

**Please note:** This English version of the Call is made only for publicity purposes. For enforcing the Call, resolving any dispute and for all legal purposes only the Italian version is valid, D.R. n. 1061/2025 of 19 March 2025.

#### THE RECTOR

Considering REGULATION (EU) 2021/817 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 May 2021, establishing Erasmus+: the Union program for education, training, youth, and sport for the period 2021-2027, regarding the mobility of university students (KA131), and repealing Regulation (EU) No. 1288/2013.

Considering the contribution allocated and disbursed by the National Erasmus+ Agency INDIRE for the Erasmus+ Project n.2025-1-IT02-KA131-HED-000326346, aimed at covering the monthly allowances for students participating in the Erasmus+ Program for the academic year 2026/2027;

Considering the allocation of ministerial funds for the implementation of Ministerial Decree No. 976 of 29 December 2014 (fund for youth support and to promote student mobility) Table 1, Article 1 (International mobility of students);

#### DECREES

To issue the following Annual Call for Applications  
**ERASMUS+ STUDENT TRAINEESHIP A.Y. 2026/2027**

For the allocation of 100 Erasmus+ Traineeship mobility scholarships<sup>1</sup>, each lasting 4 months, to be carried out in one of the Programme's Participating and Partner Countries, intended for students regularly enrolled at the University of Rome Tor Vergata, of which 16 scholarships are allocated for Erasmus+ traineeships in Non-EU Countries.

The Programme is funded by the European Commission and co-financed by the Ministry of University and Research (MUR).

The Programme allows students of the University of Rome Tor Vergata to access training internships at companies, institutions, training centers, and research organizations in one of the countries participating in the Programme, for the completion of full-time internship activities, recognized as an integral part of the student's study plan.

**Conditions provided by this Call for applications may be subject to amendments or supplements following the 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.

#### ART. 1 – APPLICATION REQUIREMENTS

- Students wishing to apply to this Call for Applications must be regularly enrolled at the University of Rome Tor Vergata for the 2025/2026 academic year and must result regularly enrolled for the 2026/2027 academic year in a degree program consistent with the previous one (Bachelor's degree, Master's degree, Single-cycle Master's degree, PhD, Specialization school, University Master) or be graduating students (laureandi) of the University of Rome Tor Vergata in the 2025/2026 academic year.

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<sup>1</sup> The University reserves the right to increase the number of internships offered, their duration, following additional financial availability and/or through the granting of mobility without EU funding, and to raise the amount of the scholarship if new funding becomes available.

- PLEASE NOTE: If the student is not regularly enrolled in the AY 2026-2027 before departure, they will automatically lose their rights to the Mobility and will not be able to benefit of the Erasmus status and grant. This includes students who have not paid their tuition fees

For students regularly enrolled in a bachelor's degree or single-cycle master's degree, the application for participation can be submitted starting from the second year.

Students who have already obtained their degree and/or are not enrolled in any course cannot apply for an Erasmus+ Student Traineeship.

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

- a. not be a recipient 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;
- b. have not already spent the maximum number of mobility months allowed by the Erasmus+ Programme during their study cycle<sup>2</sup>.

## Art. 2 – THE TRAINEESHIP

### Student mobility

Candidates must 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 responsibility of the candidate to verify the existence of specific requirements set by the hosting organization (e.g., application deadlines not compatible with the internship timeline, additional documents, language certifications, etc.) directly with their supervisor at the host location.

TO FINALISE THE INTERNSHIP OFFER, THE STUDENT MUST SUBMIT ONE OF THE FOLLOWING DOCUMENTS DURING THE APPLICATION PROCESS (to be submitted in the working language, either English or Italian):

- Learning agreement for traineeship duly completed and 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).

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<sup>2</sup> ERASMUS MONTHLY GRANT: Students are entitled to 12 months of Erasmus+ international mobility per study cycle (Level I, II or III).

The 12 months include both study and traineeship mobility.

Students enrolled in a single-cycle study program are entitled to 24 months of Erasmus+ international mobility. The 24 months include both study and traineeship mobility.

Students who have already completed a mobility period for study and/or traineeship under the Erasmus+ Program (2021-2027) may apply for an additional mobility period, provided the maximum duration does not exceed the difference between the 12 months allocated for each study cycle and the number of grant-months already used during the same cycle.

