



CALL FOR ERASMUS+ MOBILITY FOR TRAINEESHIPS A.Y. 2024/2025
(PROJECT 2023-1-IT02-KA131-HED-000139681)

Call deadline (SINGLE CALL): 18 July 2024

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SECTION 1: CHARACTERISTICS OF ERASMUS MOBILITY BY TRAINEESHIP

This call is part of the Erasmus+ programme 2021-2027, regulated by Regulation (EU) No 2021/817 of the European Parliament and of the Council of 20 May 2021 and by the Guide to the Erasmus+ programme 2021-2027. 2021.

Individual learning mobility is part of Action 1 of the Erasmus+ programme 2021-2027. This action shall support the mobility of students in any subject area and in any course of study (first, second and third cycles).

The objective of this action is to contribute to the creation of a European education area and to strengthen the link between education and research in order to promote thinking skills.

Art. 1 – General information

Within the framework of the Erasmus+ KA131 Programme, the mobility for "Erasmus+ Traineeship" **allows students, PhD students and UniMe students to carry out a traineeship in business, professional studies, research institutes, Universities and Training Centres based in one of the participating countries.**

In particular, the host institution may be any public or private organisation active in the labour market or in areas such as education, training and youth; a non-profit organisation, association or NGO; a body for vocational guidance, vocational counselling and information services, a higher education institution of a country participating in the Erasmus Charter Programme ; the Council of Europe, the United Nations Organisation, offices linked to the UN and UNESCO.

The basic objective of this action is to adapt the training of university students to European labour market standards, with specific vocational skills, and particular attention to the culture and socio-economic status of each host country.

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

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

Erasmus+ scholarships for study and internship may be awarded in the same or in different cycles of study and without a specific succession, provided that the mobility per internship is not carried out at the same time as the Erasmus+ study stay.

Art. 2 - Duration of the traineeship (SMP), eligible training activities and digital skills

Grants will be awarded to students, undergraduates, postgraduates, masters and PhD students enrolled at the University of Messina to carry out the following types of mobility: PHYSICAL (c.d. "Long mobility" and "Short mobility") or BLENDEED (physical + virtual component). In particular;

- 1) Physical mobility "long mobility": means the «traditional» Erasmus mobility carried out in presence at the host Institute/Enterprise for a minimum duration of 2 months (60 days) up to a maximum of 4 months (120 days). The rules are set out in the Program Guide.
- 2) For mobility Physical "short mobility": the program allows you to carry out a mobility for short-term internship (from 5 to 30 days) in which can participate only PhD students, students enrolled in a Master of I or II level.



- 3) Mixed Mobility "blended" that provides both a period of performance of distance activities and a period of physical mobility in the host organization. The physical component of mixed mobility must respect the minimum duration of 5 full and consecutive days and maximum of 30 days in short mobility "Short mobility". Please note that the financial contribution will be recognized only for the period of physical mobility, depending on the duration of the same.

The internships must take place from 01 October 2024 and must be completed by 31 July 2025.

In Erasmus+ mobility for Traineeship the following activities can be carried out: training traineeships and vocational guidance, curricular traineeships, thesis research activities. Below, with the word "traineeship", will mean all the activities already mentioned.

The European Commission promotes the development of digital skills through direct experience within host entities. Digital Skills aim 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 analytics, visualization; programming and training of robots and artificial intelligence applications.

The activity carried out within the framework of Erasmus+ Traineeship can, therefore, fully replace the "Curricular Internship" and provide for the achievement of curricular credits, or can be recognized as an ex post internship and involve the award of additional credits (extracurricular) not useful for the achievement of the title but reported in the Diploma Supplement.

Art. 3 – Admission requirements

Students, Undergraduates, PhD students, Master's and Specializing students who meet the following requirements can do the internship:

- **Students:** Be regularly enrolled, "in corso" or "fuori corso", at A.A. 2023/24 in a first, second or single cycle course of study, first and second level university Masters. Students enrolled in individual study programmes are not admitted.
- **Undergraduates: Students who will obtain the final degree after the participation in the call, and who will have to carry out the mobility exclusively postgraduate.** These candidates may apply and must be enrolled in the last year in a first, second and single cycle course of study. Therefore, they can be selected and be "assignees" of the scholarship even if they will obtain the qualification before the publication of the rankings. If they will be assigned, they can carry out the traineeship within twelve months of obtaining the final qualification and by 31 July 2025 at the latest.
- **PhD students:** Be enrolled in a PhD 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 mobility abroad by the Coordinator/ Supervisor of the Doctorate.
- **Specializations:** The student must be enrolled in a Graduate School activated by UNIME in the A.A. 2023/2024 and retain the requirement of registration for the duration of the procedure or until the publication of the ranking list. These candidates, before submitting an application for participation, must be authorized to carry out the mobility abroad by the Coordinator/ Supervisor of the specialization course.

