

Selection call – 2nd edition – academic year 2025/2026
“Universities for Innovation”
of 13 April 2026 – deadline 13 May 2026

Erasmus Plus KA1 Higher Education – Student Mobility for Traineeships
Project ref. 2025-1-IT02-KA131-HED-000327700
SEND Mobility Consortium no. 2021-1-IT02-KA130-HED-000010744

GRANT ALLOCATION REGULATIONS FOR TRAINEESHIP MOBILITY

With reference to the selection call promoted by the SEND Mobility Consortium under the Erasmus+ Programme, the regulations for the allocation of the Erasmus Plus for Traineeship grants are hereby published for the universities specified in art. 2 of the call.

N.B. These regulations refer to the mobility grants awarded under the Erasmus+ project “Universities for Innovation” no. **2025-1-IT02-KA131-HED-000327700**.

GRANT ACCEPTANCE AND WITHDRAWAL

AWARDED CANDIDATES: are fully entitled to take part in the Erasmus+ traineeship mobility project with financial support, as provided for in art. 3 of the selection call. They must comply with the obligations and rules set out in this document and in the Traineeship Mobility Agreement that each participant must sign before departure.

The grants fund periods of a minimum of two and a maximum of three months. It is also possible to request an extension of the mobility period after departure, in accordance with these Grant Allocation Regulations and the “Instructions for completing the Learning Agreement for Traineeship and the Grant Agreement” (hereinafter referred to as L.A.T. and G.A.). Both documents can be found among the attachments on the ranking page of the website www.sendsicilia.it.

Awarded candidates must compulsorily send, by **1 JULY 2026**, the grant acceptance or withdrawal form to mobility@sendsicilia.it with the subject: “Withdrawal/Acceptance of grant_Name Surname.” Both documents can be found among the attachments on the web page where the ranking list is published.

IDENTIFYING AND REGISTERING THE HOST ORGANISATION

Candidates identify the host organisation independently, which may be done through:

- the reserved area of the SEND Mobility Platform, access to which will be unlocked once the acceptance form has been received. The login credentials are those provided at the application stage, namely USERNAME (the email address used when registering the application) and PASSWORD (the one set during the application registration). Once you have accessed the Reserved Area, you will be able to view all the organisations that have already hosted trainees within our Consortium and their related traineeship offers (around 450). Organisations must not be contacted through the platform but by email, as you would for any ordinary traineeship application.
- ERASMUS INTERN platform <https://erasmusintern.org>
- EURES portal: <https://eures.europa.eu>
- Leo-Net Traineeship portal: <https://leo-net.solidintern.com>
- any databases of your home University;
- any other source and/or search tool (social media, personal contacts, intermediary agencies, etc.).

Before the traineeship begins, the host organisation must register on our Mobility Platform through this **LINK**.

By no later than **30 OCTOBER 2026**, candidates who do not yet have a host organisation must send SEND the “Letter of Availability” (Annex 7).

PLEASE NOTE: the SEND Consortium does not endorse or support the choice of traineeships that require the participant to pay sums of money! No part of the Consortium shall be held liable in the event of financial fraud occurring on channels or tools external to the Consortium itself.

MOBILITY PERIOD

Mobilities must take place between **15 SEPTEMBER 2026** and **28 FEBRUARY 2027**. Slight variations to the start of the mobility, or extensions, may be taken into consideration.

Please note that mobilities must have a minimum duration of 2 calendar months (60 consecutive days) and a maximum of 3 months (90 consecutive days). It is however possible to carry out a longer mobility, in compliance with the provisions of this call and of the Erasmus+ programme regulations.

In such cases, funding may not be guaranteed for the mobility period beyond the ninetieth day, which may optionally be carried out on a “zero grant” basis, i.e. “without funding”, while still retaining “Erasmus Student” status. During the mobility, participants may request an extension of the originally authorised return date, under the terms and procedures set out below in the “During the mobility” section.

BLENDED MOBILITY ITALY+ABROAD

Traineeship mobility activities in blended format, which include a period carried out remotely in the country of residence preceded or followed by an in-person period in the destination country, are eligible, subject to agreement with your home University and your host organisation. Mobilities carried out entirely in virtual format are not eligible.

