

**Please note:**

The English version of the Call is published for publicity purposes only. For enforcing the call, resolving any dispute and for all legal purposes, only the Italian version (Bando D.R. n.829 of 21/03/2022) is valid.

***ERASMUS+ Programme, Key Action 1 – Student Mobility for Traineeship***

**ERASMUS+ STUDENT TRAINEESHIP**

**CALL FOR APPLICATIONS**

**a. y. 2021-2022**

FOR THE ALLOCATION OF 40 GRANTS FOR 4-MONTH TRAINEESHIPS ABROAD\* addressed to students regularly enrolled in a study course at Tor Vergata University of Rome. The Programme is co-funded by MUR (the Italian Ministry of Education, University and Research) and by the European Commission. 8 INTERNSHIP GRANTS are intended for internships in non-EU countries.

**Conditions provided by this call for applications may be amended or supplemented following official communications from the *Erasmus+ Indire National Agency* (henceforth NA), in the context of the publication by the European Commission of updates to the 2021-2027 Erasmus+ Programme (henceforth the Programme).**

**Payment of Erasmus+ Mobility for Traineeship grants is subject to the actual allocation of EU funds by the NA.**

**In case of non-payment or partial payment of funds by the funding bodies, the University reserves the right to pay the amounts to the students in proportion to the amounts actually collected.**

\* The University reserves the right to increase the number of internships offered in case of additional financial resources and / or by granting mobility without community contribution, as well as to increase the amount of the scholarship if new funds are made available.

The Programme allows Tor Vergata University students to access training internships in companies, training and research centres in one of the countries participating in the Programme, in order to complete full-time internships that are recognised as an integral part of the students' curriculum (subject to the approval of the degree course at the university to which they belong).

**ART. 1 – APPLICATION REQUIREMENTS**

Eligible candidates are all students regularly enrolled in a degree course (Bachelor's degree, Master's degree, one-cycle degree, Ph.D., 1<sup>st</sup> and 2<sup>nd</sup> level specialising master's) at Tor Vergata University of Rome in the academic year 2021/2022 as well as students who are going to graduate in the academic year 2020/2021.

Students who are regularly enrolled in a Bachelor's or a single-cycle degree course can apply from the second year onwards.

N.B. Students who are not regularly enrolled in the academic year 2021-2022 before submitting the application (e.g. students who do not pay taxes since they are on precautionary enrolment) automatically lose the right to mobility and cannot benefit from either the Erasmus status or the economic contribution.

**Students who are about to graduate and wish to apply for an Erasmus+ Student Traineeship are not allowed to obtain their degree before the deadline of the online application.**

**To be eligible for the EU grant, students shall:**

- not be in receipt of scholarships from other European Commission-funded programmes or actions or scholarships under other International Mobility Programmes of the same University and/or equivalent programmes of the students' University during the same period;
- have not already spent the maximum number of mobility months allowed by the Erasmus+ Programme during their study cycle (Erasmus+ allows for a number of mobility periods for each study cycle for both study and internship. A total of 12 months of mobility is allowed for each study cycle, I (three-year degree courses), II (two-year degree courses), III (PhD/specialisation Master) and 24 months for one-cycle degree courses).

**Mobility towards the student's own country of residence is not allowed**

**Art. 2 – THE TRAINEESHIP**

**Student mobility**

Candidates can seek a company/institution willing to host them as trainees independently or with the help of a professor or by consulting the database of companies present in the call.

It is also the candidate's responsibility to verify directly with his/her supervisor at the destination site the existence of any special requirements imposed by the hosting institution (e.g. application within a specific deadline incompatible with the timing of the internship, additional documents, language certifications, etc.) directly with their supervisor at the destination site.

To finalise the internship offer, the student can submit the following:

- Learning agreement for traineeship signed by the host institution / company;
- A duly signed letter of acceptance from the host institution / company;
- Confirmation emails from the host institution / company clearly showing the sender, date, subject and all content of the email correspondence between the candidate and the host institution / company. To upload the email into the system, it is necessary to print it out in a PDF version or upload a screenshot.

**N.B. In order to complete the internship, the Learning Agreement must be duly completed and signed before the start of the internship.**

Applicants **are not eligible for traineeships** if any of the following conditions are met:

- they are not enrolled in a study course at Tor Vergata University of Rome in the academic year 2021/2022 or are not about to graduate in a session of the academic year 2010/2021;
- they graduate before the closing date of the online application;
- the host company does not provide certification of the activities included in their Learning Agreement for Traineeship;
- they have already twice rejected the offers of traineeship made by the University Erasmus+ Traineeship offices.

<sup>1</sup>Any public or private company engaged in economic activities, regardless of its size, legal status or economic sector, including social economy (Source: Official Gazette L327 of 24/11/2006).