ALL candidates must:

- **Make all communications via Unime's institutional email** (name.surname@studenti.unime.it);



- Have completed the **payment of the tuition fees** according to their "STATUS", (Students, Undergraduates, PhD students and Interns) at the time of application, at the time of departure and for the duration of the mobility period;
- Possess a level of **linguistic competence** appropriate to the host country of the chosen location in accordance with Art. 6;
- Not having already used the maximum number of months of mobility provided by the Erasmus+ Programme for each study cycle (see Art. 1);
- Submit your "work plan" (cf. Annex 2 "Learning Agreement For Traineeship") duly completed **and signed by the host institution and the International Mobility Coordinator for the Degree programme** (the signature of the UniME Institutional Coordinator is not necessary for the submission of the application)
- **Students with non-European citizenship must also have a valid residence permit at the time of application and for the duration of the mobility. The residence permit must be renewed before the start of mobility. Therefore, it is advisable to renew well in advance of the departure date.**

During the whole period of Erasmus, the student **will NOT be able to:**

1. Follow courses and take UNIME exams, as the career will be blocked on Esse3 for the entire period of mobility, will be unlocked only after receiving the certificate of end of mobility.
2. Graduate

Art. 4 – Financial Aspects

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

The payment of the scholarship will be subject to the transfer of the relative funds from the National Agency Indire and will be executed in only solution.

The total amount of the scholarship will be paid following receipt by the competent agency of the "Confirmation of Arrival" of the student in mobility.

Upon return, the verification of all the documentation produced will be carried out, in cases where the student terminates the mobility in advance of the dates indicated in the financial agreement, any refund of the sums paid for the period of mobility not made will be required. The monthly amount of the European contribution is based on the cost of living of the destination country, according to three groups defined by the European Commission.

4.1 Contribution "Long mobility" – (all mobilities)

The contribution for Erasmus+ traineeship mobility "Long mobility" consists in the monthly grant from the National Erasmus+/INDIRE Agency. This component is granted to all/the winners/winners of the Erasmus+ Traineeship Call A.A. 2024/2025, varies according to the country of destination and corresponds to the following amounts:



GROUP OF COUNTRIES	DESTINATION	AMOUNT PER MONTH
GROUP 1 (high cost of living)	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom, Switzerland.	€ 500,00
GROUP 2 (average cost of living)	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain	€ 450,00
GROUP 3 (low cost of living)	Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, FYR Macedonia, Poland, Romania, Slovakia, Slovenia, Czech Republic, Turkey.	€ 400,00

4.2 Contribution for short-term mobility "Short mobility" (only for PhD students and students):

The contribution for Erasmus+ traineeship mobility "Short mobility" is calculated on the basis of the duration of the part of the internship carried out in physical mode, as shown in the following table:

Duration	Daily contribution for short-term mixed mobility
Up to the 14 th day	€ 79
From 15 th to 30 th day of activity	€ 56

No financial contribution is foreseen for the virtual component of short-term mobility.

4.3 Contribution for special needs:

For students and PhD students with fewer opportunities (with special needs, related to physical, mental or health conditions) in addition to the contribution for physical mobility Erasmus+ is expected to supplement € 250.00 month.

The European Commission also allocates annually an additional amount aimed at granting grants for students with special needs. Students wishing to apply for such funding can contact the "Disability Services/DSA" Unit (e-mail: servizi.dd@unime.it) which, in consultation with the competent department, support students for the finalization of the application and the request of additional contributions.

4.4 Contributions for PhD students:

The award of the Erasmus+ scholarship for the third cycle is not compatible with the increase of the scholarship provided for doctoral students with scholarship but is compatible with the contribution provided by the doctorate for the expenses of stay abroad, according to the UNIME Regulation link: <https://www.unime.it/ricerca/dottorati/regolamenti-e-normativa>

Students/PhD students who have been awarded an Erasmus+ mobility grant for internships (SMP) will not be able to receive grants or funding provided by the European Commission under other programmes.



Art. 5 – Choice of location and duration

Every candidate must:

1. Find independently, or with the support of a teacher, an institution willing to welcome him for internship activities (hereinafter referred to as "Host Institution") in one of the countries participating in the Erasmus+ KA131 Programme, which complies with the requirements set out in art.1. paragraph 1.

