



**Call for Applications, 1st Edition, a.y. 2022-2023**  
**"Universities for Innovation"**  
**2<sup>nd</sup> MARCH 2023 - deadline 6<sup>th</sup> APRIL 2023**

Erasmus Plus KA1 Higher Education  
Student mobility for traineeships  
Ref. Project 2021-1-IT02-KA131-HED-000011202 e 2022-1-IT02-KA131-HED-000055839

**SEND Mobility Consortium**  
Certificate for mobility consortia  
no. 2021-1-IT02-KA130-HED-000010744

**MOBILITY GRANTS REGULATIONS FOR UNIVERSITY  
STUDENTS**

**Enrolled at the universities of:**

**Cagliari, Catania, Ferrara, Naples Federico II, Padua, Palermo, Parma, Rome - Tor Vergata, Venice Ca' Foscari, Enna Kore, Politecnica delle Marche, Bari Aldo Moro**

With reference to the **call for application** financed by the **Erasmus+ programme** of the European Union, and promoted by the **SEND Mobility Consortium**, we publish below the **rules for the allocation** of the *Erasmus Plus for Traineeship* grants for the universities specified in article 2 of the call.

Note: This regulation refers to mobility grants awarded within the framework of the Erasmus+ project "Universities for Innovation" no. **2021-1-IT02-KA131-HED-00001120** e **2022-1-IT02-KA131-HED-000055839**.

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## GRANT ACCEPTANCE AND WAIVER

**GRANTED BENEFICIARIES (idonei assegnatari):** are fully entitled to participate in the Erasmus+ traineeship mobility project with a financial contribution as provided for in Art. 3 of the [call for application](#). They must comply with the obligations and rules set out in this document and in the Traineeship Mobility Agreement signed by each participant before departure.

The grants finance periods of a minimum of two months and a maximum of three. It will also be possible to apply for an extension of the mobility period after departure, following what is indicated in the **Grant Allocation Rules** and in the **"Instructions for Completion of Learning Agreement for Traineeship and Grant Agreement"** (hereinafter referred to as L.A.T. and G.A.). Both documents can be found among the attachments on the webpage:

<https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2022-2023-universities-for-innovation/>

Grant recipients must send their **acceptance** or **withdrawal form** by **12<sup>th</sup> MAY 2023** to **mobility@sendsicilia.it**, with the subject: **"Renunciation/Acceptance of grant\_Name Surname."** Both documents can be found among the attachments on the webpage <https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2022-2023-universities-for-innovation/>.

**Note:** Students from the **University of Catania** are also requested to send the **Withdrawal Form** prepared by the University to the International Relations Office.

**NON-GRANTED BENEFICIARIES (idonei non-assegnatari):** they may decide to take part in the project without any financial support, to renounce it or to wait for a possible change in the ranking list to award them a grant at a later date.

In the event of acceptance, they must submit the **acceptance form** and comply with the obligations and rules set out in this document and in the Traineeship Mobility Agreement that each participant must sign before departure.

They are however fully entitled to participate in the Erasmus+ traineeship mobility project "zero grant" i.e. without financial contribution. Their mobility, if carried out regularly and in accordance with the conditions published here, will be recognised for all its other aspects (recognition of planned training credits, award of OLS online language licence, insurance coverage, tutoring).

**SCROLL-RANKINGS:** As there may be some shortfalls both when this list is released and in the following months, for the sake of speed and expeditiousness, non-granted beneficiaries will be contacted by the SEND Office by TELEPHONE or EMAIL as soon as a grant becomes available. Students are requested to monitor the telephone number and e-



mail address provided during the application process.

If any of the grant recipients drop out, SEND will notify the new grantees.

In the event of an equal core, the ranking list will be scrolled in alphabetical order.

**NOT ELIGIBLE BENEFICIARIES (non idonei):** they have no right to participate in the project as they do not meet the minimum requirements and/or have submitted an incomplete application with respect to what is required by the call for applications in Article 6.

