



# CALL FOR ERASMUS + MOBILITY FOR TRAINEESHIP A.Y. 2022/2023 (PROJECT 2021)

## **SECTION 1: DESCRIPTION OF ERASMUS INTERNSHIP**

Art. 1 – General information.....	3
Art. 2 – Duration of the internship (SMP), training activities allowed and digital skills.....	4
Art. 3 – Admission Requirements.....	6
Art. 4 – Financial Aspects.....	8
Art. 5 – Choice of location and length of period.....	12
Art. 6 – Linguistic knowledge.....	14

## **SECTION 2: APPLICATION PROCESS.....18**

Art. 7 – Selection criteria and ranking lists.....	19
Art. 8 – Ranking list scrolling.....	20

## **SECTION 3: ADMINISTRATIVE AND NORMATIVE ASPECTS.....20**

Art. 9 – Insurance.....	20
Art. 10 – Treatment of personal data.....	20
Art. 11 – Procedure Manager.....	21

## **ATTACHMENTS**

**Attachment 1-**Substitutive declaration of linguistic knowledge certification

**Attachment 2-** Self-certification of intention to acquire required linguistic knowledge



**Attachment 3-** Learning Agreement for Traineeship (LAT)

**Attachment 4** –Instruction guide to fill out application

**Attachment 5** – LAT compilation and recognition of Erasmus+ traineeship

**Attachment 6** – Merit calculation formulas



## **SECTION 1: DESCRIPTION OF ERASMUS MOBILITY FOR TRAINEESHIP**

This call is part of the Erasmus + 2021-2027 programming, pursuant to Regulation (EU) no. 2021/817 of the European Parliament and of the Council of 20 May 2021 and the Guide to the Erasmus + program 2021-2027.

Individual learning mobility is part of Action 1 under the Erasmus + 2021-2027 program. This action supports the mobility of female students and students in any subject area and cycle of study (first, second and third cycle of studies).

The aim of this action is to help create a European space and strengthen the link between education and research, in order to promote thinking skills.

### **Art. 1 - General information**

As part of the Erasmus + KA131 program, the "Erasmus + Traineeship" mobility for internships allows UniMe students and doctoral students to carry out an internship in companies, professional firms, research institutes, universities and training centers based in one of the countries adhering to the Program.

In particular, the host institution can be any public or private organization active in the labor market or in sectors such as education, training and youth; a non-profit organization, association or NGO; an organization for career guidance, professional advice and information services, a Higher Education institution of a Program country that holds an Erasmus card; the Council of Europe, the United Nations Organization, offices connected to the UN and UNESCO.

The fundamental objective of this action is to adapt the training of university students to European labor market standards, with specific professional skills, and particular attention to the culture and socio-economic condition of each host country.

The University of Messina guarantees equal treatment for men and women.



Students enrolled in a first level degree course (Bachelor's Degree), second level (Master's Degree and Single Cycle) University Masters of I and II Level or third level (PhD), can carry out one or more Erasmus + mobility periods (Student Mobility for studies and / or Student Mobility for traineeships) for a maximum of 12 months for each study cycle. Single Cycle Degree students can carry out an overall Erasmus + mobility period for a maximum of 24 months.

Erasmus + study and traineeship grants can be awarded in the same or different study cycles and without specific succession, provided that the traineeship mobility is not carried out at the same time as the Erasmus + study stay.

## **Art. 2 - Internship duration (SMP), eligible training activities and digital skills**

The grants will be assigned until funds are used up to students and doctoral students enrolled at the University of Messina to carry out the following types of mobility: PHYSICAL (so-called "Long mobility" and "Short mobility") or MIXED (physical + virtual component) . For example--

- 1) Physical mobility "long mobility": means the "traditional" Erasmus mobility carried out in person at the host institution / company for a minimum duration of 2 months (60 days) up to a maximum of 4 months (120 days). The rules are those set out in the Program Guide, according to the pre-Covid procedures.
- 2) For "short mobility" physical mobility: the program allows for a short-term internship mobility (from 5 to 30 days) in which only PhD students and students enrolled in a I or II level Master can participate



- 3) Blended" mixed mobility which includes both a period of carrying out remote activities and a period of physical mobility in the host organization. The physical component of mixed mobility must respect the minimum duration for each type of activity: 60 days for long-term mobility "Long mobility"; 5 full and consecutive days for short-term mobility "Short mobility". It should be noted that the financial contribution will be recognized only for the period of physical mobility, based on the duration of the same.