To identify the host institution, students can:

- a) **Consult the UNIME Database** (available on-line at the following web page: <https://www.unime.it/international/opportunita-allestero/erasmus/mobilita-erasmus-tirocinio-ue/database-sedi-ospitanti>) that in previous academic years collaborated with the University of Messina, or
- b) **Consult the platforms** sponsored by the European Commission and ErasmusIntern <https://erasmusintern.org/> in which the internship positions available at European Institutions and Organizations are listed. These platforms also specify internship opportunities for the development of Digital Skills.

2. Get the approval of the Learning Agreement for Traineeship (LAT) by the **International Mobility Coordinator for the Degree/Ph.D. programme** indicating the work plan you intend to carry out abroad.

The modalities for the compilation of the LAT are specified in Annex 4 to this Call.

Only applications accompanied by the Learning Agreement for Traineeship will be accepted, duly completed in all parts (also in the section "Before the Mobility" Table A and Table B) and with the trainee's signatures (trainee) by the International Mobility Coordinator for the Degree programme and the host institution (supervisor at the receiving Organisation).

The possible closing period of the host institution, for holidays or other valid reason, cannot be considered in the calculation of the minimum duration for each Internship (60 days).

The beneficiaries of the scholarship who interrupt in advance, voluntarily and without valid and documented reasons their stay abroad, will lose any right to the economic benefit, and will be required to return the entire amount of the Exchange. Only in case of interruption of mobility due to serious reasons or force majeure (events not foreseeable or attributable to the beneficiary by mistake or negligence, such as strikes of a national nature, natural disasters, other circumstances not directly related to the will of the beneficiary), provided that they are properly documented, The National Erasmus Agency will issue a special opinion for the possible confirmation of the Scholarship for the actual internship period.

The Beneficiary may request the competent body, with appropriate reasons, to extend its period of mobility. Any extension granted must be authorized by both the University of Messina and the Host Institution and will be paid at the closure of all mobility financed, subject to availability of Community funding.

Art. 6 – Language Knowledge

Knowledge of the official language of the country of destination, or **any other language accepted by the host institution as "vehicular language"** (for instance English), is a requirement to apply.



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

International Certification	
English language	<ul style="list-style-type: none">• IELTS (International English Language Testing System - University of Cambridge)• PET (Preliminary English Test - University of Cambridge)• FCE (First Certificate in English - University of Cambridge)• CAE (Cambridge Advanced English - University of Cambridge)• CPE (Cambridge Proficiency English - University of Cambridge)• TOEFL (Test of English as a Foreign Language)• ESOL (English for Speakers of Other Languages - University of Cambridge)• ISE (Integrated Skill in English – Trinity College London)
French language	<ul style="list-style-type: none">• DELF (Diplome d'études en langue Française – Alliance Française/CIEP)• DALF (Diplome approfondit de langue Française - Alliance Française/CIEP)• ESABAC (Esame di Stato-Baccalauréat)• DFP (Diplome de Française Professionnel - CCIP)
German language	<ul style="list-style-type: none">• Goethe-Zertifikat B1• Goethe-Zertifikat B2• ÖSD Zertifikat B1• ÖSD Zertifikat B2• TestDaF (Test-Deutsch als Fremdsprache)
Spanish language	<ul style="list-style-type: none">• DELE (Diplomas de Espanol como Lengua Extranjera – Instituto Cervantes)• SIELE (Servicio Internacional de Evaluación de la Lengua Española – Instituto Cervantes)

2. Selfdeclaration to assess the language knowledge obtained in one of the following manners,:

	1) Self-certification passing, and registration in career, of the language exam (Annex 1 compilation) provided in the study plan (the
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Self-certification - drawn up according to the model available in Annex 2 of the Call in which the candidate declares to be in one of the following positions:	language used must coincide with the official language of the country of destination or with the language accepted by the host institution as a "target language"). For the three-year courses, the language examination passed is required to be at level B1, while for the master's and single-cycle courses is at level B2 (unless the study manifesto provides for a different level)
	2) Native speakers and students enrolled in courses of study entirely taught in English (option valid for students applying for those locations that provide English as a requirement) may self-certify their knowledge and level of language proficiency using the same Annex 1.
	3) Passing the Online Linguistic Support (OLS) test, if an Erasmus mobility has already taken place, may also be self-certified with Annex 1.
	4) Students who have obtained a CLA certificate for participation in the Erasmus+ Studio or Erasmus+ Traineeship mobility calls (internship) in the academic year 2023-24 (calendar years 2022 and 2023) may submit the self-certification for the test already taken using Annex 1.