<sup>2</sup>The *Learning Agreement for Traineeship* (LAT) form is fundamental for setting up the traineeship programme, which shall be approved and signed by the candidates' University, the host company, and candidates themselves before departure. The LAT shall also contain a certificate ("Dichiarazione di Qualità") that specifies the roles and responsibilities of the parties involved in the traineeship. In addition to the traineeship

programme, said certificate shall also include the start and end dates of the mobility period. Any significant change in the programme or dates and any possible extension of the mobility period shall be agreed upon in writing by all parties (University, applicant and host company).

Compatibly with the current pandemic situation, internships can start from May 2022, must have a duration of 4 months and can be extended to a maximum of 6 months in the same company \*. In fact, traineeships may be extended if trainees submit a written request at least one month before the expected end of their traineeship and, in any case, by 31 May 2023. If approved, the extension shall be initially permitted without a grant. Within 30 days of receipt of the extension request, applicants shall be notified whether they shall receive a funded or a “zero-grant” extension.

**The minimum duration of traineeships shall be at least 2 months.**

\*Grantees may apply for the extension by filling out the Extension Form (Modulo di Prolungamento) and sending it via email to the following email address [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it) together with the “approval” of the host company.

The internship can be carried out both before graduation and within the first year of graduation. In any case, all internship activities must be completed by 31 September 2023 (e.g. if the student graduates on 10 November 2021, the internship must be completed by 30 September 2023).

### **Mobility during the PhD**

In order to better meet the different learning and training needs of PhD students and to ensure equal opportunities, PhD students and those who have recently been awarded their doctorate (postdocs) have the opportunity to undertake short or long-term physical mobility periods abroad for internship.

Those who have recently obtained their doctorate can participate in internships within 12 months of graduation, under the same conditions as for University graduates.

Students who have already undertaken a mobility period for study and/or training purposes under the LLP Erasmus Programme (2007-13) may apply for a further mobility period, the maximum duration of which shall not exceed the difference between the 12-month mobility period set out in the Programme for each study cycle and the number of Erasmus mobility months already granted during the same study cycle.

Students enrolled in a one-cycle degree course, who have already undertaken a mobility period for study and/or training purposes under the LLP Erasmus Programme (2007-13), may apply for a further mobility period, the maximum duration of which shall not exceed the difference between the 24-month mobility period set out in the Programme for each study cycle and the number of Erasmus mobility months already granted during the same study cycle.

Non-European students wishing to participate in the Erasmus+ Traineeship Programme will have to refer to the Embassies of their country of origin to obtain an entry visa for the countries where they wish to carry out the mobility, at no additional charge to the Administration.

## **2.1 Digital Opportunity Traineeship**

From 2018/2019, the European Commission has intended to promote digital opportunity traineeships in all disciplines aimed at acquiring and developing high technological skills (computer security, big data analysis, quantum and/or artificial intelligence, programming languages; SEO or search engine optimisation) and horizontal skills (web design, digital marketing, software development, graphic design).

In this regard, traineeships shall be considered digital skills traineeships only if they include the following activities:

- **digital marketing (for example, social media management, web analysis);**

- **graphic digital design, mechanical or architectural;**
- **development of applications, software, scripts or web sites;**
- **IT system and network installation, maintenance, and management;**
- **computer security;**
- **data analytics, mining, visualisation;**
- **programming and training of robots and artificial intelligence application.**

Digital skills do not include general support of the host company's clients and administrative activities such as entering data into the company's database and general office activities.

In accordance with the instructions of the European Commission, applying for a digital skills traineeship shall be considered one of the priority criteria for grant awards.

In order to facilitate the search for a suitable destination for Digital Skills Traineeships, the European Commission has invited European companies to publish their offers on the Drop'pin@EURES or ErasmusIntern platforms. Nonetheless, candidates may independently choose other destinations, as long as their traineeship activities are in line with those listed above.

## **2.2 MOBILITY FOR TRAINEESHIP**

Students enrolled at a Higher Education Institute and/or recent graduates who do not yet know where to carry out a traineeship abroad can register on the following platform, [erasmusintern.org](http://erasmusintern.org), promoted by the Erasmus Student Network. By accessing the "sign up" section and ticking the "I'm looking for an internship" option, it will be possible to create your own profile and search for the company / organisation that best matches your academic career goals and future professional development.

