

Please note:

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

ERASMUS+ STUDENT TRAINEESHIP

CALL FOR APPLICATIONS

a. y. 2024-2025

FOR THE ALLOCATION OF 80 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, including 10 mobility 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 to the students amounts in proportion to the amounts actually collected.

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).

* 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.

ART. 1 – APPLICATION REQUIREMENTS

- Be regularly enrolled for the 2023/2024 academic year or undergraduates in the 2022/2023 academic year at the University of Rome "Tor Vergata" (bachelor's, specialist/master's, single cycle, specialist/master's single-cycle, research doctorate, university master), for departures from June 2024;
- Be regularly enrolled for the 2024/2025 academic year or graduating in the 2023/2024 academic year at the University of Rome "Tor Vergata" (bachelor's, master's/specialist, single cycle, master's/specialist single-cycle, research doctorate, university master), for departures from September 2024.

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 (a total of 12 months of mobility is allowed for three-year degree courses, two-year degree courses, PhD/specialisation Master and 24 months for one-cycle degree courses).

The 12 or 24 months comprehend the sum of both mobility periods for study and/or training purposes.

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 either independently or with the help of a professor or by consulting the database of companies present in this Call.

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

TO FINALISE THE INTERNSHIP OFFER, THE STUDENT MUST SUBMIT ONE OF THE FOLLOWING DOCUMENTS DURING THE APPLICATION PROCESS:

- Learning agreement for traineeship signed by the host institution / company;
- Signed letter of acceptance from the host institution / company;
- Confirmation email 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. If the applicant chose to send a document other than the Learning Agreement² during this phase, the applicant must nonetheless submit it duly completed and signed before the start of the internship.

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

- not enrolled in the 2023/2024 academic year or graduating in a session of the 2022/2023 academic year;
- not enrolled in the 2024/2025 academic year or graduating in a session of the 2023/2024 academic year;
- for those participating as "undergraduates", graduate before the closure of the online application;
- the host company does not certify the activities foreseen in its Learning Agreement for Traineeship or in the letter of acceptance.

¹Any 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).

²The *Learning Agreement for Traineeship* (LAT) form is fundamental for setting up the traineeship programme, and 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).

Internships can start from June 2024, the minimum duration of traineeships shall be at least 2 months.

The internship can be carried out both before graduation and within the first year after graduation. In any case, all internship activities must be completed by July 31 2025.

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.

LENGTH OF THE MOBILITY

Students who have already undertaken a mobility period for study and/or training purposes under the LLP Erasmus Programme (2014-2020 and 2021-2027) 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 (2014-2020 and 2021-2027), 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

Traineeships shall be considered digital skills traineeships only if they include the following activities:

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

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 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

The applicant will need to find a company willing to host him. Said company can be found through the applicant's independent search, a professor's mediation or the following channels.

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, promoted by the [Erasmus Student Network](https://www.erasmusstudentnetwork.org/). By navigating to 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.

Here is a link to a list of companies where you can start your search for the host institution https://mobint.uniroma2.it/traineeship/candidatura/report_aziende.aspx

The following is a list of companies to contact directly by sending the applicant's CV:

- **AIIESEC: Financial Operations Analyst**, contact email aieseinroma3@gmail.com
- **AESA Group con sede a Bruxelles**: contact email f.draou@agriconsultingeuropa.be, A.MONTEIRO@aesagroup.eu
- **Italian Chamber of Commerce for Hungary**: contact email risorse.umane@cciu.com
- **Dreamville of Social media officer based in Prague**: the candidate will be mainly required to copywriter and manage the company's website and various social media accounts. The company is looking for students enrolled in Communication, Marketing, or Languages. The internship requires B2 level English skills, which will be proven during an online interview. Contact email elisa.barni@savinopartners.com
- **GaragErasmus based in Bruxelles**:
Job positions: communication support or project officer
Contact emails: valentina.presa@garagerasmus.org, brussels@gargaerasmus.org

• **Recruitment & Technology solutions- RED. Group - Europe division- RED.** Recruitment & Human Services Ltd, Budapest:

1. Human resources and employee selection intern;
2. Digital marketing and employer branding intern;

Contact email: info@redrecruitment.hu

- **SHARE ARCHITECTS ZT GMBH, Vienna (www.share-arch.com)** : the firm offers a 6-month internship (minimum length) for Building and Architectural Engineering students. Contact email office@share-arch.com

Useful links for finding a host company:

EURES, the European job mobility portal: <http://ec.europa.eu/eures/home.jsp?lang=it>

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/>

⇔ INFO ⇔

- **Traineeship in France:** 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 host 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.

The answers about Visa Requirements 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

- **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;

Note: As regards students of the master's degree course in Biotechnology, it should be noted that the possibility of recognition as curricular activities of the internship activities carried out within the Erasmus TRAINEESHIP program must be previously discussed and agreed with the course coordinator.