Similarly, students enrolled in a Single-Cycle degree program who have already completed a mobility period for study and/or traineeship under the Erasmus+ Program (2021-2027) may apply for an additional mobility period, provided the maximum duration does not exceed the difference between the 24 months allocated for single-cycle degrees and the number of grant-months already used during the same cycle.

Non-European students who intend to participate in the Erasmus Traineeship will be required to visit the embassies of their home country to obtain a visa to enter the countries where the mobility will take place, without additional costs for the Administration.

PLEASE NOTE: FOR THE ACTUAL IMPLEMENTATION OF THE TRAINEESHIP, WHERE THE LEARNING AGREEMENT<sup>3</sup> HAS NOT BEEN SUBMITTED, IT WILL BE NECESSARY TO SEND THE DULY COMPLETED AND SIGNED VERSION OF IT BEFORE THE TRAINEESHIP BEGINS.

The Erasmus+ Traineeship can be carried out in:

- **One of the EU member countries:** Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary;
- **One of the Program's associated third countries:** Iceland, Liechtenstein, Norway, North Macedonia, Serbia, and Turkey;
- **One of the Program's partner third countries:** <http://www.erasmusplus.it/programma/paesi-partecipanti/>

Non-eligible Countries: Belarus (Region 2), Russian Federation (Region 4).

For more information, you may consult the official website at the following link: <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>

#### The host organization can be:

- Any public or private organization active in the labor market or in sectors such as education, training, and youth. For example, such an organization can be:
  - a. A public or private company, whether small, medium, or large (including social enterprises), including foreign branches of Italian companies;
  - b. A public entity at the local, regional, or national level;
  - c. A social partner or other representative of the labor market, including chambers of commerce (including Italian chambers abroad), trade or professional associations, and trade unions;
  - d. A research institute;
  - e. A foundation;
  - f. A school/institution/educational center (at any level, from preschool to upper secondary education, including vocational and adult education), including Italian cultural institutes abroad.
- A non-profit organization, an association, or an NGO
- An organization for career counseling, professional consulting, and information services
- A Higher Education Institution in a Program participating Country holding an Erasmus Charter for Higher Education.

#### It is not possible to carry out the traineeship at:

- EU institutions and other EU bodies, including specialized Agencies;
- Organizations managing EU programs, such as National Agencies.

In cases of doubt, the Erasmus+ National Agency INDIRE reserves the right to make the final assessment of the eligibility of the host organization.

**Mobility is not allowed in the student's country of origin/birth and residence** in order to promote a broader and more diverse view of the working and cultural environment, allowing participants to acquire valuable intercultural skills and engage with professional realities different from those already familiar.

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<sup>3</sup> The *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).

The student **will not be eligible for the traineeship** if any of the following situations occur:

- Failure to be regularly enrolled for the 2025/2026 academic year and to be regularly enrolled for the 2026/2027 academic year in a degree program consistent with the previous one (Bachelor's degree, Master's degree, Single-cycle Master's degree, PhD, Specialization school, University Master) or being graduating students (laureandi) of the University of Rome Tor Vergata in the 2025/2026 academic year.
- For those participating under conditional enrollment (in cautelativa) as "graduating students," graduating before the closing date of the online application.
- The Host Organization does not certify the activities outlined in the Learning Agreement for Traineeship.

### Mobility during the PhD

- PhD students and those who have recently completed their PhD can participate in traineeships within 12 months of obtaining their degree, under the same conditions as recent graduates (neolauriati).

### Start and End of Traineeships

Traineeships can begin from June 2026, only after the publication of the final merit ranking and the minimum mandatory duration is 2 months (60 consecutive days). If the traineeship starts and ends before 60 days, the received advance contribution must be returned.

For graduating students, the traineeship can be carried out either before graduation or within the first year after obtaining the degree (the latter is subject to the mandatory completion of the annual participation Call).

ALL TRAINEESHIP ACTIVITIES MUST BE COMPLETED UNQUESTIONABLY BY 31 JULY 2027.