**Dreamville of Social media officer** based in Prague: the candidate will be required to deal mainly with copywriting and managing the company's website and various social platforms. The company is looking for students enrolled in Communication, Marketing, or Languages. The internship requires B2 level English skills, which will be proven in an online interview. Contact email [elisa.barni@savinopartners.com](mailto:elisa.barni@savinopartners.com)

**SHARE ARCHITECTS ZT GMBH, Vienna**([www.share-arch.com](http://www.share-arch.com)) : the studio offers a minimum 6-month internship for students of Building and Architectural Engineering students. Contact email [office@share-arch.com](mailto:office@share-arch.com)

**Useful links for finding a host company are listed below:**

EURES, the European job mobility portal

<http://ec.europa.eu/eures/home.jsp?lang=it>

PHILOX, connecting European students

<http://www.philox.eu/>

GLOBAL PLACEMENT, Internship Network

<http://www.globalplacement.com/splash>

EURODESK, information and orientation on UE programmes

<http://www.eurodesk.it/>

GARAGERASMUS

<http://www.garagerasmus.org/>

ERASMUS INTERN

<https://erasmusintern.org/>

Link to the list of companies where you can start your search for the host institution

[https://mobint.uniroma2.it/traineeship/candidatura/report\\_aziende.aspx](https://mobint.uniroma2.it/traineeship/candidatura/report_aziende.aspx)

### **Traineeship mobility:**

- **Traineeship in FR:** according to French law [<https://www.service-public.fr/professionnels-entreprises/vosdroits/F20559> (see “gratification”)], if the mobility lasts longer than 2 months (corresponding to 44 actual working days), the hosting organisation must pay the trainee. The fact that a student is doing an Erasmus internship / traineeship does not allow the hosting company not to comply with French law; in fact, there is no special status for an Erasmus+ trainee in France.

- **Mobility to the UK**

Following the Brexit agreement of 24 December 2020, the UK government has decided to end the UK’s participation in the Erasmus + programme.

However, on the basis of Article 138 of the Withdrawal Agreement, it is foreseen that the Union legislation in force for Union programmes and activities committed under the 2014-2020 MFF or the previous financial perspectives will continue to apply to the United Kingdom after 31 December 2020 until the closure of those Union programmes and activities.

On the basis of this article and other provisions of the Withdrawal Agreement, this means that legal entities established in the United Kingdom will continue to be fully entitled to participate in and receive funding under the 2014-2020 EU programmes, including Erasmus + and the European Solidarity Corps, as if the UK were a member state, until those programmes are closed.

The European Commission, DG Education, Youth, Sport and Culture, has also issued a note to National Agencies providing some important clarifications on UK mobility under the Erasmus + and European Solidarity Corps Programmes.

- Do Erasmus + higher education students need a visa to study in the UK?
- Do you need a visa for university students, learners in vocational training or adult education, volunteers doing an internship? If so, which visa category do they fall into?
- What are the requirements for issuing a visa?
- Do Erasmus + participants applying for a T5 GAE visa (work experience) have to pay a visa application fee of £ 244?
- Does the supplement for healthcare apply to Erasmus + participants?

The answers are contained in the pdf note: UK-visa-requirements

<https://www.erasmusplus.it/wp-content/uploads/2021/06/UK-visa-requirements.pdf>

More information on the consequences of Brexit in the EU

[https://ec.europa.eu/info/relations-united-kingdom/new-normal/consequences-brexit\\_it](https://ec.europa.eu/info/relations-united-kingdom/new-normal/consequences-brexit_it)

- **Mobility to Switzerland:** Switzerland participates in the programme through the Swiss European Mobility Programme.
- **Mobility to non-EU countries:** the hosting institution can be sought directly by the student and proposed during the application phase through a letter of acceptance and / or Learning agreement;

N.B. In order to complete the internship, the Learning Agreement must be duly completed and signed before the start of the internship.

**Here are some of the locations outside the EU locations where it is possible to complete the internship under bilateral agreements\*:**

**Thai Nguyen University of Economics and Business Administration**

(Internship field: administration, marketing, tourism - Internship activities: studying, doing research, assistant)  
email:

**Thu Dau Mot University - Business, Management, Social Work, Administration, Applied Science, IT, Art and Graphic Design**

(Research assistant, teaching assistant, project management assistant, administrative assistant, service community)

email:

**Nguyen Tat Thanh University - Marketing, Logistics and SCM**

(teaching assistant, administrative assistant, research assistant, student activities and Internship with NTTU's Partners)

email:

**\*Institutional agreement being defined, for any interest please contact the Erasmus traineeship office to the email [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it)**

For those who have left the academic pathway, graduates who have been preparing to enter the job market for more than 12 months, it is advisable to find out about the opportunities offered by the European Social Fund, whose initiatives aim to ensure better employment prospects.

For more information, visit the European Commission's website:

<http://ec.europa.eu/esf/home.jsp?langId=it>

**2.3 SAFETY PROVISIONS**

It should be noted that the mobility period may be suspended, modified, interrupted or cancelled if the Ministry of Foreign Affairs and International Cooperation advises against travelling to the destination or if Tor Vergata University of Rome, after consultation with the parties involved, deems it unsafe for students to be sent / stay at the destination place as part of the mobility.

