



THE RECTOR

In accordance with (EU) Regulation N. 1288/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL held on 11th December 2013 establishing “Erasmus+”, the Union Programme for education, training, youth, and sport, in force from 1st January 2014 to 31st December 2020, and the activities of the said Programme for the mobility of university students (KA1);

In view of the contribution assigned and distributed by the ERASMUS+ National Agency for **Project n. 2018-1-IT02-KA103-046961**, aimed at the payment of monthly instalments for students participating in the Erasmus+ Programme in the academic year 2018/2019;

In view of the allocation of ministerial funds for the implementation of Ministerial Decree n. 976 (29.12.2014), a fund for the support of youth and for students’ mobility (Table 1, Art. 1 – Students’ International mobility);

DECREES

to issue the following call for applications:

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

ERASMUS+ STUDENT TRAINEESHIP CALL FOR APPLICATIONS

FOR THE ALLOCATION OF 40 GRANTS FOR 4-MONTH TRAINEESHIPS ABROAD*
addressed to students regularly enrolled in a study course
at the University of Rome Tor Vergata

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The Programme is co-financed by the Italian Ministry of Education, University and Research (MIUR) and the European Commission.

Conditions provided by this call for applications may be modified or integrated subsequent to official communications from the *Erasmus+ Indire National Agency* (henceforth NA), according to the publication of updates on the Erasmus+ Programme 2014-2020 (henceforth the Programme) by the European Commission.

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

* The University reserves the right to increase the number of traineeships offered in case of additional financial resources available and/or through granting mobility without any EU grant.

ART. 1 – APPLICATION REQUIREMENTS

Eligible applicants are all students regularly enrolled in a study course (Bachelor's degree, Master's degree, one-cycle degree, PhD, 1st and 2nd level specialising Master) at the University of Rome Tor Vergata in the academic year 2018/2019 as well as students who are going to graduate in a 2017/2018 graduation session – within 31st May 2019 and intend to undertake a traineeship before or after the completion of the degree (they do not have to enrol for the academic year 2018/2019).

Students close to graduation who intend to apply for an Erasmus+ Student Traineeship are not allowed to attain their degree title before the online application expires.

In order to obtain the EU grant, students shall:

- not receive, in the same period, grants from other programmes or actions financed by the European Commission or scholarships in the framework of other International Mobility Programmes of the same University and/or equivalent to those of the students' University;
- not have already spent the maximum amount of mobility months permitted by the Erasmus+ Programme in the course of 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

Candidates may seek, either autonomously or with the help of a professor, a company¹ willing to host them as trainees.

In order to complete the traineeship offer, candidates shall submit to the company the *Learning Agreement for Traineeship*, available on the homepage of the online form. The company shall fill out and return the LAT to candidates, who shall upload its pdf format on the online form as they submit the application.

Candidates who have no traineeship offer may ask for the mediation of the University's offices in charge which, however, can contribute to the location of host companies only for grantees (after they have signed the grant acceptance), based on the offers, availabilities, and selection procedures of the companies in partnership with the University.

The host company's acceptance (LAT) shall be considered an advantage during the assessment phase.

Note: The University offices may mediate in finding a host company but cannot guarantee it. Trainees' acceptance is always subject to the assessment of the host company which shall sign the *Learning Agreement for Traineeship*².

Candidates **are not eligible for traineeships** if one of the following conditions is fulfilled:

- they are not enrolled in a study course at the University of Rome Tor Vergata in the academic year 2018/2019 or are not about to graduate in a session of the academic year 2017/2018;
- they graduate before the online application expires;
- the host company does not provide certification of the activities included in its Learning Agreement for Traineeship;
- candidates have already refused twice the traineeship offers made by the University's Erasmus+ Traineeship offices.

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

²The *Learning Agreement for Traineeship* (LAT) form is fundamental for drawing 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 include a certificate ("Dichiarazione di Qualità") defining roles and responsibilities of the parties involved in the traineeship. Said certificate shall include, in addition to the traineeship programme, starting and closing dates of the mobility period. Each substantial variation in the programme or in the dates and any possible extension to the mobility period shall be agreed upon in writing by all parties (University, candidate, and host company).

Traineeships offered have a duration of 4 months. However, mobility periods can be extended to no more than 6 months* at the same host company. In fact, traineeships may be extended, provided that trainees submit a written request at least one month before their traineeship's expected ending date and, in any case, by 30th September 2019. If approved, extensions shall be initially permitted without grant. Within 30 days of reception 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, which is permitted only in the event of force majeure. The correct duration of the mobility period, as stated in the call for applications, is 4 months.



*Grantees may apply for the extension by filling out and submitting the Extension Form (Modulo di Prolungamento), emailed by the office management system, to the following email address traineeship@erasmus.uniroma2.it accompanied by the "authorization" of the host company.

Traineeships can be carried out either before or after the title attainment and shall end by 30th September 2019.

The new Programme provides grantees with the chance to carry out traineeship mobility periods within one academic year of the title attainment, on condition that grantees submit candidacies before the title attainment, that the mobility period has a minimum duration of two months, and that it ends not later than 30th September 2019.