### **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;**
- **cybersecurity;**
- **data analytics, mining and visualization;**
- **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 ERASMUS+ TRAINEESHIP MOBILITY**

University of Tor Vergata provides a list of companies where students can begin their search for the Host Organization, which can be consulted through this link: [https://mobint.uniroma2.it/traineeship/candidatura/report\\_aziende.aspx](https://mobint.uniroma2.it/traineeship/candidatura/report_aziende.aspx) Additionally, the European Commission offers the following platform: <https://erasmusintern.org/> promoted by the Erasmus Student Network. By accessing the "sign up" section and selecting the option "I'm looking for an internship," it will be possible to create your own profile and search for the company/organization that best matches your academic career goals and future professional aspirations.

Students who have not yet found a Host Organization can directly contact the partner companies listed below by sending their CV:

- **AIESEC: Financial Operations Analyst.** Contact email: [aieseinroma3@gmail.com](mailto:aieseinroma3@gmail.com)
- **AESA Group based in Brussels:** Identification and initial screening of experts and companies, preparation and review of CVs; selection of company references, preparation of administrative documents, writing, proofreading, and quality control of tender documents, filing of tender documents. A good knowledge of English (at least B2 level) is required for the traineeship, which will be verified through an online interview. Contact email: [f.draou@agricosultingeurope.be](mailto:f.draou@agricosultingeurope.be); [A.MONTEIRO@aesagroup.eu](mailto:A.MONTEIRO@aesagroup.eu)
- **Berlin Italian Communication:** Berlin Italian Communication is a communication agency based in Berlin, founded in 2014. The main activities are divided into three areas (the profiles required are for students of Economics, Letters, and Philosophy):
  - **Berlino Magazine:** Interns work, depending on their skills, on creating journalistic social content about Berlin and Germany (infographics, video interviews, reels, carousel posts); managing social media; writing articles; creating videos and graphics (with some experience required).
  - **Berlino Schule** (language school, both in-person and online): Interns handle organizational and administrative tasks for language courses. A good level of English and Italian (at least B2) is required, and German is a plus.
  - **True Italian:** A communication agency focused on creating and promoting Italian food and managing specific Italian clients' presence and promotion in Germany. Interns organize events, create social content (graphics and videos, if they have the skills), research, and online marketing. A good level of English and Italian (at least B2) is required, and German is a plus. Contact email: [administration@berlinitaliancommunication.com](mailto:administration@berlinitaliancommunication.com)
- **Italian Chamber of Commerce for Hungary:** Contact email: [risorse.umane@cciu.com](mailto:risorse.umane@cciu.com)
- **Dreamville Social Media Officer based in Prague:** The candidate will primarily handle copywriting and the management of the company's website and social media platforms. The company seeks students enrolled in Communication, Marketing, or Languages. A B2 level of English is required for the traineeship, which will be verified through an online interview. Contact email: [elisa.barni@savinopartners.com](mailto:elisa.barni@savinopartners.com)
- **GaragErasmus based in Brussels** - Positions: communication support or project officer. Contact email to send your CV: [valentina.presa@garagerasmus.org](mailto:valentina.presa@garagerasmus.org), [brussels@gargaerasmus.org](mailto:brussels@gargaerasmus.org)
- **ONIZEA:** Offers an internship position as Junior Developer, interested in the IT sector, developing websites, web pages, and multilingual programming applications. Learning about daily organization from different IT projects. [www.onizea.com](http://www.onizea.com). Contact email for internships: [rrhh@onizea.com](mailto:rrhh@onizea.com). Contact email for information only: [info.onizea@onizea.com](mailto:info.onizea@onizea.com)
- **Recruitment & Technology Solutions - RED. Group - Europe Division - RED.** Recruitment & Human Services Ltd, Budapest: <https://www.redrecruitment.it/blog/ricerca-e-selezione-del-personale/erasmus-internship-in-recruitment-and-hr-2024-2025/>
  1. HR and recruitment intern;
  2. Digital marketing and employer branding intern.
 Contact email to send your CV: [info@redrecruitment.hu](mailto:info@redrecruitment.hu)
- **SHARE ARCHITECTS ZT GMBH,** Vienna ([www.share-arch.com](http://www.share-arch.com)): The studio offers an internship of at least 6 months for students in Civil Engineering/Architecture. Contact email: [office@share-arch.com](mailto:office@share-arch.com).
- **IPN INSTITUTO POLITÉCNICO NACIONAL of Mexico** in Mexico City. Contact email: [direccion.dri@ipn.mx](mailto:direccion.dri@ipn.mx) (Reference: Professor Christopher Rene Torres San Miguel, [ctorress@ipn.mx](mailto:ctorress@ipn.mx)).
- **SERP INSTITUTE of Technology in Tokyo,** Japan. Contact email: Ms. Kawaguchi, [ko.intl@jim.titech.ac.jp](mailto:ko.intl@jim.titech.ac.jp) (Reference: Professor Yukio TAKEDA, [takeda.y.aa@m.titech.ac.jp](mailto:takeda.y.aa@m.titech.ac.jp)).