**Art. 3 – MOBILITY GRANTS**

The monthly amount of Erasmus+ Traineeship grants awarded by the European Commission depends on the destination country and the group to which it is assigned:

	HOSTING COUNTRY	MONTHLY AMOUNT
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<b>GROUP 1 (HIGH cost of living)</b>	Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden. <u>Partner countries in region 14</u> : Faroe Islands, Switzerland, United Kingdom.	<b>€ 500.00 /month</b>
<b>GROUP 2 (MEDIUM cost of living)</b>	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain. <u>Partner countries in region 5</u> : Andorra, Monaco, San Marino, Vatican City State.	<b>€ 450,00/month</b>
<b>GROUP 3 (LOW cost of living)</b>	Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary.	<b>€ 400,00/month</b>

	<b>HOST PARTNER COUNTRY</b>	<b>IMPORTO MENSILE MONTHLY AMOUNT</b>
<b>Group 1</b>	Paesi Partner da Regioni 1-4 e 6-13 <a href="http://www.erasmusplus.it/programma/paesi-partecipanti/">http://www.erasmusplus.it/programma/paesi-partecipanti/</a>	<b>€ 700,00/month</b>
<b>Group 2</b>	Partner Countries from Regions 5 and 14 <u>Partner Countries from Region 5</u> : Andorra, Monaco, San Marino, Vatican City State <u>Partner Countries from Region 14</u> : Faroe Islands, Switzerland, United Kingdom.	<b>The same amounts apply as for student mobility between Program Countries</b>

### Travel - Contribution to travel costs

to Partner Countries with the exception of the Partner Countries in Regions 5 and 14

<b>Mileage bands</b>	<b>Travel amount</b>
Between 10 and 99 Km	<b>€ 23,00</b>
Between 100 and 499 Km	<b>€ 180,00</b>
Between 500 and 1999 Km	<b>€ 275,00</b>
Between 2000 and 2999 Km	<b>€ 360,00</b>

Between 3000 and 3999 km	€ 530,00
Between 4000 and 7999 Km	€ 820,00
8000+ Km	€ 1.500,00

The grant will be paid in two parts: the first part, 70% of the total amount, within 30 days after receipt of the arrival form signed by the host institution and the remaining 30% after return. To complete the administrative procedure, the student must send the traineeship certificate, the OLS certificate, and the Participant Report to the Office.

The exact amount of the traineeship mobility grants shall be calculated in days, in accordance with the note of NA of 17.09.2014 Prot. N. 21484/ERASMUSPLUS/KA1.

The duration of the grant is calculated on the basis of the start and end dates of the traineeship (day/month/year) in accordance with the trading year of 360 days. Therefore, each month, regardless of its duration, shall be calculated as 30 days. In the case of incomplete months, the grant shall be calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly cost unit.

Disabled students shall receive a supplement to the Erasmus+ Traineeship grant (a specific request shall be submitted to the Erasmus+ Traineeship Office).

## CO-FINANCING

**The contribution will be co-financed by MUR (Ministry of Education, University and Research) funds and will be paid according to the provisions of Ministerial Decree 1047 of 29/12/2017 \* (Fondo Sostegno Giovani - FSG) or the monthly amount of the scholarships will be determined with reference to the economic conditions resulting from the ISEE \*\* certificate, as indicated in the table below.**

BANDS	ISEE	GRANT IN € (European countries)	GRANT in € (non-European countries)	GRANT for USA and Japan
<b>I</b>	<b>ISEE ≤ 13.000</b>	€ 600	€ 800	€ 1.000
<b>II</b>	<b>13.000 &lt; ISEE ≤ 21.000</b>	€ 550	€ 700	€ 800
<b>III</b>	<b>21.000 &lt; ISEE ≤ 26.000</b>	€ 500	€ 650	€ 750
<b>IV</b>	<b>26.000 &lt; ISEE ≤ 30.000</b>	€ 400	€ 450	€ 550
<b>V</b>	<b>30.000 &lt; ISEE ≤ 40.000</b>	€ 350	€ 350	€ 350
<b>VI</b>	<b>40.000 &lt; ISEE ≤ 50.000 e ISEE &gt; 50.000</b>	€ 250	€ 250	€ 350

\* Students who fail to complete the normal duration of study plus one year will be automatically excluded from funding in accordance with the law.

\*\* MIUR co-financing is not provided for students who carry out traineeship mobility as graduates.

\*\*\* As regards the determination of the composition of the family unit, the income situation indicator, the financial situation indicator and the methods of completing the framework to apply for benefits for the right to education, as well as all other issues related to the calculation of the ISEE, this call refers to the DPCM of 5 December 2013 No. 159 “Regulation on the revision of the methods of determination and the fields of application of the Indicator of the equivalent economic situation - ISEE”.

**ATTENTION: ISEE 2020 certification is required.**

The ISEE value will be considered for the calculation of the student contribution, indicated at the time of enrolment for the academic year 2021/22.