Internships must take place starting from 1<sup>st</sup> September 2022 and must be completed by 31<sup>st</sup> October 2023.

Mobility programs scheduled in response to this call are to be understood as being linked to the progress of the Covid-19 health emergency.

During the Erasmus + Mobility for Traineeship the following activities can be carried out: training and career orientation internships, curricular internships, thesis research activities. Hereinafter, the word "traineeship" will mean all the aforementioned activities.

The European Commission promotes the development of digital skills through direct experience within the host institutions. "Digital Skills" aims to develop high technological skills through one of the following activities: digital marketing; digital graphic design; application development, installation, maintenance and management of IT systems and networks; data analysis, visualization; programming and training of robots and artificial intelligence applications.

The activity carried out in the context of Erasmus + Traineeship can therefore replace in effect the "Curricular Internship" and provide for the achievement of curricular CFU, or it can be recognized as an ex post internship and involve the assignment of additional CFU ( extracurricular) not useful for obtaining the degree but reported in the Diploma Supplement.



#### IMPORTANT

If the Ministry of Foreign Affairs and International Cooperation advises against travel to the destination or if the University, after consulting the parties involved, considers it unsafe to send / leave students in the destination country, the period of mobility may be suspended, modified, interrupted or canceled.

It is suggested to keep up to date on the progress of the epidemiological situation of the country where the mobility will take place by referring to:

- [F.A.Q.](#) available on-line in the section “Opportunità all’estero” in the *International Portal*
- In the specific sections dedicated to the COVID-19 emergency that the Italian Diplomatic and Consular Authority abroad have inserted in their websites.
- Further information on the Erasmus+ Program are available in:
- [Mobilità Erasmus+ Traineeship in the International Portal](#)
- Site of the [Commissione Europea](#)
- National Agency INDIRE

### Art. 3 – Admission Requirements

Students and PhD students who meet the following requirements can carry out the Erasmus + traineeship:

- **Students:** Be regularly enrolled, in progress or out of course, in the A.Y. 2021/22 (for those participating in the I Call) and the A.Y. 2022/2023 (for those taking part in the II Call - see art.7) to a first, second cycle degree course, first and second level university masters. Students enrolled in single degree programs are not admitted.
- **PhD students:** Be enrolled in a research doctorate and complete the mobility period no later than the end of the third year of enrollment. These candidates, before submitting an application



for participation, must be authorized to carry out the mobility abroad by the Coordinator / Supervisor of the PhD.

**ALL candidates MUST:**

- Have completed the payment of fees according to their "STATUS", (Students and PhD students) at the time of submitting the application, at the time of departure and for the entire duration of the mobility period;
- Possess a level of linguistic competence appropriate to the host country of the chosen location in line with the provisions of art. 6.
- Have not already used the maximum number of months of mobility provided for by the Erasmus + Program for each study cycle (see art. 1);
- Submit their "work plan" (see Annex 2 "Learning Agreement For Traineeship") duly completed and signed by the host institution and by the contact person for international mobility.
- Students with non-European citizenship must also be in possession of a regular residence permit at the time of submitting the application and for the entire duration of the mobility. The residence permit must be renewed before the mobility begins.

N.B. Students leaving in the first semester who do not have a regularly renewed residence permit must plan their departure in the second semester. Therefore, it is advisable to renew it well in advance of the departure date.

**During the Erasmus period, the student CANNOT:**

1. Attend courses and take exams at UNIME, since the career will be blocked on Esse3 for the entire period of the mobility. It will be released only after receiving the end of mobility certificate.
2. Graduate: the mobility must be carried out before the degree is awarded.



## **Art. 4 – Financial Aspects**

Erasmus + mobility grants for internships funded by the European Commission must be understood as a contribution to additional mobility costs (travel, accommodation, different cost of living), and therefore do not cover the entire cost of living abroad.