Students who have already undertaken a mobility period for study and/or training purposes within the LLP Erasmus Programme (2007-13) may apply for a further mobility period, whose maximum duration shall not exceed the difference between the 12-months' mobility set out by 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 within the LLP Erasmus Programme (2007-13), may apply for a further mobility period whose maximum duration shall not exceed the difference between the 24-months' mobility set out by the Programme for each study cycle and the number of Erasmus mobility months already granted during the same study cycle.

Non-EU students intending to participate in the Erasmus Traineeship Programme shall contact their own country's Embassies in order to get a Visa to enter the country of destination, without any further burden for the Administration.

2.1 Digital Opportunity Traineeship

Starting 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 optimization) 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 generic support to the host company's clients and administrative activities, such as entering data in the company's database and generic office activities.

In accordance with the European Commission directions, applying for a digital skills traineeship shall be held as one of the priority criteria for grant assignment.

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 Drop'pin@EURES or ErasmusIntern platforms. Nonetheless, candidates may autonomously select other destinations, as long as their traineeship activities are the same as those listed above.

Art. 3 – MOBILITY GRANTS



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

COUNTRIES	Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden, UK, Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey	€ 500/month
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The exact amount of the traineeship mobility grants shall be calculated in days, in accordance with the note of the NA of 17.09.2014 Prot. N. 21484/ERASMUSPLUS/KA1.

Grant duration is calculated based on starting and ending dates of the traineeship (day/month/year) according to the commercial year of 360 days. Therefore, independently of its duration, every month shall be calculated of 30 days. In case of incomplete months, the grant shall be calculated by multiplying the number of days of the incomplete month by 1/30 of each monthly unit cost.

PhD students with a scholarship will exclusively benefit from the "Erasmus" status.

PhD students without a scholarship will benefit from the Erasmus+ grant, on the same conditions as other students.

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

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 n. 488 of 1999) unless the total annual amount is above € 7,746.85. If the sum is above the threshold set by the Law, it shall constitute income for the recipient.

Payments

In accordance with Law by Decree of 6/12/2011 n. 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, on submitting applications, candidates shall indicate their bank account IBAN.

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

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



Art. 4 – SUBMISSION OF APPLICATIONS

Applications shall be submitted exclusively online, by filling out the application form available at <http://europa.uniroma3.it/placement>.

The online application will be available from the date of publication. The deadline for filling out the candidacy form is set on 29/03/2019, at 12:00.

Incomplete or untrue data will invalidate candidacy.

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 experiences 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 traineeship geared towards the development of digital skills (see Art. 2.1)

Candidates may seek the most suitable traineeship destination, autonomously or with the aid of their own Macro-Area professors.

Useful links for locating 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/>

In fact, by accessing the "sign up" section and checking the option "I'm looking for an internship", candidates will be able to create their own profiles and seek the most suitable company/organization for their own goals, in terms of academic career and future professional self-fulfilment

ERASMUS STUDENT NETWORK

For students enrolled in a PhD or in a specialising Master's course, the Committee reserves the right to assess candidates by means of a separate ranking list, also based on the final mark of the latest title attained.



The Committee, in full exercise of its power, shall assign a specific weight to each assessment criterion listed above.

Each Committee shall freely define different grant assessment criteria for every study course and cycle.

The Committee shall draw up two ranking lists: one for Bachelor's degree, Master's degree, one-cycle degree students, and a separate list for PhD and specialising Master's students.

The resulting ranking lists shall be published for a week in provisional form and, subsequently, in their final version.

* Online applications shall be assessed by means of a specific formula which will exclusively take into account merit: ECTS, weighted average exam mark, and total amount of ECTS earned in relation to the year of enrolment.

The formulae used by the online application are the following:

For students enrolled in the first year of a Master's degree course, the following formula shall be applied: $[(\text{Number of years expected for the title attainment}) / (\text{academic year of title attainment} - \text{year of enrolment in the career pertaining the title for accessing the Master's degree} + 1)] \times (\text{final mark of the title attained}^* / 110) \times 100$.

** If the Bachelor's degree mark is not based on a 110-point scale, the equivalent mark shall be calculated on the new scale.

In all other cases (Bachelor's degree, one-cycle degree, and 2nd year of Master's degree), the following formula shall be utilized:

$[\text{Minimum}(\text{Amount of ECTS earned}, \text{Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**}) / (\text{Maximum Amount of ECTS earnable during the whole study course based on candidates' year of enrolment}^{**})] \times \min[1, \text{Number of Years expected for the Title attainment} / (\text{Current Academic Year} - \text{Year of Enrolment} + 1)] \times (\text{weighted average mark} / \text{weighted average exam mark for students enrolled in the same study course}^{***}) \times 100$.

*** Every activity included in the study course shall be taken into account in the calculation of the maximum amount of ECTS earnable throughout the reference course year, except for ECTS assigned to the final exam / dissertation.

**** The calculation of the weighted average for students enrolled in the same study course shall include all students regularly enrolled in the said course as of 31/07/2018, independently of the year of enrolment.

For students enrolled in a specialising 1st or 2nd level Master course (not in a Master's degree) and for PhD students, the Committee shall establish ad-hoc criteria for assessing each application.