3. Letter of commitment to the achievement of the language level required by the location assigned (Annex 2).

Participation in the call without specific linguistic competence is allowed. However, the applicant undertakes to reach and certify the necessary language level, through either of the two options provided in Annex no. 2 of the Call:

- Passing the language exam (if contained in the Degree programme)
- Obtaining an International Certification

Either of the abovementioned options must be met STRICTLY before the start date of mobility, under penalty of rejection of the grant.

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

Native speakers can self-certify their knowledge and level of language proficiency using Annex 1.



The online application procedure (cf. art. 7) requires the upload of the language certification or the self-certification of the foreign language of which you intend to declare possession. Applications without upload or with a language certification other than one of those listed above or self-certification will be excluded.

CHAPTER 2: Submission of the Application

This Call provides for a single CALL for applications.

Students interested in participating must submit their application through the Esse3 <https://unime.esse3.cineca.it/Home.do> platform by July 18, 2024 at 13:00. (starting October 1, 2024)

The candidate must upload/indicate the following documents/information to the application:

1. Upload in the ESSE3 platform **Certification/self-certification of language proficiency** (Annexes 1 or 2).
2. Report in the ESSE3 platform the details of the host institution in which the traineeship is to be carried out (see Annex 4 Guidelines for completing the Erasmus+ Application) specifying, in the appropriate section, the State to which the Institution belongs.
3. Upload in ESSE3 platform the Learning Agreement for Traineeship (LAT) duly completed, subscribed and signed **the host institution and the International Mobility Coordinator for the Degree programme** . (NB you must also fill in the sections "Table A" and "Table B" of the LAT) (Annex 3)
4. Indicate in the ESSE3 platform participation in previous mobility periods under the Erasmus programme (if applicable) ;
5. Indicate in the ESSE3 platform Disability (if applicable).

The PhD students, in addition to the aforementioned documents, must attach to the application the authorization of the Coordinator of reference for the performance of the period abroad.

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

Art. 7 – Selection criteria and ranking lists

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 (cf. Annex 6) taking into account the data reported in the ESSE3 platform (database of student careers) on the expiry 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 teaching structure, 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.

With equal merit, priority will be given to the/the candidate/to the youngest person.

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



The ranking list will be published on the following links: <https://www.unime.it/bandi-e-concorsi/studenti> in due time to allow assignees to arrange their mobility (starting date October 1st).

The publication has the value of legal advertising, pursuant to the Code of Digital Administration (Legislative Decree 7 March 2005, n. 82, and subsequent amendments and additions) and will have the value of notification for all the candidates assigned. It will be the student's responsibility to see the ranking.

It is recalled 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 person concerned being deprived of any benefits obtained on the basis of a false declaration, the criminal penalties provided for for the hypothesis of falsehood in acts and false statements are applicable. In this case, students who have already received financial contributions will be excluded from participation in the programme and will be required to repay in full the amounts already received.

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

Art. 8 – Shifts in ranking

The U. Op Mobility for traineeship (Office) will update the ranking list, in order to reallocate all the monthly instalments that will not be used as a result of waiver by the beneficiaries, until the available funds are exhausted.

CHAPTER 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 duration of the period spent abroad, the exclusive performance of the activity provided for in its work plan.

Any additional "special" insurance cover required by the host will, however, be paid exclusively by the student.

Art. 10 – Personal data Processing

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 its institutional purposes exclusively for the performance of this selection procedure. The Data Controller is the University of Messina, Piazza S. Pugliatti n.1 - 98122 Messina, e-mail: protocollo@pec.unime.it. The processing of personal data will be carried out by means of paper and/ or computerised exclusively by personnel authorized to process data in relation to the tasks and tasks assigned and in compliance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity.

The data may be communicated to the Universities that will welcome the students assessed as suitable to carry out a period of study at their premises and will be kept for the period necessary for the procedure and the completion of all legal obligations.

At any time the rights referred to in art. 15 and ss. and, in particular, access to your personal data, rectification, integration, deletion, limitation and the right to object to the processing. This is without prejudice to the right to lodge a complaint with the Data Protection Authority pursuant to Art. 77 of the GDPR.



Art. 11 – Responsible for the procedure

Pursuant to art. 5 of the law 7 August 1990, n. 241, the person responsible for the selective procedure referred to in this notice is Dr. Norita De Angelis U.Op. Mobility for traineeship, University of Messina, Piazza S. Pugliatti 1, Messina. (e-mail: traineeship@unime.it tel.: 090-6768532/8567/8358). For further information: Operative Unit Mobility for Internship - Organizational Unit International Mobility - D.A. Educational Services and Higher Education - University of Messina - Erasmus Code: I MESSINA 01- Piazza S. Pugliatti, 1- 98122 Messina - web: <https://www.unime.it/international>