- **WASEDA UNIVERSITY TOKYO**, Japan. Contact email: [iss-waseda@list.waseda.jp](mailto:iss-waseda@list.waseda.jp) (Reference: Professor SHII Hiroyuki, [hiro.ishii@waseda.jp](mailto:hiro.ishii@waseda.jp)).
- **WASEDA KITAKYUSHU CAMPUS IN KYUSHU**, Japan. Contact email: [koho-ips@list.waseda.jp](mailto:koho-ips@list.waseda.jp) (Reference: Professor Kenji HASHIMOTO, [kenji.hashimoto@waseda.jp](mailto:kenji.hashimoto@waseda.jp)).
- **YARMOUK UNIVERSITY**, Jordan. Contact email: International Relations and Projects Dept., [international@yu.edu.jo](mailto:international@yu.edu.jo) (Reference: Professor Mwaffaq N. Otoom, [mof.otoom@yu.edu.jo](mailto:mof.otoom@yu.edu.jo)).
- **SATBAYEV UNIVERSITY** in Almaty, Kazakhstan. Contact email: [n.bayanbay@satbayev.university](mailto:n.bayanbay@satbayev.university); [d.askarova@satbayev.university](mailto:d.askarova@satbayev.university) (Reference: Professor Nurlan Bayanbay, [n.bayanbay@satbayev.university](mailto:n.bayanbay@satbayev.university)).
- **ALMATY UNIVERSITY OF POWER ENGINEERING AND TELECOMMUNICATIONS NAMED AFTER GUMARBEK DAUKEYEV** in Almaty, Kazakhstan. Contact email: [s.manapova@aes.kz](mailto:s.manapova@aes.kz) (Reference: Professor Gani Balabayev, [gani\\_b@mail.ru](mailto:gani_b@mail.ru)).
- University partner UNIVERSEH

Name of the institution	Erasmus code	Contact person
Université de Toulouse (UT)	F TOULOUS127	Milene Duro, <a href="mailto:milene.duro@univ-toulouse.fr">milene.duro@univ-toulouse.fr</a>
Université Toulouse II - Jean Jaurès	F TOULOUS02	Carine Livoti <a href="mailto:universeh@univ-tlse2.fr">universeh@univ-tlse2.fr</a> ; <a href="mailto:europa@univ-tlse2.fr">europa@univ-tlse2.fr</a>
Université Toulouse III - Paul Sabatier	F TOULOUS03	Thibault Barbe <a href="mailto:thibault.barbe1@univ-tlse3.fr">thibault.barbe1@univ-tlse3.fr</a>
Institut National Polytechnique de Toulouse (INPT)	F TOULOUS28	<a href="mailto:international@toulouse-inp.fr">international@toulouse-inp.fr</a> Mr. Maxime Dutin <a href="mailto:maxime.dutin@toulouse-inp.fr">maxime.dutin@toulouse-inp.fr</a>
Toulouse Business School (TBS)	F TOULOUS23	Dr Magdalena Teissandier Research Laboratory of Strategy, Entrepreneurship, and Innovation <a href="mailto:m.teissandier@tbs-education.fr">m.teissandier@tbs-education.fr</a>  Naomi Lockley <a href="mailto:international.tbs@tbs-education.fr">international.tbs@tbs-education.fr</a>
Institut Supérieur De L'Aéronautique Et De L'Espace (ISAE-SUPAERO)	F TOULOUS16	Emmanuel Zenou <a href="mailto:international@isaesupaero.fr">international@isaesupaero.fr</a> Corinne GarciaMac Cionnaith <a href="mailto:corinne.garcia@isae-supaero.fr">corinne.garcia@isae-supaero.fr</a>
AGH	PL KRAKOW02	Dr. Justyna Topolska Laboratory of Cosmo- bio- mineralogii. <a href="mailto:topolska@agh.edu.pl">topolska@agh.edu.pl</a> Professor Tadeusz Uhl <a href="mailto:tuhl@agh.edu.pl">tuhl@agh.edu.pl</a>
Heinrich-Heine- Universität Düsseldorf	D DUSSELD01	Renate Thamm <a href="mailto:Renate.Thamm@uni-duesseldorf.de">Renate.Thamm@uni-duesseldorf.de</a>
Université du Luxembourg	LUXLUX-VILO1	Alison Vermeulen <a href="mailto:alison.vermeulen@uni.lu">alison.vermeulen@uni.lu</a> ; <a href="mailto:bri.outgoing@uni.lu">bri.outgoing@uni.lu</a> ; <a href="mailto:erasmus.agreements@uni.lu">erasmus.agreements@uni.lu</a>
Luleå tekniska universitet	S LULEA 01	AnnaCarin Larsson International Office <a href="mailto:annacarin.larsson@ltu.se">annacarin.larsson@ltu.se</a>
Université de Namur	B NAMUR 01	Isabella Fonatana <a href="mailto:direction.sri@unamur.be">direction.sri@unamur.be</a> Valentina Jovic <a href="mailto:international-partnerships@unamur.be">international-partnerships@unamur.be</a>