## IDENTIFICATION AND REGISTRATION OF THE HOST INSTITUTION

Identification of the host organisation can be done by:

- **Accessing the reserved area of the SEND Mobility Platform. Successful applicants** for the Universities call for applications will be granted access to the reserved area of the SEND Mobility Platform after sending the acceptance form. The login credentials are those indicated during the application process, which will include USERNAME (the email address used during registration of the application) and PASSWORD (the password will be the one indicated during registration of the application). Once you have accessed the Reserved Area, you will be able to **view all the companies** members of the SEND Mobility Consortium and their **internship offers**;

- **Contacting the SEND staff by sending an email to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) with the subject line: "HO Universities finding support request\_ Name and Surname"**. In the text of the email, please include a description of the desired traineeship indicating the **sector, role, activity, type of institution and possibly the country(ies) of destination**. **Note:** Before sending your application email you are kindly requested to carefully check the internship offers on the SEND mobility platform.

- **Registration on the [www.erasmusintern.org](http://www.erasmusintern.org) platform** - By accessing the 'sign up' section and ticking the option 'I'm looking for an internship', it will be possible to create one's own profile and search for the company/organisation that best meets one's academic career goals and future professional fulfilment (**Note:** before contacting the company, make sure it is a credible and reliable entity!);

- Accessing any **databases of the home universities** ;

- Any source and/or research tool (social media, personal contacts, intermediary agencies, etc.). Please follow SEND's FB page ([@SENDSICILIA](https://www.facebook.com/SENDSICILIA)) and join the Facebook group '[SEND International Mobility](#)';

- Website <http://www.eaecnet.com> by accessing the International Internships section where vacancies for internships abroad are regularly posted;

The organisation, identified at the application stage through Annex C (letter of availability),



will have **to register** in order to be considered as an eligible host organisation for the call for "Universities for EU projects". The host body may register **HERE**.

No later than **30 JUNE 2023 (as indicated in the call for applications in art. 7)**, the candidate, if they have not already done so in the application phase, must send SEND the **"Letter of Availability" (Annex C.** to be found among the Attachments on the web page <https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2022-2023-universities-for-innovation/>. The letter must be duly signed and completed by the host institution and signed by the student. The above-mentioned document should be sent to the email address **mobility@sendsicilia.it** with the subject line: **"Letter of availability for the call Universities\_Name and Surname"**.

**PLEASE NOTE: the SEND consortium neither endorses nor supports the choice of internships that involve the payment of money by the participant!** No part of the consortium is liable in the event of economic fraud occurring on channels or instruments outside the consortium.

## PERIOD OF MOBILITY

Mobility for traineeships may start on **30 May 2023** and must end by **31 October 2023**. **No extensions or postponements of the mobility after 31 October 2023 will be considered**, except for possible restrictions due to the Covid-19 emergency and/or specific requests of the student and/or the host company, which must be promptly communicated to SEND by email at **mobility@sendsicilia.it unless justified requests are made**.

Please note that mobility must be for a **minimum of 2 months** (60 consecutive days) and a **maximum of 3 months** (90 consecutive days). Mobility of a longer duration is, however, possible, subject to the provisions of this call and the Erasmus+ programme regulations.

In such cases, **funding may not be guaranteed for the mobility period after the 90th day**, which may be carried out optionally in **'zero grant'** mode, i.e. 'without grant', while continuing to enjoy 'Erasmus student' status. During the mobility, participants may request an extension to their originally authorised return date, under the terms and conditions that will be communicated below in the **"During Mobility"** section.

## BLENDED AND VIRTUAL MOBILITY

**Blended placement mobility activities**, which include a period spent remotely in the country of residence preceded or followed by an in-person period in the destination country, are admissible, subject to agreement with one's home university and host institution. On the other hand, mobilities that will take place entirely in virtual mode will not be admissible, except in cases where it is necessary to organise virtual activities due to the COVID-19 emergency or other Force Majeure.

**Full recognition** through the ECTS system will be granted for all learning outcomes achieved in Erasmus+ mobilities, for all activities carried out in both virtual and physical mobility periods.



In order to enable the development of language skills, participants will benefit from the opportunities provided by the **Online Language Support** hosted on **the EU Academy** before the start of the virtual mobility and throughout the duration of the mobility.

