

## CALL FOR APPLICATIONS “Universities for Innovation” - 1st Edition - A.Y. 2023/2024

### ERASMUS+ MOBILITY GRANTS FOR TRAINEESHIPS FOR UNIVERSITY STUDENTS

*ERASMUS PLUS KA131\_Individual Learning Mobility in the  
Higher Education Sector*

*Ref. Project: 2022-1-IT02-KA131-HED-00005839*

*Coordinating body*

**SEND**

*Certificate for Mobility Consortium No:*

**2021-1-IT02-KA130-HED-000010744**

**DEADLINE 3<sup>rd</sup> NOVEMBER 2023**



UNIVERSITÀ DEGLI STUDI DI ENNA "KORE"

### Article 1 - Purpose of the Call

This call aims at awarding **n. 122 mobility grants related to the project n. 2022-1-IT02-KA131-HED-000055839** addressed to students from the Higher Education Institutions of the SEND Mobility Consortium (art. 2).

The economic resources available, allocated by the INDIRE National Agency to the **SEND Mobility Consortium**, are earmarked for the provision of mobility for traineeships to be carried out in Europe, within the framework of the Erasmus+ project "**UNIVERSITIES FOR INNOVATION**", promoted and managed by the SEND Consortium.

The call funds mobility for traineeships aimed at developing professional skills in the fields of **Social, Technological and Economic Innovation**. These include innovative activities and practices aimed at triggering economic, social and technological change in the dual green and digital transition. In line with the new European policies of recovery and resilience (Next Generation EU), these include professionals and disciplines of different types such as: energy managers, engineers and architects specialised in green building, computer scientists and programmers specialised in robotics, artificial intelligence and cybersecurity, social media managers, project managers, researchers and experts in sustainable rural development, green economy and renewable energy, to name but a few.

Thanks to the cross-sectorial nature and breadth of the project topic, participation in the call for application is open to students from consortium universities **enrolled in all study programme**, with the exceptions described in Article 2.

The consortium is coordinated by **SEND**, a Third Sector Body and Employment Agency, based in via Roma 194, Palermo. The following organisations and higher education institutions (universities) are partners in the consortium:

- **garagErasmus Foundation** (intermediate body)
- **University of Cagliari** (sending institution)
- **University of Catania** (sending institution)
- **University of Enna - KORE** (sending institution)
- **University of Ferrara** (sending institution)
- **Marche Polytechnic University** (sending institution)
- **University of Bari - Aldo Moro** (sending institution)

- **University of Padua** (sending institution)
- **University of Palermo** (sending institution)
- **University of Parma** (sending institution)
- **University of Pisa** (sending institution)
- **University of Rome - TorVergata** (sending institution)
- **Ca' Foscari University Venice** (sending institution)
- **University of Naples - Federico II** (sending institution)

### Article 2 - Recipients of the call

The scholarships offered by the call are available to **ALL STUDENTS** of Higher Education Institutions participating in this call and listed below:

- University of Cagliari



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Consortium



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- University of Catania
- University of Ferrara
- Marche Polytechnic University
- University of Naples \_Federico II
- University of Padua
- University of Palermo
- University of Parma
- University of Rome - Tor Vergata
- Ca' Foscari University Venice
- University of Bari Aldo Moro
- University of Pisa

**Note:** Students from universities members of the SEND Consortium that are not listed above can NOT participate in this call for applications, under penalty of exclusion of the submitted application.

Students must also meet the **minimum admission requirements** described in Art. 2.1.

#### **Art. 2.1- Admission Requirements**

Students may be enrolled in the 1st, 2nd or 3rd cycle of studies (bachelor's degree, master's degree, single-cycle master's degree, PhD, first- and second-level university master's degree) **OF ANY COURSE YEAR AND STUDY DEGREE.**

An **exception** is made for:

- **Ca' Foscari Venezia University** students, for whom participation in the call for applications is restricted to those enrolled in three-year degree courses, master's degree courses and PhD courses **(excluding those enrolled in 1st or 2nd level masters courses).**
- Students enrolled in **specialisation schools at the University of Padua**, who are eligible to apply only if they do not receive a grant for attending the specialisation course, or those who will carry out their internship after obtaining their degree. In addition, those enrolled in doctoral schools/courses and specialisation schools must have the Authorisation for Mobility Abroad from the School Director/School Council.
- Students **of the University of Parma**, for whom participation in the call for applications is restricted to those enrolled in three-year degree courses, magistral degree courses and single-cycle magistral degree courses enrolled in a year subsequent to the first year, PhD courses, the Diploma in Advanced European Studies - DASE with enrolment in the Master's degree course in Advanced European Studies, (the latter respectively 1st and 2nd level masters courses organised in collaboration with the European College of Parma Foundation). Candidates must also NOT simultaneously benefit from: collaborative grants, or other mobility grants funded by any University structure. Lastly, all students must have at least a B2 level of English.
- Students of the **Marche Polytechnic University**, whose participation in the call for application is restricted to those enrolled in three-year degree courses, master's degree courses and PhD courses (excluding those enrolled in Level I or II master's courses).