**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/>

**Further useful information about destinations:**

- **Mobility to France:** According to French law <https://www.service-public.fr/professionnels-entreprises/vosdroits/F20559> (see “gratification”), the receiving organization must pay the intern if the mobility lasts more than 2 months (equivalent to 44 actual working days). The fact that a student is undertaking an Erasmus traineeship does not exempt the hosting company from following French law; there is no specific status for an Erasmus trainee in France.

- **Mobility to the United Kingdom**

Throughout 2026, mobility to the United Kingdom is possible as it participates in the Erasmus+ Program as a Partner Country.

Starting from 2027, the European Union and the United Kingdom have concluded negotiations for the association of the United Kingdom to the Erasmus+ program.

Answers regarding UK visa requirements can be found at the following link: <https://www.erasmusplus.it/wp-content/uploads/2021/06/UK-visa-requirements.pdf>

- **Mobility to Switzerland:** Switzerland participates in the program through the Swiss European Mobility Programme, as a Partner Country.

**Information about degree programs:**

- Regarding students of the Master's Degree in Biotechnology, it is specified that the possibility of recognizing the activities carried out within the Erasmus+ traineeship program as curricular activities must be discussed and agreed upon in advance with the course coordinator.
- For students of the Master's Degree in Bioinformatics, it is specified that the possibility of recognizing the activities carried out within the Erasmus+ traineeship program as curricular activities must be discussed and agreed upon in advance with the course coordinator. Additionally, the ECTS required for the curricular internship abroad must be 46 for the Computer Science track and 49 for the Biomedical track. The ECTS corresponding to the specific track should be included in the Learning Agreement for Traineeship, as shown in the image below:

<b>Table B - Sending Institution</b>	
<i>Please use only one of the following three boxes:<sup>9</sup></i>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ..... ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

- Regarding the students of the Master's Degree Program in Human Nutrition Sciences, they are invited to contact the program coordinator for Erasmus programs, Prof. Alessandra Nardi ([alenardi@mat.uniroma2.it](mailto:alenardi@mat.uniroma2.it)), at the time of completing the LAT and upon return for the recognition procedure.
- For students of a bachelor's degree, master's degree, single-cycle degree, single-cycle master's degree, doctoral research, specializations, and university master's programs, it is specified that the possibility of recognition as a curricular activity of the internship activities carried out within the Erasmus+ Traineeship program must be discussed and agreed upon in advance with the course coordinator:  
Erasmus+ Representatives for Macro-Areas:

ECONOMICS Prof. Gianluca Mattarocci, email [gianluca.mattarocci@uniroma2.it](mailto:gianluca.mattarocci@uniroma2.it)

LAW Prof. Massimo Papa, email [massimo.papa@uniroma2.it](mailto:massimo.papa@uniroma2.it)

ENGINEERING Prof. Fabio del Frate, email [fabio.del.frate@uniroma2.it](mailto:fabio.del.frate@uniroma2.it)

ARTS AND PHILOSOPHY Prof. Anna Fattori, email [fattori@lettere.uniroma2.it](mailto:fattori@lettere.uniroma2.it)

MEDICINE AND SURGERY Prof. Elena Campione, email [elena.campione@uniroma2.it](mailto:elena.campione@uniroma2.it)

SCIENCE MM.FF.NN. Prof. Giulio Codogni, email [giulio.codogni@uniroma2.it](mailto:giulio.codogni@uniroma2.it)

## 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.

For further information, please consult the website of the Ministry of Foreign Affairs and International Cooperation:

<https://www.viaggiaresecuri.it/home>.