In terms of documentation, participation in blended or virtual mobility activities will be confirmed by the **LA Before section**, the **Transcript of Records/Traineeship Certificate** (LA After) and a **statement from the host institution** on letterhead certifying the actual duration of the virtual activity. In addition, the same documentation before, during and after the mobility described below will also be requested from students who will carry out their placements virtually.

In terms of **funding**, for blended mobility, the European Commission has set forth new provisions according to which during the period of 'virtual' mobility carried out in one's country of residence, the participant **will NOT be granted** any **contribution** for individual support. Only if the participant will carry out the activity remotely in the country of destination will the full amount of the grant be paid.

## DISADVANTAGED SOCIO-ECONOMIC SITUATION

**Students and recent graduates with fewer opportunities** are defined as those who, for **economic, social, cultural, geographical or health reasons, linked to their migratory background, or for reasons such as disability and learning difficulties** or any other reason, including those which may give rise to discrimination within the meaning of Article 21 of the Charter of Fundamental Rights of the European Union, face obstacles preventing them from enjoying effective access to the opportunities offered by the Erasmus+ programme.

In order to facilitate access to mobility for these students as much as possible, the Consortium guarantees equality and equity in access to the mobility opportunities offered and identifies the following groups of beneficiaries who are entitled to the additional grant for socio-economically disadvantaged status, in line with the **MUR National Provisions 2022<sup>1</sup>**, annexed to the Erasmus+ Guidelines:

1. Participants with certified physical, mental and health problems;
2. Economic disadvantage sanctioned with ISEE equal to or less than (as per Ministerial Decree 256 of 18 March 2021);
3. Cultural differences e.g. individuals from migrant and refugee backgrounds, national or ethnic minorities, people with difficulties in language adaptation and cultural inclusion, etc;
4. Students with minor children;
5. Working students;
6. Students who are professional athletes;
7. Students orphaned by at least one parent;
8. Students who are children of victims of terrorism and organised crime.

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<sup>1</sup> [https://www.erasmusplus.it/wp-content/uploads/2022/02/Erasmus-Call-2022\\_Disposizioni-nazionali-2022\\_HE.pdf](https://www.erasmusplus.it/wp-content/uploads/2022/02/Erasmus-Call-2022_Disposizioni-nazionali-2022_HE.pdf)



The above conditions must be certified by appropriate documentation and self-certification (see under "BEFORE DEPARTURE", point 1.c)

## SPECIAL NEEDS SUPPORT

The Erasmus+ programme pays particular attention to mobile students whose physical, psychological or, more generally, health conditions are such that they would not be able to participate in the programme without additional funding, aimed at contributing to the additional costs incurred for aspects such as support, accommodation and accessibility of premises, as well as pedagogical and technical support services. This is to ensure that everyone can fully enjoy everything that is part of European mobility.

In order to apply for **additional Erasmus+ funding for special needs**, in addition to the contribution for socio-economically disadvantaged status, one must specify one's needs and foresee additional costs related to one's physical, psychic or, more generally, health condition; as well as attach a certificate of disability. The following services are eligible for support, according to individual needs: **specific accommodation, travel assistance, medical presence, support equipment, adaptation of learning material, accompanying persons, etc.**

Requests for an additional special needs contribution must reach SEND at **mobility@sendsicilia.it at least one month before the planned departure**. Instructions on the documentation to be submitted will follow. Following this, SEND will communicate the request to the INDIRE National Agency, which will have to confirm the eligibility of the contribution.

## MOBILITY TO UK AND SWITZERLAND

Mobility to the UK and Switzerland is eligible **up to a maximum of 10%** of the total mobility carried out within the "Universities for Innovation".

The eligibility of mobilities to these countries will be granted by SEND in chronological order of departure and subject to availability. Before making arrangements with a host organisation based in Switzerland or the UK, **an email should be sent to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) to ascertain the availability of places, in order to avoid the ineligibility of your mobility before departure.**

Lastly, for any visa or other documentation required to carry out a traineeship in non-EU countries, it is advisable to contact the International Relations Office of your university and/or the relevant consular and diplomatic authorities<sup>2</sup>.