It should be noted that the calculation shall also take into account the career data as of 31/07/2018 and that, in case of score parity, a lower value of the ISEE indicator shall be considered a preferential condition.

Art. 6 – LANGUAGE PROFICIENCY

Good knowledge of the language(s) spoken in the country of destination or of a language accepted by the host company as a "working language" is **required**.

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

- certificate issued by a nationally and/or internationally recognized school attesting the level reached (it is mandatory to upload the certificate in pdf format on the online application form);
- passing of a language examination test or a qualifying exam testing the foreign language skills or the candidate's ability in the language of the host country (or in a possible working language), held at the candidate's University;
- certified stay abroad for at least 6 months for study or work reasons, like Erasmus or other mobility programmes (it is mandatory to upload said certification in pdf format on the online application form);
- self-certification attesting that the candidate is a native speaker.

The following certificates shall be held as a preferential title:

English language:

- 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 language:

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

German language:

- 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 language:

- DELE (Diplomas de Español como Lengua Extranjera)

Grantees shall be requested to verify online their language proficiency before and after the mobility period if the language of learning of the period abroad is one of the following: BG, CS, DA, DE, ET, EL, EN, ES, FR, HR, IT, LV, LT, HU, NL, PL, PT, RO, SK, SL, FI, and SV, except for native speakers*, in accordance with the Programme*.

* OLS – mandatory Online Language Support service which provides participants (grantees) with the chance to assess their own proficiency in the language they will use to study abroad but also with the chance to attend a free online language course to improve language skills.

The selecting Committee shall assess candidates' foreign language proficiency also, if deemed appropriate, through an interview. Subsequently, grantees shall be either required to attend an online language course or exempted from it.

Mendacious self-certifications shall automatically exclude candidates.

*Only native or equivalent native speakers shall be exempted.

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/module/name/Content/newlang/italiano/navpath/ARI/section_parent/6033

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 communications with grantees and eligible candidates on the reserve list shall take place via email. Both grantees and reserve candidates shall communicate with the Erasmus+ Student Traineeship Office via email to the following address: traineeship@erasmus.uniroma2.it.

Not later than 5 days after grant assignment has been announced, grantees shall sign the acceptance form at the Erasmus+ Student Traineeship Office of the *University of Rome Tor Vergata* - Building D, floor 0, room D002, Via Cracovia, 50 – 00133 Rome, during reception hours.

Candidates who will not comply with said conditions will be considered renouncers, and the Erasmus+ Student Traineeship Office shall be authorized to assign grants to candidates on the reserve list.

Eligible candidates who will replace renouncers will be requested to comply with the deadlines and conditions applicable to grantees.

In case grantees renounce, reserve candidates will be informed via email by the relevant office and shall present themselves at the Erasmus+ Student Traineeship Office, Building D, floor 0, room D002, Via Cracovia, 50 – 00133 Rome, within the date specified in the email.

The expiration date for Erasmus+ Traineeship grants is 30th September 2019.

In order to benefit from mobility grants, candidates will have to inform the Traineeship Office about the grant utilization by 31st March 2019. If said condition is not fulfilled, the University shall debar candidates from the ranking list, cancel the mobility grant and assign it to the first eligible candidate on the list.

Grantees who intend to renounce shall give timely notice by emailing the following address 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 not later than five days of the receipt of renunciation.

Art. 9 – RENUNCIATION OF THE GRANT

Candidates shall commit themselves to accepting the grant. Selected students 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 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 the University of Rome Tor Vergata;
3. shall be charged with possible expenses met for organizing activities geared towards linguistic, cultural, professional preparation and 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, etcetera).

ART. 10 – ENTRANCE INTO THE HOST COUNTRY

Applicants shall autonomously inquire about:

- possible regulations concerning 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

Erasmus+ Traineeships shall be certified by the *Traineeship Certificate* issued by the host company. Subject to the authorization of each candidate's degree course, every traineeship shall offer (if applicable) the possibility to acknowledge the work experience abroad as an integral part of the candidate's training: said work experience may be validated into ECTS and included into the candidate's Diploma Supplement.

Art. 12 – PRIVACY

Personal data provided by candidates on applying the Erasmus+ Traineeship Programme shall be processed in agreement with Art. 13 of Law 196/03, only for the purpose of the selection process and for the procedure of grant assignment.

Moreover, it is to be noted that all communications related to the Erasmus+ Traineeship Programme shall be sent via email by the relevant offices.

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 the University of Rome Tor Vergata is Mr. Gianfranco Tarquini, *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.



TOR VERGATA
UNIVERSITY OF ROME



Mobilità a fini di tirocinio
Mobility for Traineeship

For further information, please contact:

University of Rome Tor Vergata - Erasmus+ Office

Building D, floor 0, room D002,

Via Cracovia, 50 - 00133 Rome

Tel: +39.06.72592573

Email: traineeship@erasmus.uniroma2.it

Facebook: https://www.facebook.com/erasmusplus.placement?ref=tn_tnmn

Roma, 27 February 2019

THE RECTOR
Prof. Giuseppe Novelli