- Students enrolled at the **University of Catania** whose mobility can't be recognised through CFUs in the student career (curricular, extra-curricular, free credits). Within this framework, each student regularly enrolled at the University of Catania must be awarded CFUs within the limits provided for by the University regulations and the teaching regulations of the relevant departments. Recognition of CFUs will in any case not be requested from recent graduates under the SEND call for application, as they have completed their university career before the start of the mobility period.

Applicants must also meet the following **minimum requirements**:

- Being duly enrolled for the academic year 2023/2024<sup>1</sup>.
- Not having used a **maximum total** number of **10 Erasmus Plus months out of the 12** available to each student for each individual study cycle. For students enrolled in **single-cycle degree courses**, the number of previous Erasmus Plus months may not exceed a total of **22 months out of 24** available. Any Erasmus Plus "zero grant" mobility grants, i.e. carried out on a voluntary basis and not financed, and/or Erasmus for study or Placement also count as monthly instalments;
- **NOT** benefitting from other EU grants at the same time;
- **NOT** leaving or study in the country where the mobility for traineeship will take place
- Application is forbidden to students who won **the last Universities for Innovation call** and are about to leave or have already benefited from the mobility grant awarded by the Mobility Consortium agreement no. **2021-1-IT02- KA131-HED-000011202** ;
- Possessing at least a **B1 level** knowledge of the English language, with the exception of candidates from the **University of Parma, for whom at least a B2 level of knowledge is required**. Any additional language requirements will be determined by the host organisation;
- Those who intend to **carry out their traineeship after obtaining** their title (degree/master's degree/doctorate) are eligible for the mobility grant, provided they have not yet obtained their degree at the time of applying for this call. From the moment they obtain their degree, they have 12 months to carry out their mobility, **ALWAYS within the limits set by the notice** (see Art. 5 'Duration of the traineeship').

Lower priority will be given to those who have already participated in mobility actions in the same study cycle under the Erasmus Mundus or Erasmus+ programmes.

**Priority** will also be given to applications from students whose **motivation and educational and/or professional interests lie in the field of Social, Technological and Economic Innovation**<sup>2</sup> and who already have the **Letter of Availability (annex C)** duly signed and completed by the host organisation at the application stage (see art. 6).

With regard to their university of affiliation, priority will be given to applications that meet **at least one of the preferential requirements** listed in the table below:

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<sup>1</sup> Candidates enrolled "under the condition of graduation" who will obtain the title within the extraordinary graduation session provided by their University, candidates enrolled with reservation in a Master's Degree programme who will enrol within the deadlines set by the Regulations of their University, candidates who have not yet formalized their enrolment in years subsequent to the first but who will register within the deadlines set by the Regulations of their University may submit the enrolment at the a.y. 2022/2023. These candidates, if selected, must complete their registration and send to SEND documented notification in the event of failure to obtain a degree or enrolment within the foreseen deadline.

<sup>2</sup> **educational and/or professional interests in the field of Social, Technological and Economic Innovation** will be assessed by the motivational letter and the answer to the box provided in the application form (see art. 6).

UNIVERSITY OF AFFILIATION	PREFERENTIAL REQUIREMENTS
<p style="text-align: center;"><b>University of PARMA</b></p>	<p>Being enrolled in one of the following study courses: <b>Diploma in Alti Studi Europei DASE</b>, organised in collaboration with the Fondazione Collegio Europeo di Parma; <b>Master in Alti Studi Europei</b>, organised in collaboration with the Fondazione Collegio Europeo di Parma.</p>
<p style="text-align: center;"><b>University of Palermo</b></p>	<p>Students awarded an internship position offered by one of the companies in the <b>FORTHEM</b> Alliance. In order to verify the preferential requirement, candidates must submit a declaration from the UNIPA's FORTHEM Office, stating that they have been accepted by the foreign company. The list of companies and their apprenticeship offers is available in the following link <a href="https://www.forthem-alliance.eu/get-involved/students/company-internships">https://www.forthem-alliance.eu/get-involved/students/company-internships</a>.</p>
<p style="text-align: center;"><b>University of Catania</b></p>	<p>Students with acceptance by EUNICE European Alliance partner universities or companies or research organisations listed on the <b>EUNICE INTERNATIONAL INTERNSHIP PORTAL</b>. In order to verify the preferential requirement, applicants must submit a <b>letter of acceptance issued by the university/company/research institution in the EUNICE network</b>. More information can be found at <a href="https://internships.eunice-university.eu/">https://internships.eunice-university.eu/</a>.</p>