The payment of the scholarship will be subject to the transfer of the related funds by the Indire National Agency and will be carried out in a single payment.

The total amount of the scholarship will be disbursed by the competent department following receipt of the "Confirmation of Arrival" of the mobility student, sent by the host institution.

Upon return, all the documentation produced will be checked, in cases where the student ends the mobility in advance compared to the dates indicated in the financial agreement, the student will be requested to reimburse the sum paid for the mobility period not carried out. The monthly amount of the European contribution is established on the basis of the cost of living in the country of destination, according to three groups predefined by the European Commission.

### **4.1 - Contribution for long-term mobility "Long mobility"**

The contribution for Erasmus + traineeship "Long mobility" consists of the following amount items:

- 1) **ITEM A** - Community monthly scholarship allocated by the Erasmus + / INDIRE National Agency. This component is provided to all the winners of the Erasmus + Traineeship A.A. call 2022/2023, and varies based on the country of destination and corresponds to the following amounts:





<b>GROUP</b>	<b>DESTINATION</b>	<b>MONTHLY PAYMENT</b>
GROUP 1 (high cost of living)	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	€ 500,00 /month
GRUPPO 2 (medium costo f living)	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.	€ 450,00/month
GRUPPO 3 (low costo f living)	Bulgaria, Croatia, Estonia, Lettonia, Lithuania, ex Yugoslav Republic of Macedonia, Poland, Romania, Slovakia, Czech Republic, Turkey, Hungary.	€ 400,00 /month

## 2) ITEM B - Supplementary contribution MUR

The Erasmus + grant is supplemented by a contribution from MUR funds, L. 183/87, for the Erasmus + National Co-financing, as indicated in the following table:

<b>GROUP</b>	<b>DESTINATION</b>	<b>AMOUNT/MONTH</b>
GROUP 1 (high cost of living)	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland, United Kingdom	€ 300,00 /month
GROUP 2 (medium cost of living)	Austria, Belgium, Cypress, France, Germany, Greece, Malta, Netherlands, Portugal, Spain	€ 250,00/month



GROUP 3 (low costo f living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, ex Yugoslav Republic, Turkey	€ 200,00/month
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The amount of the MUR contribution will be calculated on the basis of the actual days of duration of the physical mobility and paid at the end of the project (31 October 2023) and subject to the funds allocated on the basis of the departure dates.

The MUR integration will be provided only for the expected duration of the Erasmus + exchange and any extension period will not be counted.

#### 4.2 Contribution for short-term mobility "Short mobility":

The "Short mobility" scholarship for short-term mobility is calculated on the basis of the duration of the internship part carried out in physical mode, as shown in the following table:

Duration of the Physical Mobility	Daily contribution for short duration Mixed Mobility
Up to 14th day	€ 70
From 15th to 30th day	€ 50

Students who intend to carry out a "Short mobility" will receive a contribution for the travel costs incurred, as reported in the following table:



<b>Travel Distance</b>	<b>Travel distance by traditional means</b>	<b>Travel distance with ecological transport</b>
from 500 - 1999 km	€ 275	€ 320
from 2.000 - 2.999 km	€ 360	€ 410
from 3.000 - 3.999 km	€ 530	€ 610
from 4.000 - 7.999 km	€ 820	
8.000 km or more	€ 1.500	

No financial contribution is envisaged for the virtual component of long-term or short-term mobility.

#### **4.3 Contribution for fewer opportunities:**

For students and doctoral students with fewer opportunities (with special needs, related to physical, mental or health conditions), in addition to the Erasmus + physical mobility contribution, an additional € 250.00 per month is provided.

In addition, the European Commission annually allocates an additional amount aimed at granting larger grants for students with special needs. Students wishing to apply for such funding can contact the "Disability Services / Dsa" Operational Unit (e-mail: [servizi.dd@unime.it](mailto:servizi.dd@unime.it)) which, in agreement with the competent articulation, will support the students in finalizing the application. and the request for additional contributions.