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<sup>2</sup> For the United Kingdom, see <https://www.gov.uk/apply-to-come-to-the-uk>.



## ONLINE LANGUAGE SUPPORT

As of 1 July 2022, the European Commission's new language learning service will be active: the **Online Language Support** hosted on the **EU Academy** managed by JOINT RESEARCH CENTRE and DG DIGIT, an online learning hub with various themes and multiple services including language learning paths use of new technologies, sharing spaces.

The OLS platform has two sections:

- An **open** one, open to all citizens interested in learning a new language among those available
- One **restricted** to participants in Erasmus+ activities offering customised pathways and additional services.

In addition, with the new OLS it will be possible to choose one or more languages, with no restrictions on the number of courses one wishes to take, and to **test one's level of language competence** during or after the mobility.

Students and recent graduates selected for Erasmus mobility to a Programme Country or a third country not associated to the Programme (Key Actions KA131 and KA171) who undertake a **mobility of more than 14 days** must take the **initial language assessment test** in the language of mobility before the mobility takes place, except in duly justified cases, e.g. language not available in OLS.

**Further information on the initial language test will be sent before departure by the SEND staff.**

**For more information on how the OLS works, please consult the relevant FAQs at the following link:**

<https://academy.europa.eu/local/euacademy/pages/faq/category.php?id=8>.

## BEFORE DEPARTURE

Download the documentation for your university, which can be found among the attachments at the bottom of [web page](#) on the SEND website where rankings are published. Before filling out the form, read the instructions provided by SEND and your university carefully.

### 1) Required documentation:





### a. Learning Agreement for Traineeships (LAT)

It must contain the exact dates of the start and end of the placement<sup>3</sup>, data on the trainee, host organisation (Receiving/Host Organisation - HO) and sending university (Sending Institution), activities and number of training hours per week<sup>4</sup> planned. It must be signed by the participant, sending university (usually by the coordinator of their department/school/faculty) and host organisation (request also the stamp of university and host organisation if available), scanned in PDF format and sent, **at least one month before** the start date of the mobility, to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) and in copy to the contact person of your university.

For further compilation instructions, please read the **Instructions for Completion of the GA and LAT** and, where available, your university's provisions for signing and recognising the LAT which can be downloaded at the bottom of [this page](#) in the relevant folder.

### b. Grant Agreement (G.A.)

It must contain all the required data, the exact dates of the start and end of the placement and the correct details of the bank account in the name of or jointly held by the participant to which payments will be made. At least 15 days before departure, participants must send via email to the address [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) a draft of the document in word. After getting confirmation by SEND staff, that will assign the contract number and verify the data reported, the document must be sent in pdf **by certified email to the address [mobility@pec.sendsicilia.it](mailto:mobility@pec.sendsicilia.it)**. The Grant Agreement must have the **original handwritten signature** (no printed signatures will be accepted) **or certified** signature (CADES/PADES format) of the participant. **A copy of your identity document** must be attached to the document. In the subject line of the e-mail the following must be stated: '**Grant Agreement\_Name and Surname**'.

Care must be taken when entering dates, which must match in the LAT and the GA. The duration of the mobility must be a minimum of 60 days. Calculation of the contribution is based on full financial months (30-day periods). Individual extra days will not be financed. **The internship start and end dates cannot be days on which the host location is closed.**

For further instructions on how to complete the form, please read **Instructions for Filling in the Lat and GA**;

### c. Proof of socio-economic disadvantage and self-certification

If you are one of the participants with a socio-economically disadvantaged situation, as identified above, you must submit the following documentation:

- For physical, mental and health obstacles, an **official disability or health certificate** must be presented;
- For economic disadvantages, an **updated ISEE or ISEE parificato** issued by a

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<sup>3</sup> The mobility period **must** begin on 30<sup>th</sup> May 2023 and end by 31<sup>st</sup> October 2023.

<sup>4</sup> The intern's hourly and weekly commitment at the host location will be in accordance with the working hours observed there. Except in cases where training credits are awarded, there is no minimum number of hours required by the programme, so the participant simply has to observe the same hours as the rest of the staff for a minimum of 20 hours per week and a maximum of 35.





