

**Please note:**

**this version in English is informative only, for each regulation it is necessary to refer to the Italian version Bando D.R.1404 del 14.06.2021**

**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

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 Program allows students of the University of Rome "Tor Vergata" to access training internships at companies, training and research centers in one of the countries participating in the Program, for carrying out full-time internships, recognized as an integral part of the student's study plan (subject to approval of the degree course at the university to which they belong).

**Any monthly payments not assigned by one of the consortium universities, or additional financial resources available in the course of work, will be redistributed among the universities in partnership which will be able to use them to assign internship grants to those eligible in reserve.**

**ART. 1 – APPLICATION REQUIREMENTS**

Be regularly enrolled for the academic year 2020/2021 or undergraduates in the academic year 2019/2020 at the University of Rome "Tor Vergata", and be regularly enrolled in a study course (three-year degree, specialist / master's degree, single-cycle specialist / master's degree, research doctorate \*, university master),

For students regularly enrolled in a three-year degree or to a single-cycle degree, the application form can be made from the second year onwards.

N.B. The student who has not completed regular enrollment in the academic year 2020-2021 before the application (for example the student who does not pay taxes by applying for a precautionary enrollment, etc.) automatically loses the right to mobility and cannot benefit from either the Erasmus status or the economic contribution.

**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.**

2

## **Art. 2 – THE TRAINEESHIP**

Candidates may seek, either autonomously or with the help of a professor, a company<sup>1</sup> 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 Consortium.

**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*<sup>2</sup>.**

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 2020/2021 or are not about to graduate in a session of the academic year 2019/2020;
- 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.

<sup>1</sup>Any 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).

<sup>2</sup>The *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).

Internships can start from 1 August 2021, compatibly with the pandemic situation in progress, they must have a duration of 4 months and can be extended at the same company up to a maximum of 6 months \*. 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 31<sup>th</sup> May 2022. 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](mailto:traineeship@erasmus.uniroma2.it) accompanied by the "authorization" of the host company.

The internship can be carried out both before graduation and within the first year of graduation. All internship activities must in any case be concluded by 31 May 2022 (e.g. if the student graduates on 10 November 2021, the internship must be completed by 31 May 2022).

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.

## 2.2 MOBILITY FOR TRAINEESHIP PURPOSES: WHERE?

Students enrolled at a Higher Education Institute and / or recent graduates who still do not know where to carry out a traineeship abroad can register on the following [erasmusintern.org](https://erasmusintern.org) platform promoted by 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 / organization that best meets your academic career goals and future professional development.

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

## 2.3 BREXIT - The United Kingdom stops participating in Erasmus

The European Commission publishes new updates dedicated to the impact of Brexit on the Erasmus + program, which reaffirm the possibility of carrying out mobility to and from the United Kingdom for projects funded under the 2020 call and for their entire duration.

Following the Brexit agreement reached on 24 December, **the British government has decided to stop the UK's participation in the Erasmus program.**

We remind you, however, that on the basis of art. 138 of the Withdrawal Agreement which entered into force on 1 February 2020, **the United Kingdom is fully eligible to participate and receive funding under the current EU programs relating to the 2014-2020 programming**, including Erasmus + and the European Solidarity Corps, until upon completion of these programs.

Therefore, all mobilities, to and from the United Kingdom, which will be financed from the funds received up to and including Call 2020 and which will take place within the duration of the Erasmus project to which both the project relate to, will be eligible to receive Erasmus + funding. 16 to 24 or 36 months, with the possibility, therefore, of being carried out even after 31 December 2020.

**We would like to point out that the new immigration rules established by the British government may apply to students and staff leaving for the United Kingdom after January 1, 2021.**

For more information and details, please consult the website of the British Erasmus + National Agency in the section dedicated to the "transition period" which will end this December 31, with useful information on visas and health coverage

[Consult the website of the British Erasmus + National Agency](#)

## 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/>

5

For those who have left the academic path, graduates for over 12 months who are preparing to enter the labor market, it is suggested to consult the opportunities offered by the European Social Fund whose initiatives are aimed at ensuring better employment prospects.

More information is available on the European Commission website:

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

### **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:

GROUP 1 (High cost of living)	Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden, UK	€ 400/month
GROUP 2 (Medium cost of living)	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€ 350/month
GROUP 3 (Low cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey	€ 350/month

Payment of the grant will be divided in two parts: the first one, 70% of the total, within 30 days from the receipt of the arrival form signed by the host institution and the remaining 30% upon return. To complete the administrative practice the student have to send to the Office the traineeship certificate, The OLS certificate, and The Participant Report.