Failure to submit the ISEE entails the adjustment of the contribution to that assigned to students with an ISEE > 50.000.

• **For students resident in Italy**, at the time of enrolment for the academic year 2021/2022, in order to participate in the Erasmus Call, it is necessary to authorise the acquisition of the valid ISEE certificate (relating to subsidised services for the right to education) on the DELPHI platform before departure.

• **Foreign students who are not resident in Italy must present the “Form for recording data for the University Equality Indicator”** issued by CAF and acquired from the “Welcome Office” at the time of enrolment, in order to receive the scholarship payment.

The Stability Law 11 DECEMBER 2016 n. 232, provides in Article 1, paragraph 261:

“In the case of students who are nationals of a country that is not a member of the European Union and who are not resident in Italy, and for whom the calculation of the ISEE of the family unit to which they belong is not applicable, pursuant to Article 8, paragraph 5 as per the decree of the President of the Council of Ministers dated 5 December 2013, No. 159, the amount of the annual flat-rate contribution shall be determined by the individual state universities, also by derogation from the criteria set out in paragraphs 255 to 258 of this article”.

Foreign nationals who do not reside in Italy are therefore not eligible for the self-certification facility in any way.

Foreign students from one of the countries of the European Union who do not reside in Italy must, for the purpose of payment of the contribution, submit the equalised ISEE.

**Equalised ISEE**

As can be seen from the resolution of the Board of Directors of 10/11/2020, concerning the introduction of a control and verification system for the equalised ISEE (University Equalised Indicator Survey Form), - all non-EU students for whom the calculation of the ISEE is not applicable pursuant to art. 8, paragraph 5 of Ministerial Decree 159/2013, may request the preparation of the Equalised University Indicator Data

Collection Form at the CAF office indicated by the University, where all the documentation containing the information necessary for the determination of the proof of income or the original certification issued by the Authorities of the country of origin must be submitted (the documentation must be translated into Italian and legalised even if there is no movable or immovable property) and certified by the Italian diplomatic authority competent for the territory of the student's country of origin (Article 33 of Presidential Decree no. 445 of 28/12/2000).

Students in possession of the DISCOLAZIO scholarship must also submit the data collection form and will be checked for their information. The MUR contribution is not compatible with a DISCOLAZIO funding granted to promote mobility.

The ISEE PARIFICATO certificate must appear on the DELPHI university platform at the same time as the regularisation of the application, as required in this Notice of participation.

- **The payment of the community contribution is subject to the signature of the Traineeship Mobility Agreement and of the Learning Agreement for Traineeship before departure.** It will be paid in two instalments: the first part amounting to 70% of the total and a second part amounting to the remaining 30 %. The payment shall be made within 30 working days.
- For the payment of the first part of the Community contribution (amounting to 70% of the total), the arrival form signed by the contact person of the host institution/company must be sent by email to the address [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it) ;
- The payment of the second part of the community contribution (amounting to the remaining 30%) is subject to the sending of the final Erasmus traineeship documentation by email to [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it) , i.e. the Traineeship Certificate confirming the actual dates of the mobility period, the final OLS test if assigned, and the online summary of the Participant's Report.

#### **Tax treatment of the Erasmus+ Programme grant**

The Erasmus+ grant does not constitute income (ref. 247/E of 1999, Art. 6, paragraph 13 of Law No. 488 of 1999) unless the total annual amount does not exceed € 7,746.85. If the sum is above the threshold set by the Law, it shall constitute income for the recipient.

#### **Payments**

In agreement with the Legislative Decree of 6/12/2011 No. 201 [Urgent provisions for growth, equity, and consolidation of public accounts (11G0247), Official Gazette n. 284 of 6/12/2011 – Ordinary Supplement n. 251 in force since 6/12/2011, Art. 12], amounts exceeding € 1,000 shall be credited to an Italian banking institution account.

Therefore, applicants must indicate their bank account IBAN when submitting the application.

Note: The account has to be in the name of the recipient solely (or held jointly).

**No instalment payments shall be made instalments by cheque and/or bank transfer to third parties.**

#### **Art. 4 – SUBMISSION OF APPLICATION**

Applications shall be submitted exclusively online, the application form available at the link <https://mobint.uniroma2.it/traineeship/candidatura/>

The online application will be available from the registration date of this Call, and the deadline for completing the application form is 28/04/2022 at 12:00.

Applications whose data are incomplete or untrue will be considered invalid.

Nominations that are not validated by the candidate at the end of the compilation and whose data are incomplete or untrue will be considered invalid.

### **Art. 5 – Selection and Ranking**

The selection shall be carried out by a special Committee appointed by each University's Rector.