**Note:** The requirements listed above are to be considered **preferential** and **NOT exclusive**. Candidates who do not meet the preferential requirements, are still admitted to the selection phase and may be successful and/or eligible.

The **status** indicated in the application must be maintained throughout the mobility period abroad, i.e:

- University and PhD **students**, Postgraduate Schools, and first- and second-level Master's degree grant recipients **may NOT pursue their qualification during the mobility period**, under penalty of forfeiture of the mobility and return of the grant received.
- If in mobility with student status, they must **keep their enrolment at the sending university active and valid** throughout the mobility period. If necessary, the student must register for the new academic year within the deadlines set by the university. Applications in arrears are not permitted.

**Note:** Candidates enrolled as 'undergraduate'/graduate students, henceforth referred to as '**recent graduates**', are those who at the time of application have not yet obtained their degree (Bachelor's degree/Master's degree/Doctorate), which they nevertheless undertake to obtain before the start of the mobility.

### Article 3 - Financial contribution, terms and conditions of the Erasmus+ grant

The student mobility grant is a lump-sum **contribution to travel and subsistence costs** during the placement period abroad, on the basis of lump sums defined by the National Agency INDIRE in agreement with the Ministry of Education (see [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 student mobility grant is modulated with reference to the **cost of living in the destination country**, according to the following scheme for the countries participating in the programme:

Country of destination	Basic contribution	Integration for internship	Integration for disadvantaged economic status <sup>3</sup>
<b>Group 1</b> (high cost of living): Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, UK, Switzerland.	350€/month	150€/month	250€/month
<b>Group 2</b> (average cost of living): Austria, Belgium, Cyprus, France, Germany, Greece, Malta, the Netherlands, Portugal, Spain.	300€/month	150€/month	250€/month
<b>Group 3</b> (low cost of living): Bulgaria, Croatia, Estonia, Latvia, Lithuania, Northern Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary.	250€/month	150€/month	250€/month

**Note:** As stipulated in the ERASMUS+21-27 Programme Guide, students with socio-economic disadvantages in traineeship mobility will receive **both the integration for disadvantaged socio-economic conditions as well as the integration for traineeship**. This amount will be added to the basic contribution, indicated in the table and related to the country of destination (e.g. Destination: Spain 300+150+250 = 700 euros per month). All other students will benefit from the **basic contribution, plus the internship supplement** (e.g. Destination: Spain 300+150 = 450 euros per month).

Students and recent graduates with socio-economic disadvantages will be identified according to the indications given in the **Miur Ministerial Decree no. 256 of 18 March 2021<sup>4</sup>**.

Students and recent graduates must carry out their mobility activity in a **country indicated in Article 4** other than the country of the sending organisation and the country where the student resides during their studies.

<sup>3</sup> According to the National Provision 2022 of the MUR, attached to the Erasmus+ guide, there are several categories that can benefit from the contribution for disadvantaged socio-economic situation. In fact, in addition to the economic disadvantage, established by the Indicator of Equivalent Economic Situation [ISEE] equal or less than 23.626,32 euro (DM n. 256 of 18/03/2021), are identified additional categories such as participants with physical problems, certified mental and health; individuals from migrant and refugee backgrounds, national or ethnic minorities, people with difficulties in language adaptation and cultural inclusion etc. ; students with minor children; students working; students who are professional athletes; students orphaned by at least one parent; students who are children of victims of terrorism and organised crime. The above conditions must be certified by appropriate documentation and self-certification that will be provided to the publication of the rankings.



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The **total amount** of the mobility grant is calculated on the basis of the **actual period of the placement physically carried out abroad and** attested by the certificate of attendance issued by the host institution, admitting only placements that have lasted for **full months and 0 extra days**.

To this total amount, an **additional contribution of EUR 50 for green travel** may be requested by the participant.

By green travel, we mean all those journeys from the country of residence to the country of destination by sustainable means of transport such as train, bus, carpooling, etc.