## Art. 3 – MOBILITY GRANTS

The monthly amount of Erasmus+ Traineeship grants will be:

DESTINATION	HOSTING COUNTRY	MONTHLY AMOUNT
<b>GROUP 1</b>	<u>Countries associated with the program:</u> Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden <u>Third countries not associated with the Program of Region 14:</u> Faroe Islands, United Kingdom, Switzerland <u>Third countries not associated with the Program of Region 13:</u> Andorra, Monaco, San Marino, Vatican City State	€ 500,00/month
<b>GROUP 2</b>	<u>Countries associated with the Program:</u> Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain, Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	€ 450,00/month

DESTINATION	HOST PARTNER COUNTRY	MONTHLY AMOUNT
	Third countries not associated with the Program Regions 1, 2 <sup>4</sup> , 3, 5, and from 6 to 13 <a href="http://www.erasmusplus.it/programma/paesi-partecipanti/">http://www.erasmusplus.it/programma/paesi-partecipanti/</a>	€ 700,00/month

As stated in the Erasmus+ Program Guide for Call 2025, students with fewer opportunities in physical mobility for long-term traineeships will receive both the monthly mobility grant and the monthly integration for fewer opportunities. This contribution may be assigned, until the available funds are exhausted, to students who have an ISEE value lower

<sup>4</sup> Excluding Belarus.

than the maximum threshold of €27,948.60 as indicated by Ministerial Decree n.0000180 of 28/02/2025. For the calculation of the additional contribution, the ISEE submitted for the 2025/2026 academic year be taken into consideration.

Students will receive an additional contribution to the individual mobility grant amounting to €250.00. The integration will be provided at the end of all mobilities, based on the remaining funds, for students traveling to mobility destinations in Group 1 and Group 2 countries.

Summary of the mobility contribution:

DESTINATION	MONTHLY AMOUNT	INTEGRATION FOR FEWER OPPORTUNITIES / MONTH (based on remaining funds)	TOTAL
Mobility to GROUP 1 Countries	500,00€	250,00€	750,00€
Mobility to GROUP 2 Countries	450,00€	250,00€	700,00€

### Students with zero grant

If there are not enough EU funds available to cover all the assigned monthly payments, some students may not receive the EU contribution ("zero grant") or may receive only a portion of it. In both cases, the student, while meeting all the mobility criteria for Erasmus+ students, will still benefit from the Erasmus+ student status (but not the financial contribution) and all the associated advantages.

If there is no ranking adjustment (*scorrimento*), eligible reserve students can request to participate on a "zero grant" basis, still benefiting from the Erasmus+ student status and all the associated advantages.

Zero grant students may receive, if available, national grants or other forms of financial support.

### Travel - Contribution to travel costs

The travel contribution is calculated based on the following table:

Mileage bands	Travel amount
Between 10 and 99 Km	€ 28,00
Between 100 and 499 Km	€ 211,00
Between 500 and 1999 Km	€ 309,00
Between 2000 and 2999 Km	€ 395,00
Between 3000 and 3999 km	€ 580,00
Between 4000 and 7999 Km	€ 1.188,00
8000+ Km	€ 1.735,00

### The travel contribution is NOT provided for the following countries:

Monaco, San Marino, Vatican City State, Faroe Islands, Switzerland, United Kingdom, Australia, Brunei, Canada, Chile, Hong Kong, Japan, Republic of Korea, Macao, New Zealand, Singapore, Taiwan, United States of America, Uruguay.

## 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\*). The monthly amount of the scholarships will be determined with reference to the student's economic situation resulting from the ISEE Parificato:

- The ISSE/ISEE Parificato value declared for the year 2025 will be taken into account.