2.3 SAFETY PROVISIONS

It should be noted that the mobility period may be suspended, modified, interrupted or cancelled if the Italian 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 will be:

DESTINATION	HOSTING COUNTRY	MONTHLY AMOUNT
GROUP 1 (HIGH cost of living)	Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden. <u>Partner countries in region 14:</u> Faroe Islands, Switzerland, United Kingdom.	€ 500.00 /month

GROUP 2 (MEDIUM cost of living)	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain. <u>Partner countries in region 5</u> : Andorra, Monaco, San Marino, Vatican City State.	€ 450,00/month
GROUP 3 (LOW cost of living)	Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary.	€ 400,00/month

DESTINATION	HOST PARTNER COUNTRY	IMPORTO MENSILE MONTHLY AMOUNT
Group 1	Paesi Partner da Regioni 1-4 e 6-13 http://www.erasmusplus.it/programma/paesi-partecipanti/	€ 700,00/month

Travel - Contribution to travel costs

The contribution is due for students and recent graduates who travel to countries not associated with the program except for the countries of the 13 Regions: Australia, Brunei, Canada, Chile, Hong Kong, Japan, Republic of Korea, Macao, New Zealand, Singapore, Taiwan, United States of America, Uruguay, and 14 Regions: Faroe Islands, Switzerland, United Kingdom, for which there is no contribution to travel costs.

Mileage bands	Travel amount
Between 10 and 99 Km	€ 23,00
Between 100 and 499 Km	€ 180,00
Between 500 and 1999 Km	€ 275,00
Between 2000 and 2999 Km	€ 360,00
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: 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 and upon receipt from the Office of documents to complete the administrative procedure (Traineeship certificate, the Participant Report).

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 after sending a specific request to the Erasmus+ Traineeship Office.

CO-FINANCING

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

BANDS	ISEE	GRANT IN € (European countries and Extra)
I	ISEE ≤ 13.000	€ 400
II	13.000 < ISEE ≤ 21.000	€ 350
III	21.000 < ISEE ≤ 26.000	€ 300
IV	26.000 < ISEE ≤ 30.000	€ 250
V	30.000 < ISEE ≤ 40.000	€ 200
VI	40.000 < ISEE ≤ 50.000	€ 150
VII	ISEE > 50.000	0€

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

** MUR co-financing is not provided to 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 filling out 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".

The ISEE value will be considered for the calculation of the student contribution, indicated at the time of enrolment for the a.y. 2023/24 and a.y.2024-2025

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

• **For students residing in Italy** at the time of enrolment for the academic year 2022/2023, 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"** ("Scheda raccolta dati per indicatore parificato universitario") 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, stipulates 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 Format 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).

Even students in possession of the DISCOLAZIO scholarship must 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.

⇔PAYMENT OF ERASMUS + TRAINEESHIP MOBILITY GRANTS⇔

⇔Payment of the Erasmus+ Community Contribution mobility for Traineeship is subject to the effective disbursement of the Community funding by the NA.

In the event of non-disbursement or partial disbursement of funds by the funding bodies, the University reserves the right to disburse sums to students in proportion to the amount actually collected.

1. **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 installments within 30 working days.
 - 1.1. payment of the first part of the community contribution (equal to 70% of the total) is subject to the uploading of the Arrival Form signed by the contact person at the host institution/company to MOBINT;
 - 1.2. payment of the second part of the community contribution (equal to the remaining 30%) is subject to the uploading of the final Erasmus traineeship documentation onto MOBINT, i.e.: the Traineeship Certificate which certifies the actual dates of the mobility period and the online completion of the Participant Survey.

2. The payment co-financed by MUR (Ministry of University and Research), will be paid according to the disposition of the DM 1047 del 29/12/2017* (Fondo Sostegno Giovani – FSG) and in two installments:
 - 2.1. payment of the first part of the co-financing (equal to 50% of the total), and is subject to the uploading of the Arrival Form signed by the contact person at the host institution/company to MOBINT;
 - 2.2. payment of the second part of the co-financing (equal to the remaining 50%) is subject to the uploading of the final Erasmus traineeship documentation onto MOBINT, i.e.: the Traineeship Certificate which certifies the actual dates of the mobility period and the online completion of the Participant Survey.

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 installment payments shall be made by cheque and/or bank transfer to third parties.

Art. 4 – SUBMISSION OF APPLICATION

Applications shall be submitted exclusively online through the application form available at the link <https://mobint.uniroma2.it/traineeship/candidatura/> no later than 12.00 the deadlines indicated below:

- First deadline: from 19.03.2024 to 12.00 on 06.05.2024 (for departures from June 2024 to September 2024): for 30 Erasmus traineeship mobility grants,
- Second deadline*: from 03.09.2024 to 12.00 on 17.10.2024 (for departures from October 2024 to January 2025): for 25 Erasmus traineeship mobility grants;
- Third deadline: from 09.01.2025 to 12.00 on 18.02.2025 (for departures from February 2024): for 25 Erasmus traineeship mobility grants.