Participants interested in the Green Travel Contribution should **keep their receipts and travel documents**, pending the procedure to be followed, which will be indicated in the relevant Allocation Regulations.

Erasmus+ grant funding for traineeship purposes is **NOT compatible with** other EU **grants** from other EU-funded programmes/actions. In contrast, the right to any grants or loans granted to students to study at their home institution may be maintained during the mobility period.

**Doctoral students** benefiting from the doctoral grant and the financial bonus for the period abroad must check its compatibility with the Erasmus+ traineeship mobility grant financed by the European Commission.

If the host institution grants the student an allowance or any form of compensation, this is compatible with the Erasmus+ grant.

Zero grant **participants** - i.e. students who fulfil all eligibility criteria and can benefit from all Erasmus+ student benefits without receiving a mobility grant - are admitted.

The **mode of payment** of the Erasmus+ for traineeship mobility grant in favour of the beneficiary will be exclusively by bank transfer to the bank account in the name of (or co-owned by) the beneficiary.

Payment of the grant may be made in one of the following ways:

- **ONE payment in the case of students with socio-economically disadvantaged backgrounds**, who will be awarded the corresponding additional grant. The grant will be paid by means of a single payment equal to **100% of the amount awarded** following the signature by the parties of the Traineeship/Grant Agreement and its annexes, and after receipt of an electronic copy of the "Letter of Arrival" signed by the legal representative or by the person in charge of the traineeship/tutor, in accordance with the terms and conditions that will be communicated once the ranking list has been published.
- **TWO payments for all other students participating in the mobility**. The first, **equal to 80% of the total grant awarded**, will be paid following the signature by the parties of the Traineeship/Grant Agreement and its annexes, and after receipt of an electronic copy of the "**Letter of Arrival**" signed by the legal representative or the person in charge of the traineeship/tutor, in accordance with the terms and conditions that will be communicated once the ranking list has been published. The second, in the form of the balance (**equal to 20% of the total grant awarded**), will be paid **within 45 days** of the participant's complete delivery of the required final documentation and fulfilments that will be detailed communicated once the ranking list has been published.

Recognition of the balance of the financial contribution or of the entire amount awarded by the Convention, as well as recognition of the credits, will in any case be conditional on compliance with the rules contained in the call for proposals, and in particular:



- **Not interrupting the traineeship during the first two months** except for certified force majeure (e.g. an unforeseeable and exceptional situation beyond the trainee's control and not attributable to his or her fault or negligence, such as natural disasters);
- **Not obtaining a degree/master's/doctorate** during the mobility period, on pain of forfeiture of the mobility and return of the grant received;
- If in mobility with the status of student, **keeping their enrolment at the sending university active and valid** throughout the mobility period. If necessary, the student must enroll for the new academic year within the deadlines set by the university. Applications in arrears are not permitted;
- Completing and making available the **online evaluation questionnaire 'EU Survey'**;
- Completing and submitting the **interim and final project evaluation and monitoring questionnaire** "Universities for Innovation";
- Sending SEND the **Traineeship Certificate** issued by the host organisation in a single PDF file together with the Before and During the Mobility sections.

#### Article 4 - Host Countries and Organisations

Participants may only carry out their mobility activity in one of the countries participating in the Erasmus+ programme and in particular in:

<b>European Union Member States</b>	Austria, Greece, Belgium, Ireland, Czech Republic, Bulgaria, Romania, Cyprus, Latvia, Slovakia, Croatia, Lithuania, Slovenia, Denmark, Luxembourg, Spain, Estonia, Malta, Sweden, Finland, Netherlands, Hungary, France, Poland, Germany, Portugal.
<b>Non-EU Programme Countries</b>	Iceland, Liechtenstein, Republic of North Macedonia, Norway, Turkey, Serbia, Switzerland, United Kingdom <sup>5</sup>

When choosing the organisation in which to carry out the traineeship, participants must take into account the eligibility criteria listed below:

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<sup>5</sup> Switzerland and the UK are two non-E+ countries. Therefore, not all Universities allowed their students to do their mobility in those destination countries. For further information, we strongly recommend you to contact the Erasmus or International Relations Office of your university. In addition, mobility to these countries will be allowed up to a maximum of 10% of the total grants offered (see Art. 1). In addition, for the United Kingdom it is necessary to obtain a visa for mobility of more than 60 days. For more information, see <https://www.gov.uk/browse/visas-immigration>.