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- CAF/patronato must be submitted (if not already attached to the application form)
- For cultural barriers, it is possible to present a **residence permit** together with the **data collection form for equal indicator** (if available) or any other documentation proving membership of an ethnic minority;
  - Students with minor children, orphans or children of victims of terrorism and organised crime must present the **family status** certificate issued by their municipality of residence or any other documentation certifying the above conditions;
  - Student workers and professional athletes must submit a **copy of their employment contract** or alternatively a **letter of support from their employer or the legal representative of the sports team/association**.

This documentation must be sent at least **15 days before departure** to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) and must be attached to the **Self-certification for socio-economically disadvantaged status** that you can download at the following link: <https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2022-2023-universities-for-innovation/>.

#### **e. Supplementary documentation**

In addition to the above, some universities require the submission of further documentation (possibly included in the reference file folder of your university):

##### **University of Padua:**

- Delivering any documentation required by each degree course for the award of CFUs to the Career Service Poles at your University School.
- Only for PHD: a copy of the Mobility Authorisation from the PhD School
- For recent graduates only: make the wire transfer for the accident insurance supplement if you choose the insurance cover provided by your university.
- Delivering the certificate of successful completion of the safety course
- Sending a signed release form by the assignee by e-mail to [stage.estero@unipd.it](mailto:stage.estero@unipd.it)

For more information, read the document '**Provisions University of Padua**'.

**University of Cagliari:** application for recognition of credits for the Erasmus Plus for Traineeship period. Before departure, the student must also send a copy of the Financial Agreement and the LA Before the Mobility to [ismoka\\_tirocini@unica.it](mailto:ismoka_tirocini@unica.it), indicating in the subject line "Erasmus+ Traineeship grant holder (SEND Consortium). For further information, please read the document '**Provisions University of Cagliari**'.

**University of Venice Ca' Foscari:** see pdf file "Instructions\_stage-E+\_SEND\_UNIVE\_2022-2023". It is also necessary to send the release form provided by the University in Italian or English to the relevant offices.

**University of Naples:** The LAT before must be signed by the Departmental Erasmus Delegate, the Course Coordinator or Internship Coordinator of the Course of Study to which the student belongs and the Head of the University's International Relations Office.

**University of Palermo:** send the release form provided by your University of Palermo duly signed and completed to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) together with the LAT before.



**University of Ferrara:** if these are placements that you intend to have recognised in your university career, the LAT Before must be signed by the **Erasmus Coordinator** (<http://www.unife.it/it/internazionale/venire/soggiorno/coordinatori-di-dipartimento-per-la-mobilita-internazionale>). If it is a post-graduate or non-curricular traineeship without recognition of credits, the LAT Before must be signed by the **Internationalisation Office**. Reference contact **bttlss@unife.it**; **outgoing.mobility@unife.it**. Prior to departure, it should also be sent to **mobility@sendsicilia.it** together with the LAT Before the **release form** provided by the University of Ferrara duly signed and filled in

**University of Catania:** send the release form prepared by your University to the relevant offices. Specify in the LAT "Before the Mobility", the name and email of the **Contact Person** of your department, which can be found at the following link [Department Contact Person](#). For **newly graduates**, please add Prof. **Daniela Irrera Erasmus Institutional Coordinator** [dirrera@unict.it](mailto:dirrera@unict.it) as contact person. At the following link, you can find the **PERSON AT SENDING INSTITUTION** who will have to sign the document before departure: [Erasmus Departmental Coordinator](#).

**University of Bari Aldo Moro:** please read the provisions described in the Guide for Trainees - Consortia Bandi Assignees, available at <https://www.uniba.it/it/internazionale/mobilita-in-uscita/studenti/erasmus-plus/modulistica-tirocini/modulistica-tirocini>.

**Università Politecnica delle Marche:** send the release form provided by the University before starting the mobility to **internship@univpm.it**.

For further clarifications regarding the above-mentioned supplementary documentation, please contact your university or, where applicable, carefully read the **mobility provisions of your university**, which can be downloaded at <https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2022-2023-universities-for-innovation/>.