The allocation of co-funding will be made according to the following 7 income brackets:

BANDS	ISEE	MONTHLY GRANT IN € (European countries and Extra)
I	ISEE ≤ 13.000	€ 400,00
II	13.000 < ISEE ≤ 21.000€	€ 350,00
III	21.000 < ISEE ≤ 26.000€	€ 300,00
IV	26.000 < ISEE ≤ 30.000€	€ 250,00
V	30.000 < ISEE ≤ 40.000€	€ 200,00
VI	40.000 < ISEE ≤ 50.000€	€ 150,00
VII	ISEE > 50.000€	€0,00

**\*Students who have been enrolled for a number of years exceeding the normal duration of the course plus one will be automatically excluded from co-funding, in accordance with the law.**

The failure to submit the ISEE/ISEE Parificato on the DELPHI platform results in the contribution being equated to that assigned to students with an ISEE > €50,000.00€.

PhD students, specialization students, and Master students participating in the Call who are successful candidates (idonei vincitori) for a mobility must send their ISEE certification via email to the following address: [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it). The contribution will be disbursed based on the brackets indicated in the "CO-FINANCING" table.

The MUR co-financing contribution is not compatible with any DISCOLAZIO funding provided to support mobility.

### 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 instalments:
  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;
  2. payment of the second part of the community contribution (equal to the remaining 30% or adjustment) 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**.

The precise calculation of the mobility grant for the purpose of Traineeships will be made in days, according to the National Agency's note of 17 September 2014, Prot. No. 21484/ERASMUSPLUS/KA1.

The duration of the grant is calculated based on the start and end dates of the traineeship (day/month/year) according to the commercial year of 360 days; therefore, each month, regardless of its actual length, will be considered as 30 days. In the case of incomplete months, the financial contribution will be calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly unit cost.

#### **Additional EU contributions for students with special needs**

These are contributions allocated by the European Commission and intended for those with specific physical, mental, or health conditions. To access them, it will be necessary to submit a specific request to the Erasmus+ Office of the University based on the procedures and deadlines defined by the Erasmus+ National Agency INDIRE.

2) **The payment co-financed by MUR** (Ministry of University and Research), will be disbursed according to the disposition of the DM 1047 del 29/12/2017\* (Fondo Sostegno Giovani – FSG) and in two instalments within 30 working days:

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. payment of the second part of the co-financing (equal to the remaining 50% or adjustment) 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**

The application submission will be exclusively online, through the completion of the application form available at the following link: <https://mobint.uniroma2.it/traineeship/candidatura/>

THE ONLINE APPLICATION WILL BE ACCESSIBLE STARTING FROM THE REGISTRATION DATE OF THIS CALL FOR APPLICATIONS AND MUST BE SUBMITTED NO LATER THAN 12:00 PM (CET) ON 22 MAY 2026

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 is incomplete or untrue will be considered null and void.

**\*PLEASE NOTE: for the September deadline, the student who has not completed the regular enrollment for the 2026-2027 academic year will have to regularize the enrollment before being able to proceed with the online application; In the absence of this, the student automatically loses the right to mobility and cannot benefit from either the Erasmus status or the economic contribution.**

#### Art. 5 – SELECTION AND RANKING

For the evaluation of applications, a committee will be appointed by Rector's Decree, which will draw up a ranking for each participation session. The ranking will be published in a provisional form for one week and, subsequently, in its final form.

The formulas adopted by the online application are indicated below.

For students in the first year of the master's degree, the following formula will be used:

$(180/210) \times (\text{Average grade obtained in the exams taken in the bachelor's degree related to the entry qualification for the master's degree} / \text{Maximum grade obtainable in the exams taken in the bachelor's degree related to the entry qualification for the master's degree}) \times 100 + (30/210) \times [\text{Min}(\text{Number of Credits Earned, Maximum Number of Credits Obtainable in the Study Program based on the candidate's enrollment year}^{**}) / (\text{Maximum Number of Credits Obtainable in the Study Program based on the candidate's enrollment year}^{**})] \times \text{min}[1, \text{Number of Years Required to Complete the Degree} / (\text{Current Academic Year} - \text{Enrollment Year} + 1)] \times (\text{weighted average grade} / \text{weighted average grade for students enrolled in the same study program}^{***}) \times 100.$

\*\* In case the final grade of the bachelor's thesis is not expressed **in one hundred and ten**, the equivalent grade on the new scale will be calculated.