<p><b>Eligible host organisations</b></p>	<ul style="list-style-type: none"> <li>• Any public or private organisation active in the labour market or in areas such as education, training and youth. For example, such an organisation may be: a public or private small, medium or large enterprise (including social enterprises);</li> <li>• A public body at local, regional or national level;</li> <li>• A social partner or other representative of the labour sector, including chambers of commerce, craft or professional associations and trade unions;</li> <li>• A research institute;</li> <li>• A foundation;</li> <li>• A school/institute/educational centre (at any level, from pre-school to upper secondary education, including vocational and adult education);</li> <li>• A non-profit organisation, association or NGO;</li> <li>• A body for vocational guidance, career counselling and information services.</li> </ul>
<p><b>Ineligible Host Organisations</b></p>	<ul style="list-style-type: none"> <li>• Institutions and other bodies of the European Union, including the Court of Justice of the European Union and the European Court of Auditors as well as other institutions and interinstitutional bodies that perform specialised functions (the full list of these institutions can be found at <a href="http://europa.eu/european-union/about-eu/institutions-bodies_it">http://europa.eu/european-union/about-eu/institutions-bodies_it</a>);</li> <li>• organisations managing EU programmes, such as the Erasmus+ National Agencies, in order to avoid possible conflicts of interest and/or double funding.</li> </ul>

For identification of the host company, see **Art. 7** of this call.

### Article 5 - Duration of Mobility

Mobility will start on **30<sup>th</sup> December 2023** and must end **no later than 30<sup>th</sup> July 2024**.

This call finances traineeship periods of a **minimum** duration of **2 months** (60 consecutive days) and a **maximum** duration 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.

**Note:** In such cases, funding may not be guaranteed for the mobility period after the 90th day, which may optionally take place in 'zero grant' mode, although continuing to enjoy the status of 'Erasmus student'. Financing of the extra

months will depend on the funds available to the Consortium upon receipt of the extension request.



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During the mobility, participants will be able to request an extension to their originally authorised return date, under the terms and conditions notified once the ranking list has been published.

**The Erasmus+ programme stipulates that physical mobility for placement purposes must last a minimum of 2 months (60 consecutive days)** and that each student may use it during their academic career, up to a maximum of 12 months per study cycle (three-year degree, master's degree, doctorate) and 24 months per single cycle. Months spent on previous LLP/Erasmus Study and/or Placement programmes are also counted in the student's available months, even if they were provided by another university or carried out on a voluntary basis and without funding.

**Physical mobility traineeships lasting less than two months will therefore not be considered valid.** Except in cases of force majeure, should the placement be interrupted or suspended before the end of the two months, the participant's right to use the mobility grant previously awarded will automatically lapse and the participant will be required to return the grant advance received by SEND.

The SEND Consortium arranges for traineeships to last for full months and 0 extra days, guaranteeing the financing of whole months only, i.e. 30-day periods. Any extra days will not be financed by the awarded grant and will be at the full expense of the participant.

Those who intend to **undertake the placement after obtaining their title** (degree/master's/doctorate) are eligible for the mobility grant provided that, at the time of submitting their application to this call for applications, they are duly enrolled at the university or enrolled 'under degree conditions'.

Participation in the mobility experience within the above mentioned duration may be recognised through ECTS (curricular, extra-curricular, free credits) and/or registered in the student's study plan in accordance with the regulations of their University and the course regulations of the relevant departments. The recognition of ECTS will not in any case be required to recent graduates having concluded the university career before the beginning of the mobility period.

### **Article 6 - Application procedure**

The application involves registration on the **SEND Mobility Platform** by filling in an online form and attaching all the required documents listed below, **no later than 12PM CET on 3<sup>rd</sup> NOVEMBER 2023**.

The Form must be completed exclusively in on-line mode, using the specially prepared template that can be viewed [HERE](#).

The form must be completed in Italian or English in all its parts and in accordance with the instructions given. It is recommended to indicate on the online form a **valid e-mail address and telephone number**, which the applicant regularly checks or uses, as all communication will be exclusively by e-mail and/or telephone.

