same message) .

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 outgoing@unisi.it from the own university e-mail address (@student.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;
 - h) if the case, the documentation certifying the condition of student with fewer opportunities (please see point 10.3).
- 2) **SUMMARY:** <https://forms.gle/yrVuk37H9S5FTUNm6>

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

Please be aware that:

- the application will not be checked by the office;
- the application will be sent to the protocol office and no alternative application will be considered.

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

As this selection notice remains open continuously from the day of publication until February 14th, 2024, indicated below are the submission deadlines:

Period abroad from:	Submission Deadline by 11:59 p.m. of:
August/September/October 2023	June 22nd 2023
November/December 2023	September 20th 2023
January/February/March 2024	November 7th 2023
April/May/June 1 st 2024	February 14th 2024

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:

June 28th, 2023	September 27th, 2023	November 15th, 2023	February 21st, 2024
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8. Rankings and grants

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 funds deplete.

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 individual grant is based on the National Notice annexed to the Programme Guide and issued in May 2021 by the Ministry of the University and research.

10.1 Individual grant

	Countries	Monthly grant (long term mobility)	Daily grant (short term mobility)
Group 1	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.	€ 500,00	5-14dd: € 70,00

	Partner countries of Region 14: Fær Øer Islands, Switzerland, United Kingdom		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	€ 700,00	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.

10.2 Travel grant

For the mobilities to countries in Group 4, a travel grant will be paid on distance basis with the starting point in Siena (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>):

0-99 km	€ 23,00
100-499 km	€ 180,00
500-1999 km	€ 275,00
2000-2999 km	€ 360,00
3000-3999 km	€ 530,00
4000-7999 km	€ 820,00
8000 km and more	€ 1500,00

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 sustainable transports.

10.3 Inclusion support

Fewer opportunity categories:

- a) economic disadvantage

- b) refugee status/temporary protection
- c) in charge of minors
- d) workers
- e) orphans who have lost at least one parent
- f) disability

Category a). Trainees with Italian citizenship with an income range from 0A to 2N present in Segreteria online, and trainees coming from countries with the adjustment coefficient <1 present in the Tuition Regulations 2022/23 of the University of Siena.

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

Category f). Trainees certifying their condition and upon request after the mobility assignment.

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

Short term mobilities. The daily grant rises to Euro 100,00 for 5-14 days and to Euro 150,00 for 15-30 days.

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.

For the mobilities starting in December, the documents requested must be sent no later than 3/12/2023 otherwise the payment will shift to the new year due to the accounting closure.

2. the balance will be paid after the end of mobility, if the After the mobility procedure is properly followed.

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.

- If the effective period is shorter than that declared in the grant agreement:
 - difference > 5 days: If the mobility period is shorter than the period declared in the grant agreement:
 - difference > 5 days: the total grant is calculated on the basis of the Erasmus certificate period
 - difference ≤ 5 days: the total grant is calculated on the basis of the grant agreement period
- If the mobility period is more than 5 days longer than the period declared in the grant agreement and no extension form was sent, the total grant is calculated on the basis of the grant agreement period.

For the blended mobilities, the grant will be calculated for the in-person period only.

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

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, consult 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.

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.

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

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. Policy summary can be downloaded from https://www.unisi.it/sites/default/files/allegatiparagrafo/Sommario%20in%20inglese%20polizze%20RCT%20e%20Infortuni_0.pdf

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. 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>