For all **students** wishing to travel to the UK. You need to obtain the T5 Visa. Visa applications must be made by your university, or by contacting the competent diplomatic authorities. As the British Council allows one month for the document to be issued, it is necessary for interested students to make a special request to the competent offices of their university at least 60 days before the planned mobility date.

## 2) Tasks to be performed:

### a. Preparation before departure

Participants in the "Universities for EU projects" project can find toolkits, guides and useful material to better prepare for their mobility experience in the section "**Preparation**" and "**Self-Assessment**" sections of the SEND Mobility Platform. Specifically, we recommend reading the "**Orientation Guide on Living and Working in Europe**" and the "**Guide to Skill Self-Assessment**".

### b. Initial assessment test on the Online Linguistic Support (OLS) platform



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Students and newly-graduates undertaking **placement mobility with the SEND Consortium** must take the **initial language assessment test** in the language of mobility prior to the mobility period, except in duly justified cases, e.g. language not available on the OLS.

**Further information on the initial language test will be sent by email by the SEND staff before departure to all participants.**

## **START OF MOBILITY**

On the first day of placement, or as soon as possible, the host organisation should complete and send the **LETTER OF ARRIVAL**, signed by the mentor, to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it)

The Letter of Arrival should be sent from an official/institutional work email address.

For the **University of Rome Tor Vergata**, the University of **Catania** and the **University of Venice Ca' Foscari**, please fill in and send the **arrival form/certificate of arrival** prepared by the Universities and downloadable from the **Attachments** of your University to the competent offices via email. In addition, for students of **the University of Padua**, please send the **Certificate of Commencement in person or in virtual mode** by e-mail to [stage.estero@unipd.it](mailto:stage.estero@unipd.it) within 7 days of arrival. The document can be downloaded among the attachments for your university.

## **FIRST PAYMENT**

It is specified that SEND will proceed with payment of the first instalment corresponding to **80%** of the total grant awarded, **ONLY** after the participant has taken the language assessment test, and after having acquired all the required documentation duly completed and signed in its entirety and once the LETTER OF ARRIVAL form has been received by e-mail. Payment shall be made **within 10 working days** following the complete receipt of the documents, by crediting the bank/post account in the name or joint name of the grantee and indicated in the Grant Agreement.

For participants **with a disadvantaged socio-economic situation**, SEND will proceed with the payment of **100%** of the allocated grant (contrary to what is indicated in art. 3 of the selection notice), **ONLY** after the participant has taken the language assessment test and after having acquired all the required documentation duly filled in and signed in its entirety, including the documentation certifying the disadvantaged condition and the relevant self-certification, and once the LETTER OF ARRIVAL form has been received by e-mail. Payment shall be made **within 10 working days** following the complete receipt of the documents, by crediting the bank/post account in the name or joint name of the grantee and indicated in the Grant Agreement.

**PLEASE NOTE:** in the event that the planned mobility is not carried out or is terminated



before 60 days have elapsed, **the entire amount paid must be returned to SEND** according to the instructions that will be sent by email by its staff.

All documents mentioned so far can be found in the file packages relating to your university, and can be downloaded from the project webpage, in the "ATTACHMENTS" section at the bottom of the page: <https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2022-2023-universities-for-innovation/>.

If the necessary files are not included in the package for your university, you should request them by e-mail to **mobility@sendsicilia.it**.

## **DURING THE MOBILITY PERIOD**

### **1) Tasks to be performed:**

#### **a. LANGUAGE COURSE ON OLS**

After the initial language assessment, the participant will be able to access the language course (local or work) on the OLS platform. The number of hours of use of the platform is at the user's discretion and will be stated in the final certificate issued by the portal at the user's request.

**b. Interim evaluation questionnaire 'Universities for EU projects'** sent by SEND by email. It must be completed within 15 days of receipt.

#### **c. ONLY for participants from the following universities:**

**University of Cagliari:** filling in the attendance register in all its parts. You can download the [register](https://www.unica.it/unica/page/it/modulistica_erasmus_traineeship_aa_2020202) at [https://www.unica.it/unica/page/it/modulistica\\_erasmus\\_traineeship\\_aa\\_2020202](https://www.unica.it/unica/page/it/modulistica_erasmus_traineeship_aa_2020202). For more information, please read the document '**Provisions by the University of Cagliari**'.

