

Call ERASMUS+ TRAINEESHIP a.y. 2024/2025

ABOUT:

The Erasmus+ for Traineeship allows for a traineeship also aimed at writing a thesis

MINIMUM DURATION OF 2 MONTHS AND MAXIMUM OF 6

Mobility can be entirely physical or combined

i.e. made up of short-term physical mobility (5 to 30 days) combined with virtual mobility.

DURING MOBILITY IT WILL BE POSSIBLE TO RETURN TO ITALY TO SIT EXAMS

THE APPLICATION

The application for participation in the programme must be submitted using the Google Form linked in the [Call for application](#) by 12 noon on:

22 July 2024
27 January 2025



The Erasmus stay must end by **30 SEPTEMBER 2025** at the latest.

REQUIREMENTS



WHO

All UPO students **regularly enrolled** in a **Bachelor, Master or Single Cycle Degree** at the time of application and for the duration of the Erasmus+ Traineeship mobility.

WHERE

The internship may take place in:

- European Union countries;
- Iceland, Liechtenstein, Norway;
- North Macedonia, Serbia, Turkey.

If you want to go for your traineeship in non-EU countries, you can refer to the [Free Mover call](#)

ELIGIBLE ORGANISATIONS

(art.4)

Institutions in which the **traineeship** activity can be carried out are:

- any **public or private organisation** active in the labour market or in the fields of education, training, youth, research and innovation;
- a **non-profit organisation**, association or NGO;
- a body for vocational guidance, **career counselling** and information services;
- an Institute of **Higher Education** holding ECHE (foreign universities);
- an **International Relations Office** of Higher Education Institutions.

Useful resources that may help you are available here: <https://www.uniupo.it/sites/default/files/2023-06/Link%20utili%20per%20trovare%20uno%20stage%20all%27estero.pdf>;

ABOUT THE MOBILITY

BEFORE DEPARTURE

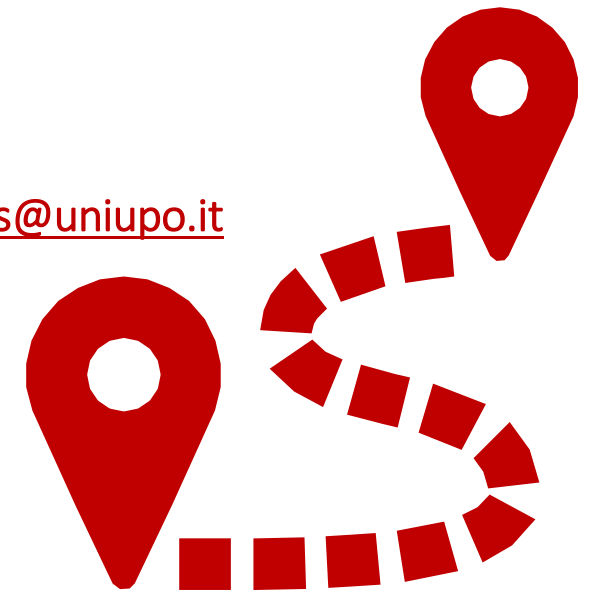
- Sending Letter of Acceptance;
- Preparation of Learning Agreement for Traineeship;
- Bank details through appropriate form.

DURING THE MOBILITY

- Certificate of arrival;
- **N.B.: if you are returning to Italy to take examinations please contact domanda.erasmus@uniupo.it**

ON THE RETURN

- Full Certificate of Stay;
- Evaluation of the **host institution** and/or Learning Agreement After the Mobility;
- Completion of the **EU Survey**.



EUROPEAN E+ CONTRIBUTION:

<p>GROUP 1</p>	<p>Austria, Belgium, Finland, France, Denmark, Germany, Ireland, Iceland, Liechtenstein, Lussemburg, Netherlands, Norway, Sweden</p>	<p>500,00 € Per month</p>
<p>GROUP 2 AND 3</p>	<p>Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain</p> <p>Bulgaria, Croatia, Hungary, Lithuania, Northern Macedonia, Poland, Romania, Serbia, Serbia, Turkey, Hungary</p>	<p>450,00€ Per month</p>

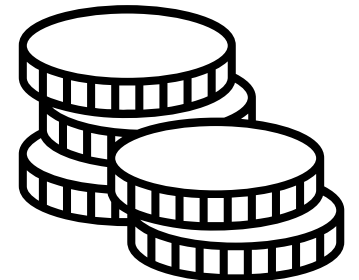
For students with **special needs**, **additional funds are available** from the European Commission. For further information, please contact domanda.erasmus@uniupo.it.

CONTRIBUTION:

1. UPO will supplement the scholarships provided by the European Commission with its own funds and with ministerial funds: the total amounts vary according to the ISEE (2023/2024) to which the students belong. This is subject to taxation.
2. The University undertakes to reimburse any access fees, up to a maximum of €600.00.

PAYMENT:

1. The contribution will be paid 70% within approximately one month of departure and the balance within 90 days of sending the supporting documentation (after your return).
2. The contribution cannot be combined with other scholarships granted with European funds.



RETURNS AND WAIVERS

Returns

If the period of stay is shorter than the minimum compulsory period (60 days), **the full amount must be refunded.**

Exceptions to this are early returns for serious reasons (force majeure), which are subject to assessment.

NB: your career will remain blocked until the debt is settled.

Extension

The trainee may request an **extension of the traineeship**, within the maximum duration limits provided for, in the event that the activities require a longer period of stay than originally defined. The request must be made, **within one month** of the natural expiry of the contract, using the appropriate form to the email address:

domanda.erasmus@uniupo.it.

Waivers

In case of **renunciation** of the Erasmus+ Mobility for Study project after the publication of the ranking list, the student **will be required to pay a penalty of €100.00.**

You must: give notice of the decision by email to domanda.erasmus@uniupo.it.

INSURANCE

The University **extends insurance cover** to cover the period of **mobility**. It remains the responsibility of students to take out **specific insurances** to cover the exercise of activities in the **healthcare sector**. The insurance provisions can be viewed at this link:

<https://www.uniupo.it/it/internazionale/assicurazioni-e-polizze-assicurative>.

The student must independently find out about any rules concerning:

- **Entry into the host country**, by contacting the relevant diplomatic representations (Embassies and Consulates) in Italy in good time;
- **Health care in the host country**, by contacting their ASL or diplomatic representations.



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