#### **4.4 Contributions for Ph.D students:**

The disbursement of the Erasmus + scholarship for the III Cycle is not compatible with the increase in the scholarship provided for doctoral students with scholarships but is compatible with the contribution provided by the doctorate for living expenses abroad, pursuant to the UNIME regulation link:

<http://www.unime.it/sites/default/files/Regolamento%20dottorato%20di%20ricerca2.pdf>).



Students / PhD students awarded an Erasmus + mobility grant for internship (SMP) will not be able to receive grants or funding made available by the European Commission under other programs at the same time.

### **Art. 5 – Choice of venue and duration of the period**

Each candidate must be required to:

1. find an institution, (either by him/her/self, or with the support of a teacher) willing to host him/her for internship activities (hereinafter referred to as the "Host Body") in one of the countries participating in the Erasmus + KA131 Program, which complies with the requirements indicated in Article 1 . paragraph 1.

To identify the host institution, students can:

- a) Consult the UNIME Database (available online at the following web page:  
<http://www.unime.it/it/international/opportunit%C3%A0-allestero/mobilit%C3%A0-erasmus->  
the references of the host organizations that have collaborated with the University of Messina in the previous academic years are shown.
- b) Consult the platforms sponsored by the European Commission and ErasmusIntern <https://erasmusintern.org/> which lists the internship positions available at European Bodies and Organizations. Internship opportunities for the development of Digital Skills are also specified in these platforms.

Further suggestions on how to find the office are available on the web page:

<https://www.unime.it/it/international/opportunit%C3%A0-allestero/mobilit%C3%A0-erasmus-tirocinio>



Verify that your level of linguistic knowledge is in line with that required by the host institution.

2. Agree on the Learning agreement for Traineeship (LAT) with the lecturer responsible for the international mobility of your course of study / doctorate, indicating the work plan you intend to carry out abroad. The methods for completing the LAT are specified in Annex 4 to this Call.

Can be accepted only applications accompanied by the Learning Agreement for Traineeship duly completed in all parts (also in the section "Before the Mobility" Table A and Table B) and signed by the trainee (trainee), by the referent teacher for mobility (erasmus mobility coordinator of Course degree) and by the host institution (supervisor at the receiving Organization).

Any period of closure of the host institution, for holidays or other valid reasons, cannot be considered in the calculation of the minimum duration provided for each internship (60 days).

The beneficiaries of a mobility scholarship who interrupt their stay abroad in advance, voluntarily and without valid and documented reason, will lose any right to the economic benefit, and will be required to return the entire amount of the scholarship.

Only in case of interruption of mobility caused by serious reasons or force majeure (events not foreseeable or attributable to the beneficiary due to his error or negligence, such as national strikes, natural disasters, other cases not directly linked to the beneficiary's will), provided they are properly documented, the Erasmus National Agency will issue a specific opinion for the eventual confirmation of the scholarship for the internship period actually carried out.

The Beneficiary may ask the competent department, with adequate reasons, to extend their mobility period. Any extension granted must be authorized both by the University of Messina and by the host institution and will be paid at the end of all funded mobility, subject to the availability of EU funding.



## Art. 6 – Linguistic Knowledge

Knowledge of the official language of the country of destination, or any other language accepted by the host organization as a "vehicular language", is a requirement for access to the call.

### 1. International certifications recognized by MIUR as shown in the following table:

International Certifications	
<b>English</b>	<ul style="list-style-type: none"><li>• IELTS (International English Language Testing System - University of Cambridge)</li><li>• PET (Preliminary English Test - University of Cambridge)</li><li>• FCE (First Certificate in English - University of Cambridge)</li><li>• CAE (Cambridge Advanced English - University of Cambridge)</li><li>• CPE (Cambridge Proficiency English - University of Cambridge)</li><li>• TOEFL (Test of English as a Foreign Language)</li><li>• ESOL (English for Speakers of Other Languages - University of Cambridge)</li><li>• ISE (Integrated Skill in English – Trinity College London)</li></ul>