Each Committee will incontestably allocate grants by considering the following criteria:

- motivation and objectives;
- consistency between traineeship and candidates' academic education;
- language competence;
- study periods abroad;
- internships and work experience in Italy or abroad;
- weighted average mark\*;
- degree mark (for students enrolled in Master's Degree courses);
- possible *Learning Agreement for Traineeship* from the company and subsequent eligibility of candidates;
- possible digital skills traineeship (see Art. 2.1)
- motivational interview.

The commission shall set the dates for the motivational interviews. The dates will be communicated to the applicants after the closing of the Call via the email address indicated in the application. During the interview, further assessment of the candidates' language skills may be carried out.

It is the candidate's responsibility to be present at the interview dates set by the Commission. Failure of the applicant to appear at the dates set by the Commission will therefore be legally considered as a waiver of mobility.

The Commission has the possibility, within the limits of its powers, to assign a certain weight to each of the evaluation criteria mentioned in the previous points.

Each Commission is free to determine the criteria for the distribution of grants among the different courses and study cycles.

The Commission will draw up two ranking lists, one for those enrolled in a three-year, specialising / master's degree, single-cycle specialising / master's degree, and one for those enrolled in research doctorates and Master's courses.

For PhD and Master's students, the Commission reserves the right to evaluate candidates with its own ranking list, also based on the grade of the last degree obtained.

The ranking thus determined will be published provisionally for one week and, subsequently, in final form.

\* Online applications shall be assessed by means of a specific formula that will exclusively consider merit: ECTS, weighted average of the marks taken, and total amount of ECTS earned in relation to the year of enrolment.

The formulae used by the online application are indicated below.

For students enrolled in the first year of a Master's degree course, the following formula will be applied:  $(180/210) * [(Number\ of\ years\ foreseen\ for\ title\ attainment) / (academic\ year\ of\ title\ attainment - year\ of\ enrolment\ in\ the\ career\ related\ to\ the\ title\ for\ accessing\ the\ master's\ degree + 1)] \times (Grade\ of\ title\ awarded\ * / 110) \times 100 + (30/210) * [Minimum\ (Number\ of\ credits\ earned, Maximum\ number\ of\ credits\ achievable\ in\ the\ course\ of\ study\ based\ on\ the\ year\ of\ enrolment\ of\ the\ candidate\ **)] / (Maximum\ number\ of\ credits\ achievable\ in\ the\ course\ of\ study\ based\ on\ the\ year\ of\ enrolment\ of\ the\ candidate\ **)] \times \min [1, Number\ of\ Years\ expected\ for\ obtaining\ the\ Title / (Current\ Academic\ Year - Enrolment\ Year + 1)] \times (weighted\ average\ of\ grades / weighted\ average\ of\ grades\ for\ students\ enrolled\ in\ the\ same\ course\ of\ study\ ***) \times 100.$

\*\* In the event that the final grade for the three-year thesis is not expressed in one hundred and ten, the corresponding grade shall be calculated in the new scale.

For all other cases (three-year degree courses, single cycle courses and 2nd year of the Master's), the following formula shall be used:

$[Minimum\ number\ of\ credits\ earned, maximum\ number\ of\ credits\ achievable\ in\ the\ course\ of\ study\ based\ on\ the\ candidate's\ year\ of\ enrolment\ **)] / (maximum\ number\ of\ credits\ achievable\ in\ the\ course\ of\ study\ based\ on\ the\ year\ of\ enrolment\ of\ the\ candidate\ **) \times \min [1, Number\ of\ Years\ expected\ for\ graduation / (Current\ Academic\ Year - Enrolment\ Year + 1)] \times (weighted\ average\ of\ marks / weighted\ average\ of\ marks\ for\ students\ enrolled\ in\ the\ same\ course\ of\ study\ ***) \times 100.$

\*\*\* In the calculation of the maximum number of ECTS which can be earned up to the candidate's year of reference, all the activities foreseen by the course of study are considered, except for the ECTS assigned to the final exam / thesis according to the personal study plan.

\*\*\*\* In the calculation of the weighted average for students belonging to the same course of study, all students enrolled in the course of study as of 31.12.2020 shall be taken into consideration, regardless of the year of enrolment.

For students enrolled in first-and second level specialising Master's courses and for doctoral students, the Committee shall set ad hoc criteria for evaluating each application.

It should be noted that calculation of the score shall also consider the career data as of 31.03.2022. In the case of parity in the score, a lower value of the ISEE indicator shall be considered a preferential condition.

## **Art. 6 – LANGUAGE PROFICIENCY**

A good knowledge of the language(s) spoken in the destination country or of a language accepted by the host company as a “working language” is **required**.