**Note:** For students of the Universities of Enna, Parma and Pisa, please indicate the e-mail address issued by your university (e.g. [firstname.lastname@unikorestudent.it](mailto:firstname.lastname@unikorestudent.it) - [firstname.lastname@studenti.unipr.it](mailto:firstname.lastname@studenti.unipr.it) - [username@studenti.unipi.it](mailto:username@studenti.unipi.it))

The following documents must be attached to the **application** form, under penalty of **exclusion**:

- **Enrolment certificate** issued by the secretariats, or self-certification downloaded from the university's student portal with a duly signed copy of the student's transcript attached;
- **Curriculum Vitae** in Europass format in **Italian (Annex A)**;
- **Curriculum Vitae** in Europass format in **English (Annex A1)**; an additional CV in French, Spanish or German may be attached (optional)

- **Self-declaration of possession of requirements (Annex B)**
- **Letter of availability of the host organisation (Annex C)**. This document is **optional and a preferential** but not exclusive requirement;
- **Motivation letter in English addressed to SEND** (see **Guidelines for motivation letter** among the attachments)
- **Documents proving proficiency in English** (certification issued by a language school and/or study plan proving successful completion of the language exam/qualification and/or video cv; for students at the University of Parma, the Language Placement Test may be attached). It is optional to enclose certificates of other languages (e.g. Spanish, French and German), which will be taken into account in the language proficiency assessment score (see art. 8)
- **ISEE with an expiry date after the submission of the application if equal to or less than EUR 23,626.32** to apply for the Disadvantaged Economic Status Integrations.

With regard to the student's university of affiliation, some universities in the Consortium require **additional documents, that can be not mandatory or mandatory**, to be attached to the application:

UNIVERSITY OF AFFILIATION	ADDITIONAL DOCUMENTATION
<p style="text-align: center;"><b>University of Palermo</b></p>	<p>To verify the preferential requirement, applicants must submit a declaration from <b>UNIPA's FORTHEM Office</b> stating that they have been accepted by the foreign company. The document is NOT mandatory.</p>
<p style="text-align: center;"><b>University of Catania</b></p>	<p>To verify the preferential requirement, applicants must submit a <b>letter of acceptance issued by the university, company, research organisation of the EUNICE network</b>. More information can be found at <a href="https://internships.eunice-university.eu/">https://internships.eunice-university.eu/</a>. The document is NOT mandatory.</p>
<p style="text-align: center;"><b>University of Pisa</b></p>	<p>All students/ they enrolled at the University of Pisa must submit the <b>Traineeship Proposal Form</b> or the <b>AUTHORIZATION FOR THE PERFORMANCE OF THE TRAINEESHIP</b> only for PhD and SPECIALIZING students, awarded respectively by the Coordinator of the Doctorate and the Director of the Graduate School. The list of the CAI of the individual Departments is published at the link: <a href="http://www.unipi.it/index.php/opportunita-all-external/item/1807-area-for-internationalization-co-ordinator">http://www.unipi.it/index.php/opportunita-all-external/item/1807-area-for-internationalization-co-ordinator</a>. At the following link you can find the new TPF model: <a href="https://erasmusmobility.unipi.it/erasmus/can">https://erasmusmobility.unipi.it/erasmus/can</a></p>

	<a href="https://senditalia.it/didatura/docs/ERASMUS%20Traineeship%20Proposal%20Form%202023.pdf">didatura/docs/ERASMUS%20Traineeship%20Proposal%20Form%202023.pdf</a> .
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All the above-mentioned annexes are available on the SEND website, at the bottom of the project page: <https://senditalia.it/pubblicazione-bando-studenti-universities-for-innovation/>, with the exception of the Europass CV, which can be filled online on the following webpage <https://europa.eu/europass/it>. For a correct editing of the Europass CV, see the **tutorial** on the SEND Mobility Platform.

**In addition, some Consortium Universities may require additional documentation in order to apply. Therefore, carefully check all documents relating to your university before proceeding with the compilation.**

SEND accepts no liability for any inconvenience caused by the malfunctioning of the provider used for the online form, or in any case attributable to third-party factors, unforeseeable circumstances or force majeure, relating to the registration procedures.

**Note:** The following applications will not be considered:

- Incomplete or not corresponding to what was requested
- Delivered by hand or received after the deadline
- Completed on forms other than those provided for in the notice

SEND will publish the final list of successful and unsuccessful candidates on its website, send the publication link to those selected, and communicate the **grant award regulations**, which will indicate the mandatory documents to be submitted before departure, including the Learning Agreement, the Grant Agreement and the letter of availability. Successful applicants who accept the mobility grant will also be given access to the **reserved area of the SEND Mobility Platform**, where they will be able to find a host institution or institutions to contact that match their interests and study curriculum.

## Article 7 - Identification of the host organisation

Identification of the host organisation can be done through:

- Access **to the reserved area of the SEND Mobility Platform** if successful and awarded a scholarship for the Universities call. On this page, you will be able to view all the companies that are members of the SEND Mobility Consortium and their internship offers.
- Registration to **platform [www.erasmusintern.org](http://www.erasmusintern.org)** - 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;
- Access to any **databases of the home universities**;
- Any **source and/or research tool** (social media, personal contacts, intermediary agencies, etc.);
- The website **<http://www.eaecnet.com>** by accessing the International Internships section where vacancies for internships abroad are regularly posted;

Once the organisation(s) of interest have been identified, the candidate should contact their offices and send a

resume and motivation letter.