<p><b>French</b></p>	<ul style="list-style-type: none"><li>• DELF (Diplome d'études en langue Française – Alliance Française/CIEP)</li><li>• DALF (Diplome approfondit de langue Française - Alliance Française/CIEP)</li><li>• ESABAC (Esame di Stato-Baccalauréat)</li><li>• DFP (Diplome de Française Professionnel - CCIP)</li></ul>
<p><b>German</b></p>	<ul style="list-style-type: none"><li>• Goethe-Zertifikat B1</li><li>• Goethe-Zertifikat B2</li><li>• ÖSD Zertifikat B1</li><li>• ÖSD Zertifikat B2</li><li>• TestDaF (Test Deutsch als Fremdsprache)</li></ul>
<p><b>Spanish</b></p>	<ul style="list-style-type: none"><li>• DELE (Diplomas de Espanol como Lengua Extranjera – Instituto Cervantes)</li><li>• SIELE (Servicio Internacional de Evaluación de la Lengua Española – Instituto Cervantes)</li></ul>

**2. Self-certification to declare linguistic knowledge and relative level, achieved through:**

	1) Self-certification of passing, and registration in career, of the language exam (filling in
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	<p>attachment 1) provided for in the study plan (the language passed must coincide with the official language of the country of destination or with the language accepted by the host institution as a "vehicular language").</p> <p>For three-year courses, the language exam passed is at level B1, while for master's and single-cycle courses it is at level B2 (except in cases where the study manifesto does not provide for a different level)</p>
<p><b>Self-certification</b> – written according to the model available in Attachment 2 of the Call – <b>wherein the candidate declares him/herself in one of the following positions:</b></p>	<p>2) Native language students and students enrolled in degree courses taught entirely in English (option valid for students applying for those locations that require English as a requirement) will be able to self-certify their knowledge and level of linguistic competence using attachment 1.</p>
	<p>3) Passing the Online Linguistic Support (OLS) test, in the event that an Erasmus mobility has already been completed, can also be self-certified with Annex 1.</p>





	<p>4) Students who have obtained a CLA certificate for participation in Erasmus + Studio or Erasmus + Traineeship mobility calls (internship) in the academic year 2021-22 (calendar year 2020-2021) will be able to submit the self-certification for the test already taken using the 'attachment 1.</p>
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**3. Letter of commitment to achieve the language level required by the assigned university (fill in attachment 2)**

Participation in the call without specific linguistic competence is also allowed. The student undertakes to reach and certify the necessary language level BEFORE the mobility start date, under penalty of revocation of the scholarship and consequent reassignment of the site to another student usefully placed in the ranking.

Pursuant to the D.P.R. 445/2000 - art. 46 Presidential Decree 1972 it will be necessary to fill in one of the attachments 1 or 2 to self-certify the possession of the linguistic competence level achieved through the methods set out above.

Native speakers will be able to self-certify their knowledge and level of language proficiency using Annex 1.

The online application procedure (see art. 7) requires the upload of the linguistic certification or self-certification of the foreign language of which you intend to declare possession. Applications without



this uploaded document or with linguistic certification other than one of those listed above or self-certification, will be excluded.

## **SECTION 2: PRESENTATION OF THE APPLICATION**

This Call provides for two deadlines (CALL) for the submission of applications.

**FIRST CALL:** Students must submit their application through the Esse3 platform by 21 July 2022 at 13.00. (departure from 1 September 2022)

**SECOND CALL:** Students must submit their application via the Esse3 platform starting from 11 October and finishing by 14 November 2022 at 13.00. (starting from January 2023).

Students interested in participating in the selection must complete the online application, exclusively through the Esse3 platform: <https://unime.esse3.cineca.it/Home.do>

The following must be included in the application, under penalty of exclusion:

- Certification / Self-certification of linguistic competence (Attachments 1 or 2).
- The references of the host institution in which you intend to carry out the internship (see Annex 4 Guidelines for completing the Erasmus + Application) specifying, in the appropriate section, the country of origin of the institution itself.
- Learning Agreement for Traineeship (LAT) duly completed and signed in all its parts. (NB it is also mandatory to fill in sections "Table A" and "Table B" of the LAT) (Annex 3)
- Data relating to any participation in previous periods of mobility within the Erasmus program;
- The presence of disabilities.

In addition to the aforementioned documents, PhD students must attach the authorization of the coordinator of reference for carrying out the period abroad to the application.