Said language proficiency shall be proven by submitting one of the following certificates:

- A certificate issued by a nationally and/or internationally recognised school attesting to the level reached (it is mandatory to upload the certificate in pdf format on the online application form);
- Passing a language examination test or aptitude exam assessing the applicant's foreign language skills or abilities in the language of the host country (or in a possible working language), held at the candidate's University;
- A certificate confirming a stay abroad for at least 6 months for study or work purposes, e.g. within the framework of Erasmus or other mobility programmes (this certificate must be uploaded in PDF format on the online application form);
- A self-certification attesting that the candidate is a native speaker.

*The following certificates shall be held as a preferential title:*

English:

- TOEFL (Test of English as a Foreign Language)
- ESOL (English for Speakers of Other Languages – University of Cambridge)

- ESOL (English for Speakers of Other Languages – Pitman)
- IELTS (International English Language Testing System – University of Cambridge)
- ISE (Integrated Skills in English – Trinity College London)
- LCCIEB (London Chamber of Commerce & Industry Examinations Board)

French:

- DELF (Diplôme d'études en langue française – Alliance Française)
- DALF (Diplôme approfondit de langue française – Alliance Française)

German:

- ZD (Zertificat Deutsch – Goethe Institut/OSD)
- ZDfB (Zertificat Deutsch für den Beruf – Goethe Institut/OSD)
- ZMP (Zentrale Mittelstufenprüfung – Goethe Institut/OSD)
- ZOP (Zentrale Oberstufenprüfung – Goethe Institut/OSD)

Spanish:

- DELE (Diplomas de Español como Lengua Extranjera)

### **OLS - Online Language Support**

Under the Erasmus+ Programme, the European Commission has developed **online language support** to monitor the language level of **Erasmus students** before and after their **mobility**. The languages in which the courses are available can be found at the following link: <http://erasmusplusols.eu/>. The Online Language Support system foresees that the National Agencies issue licenses for entrance tests and online courses to the Institutes, which in turn pass them on to their students.

Course licenses are automatically awarded by the system to students who achieve level A1-B1 in the assessment. Students participating in mobility can express their interest in taking the language course not only in the language of study/work but also in the national language of the destination country (if available) before the first OLS placement test. In any case, the licence for the OLS course will be counted as one.

The highly innovative feature is the fact that the student will also be assessed at the end of his/her mobility period in order to monitor the results achieved.

Students who reach C2 level in the initial assessment are not obliged to participate in the final assessment.

The use of the platform is simple and intuitive for the beneficiary institutions and the participating students, and as further are made, the student is given more and more autonomy to use a whole range of online tools. Further information on the use of licenses is available on the OLS platform homepage (<http://erasmusplusols.eu>).

In addition to this, and in order to reduce the impact of the COVID-19 pandemic, a **COVID-19 FAQ SECTION** is available at the following link:

<https://support.erasmusplusols.eu/hc/en-gb/sections/360002665878-COVID-19-OLS>

For more information, access the link to the promotional material:

• <https://webgate.ec.europa.eu/fpfis/wikis/display/ErasmusPlus/OLS+Promotional+material>

and to the video:

• <https://bit.ly/OLSTubeEnglish>

You can be exempted from attending the course only if you are a native speaker or equivalent.

### **Art. 7 – PUBLICATION OF RANKING LISTS**

It is to be noted that the selection results will be published at the following link:

[https://web.uniroma2.it/it/percorso/area\\_internazionale/sezione/erasmus\\_plus\\_student\\_traineeship](https://web.uniroma2.it/it/percorso/area_internazionale/sezione/erasmus_plus_student_traineeship)

Ranking lists shall contain the names of eligible candidates, plus the names of those placed on the reserve list. Eligible candidates shall be traineeship grantees.

### **Art. 8 – GRANT ACCEPTANCE**

All correspondence with grantees and eligible candidates placed on the reserve list shall be via email. Both grantees and applicants on the reserve list shall communicate with the Erasmus+ Student Traineeship Office via email to the following address: [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it).

No later than 5 days after the announcement of the grant award, grantees shall sign the acceptance form at the Erasmus+ Student Traineeship Office of *Tor Vergata University of Rome* - Building D, floor 0, room D002, Via Cracovia, 50 – 00133 Rome, during reception hours.

*Candidates who do not fulfil the above conditions will be considered as waivers, and the Erasmus+ Student Traineeship Office shall be authorised to award grants to applicants on the reserve list.*

*Eligible candidates replacing the waivers will be requested to comply with the deadlines and conditions applicable to grantees.*

In case of a waiver of the grant holders, the candidates on the reserve list will be informed via email.

In order to benefit from the mobility grants, candidates will have to inform the Traineeship Office of the use of the grant by 31 October 2022. If said requirement is not met, the University shall debar candidates from the ranking list, cancel the mobility grant and award it to the first eligible candidate on the list.

Grantees who intend to renounce the scholarship shall inform the University in due time by sending an email to the following address: [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it).

Said notice shall be valid for all legal purposes.

The subsequent candidate replacement shall be notified via email to the first candidate on the ranking list no later than five days after the receipt of renunciation.