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.

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).

**N.B. Payment of the community contribution is subject to the signing of the Mobility Traineeship Agreement and the Learning Agreement for Training before departure. Upon arrival at the host company / institution, to receive the first part of the community contribution, the trainee must send the Arrival Form signed by the contact person at the host institution via email: [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it)**

The payment of the second part of the community contribution is subject to the sending by email, within 15 days from the internship end date, of the **Traineeship Certificate** (which also certifies the actual dates of the mobility period) and the final OLS test, if assigned, to the Erasmus + Student Traineeship office of "Tor Vergata" [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it)

### **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 16/06/2021 at 12:00. The deadline for filling out the candidacy form is set on 05/07/2021, at 12:00.

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 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)

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 will be evaluated by a special formula that will take into account only the merit requirements: CFU, weighted average of the marks obtained and total credits acquired with respect to the year of enrollment.

The formulas adopted by the online application are indicated below.

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

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

For all other cases (three-year, single cycle and 2nd year of the specialist) the following formula will be used:

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

\*\*\* In calculating the maximum number of credits achievable up to the candidate's year of reference, all the activities foreseen by the course of study are considered, with the exception of the credits assigned by the study plan to the final exam / thesis

\*\*\*\* In calculating the weighted average for students belonging to the same course of study, all students enrolled in the course of study on 31.12.2020 will be taken into consideration. regardless of the year of registration

For master's students (not specialist degrees) and doctoral students, the commission will define ad hoc criteria for the evaluation of individual applications.

It should be noted that for the purpose of calculating the score, career data as of 31.03.2021 will be taken into account and that, with the same score, the lowest ISEE will be considered preferential.

## 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)

### **OLS - Online language support**

As part of the Erasmus Plus program, the European Commission has developed an **online linguistic support** to monitor the language level of **Erasmus students** before and after the **mobility**. The languages in which the courses are available are available at the following link: <http://erasmusplusols.eu/>. The Online Linguistic Support provides for the assignment of licenses for both entrance tests and online courses by National Agencies to the Institutes which in turn distribute them to their students.

The course license is automatically issued by the system to students who reach A1-B1 levels in the assessment. Students participating in the mobility, before taking the initial OLS assessment test, will be able to express their interest in following not only the language course in the language of study / work, but also in the local language of the destination country (where available). The license for the OLS course will in any case be counted as a single.

The highly innovative feature is represented by the fact that the student is also evaluated at the end of his mobility period, to monitor the results obtained.

Students who reach level C2 in the initial assessment are not obliged to carry out the final assessment. The use of the platform is simple and intuitive for the beneficiary institutions and participating students, and in subsequent improvements, more and more autonomy is left to the student who can make use of 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** was created available at the following link:

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

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

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

and video:

- <https://bit.ly/OLSYoutubeEnglish>

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/module/name/Content/newlang/italiano/navpath/ARI/section\\_parent/6033](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](mailto:traineeship@erasmus.uniroma2.it).

Not later than 5 days after grant assignation 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.

In order to benefit from mobility grants, candidates will have to inform the Traineeship Office about the grant utilization by 31<sup>st</sup> October 2021. 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](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 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**

The processing of personal data required by this announcement is aimed at managing the Program, for the selection procedures and for any procedure for the assignment and disbursement of the contribution and will take place in accordance with the provisions of the "General Data Protection Regulation" Regulations (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and to Legislative Decree 196/2003, as amended by Legislative Decree 101/2018.

The Data Controller is the University of Rome "Tor Vergata", Via Cracow 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 Cracow 50, 00133 Rome, e-mail [rpd@uniroma2.it](mailto:rpd@uniroma2.it), PEC [rpd@pec.torvergata.it](mailto:rpd@pec.torvergata.it)

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

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

The student 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 (University of Rome Tor Vergata) 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 programs and for students, undergraduates, graduates, postgraduates, trainees and doctoral students of the 'University of Rome Tor Vergata ', 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 in the information provided by the Data Controller (University of Rome Tor Vergata), 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 programs 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 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.

For further information, please contact:

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

*Via Cracovia, 50 – 00133 Rome*

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

**Roma, 14 June 2021**

**THE RECTOR**  
**Prof. Orazio Schillaci**