The procedures for completing the application through Esse3 are indicated in the "Guidelines for completing the Erasmus + application" (Annex 4).



## **Art. 7 – Criteria for the selection of applications and rankings**

The selection will be made on the basis of the evaluation of the academic career of the candidates according to the formulas for calculating the merit score (see Annex 6) taking into consideration the data present in ESSE3 (database of student careers) at the deadline date of the Call.

Students who are aware of any discrepancies in the registration of the exams taken are required to request the regularization of their career by contacting the Student Secretariat and / or the competent Educational Facility, before completing the application.

An additional score of 3 points will be awarded to those candidates who intend to carry out a Traineeship aimed at acquiring digital skills.

In case of equal merit, priority will be given to the youngest candidate.

The University Erasmus Commission will approve the merit ranking. Any changes in data relating to educational activities recorded after the expiry date of the Call will not have any effect for the purposes of drawing up the ranking.

The merit ranking of the First Call will be published on the website <http://www.unime.it/it/international> in the "In Evidenza" section by 1 August 2022. The merit ranking of the Second Call will be published on the website <http://www.unime.it/it/international> section "In Evidenza" by 06 December 2022.

These publications have the value of legal advertising, pursuant to the Digital Administration Code (Legislative Decree 7 March 2005, no. 82, and subsequent amendments and additions) and will have the value of notification for all successful candidates. It will be the student's responsibility to view the ranking.

Please note that the Administration is required to carry out appropriate checks on the veracity of the content of the substitute declarations received and that, in addition to the forfeiture of the interested



party of any benefits obtained on the basis of an untruthful declaration, there are penal sanctions envisaged for the falsification of data and false declarations. In this case, students who have already received financial contributions will be excluded from participating in the program and will be required to return the payments already received in full.

All documentation relating to this Call and any updates and / or further specifications will be made available on the University website at: <http://www.unime.it/it/international>

### **Art. 8 – Scrolling of rankings**

The competent department will update the ranking, in order to reassign all the monthly payments that will not be used following renounces of the beneficiaries, until all available funds are used up.

## **SECTION 3: ADMINISTRATIVE AND REGULATORY ASPECTS**

### **Art. 9 – Insurance coverage**

The assignees in Erasmus + mobility are covered by an insurance policy for accidents and civil liability, paid by the University of Messina, valid for the entire duration of the period spent abroad, in the exclusive performance of the activity provided for in their own work surface.

Any further "special" insurance coverage requested by the host university will be the responsibility of the student.

### **Art. 10 – Personal data treatment**

In accordance with the provisions of art. 13 of EU Regulation 2016/679 "General Regulation on the protection of personal data" (GDPR), the University will process personal data within the scope of its institutional purposes exclusively for carrying out this selection procedure. The Data Controller is the



University of Messina, Piazza S. Pugliatti n.1, 98122 Messina, e-mail: protocol@pec.unime.it. The processing of personal data will be carried out on paper and / or computerized exclusively by personnel authorized to process the data in relation to the tasks and duties assigned and in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity.

The data may be disclosed to the universities that will host students who are considered suitable for a period of study at their premises and will be kept for the period necessary to carry out the procedure and to fulfill all legal obligations.

At any time, the rights referred to in Articles. 15 and ss. of the GDPR and, in particular, access to their personal data, rectification, integration, cancellation, limitation as well as the right to oppose the processing are extant as well as the right to lodge a complaint with the Guarantor for the protection of personal data pursuant to art. 77 of the GDPR.

### **Art. 11 – Responsible for the procedure**

Pursuant to the provisions of art. 5 of the law of 7 August 1990, n. 241, the person in charge of the selection procedure referred to in this announcement is Dr. Salvatore Cittadino, U. Op. Mobility for Internship, University of Messina, Piazza S. Pugliatti 1, Messina. (e-mail: traineeship@unime.it tel. : 090 6768567/8538). For further information: Internship Mobility Operating Unit - International Mobility Organizational Unit - D.A. Educational Services and Higher Education - University of Messina - Erasmus Code: I MESSINA 01- Piazza S. Pugliatti, 1- 98122 Messina - web: [http://unime.it/unime\\_international](http://unime.it/unime_international).