### **Art. 9 – RENUNCIATION OF THE GRANT**

Candidates shall commit themselves to accepting the grant. Recipients are therefore invited to renounce only in serious and proven cases of force majeure, which shall be communicated in writing (also via email) and duly substantiated.

Grantees who renounce the grant after accepting the grant and starting traineeship shall promptly notify renunciation in writing, in order to allow for their replacement with the first eligible candidate on the reserve list, in good time for arranging the traineeship. A late or failed notice shall constitute a breach in the Code of Conduct signed by the candidate on accepting the grant.

Candidates who either fail to notify or delay in notifying renunciation, and candidates who renounce after accepting the grant (without duly justified reasons of force majeure):

1. shall face possible disciplinary sanctions;
2. will be precluded from any further participation in international mobility programmes promoted by Tor Vergata University of Rome;
3. shall be charged with possible expenses met for organising activities geared towards linguistic, cultural, professional preparation as well as for insurance cover;
4. **shall be requested to return the instalments already received and the management expenses met by the administration** (for example, for locating the host company, etc).

### **ART. 10 – ENTRANCE INTO THE HOST COUNTRY**

Applicants shall autonomously inquire about:

- possible regulations about entrance into the host country by contacting in good time the related diplomatic representations (Embassies and Consulates) in Italy;
- health care in the host country by contacting their own ASL (local health service unit) or diplomatic representations.

Laws and regulations on non-EU student immigration in the countries participating in the Programme are related to the nationality of said students, who are responsible for gathering information with due notice and obtaining the documents required for entering and staying in the country of destination by contacting their diplomatic representations.

### **Art. 11 - CERTIFICATION AND VALIDATION**

Internships within the Erasmus + Traineeship Project will be certified by the Traineeship Certificate issued by the company. Subject to the authorisation of the relevant degree course, each internship will also allow (where applicable) for the recognition of work experience abroad as an integral part of each training path, which can be used via the attribution of University Credits (ECTS) as well as the inclusion of said experience of internship in the Diploma Supplement.

### **Art. 12 – PRIVACY**

The personal data required by this announcement shall be processed only for the purpose of the selection process and for the procedure of grant assignment, in agreement with the provisions of the “General Data Protection Regulation”, (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, and with Legislative Decree 196/2003, as amended by Legislative Decree 101/2018. Said data

The Data Controller is Tor Vergata University of Rome, Via Cracovia 50, ZIP Code 00133 Rome, PEC [direzione.generale@pec.uniroma2.it](mailto:direzione.generale@pec.uniroma2.it)

The Data Protection Officer is based in Via Cracovia 50, 00133 Rome, email [rpd@uniroma2.it](mailto:rpd@uniroma2.it), PEC [rpd@pec.torvergata.it](mailto:rpd@pec.torvergata.it)

The email address, to which questions relating to data processing can be addressed, is: [privacy@uniroma2.it](mailto:privacy@uniroma2.it).

Participants are entitled to the rights provided for by EU Regulation 2016/679 and, in particular, they may request access to personal data concerning them, rectification or, if their extremes occur, cancellation and/or limitation of processing, or may oppose their treatment.

Students interested in carrying out an internship period at universities or non-university structures in European countries, at the time of submitting their application, must read the information provided by the Data Controller (Tor Vergata University of Rome) called “Information pursuant to art. 13 and 14 of EU Regulation 2016/679 for users who intend to register for admission tests and state exams, for users who intend to register for degree programmes and for students, undergraduates, graduates, postgraduates, trainees and doctoral students of the Tor Vergata University of Rome”, available on the Organizer platform, as well as at the following link: <https://utov.it/s/privacy> ..

Furthermore, they must give consent to the processing of their personal data as established on the information provided by the Data Controller (Tor Vergata University of Rome), called “Information pursuant to art. 13 of EU regulation 679/2016 for the processing of personal data of students who intend to participate in international mobility programmes for study (Erasmus “overseas, thesis research abroad) or internship (Erasmus + traineeship) in non-European countries”, also present on the Organizer platform.

### **ART. 13 – PERSON IN CHARGE OF THE PROCEDURE**

Under the Law n. 241 (07/08/1990), the person in charge of the procedure of exclusive competence of Tor Vergata University of Rome is Ms. Elisabetta Lunghi, *Erasmus+* Office.

Applicants should be informed that, in accordance with Art. 71 of Presidential Decree 445 of 28/12/2000, the Administration Office shall carry out appropriate checks on samples and in every case posing reasonable doubts about the veracity of such self-certifications.

For further information, please contact:

*University of Rome Tor Vergata - University Erasmus+ Office*

*Via Cracovia, 50 – 00133 Rome*

*Email address: [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it)*

**Rome, 21.03.2022**

**IL RETTORE**  
**Prof. Orazio Schillaci**