In order to make an application addressed to a host organisation more effective, it is advisable to carefully follow the indications contained in the [Guidelines for drafting a motivation letter](#) and the [skype interview](#). This and other information related to application and CV preparation, mobility and placement can be found in the section "[Preparation](#)" and "[Self-assessment](#)" of the SEND Mobility Platform. We also recommend reading the testimonies of the students who left with the SEND Consortium in the "[Stories' section](#)", once you have registered and logged in, read the [FAQ](#) for information on the organisation's mobility and research.

**ATTENTION:** It will NOT be compulsory to have already found the host organisation at the application stage, although it will be considered a preferential requirement that may influence the final score of the application. The awarded participant will have time from the publication of the rankings **until the 28<sup>th</sup> February 2024** to find a host organisation and send it to SEND at [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it), its **Letter of Availability**, duly signed and completed, according to the required model (Annex C).

In the event that the chosen host institution is not registered on the SEND Mobility Platform, it **must register** in order to be considered an eligible host institution for the 'Universities' call. The host body may register [HERE](#).

**Note:** [Only the host bodies described in Art. 4 and registered on the SEND Mobility Platform are allowed.](#) Registration of the host organisation on the Platform must take place by the scheduled date of departure and, therefore, by the start of the placement.

**The SEND consortium neither endorses nor supports the choice of traineeships involving 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.

### Article 8 - Blended mobility

The **new Erasmus+ 2021-2027 programme** supports and considers eligible mobility activities that take place in a **blended mode**. At the choice of the participants and according to the agreements made with their host and sending organisation, traineeships involving a part of the traineeship taking place in virtual mode and a part in face-to-face mode may therefore be admitted.

**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 may still benefit from the opportunities provided by the **Online Linguistic Support** (OLS) before the start of the virtual mobility and throughout the duration of the placement (see Art. 10).

In terms of funding, blended mobilities follow the guidelines dictated by the new E+ programme 2021- 2027, according to which, **for the period of virtual mobility (carried out in the country of residence and/or study), NO individual support contribution will be recognised** . Only for the **period of attendance** will the participant receive the relevant unit contribution calculated on the basis of the full months actually spent abroad (see Art. 3).

In terms of duration, **virtual mobility has no time limit**, whereas **in-person mobility must comply with the rules set out in Article 5**. Lastly, virtual mobility may be completed either before or after physical mobility.

### Article 9 - Special needs

**Students with special needs**, who have been awarded an Erasmus+ grant with the SEND Consortium, can benefit from **additional EU funds**. These students are therefore invited to apply by the deadline, indicating their status in the appropriate box on the application form. The terms and modalities of the allocation of additional funds will be dealt with directly with those concerned.

### Article 10 - Selection procedure

The **objective of the selection process** is to identify the most suitable candidates for the mobility route, through the evaluation of the following indicators:

- Educational or vocational pathway consistent with the training objectives and the employment sector of the project (number and type of examinations taken, any masters or training courses);
- Certified knowledge and command of a foreign language. Language skills must be proven by means of: language certificates issued by schools or institutions responsible for teaching foreign languages; passing university language examinations and grade obtained (for students, please attach a certificate of passed examinations); video-cv produced in English;
- Previous experience abroad (volunteering, study or internship);
- Motivation to undertake an internship or training period abroad in the field of innovation Social, Technological, Economic.

The selection will be carried out through the evaluation of the following it:

- Evaluation of the online application, curriculum vitae and curriculum studiorum (max. 20 points)
- Evaluation of the motivational letter (max. 15 points)
- Assessment of language skills (max 15 points)

Besides the before mentioned items, the following points can be added to the final score:

- N. 7 points for the availability letter duly filled and signed by the host organization and the candidate;
- Max 3 points for the preferential requirements indicated in this call for applications.

The selection committee will consist of at least two experts in selection and international mobility from SEND. **A final ranking of successful grantees, non-beneficiaries and unsuccessful grantees will be drawn up at the sole discretion of the committee.** Candidates with a **minimum score of 21/60** will be eligible for the mobility. The first 122 candidates in the ranking list will be "**eligible assignees**" until the mobilities available to the Consortium are exhausted (see art.1). The "**eligible non-assigners**" can still carry out their mobility and related internship enjoying the status of "**zero grant/ without financial contribution**" or wait for a possible scrolling of the ranking due to waivers by the assignees. Finally, those with a score **below 20 will NOT be eligible for mobility.**

The ranking list will be published on the SEND webpage and on the websites of the universities and consortium partners and communicated by e-mail to all successful applicants.