The scholarships will be awarded until the planned monthly salaries are exhausted, the number of monthly salaries available for subsequent applications will be updated at each deadline.

Applications whose data are incomplete or untruthful will be considered void.

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

NB*. for the September deadline, the student who has not completed the regular enrollment for the 2024-2025 academic year will have to regularize the enrollment before being able to proceed with the online application; In the absence of this, she automatically loses the right to mobility and cannot benefit from either the Erasmus status or the economic contribution.

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, internships and work experience in Italy or abroad;
- weighted average mark*;
- degree mark (for students enrolled in Master's Degree courses);
- *Learning Agreement for Traineeship*, Acceptance Letter or confirmation email from the host company;
- 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 Call's closing 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 on the applicant's part 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 specific 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 will be evaluated using a specific formula that will take into account exclusively the merit requirements: CFU, weighted average of the grades obtained and total credits acquired with respect to the year of enrolment.

The formulas adopted by the online application are indicated below.

For students in the first year of the specialist course, the formula that will be used is the following: $(180/210) \times (\text{Average of the marks obtained in the exams taken in the degree course relating to the qualification for access to the master's degree} / \text{Maximum mark achievable in the exams taken in the degree course relating to the entrance qualification to the master's degree}) \times 100 + (30/210) \times [\text{Minimum}(\text{Number of Credits Awarded}, \text{Maximum Number of Credits achievable in the Course of Studies based on the year of enrollment of the candidate}^{**}) / (\text{Maximum Number of Credits achievable in the Course of Studies based on the candidate's year of enrollment}^{**})] \times \min[1, \text{Number of Years expected to obtain the Title} / (\text{Current Academic Year} - \text{Year of Enrollment} + 1)] \times (\text{weighted average of grades} / \text{weighted average of grades for students enrolled in the same course of study}^{***}) \times 100.$

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

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

$[\text{Minimum}(\text{Number of Credits Achieved}, \text{Maximum Number of Credits achievable in the Course of Studies based on the year of enrollment of the candidate}^{**}) / (\text{Maximum Number of Credits achievable in the Course of Studies based on the year of enrollment of the candidate}^{**})] \times \min[1, \text{Number of Years expected to obtain the Title} / (\text{Current Academic Year} - \text{Enrollment Year} + 1)] \times (\text{weighted average of grades} / \text{weighted average of grades for students enrolled in the same course of study}^{***}) \times 100.$

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

**** When calculating the weighted average for students belonging to the same course of study, all students enrolled in the course of study on the date of career evaluation will be taken into consideration regardless of the year of enrollment

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

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 (Zertifikat Deutsch – Goethe Institut/OSD)
- ZDfB (Zertifikat 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 an **online language support** system 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:

<https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>

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 a A1-B1 level 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.

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

The 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 between the Erasmus+ Student Traineeship Office and both grantees and candidates placed on the reserve list shall be via email through the following address: traineeship@erasmus.uniroma2.it.

Grantees shall sign the acceptance form that they will find attached to the email and send it using to the same email address to the Erasmus+ Student Traineeship Office no later than 5 days after receiving the email announcing the grant award.

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 by the Erasmus+ Traineeship Office, and will have to accept the scholarship by the date indicated in the email.

⇔BEFORE DEPARTURE⇔:

The beneficiaries who have formalized the acceptance will receive from the Erasmus + Traineeship Mobility Office, all the information to be able to plan the start of the mobility period having previously provided for:

1. obtain the Learning agreement for traineeship (LAT) complete with all the signatures required in the appropriate section of the document itself;
2. sign the Erasmus+ Traineeship mobility agreement and upload it to the online platform, before the mobility starts;
3. obtain information from the competent authorities regarding any obligations connected to the legislation on immigration envisaged by the host countries, in the case of non-EU citizenship.

ALL INTERNSHIP ACTIVITIES MUST IN ANY CASE BE CONCLUDED UNDER JULY 31, 2025.

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 and duly substantiated through an email to the following address: traineeship@erasmus.uniroma2.it. This communication will be valid and binding in front of the law.

A prompt communication will allow the grantee's 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 acceptance of the grant.

The first eligible candidate on the reserve list will be contacted exclusively via email within five days since the Office's receipt of the waiver.

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

1. shall be charged with possible expenses met for organising activities geared towards linguistic, cultural, professional preparation as well as for insurance cover;
2. 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;
- healthcare 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 representatives.

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 educational 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 Call 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.

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

The Data Protection Officer is based in Via Cracovia 50, 00133 Rome, email rpd@uniroma2.it, PEC rpd@pec.torvergata.it

The email address to which address questions relating to data processing is: privacy@uniroma2.it.

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

Erasmus+ Traineeship Mobility

Tel: +39.06.72592573

Email address: traineeship@erasmus.uniroma2.it

Rome, 14/02/2024

IL RETTORE
Prof. Nathan Levialedi Ghiron