For all other cases (bachelor's degree, single-cycle master's degree, and second year of the master's degree), the following formula will be used:

$[\text{Min}(\text{Number of Credits Earned, Maximum Number of Credits Obtainable in the Study Program based on the candidate's enrollment year}^{**}) / (\text{Maximum Number of Credits Obtainable in the Study Program based on the candidate's enrollment year}^{**})] \times \text{min}[1, \text{Number of Years Required to Complete the Degree} / (\text{Current Academic Year} - \text{Enrollment Year} + 1)] \times (\text{weighted average grade} / \text{weighted average grade for students enrolled in the same study program}^{***}) \times 100.$

\*\*\* The maximum number of credits that can be earned up to the candidate's reference academic year will include all activities defined by the study program, excluding credits assigned by the study plan to the final exam/thesis.

\*\*\*\* In the calculation of the weighted average for students enrolled in the same study program, all students enrolled in the program on the evaluation date will be considered, regardless of their year of enrollment.

For students in master's programs (other than specialized degrees), doctoral students, and students in specialization schools, the Commission will define ad hoc criteria for evaluating individual applications.

**It is specified that for the purpose of calculating the score, the career data will be considered according to the date 28/02/2026**

Exemptions or intermediate exams will not be considered for the evaluation of the average grade. In case of a tie in scores, the lower ISEE will be considered a preferential criterion.

#### 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.

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

- A certificate issued by a nationally and/or internationally recognized 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);

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

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

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

#### **Art. 8 – ACCEPTANCE OF THE GRANT**

All communications between candidates and the Erasmus+ Mobility Office will be conducted via the email address [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it).

Grant recipients will receive a notification email with the acceptance form attached. **Within 7 working days from receiving the email**, they must send the completed and signed acceptance form to [traineeship@erasmus.uniroma2.it](mailto:traineeship@erasmus.uniroma2.it).

Those who do not adhere to the above deadlines will be considered to have withdrawn from the programme for all legal purposes, and the Erasmus+ Mobility Office will proceed with allocating the contribution to the eligible candidates on reserve.

Eligible candidates who take the place of the original recipients will be required to follow the same deadlines and procedures as the winners.

#### **REQUIREMENTS 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.

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

Accepting the traineeship is a serious commitment undertaken by the candidate. 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](mailto:traineeship@erasmus.uniroma2.it).

This communication will be valid and binding in front of the law.

A prompt communication allows the first eligible candidate on the reserve list to take the vacant spot in time to organize the traineeship. Late or missing communication of withdrawal will constitute a violation of the Code of Conduct signed by the candidate at the time of signing the Erasmus+ Traineeship Mobility Agreement.

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 organizing 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 – ENTRY INTO THE HOST COUNTRY**

Applicants shall autonomously inquire about:

- possible regulations about entrance into the host country by contacting the relevant diplomatic representations (Embassies and Consulates) in Italy well in advance;
- 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.

**The student must:**

- ✓ Check the Ministry of Foreign Affairs and International Cooperation website for any notices regarding security and risk situations: <https://www.viaggiasesicuri.it>;
- ✓ Review and accept any conditions of mobility at the host university, such as online teaching methods (this mode will not receive financial support), and any potential lack of access to basic services such as housing, cafeterias, etc., due to epidemics, pandemics, or other force majeure events;
- ✓ Arrange for the purchase of adequate international health insurance that explicitly covers hospitalization and treatment costs due to epidemics and pandemics;
- ✓ Arrange for the purchase of travel insurance in case of cancellations or delays due to epidemics, pandemics, or other force majeure events;
- ✓ Independently gather information regarding the visa requirements for the destination country.

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

Internships within the Erasmus + Traineeship Project will be certified by the *Traineeship Certificate* issued by the host 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.

For participants in a precautionary status, graduating in the academic year 2024/2025, any request for recognition of the Erasmus+ Traineeship mobility will be recognized in the academic year 2024-2025.

#### **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, 00133 Rome, PEC [direzione.generale@pec.uniroma2.it](mailto:direzione.generale@pec.uniroma2.it)

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

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

Participants are entitled to the rights provided for by EU Regulation 2016/679 and, in particular, they may request access to, 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**

Pursuant to 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+ Mobility Office, Coordinator for Erasmus+ Traineeship mobility.

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:

*Erasmus+ Mobility Central Office*

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