In the event of renunciations, the ranking list will be scrolled. Eligible non-scholarship holder candidates will be contacted and will be asked to promptly notify their availability to replace the unsuccessful candidate.

### Article 11 - Language support, preparation and training activities



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the European Union**

The European Commission offers **language courses online via the platform [EuAccademy](#)** to all participating students. Before the start of the mobility period, it will be possible for each student to take an entry test, to follow the online language course and to verify the skills acquired at the end of the period abroad through a final evaluation test. The language studied will be the one identified as the working language at the host organisation. In the event that the participant obtains an initial assessment result of level B2 or higher, he/she will be given the opportunity to follow the course in the local language, if available on the OLS portal. Completion of the course, in all its phases, is a compulsory activity that will condition the payment of the final grant instalment by the coordinating institution.

SEND has also prepared pre-departure modules, one on the topic of **Innovation**, the other on **orientation for living and working in Europe**. You can view the two modules on the SEND Mobility platform in section "[Library Innovation](#)", "[Library-Preparation](#)". In addition, before departure, participants will be able to carry out their own skills assessment by checking out the "[Library-Self-Assessment](#)" section on the platform, which will be used to self-assess their learning pathway during and at the end of the mobility and to draw up their own skills portfolio useful for the drafting of their CV and motivational letter.

#### **Article 12 - Reference contacts**

For further information and questions on this call for applications, please contact **Sara Paolazzo** at the following e-mail address [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it) with subject: "**Universities for Innovation\_request for information call for students**" and/or by telephone on Tuesdays, Wednesdays and Thursdays **from 9.30 a.m. to 1.30 p.m. to +39 091-6172420**.

For further information on this selection notice, please consult the **FAQ** (Frequently Asked Questions), [the project webpage](#) and the **SEND Mobility Platform** in the "[Preparation](#)" section.

You can also follow on [Facebook](#), [Instagram](#) and [Linkedin](#).

The Universities involved do NOT provide information on the administration of this call for applications, they may, however, suggest host institutions to their students.

#### **Article 13 - Processing of personal data**

Pursuant to Art. 13 EU Regulation No. 679/2016, (hereinafter referred to as 'the Regulation'), we inform you that the personal data you provide will be **processed for the purposes of managing the selection procedure and will also be processed after your possible participation in the call for tenders, for the purposes related to the management of the call for application**.

Data provision is optional, however, if you do not give your consent, we will not be able to proceed with the management of the call for applications in **relation to the sending of information mailings and publication of the ranking list**.

Your data will not be disclosed, and will be processed mainly electronically, using instruments that guarantee security and confidentiality; they may be disclosed within the structures of our Company, to persons we trust, appointed by us as Data Processors or Persons in Charge, who carry out, on our behalf, technical, IT and organisational operations that are strictly necessary for the performance of the aforementioned activities.

Your personal data will be stored in full compliance with the security measures provided for in the legislation on the protection of personal data and will be kept until you object.



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the European Union**

The privacy policy (Art. 15-22 of the Regulation) guarantees you the right to access at any time the data concerning you, as well as to have them corrected and/or supplemented if inaccurate or incomplete, to have them erased or to restrict their processing if the conditions are met, to object to their processing for reasons relating to your particular situation, to the portability of the data you have provided, if they are processed automatically for the contractual services you have requested, within the limits of the Regulation (Art. 20).

The data controller is SEND ([WWW.SENDSICILIA.IT](http://WWW.SENDSICILIA.IT)) based in via Roma 194, Palermo. The "Data Protection Officer" is at your disposal for any doubts or clarifications: for this purpose, you can contact him at the indicated SEND head office at [privacy@sendsicilia.it](mailto:privacy@sendsicilia.it) which you can contact not only to exercise your rights, but also to obtain an up-to-date list of the categories of data recipients. Furthermore, your right to lodge a complaint with the Italian Authority, the Privacy Guarantor, where deemed necessary for the protection of your personal data and your rights in this matter, remains unaffected.

**Palermo, 4<sup>th</sup> OCTOBER 2023.**

**Update 11<sup>th</sup> OCTOBER 2023.**



**The original text is the Italian version. Any discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in the translated text, refer to the Italian version of the call for applications which is the official version.**