**Ca' Foscari University of Venice:** filling in the attendance register in all its parts and completing the online application for statistical purposes. For more information see the pdf "[Instructions\\_stage-E+\\_SEND\\_UNIVE\\_2022-2023](#)".

### **Requests for extension, reduction or change of mobility**

Should the participant, in agreement with the hosting establishment, wish to undertake further months of mobility and placement, they may do so, after departure and **no later than one month** before the planned end date, by sending the "**DURING THE MOBILITY**" section of the L.A.T. completed and containing the proposed new end date of the placement. The document must be signed and approved by the three parties (Sending University, Host Organisation, Participant). Any extension request duly submitted may be granted, while the request for extra funding must first be granted by SEND, which will endeavour to allocate all financial resources still available. If the extra grant is approved, SEND will send the participant the **amendment to the Grant Agreement** in which the new grant amount and



the new duration of the mobility will be stated. A second payment, equal to the difference between the amount already paid and the 80% calculated on the new amount awarded, shall be made **within 10 working days** following receipt of the amendment, by crediting a bank/post account in the name or joint name of the assignee and indicated in the Grant Agreement.

Any changes to the initial signed documentation leading to a REDUCTION of the mobility period or to a change from an in-person to a virtual mobility and thus a reduction of the grant that can be awarded, will result in SEND requesting the partial or total refund of the unused grant.

In the case of a switch from in-person to blended mobility or vice versa (and ONLY in this case) trainees must fill in the part of the Learning Agreement "**During the mobility FOR EXCEPTIONAL CHANGES RELATED TO BLENDED/VIRTUAL MOBILITY**", which must be signed by the host institution and approved by their university. The complete document should be sent to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it).

**University of Padua:** In the event of a request for a placement extension, the 'During the Mobility' part signed by the trainee and host institution must be sent to the **Career Service** by e-mail to [stage.estero@unipd.it](mailto:stage.estero@unipd.it) as a request for authorisation, at least 30 days before the initially scheduled end date of the internship.

**University of Pisa:** in the event of an extension request, this must be approved by the host institution and by the CAI of the Department to which it belongs, who must append their signatures at the bottom of the **LA During** the mobility.

**University of Bari Aldo Moro:** please read the provisions described in the Guide for Trainees - Consortia Bandi Assignees, available at <https://www.uniba.it/it/internazionale/mobilita-in-uscita/studenti/erasmus-plus/modulistica-tirocini/modulistica-tirocini>.

For **students belonging to other universities**, please inquire at the relevant office whether a notification regarding a possible extension or reduction of the placement should be sent or, where applicable, carefully read the **mobility provisions of your university**, which can be downloaded at <https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2021-2022-universities-for-innovation> and can be found in the relevant compressed folder.

## AFTER THE MOBILITY PERIOD

### 1) Required documentation:

#### a. Traineeship certificate - "After the mobility"

At the end of the placement mobility, the hosting institution must issue a certificate stating the duration of the mobility, the activities carried out, and the results achieved in terms of knowledge, competences, skills acquired and a final assessment of the mobility undertaken, by filling in and signing the L.A.T. - "After the mobility" section.

The host institution must send this certificate to SEND, together with the other two completed and signed sections (if the section During the mobility has never been used, it must be included blank), in a **single PDF file** preferably no larger than 2MB. The Training



Certificate is one of the documents required by SEND in order to receive the balance of the grant.

### **b. Surveys**

The participant will receive via email:

- The online questionnaire (**EU Survey**) prepared by the European Commission, which must be completed and sent within 30 days of receipt.
- The final evaluation questionnaire "Universities for EU Projects" by SEND to be completed within 30 days of receipt.

### **c. Europass Mobility**

If explicitly requested, the participant may receive the **Europass Mobility** form via email from SEND, which has to be filled in online and signed by the responsible person/mentor at the host organisation and by SEND. To apply, the participant should send an e-mail to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) indicating the **name, surname and e-mail of the contact person/tutor of the host organisation who will be in charge of completing the online document**.

### **d. Declaration of Virtual Mobility**

Those who have carried out blended mobility should request, in addition to the After the Mobility, the virtual mobility declaration to the hosting institution, stating **ONLY** the period carried out virtually, the reasons for it and the activities carried out. The "**Declaration of Virtual Mobility**" template can be found in the folder relating to your university, which can be downloaded at the bottom of this [webpage](#).

### **e. Documents proving green travel**

At the end of the mobility, participants who have declared before their departure that they will make a green trip, must send the **documents proving their journey by sustainable means** (e.g. train or bus ticket, carsharing receipt, etc.) to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) together with the final required documentation. These documents must state: **first and last name of the participant, route taken** (place of departure and destination), **name of the organisation providing the service**.

## **2) Tasks to be performed:**

**a. Final evaluation test (2<sup>nd</sup> assessment) on the Online Linguistic Support (OLS) platform.** At the end of the mobility, the participant can take the final post-mobility language assessment test, which is useful to check the language level acquired during the stay abroad.

The balance of 20% will not be granted until the participant has handed in the documents requested by SEND, filled in the online EU Survey and the SEND "Universities for Innovation" mobility project evaluation questionnaire and finally sent in a scan of the traineeship certificate, as stated above. Participants with a socio-economically





disadvantaged situation, who will receive 100% of the allocated grant at the beginning of the mobility, will be obliged to hand over the final documentation to SEND and to complete the required final formalities (online EU Survey questionnaire, SEND mobility project "Universities for Innovation" evaluation questionnaire and submission of the placement certificate etc.), under penalty of full refund of the paid amount.

**University of Catania:** at the end of the placement period, the Traineeship Certificate (the "After the mobility" part of the Learning Agreement) must be approved by the competent Departments, by filling in the section under **Table D** in which the **number of recognised credits** will be entered.

**University of Bari Aldo Moro:** please read the provisions described in the Guide for Trainees - Consortia Bandi Assignees, available at <https://www.uniba.it/it/internazionale/mobilita-in-uscita/studenti/erasmus-plus/modulistica-tirocini/modulistica-tirocini>.

**University of Parma:** at the end of the placement, students must hand in or email the After the Mobility to the **International Relations office** (erasmus@unipr.it) and to the lecturer, signatory of the Before the Mobility.

**University of Padua:** At the end of the mobility period, the trainee must email the University Career Service (**stage.estero@unipd.it**) the "Traineeship Certificate", while any documentation for the recognition of CFUs must be handed in to the **Internship Service Poles at** your University School.

**University of Rome-Tor Vergata:** at the end of the placement, students must go to the **internship and traineeship secretariats** of their faculty and request recognition by handing in the Learning Agreement, duly completed and signed, and the Traineeship certificate attesting to the completion of the placement.

**University of Naples-Federico II:** for the recognition of credits, students must submit the Traineeship certificate to the International Relations Office.

**University of Cagliari:** at the end of the activities and upon delivery of the required documentation (see "**UNICA Mobility Provisions**"), students may apply for the **regional supplementary fee** of 200/250 Euro per month depending on the country of destination. For more information, please contact the UNICA **Erasmus Office** at **erasmus@unica.it**.

**University of Palermo:** Students interested in the recognition of CFUs (previously included and authorised in the Learning Agreement) are required, on their return from mobility, to send a copy/scan of their Traineeship Certificate to their **Course Coordinator** and to their **Erasmus Contact Person**.

For **students from other universities**, please enquire at the **relevant office** and/or, where applicable, carefully read the **mobility regulations of your university**, which can be downloaded at <https://sendsicilia.it/pubblicazione-graduatorie-ied-a-a-2022-2023-universities-for-innovation/> and can be found in the relevant compressed folder.





WE RECOMMEND READING THE **F.A.Q.**(frequently asked questions) and joining the '[SEND International Mobility](#)' Facebook group.

For further information, please send an email to [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) or call **+39 0916172420** on **Tuesdays, Wednesdays and Thursdays from 9.30 a.m. to 1.30 p.m.**



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