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

In terms of documentation, participation in blended or virtual mobility activities will be confirmed by the relevant section of the LA Before, the Traineeship Certificate (LA After) and a declaration from the host organisation on headed paper certifying the actual duration of the virtual activity. In addition, the same before, during and after mobility documentation described below will also be required of students carrying out their traineeship virtually.

For blended mobilities, the European Commission has issued new provisions according to which, during the “virtual” mobility period carried out in the participant’s country of residence, NO individual support contribution will be granted to the participant. Only where the participant carries out the activity remotely in the destination country will the full grant amount be recognised.

FINANCIAL SUPPORT FOR FEWER OPPORTUNITIES

Students and recent graduates with fewer opportunities are those who, for economic, social, cultural, geographical or health reasons, or due to a migrant background, or for reasons such as disability and learning difficulties, or any other reason, including those that may give rise to forms of discrimination pursuant to Article 21 of the Charter of Fundamental Rights of the European Union, face obstacles that prevent them from effectively accessing the opportunities offered by the Erasmus+ programme.

As indicated in art. 3 of the call, beneficiaries falling within this category are entitled to a monthly top-up of €250 and, before departure, will be asked to produce a self-declaration accompanied by a document proving the disadvantaged condition (ISEE, medical reports, etc.).

SPECIAL NEEDS SUPPORT

The Erasmus+ Programme pays particular attention to mobility students whose physical, mental or, more generally, health conditions are such that they could not take part in the programme without additional funding, intended to contribute to the extra 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 all that European mobility entails.

To request additional Erasmus+ funding for special needs, in addition to the support for a disadvantaged socio-economic situation, you must specify your needs and estimate the additional costs related to your physical, mental or, more generally, health condition; you must also attach the disability certificate. The following services are eligible for funding, according to individual needs: specific accommodation, travel assistance, medical presence, support equipment, adaptation of learning materials, accompanying persons, etc.

The request for an additional special needs contribution must reach SEND at the email address: mobility@sendsicilia.it at least one month before the planned departure. Instructions on the documentation to be submitted will follow. SEND will then forward the request to the National Agency INDIRE, which must confirm the eligibility of the contribution.

MOBILITY TO THE UK AND SWITZERLAND

Mobilities to the UK and Switzerland are eligible up to a maximum of 10% of the total mobilities awarded under the “Universities for Innovation” project.

The eligibility of mobilities to these countries will be granted by SEND in chronological order of departure and until the available places are filled. Before reaching an agreement with a host organisation based in Switzerland or the UK, you must send an email to mobility@sendsicilia.it to check the availability of places, in order to avoid the ineligibility of your mobility before departure.

Finally, for any visa applications or other documentation required to carry out a traineeship period in non-EU countries, it is advisable to contact the International Relations Office of your home University and/or the relevant consular and diplomatic authorities.

ONLINE LANGUAGE SUPPORT (OLS)

Since 1 July 2022, the European Commission’s new language learning service has been active: the Online Language Support, hosted on the EU Academy platform, managed by the JOINT RESEARCH CENTRE and DG DIGIT — an online learning hub that includes various topics and multiple services, including language learning paths, the use of new technologies, and sharing spaces.

The OLS platform comprises two sections:

- an open one, available to all citizens interested in learning a new language among those available;
- a restricted one, aimed at participants in Erasmus+ activities, offering personalised paths and additional services.

In order to support the learning of the destination country’s language, candidates must compulsorily take the relevant language assessment test before the start of the mobility itself. The post-mobility test, on the other hand, is optional.

Further instructions 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 dedicated FAQs at the following link: <https://academy.europa.eu/local/euacademy/pages/fag/category.php?id=8>

BEFORE DEPARTURE

Download the documentation relating to your home University, available at this **LINK**. To complete it, read carefully the instructions provided by SEND and by your University.

Documentation to be produced:

a. The Learning Agreement for Traineeships (LAT)

It must contain the traineeship start and end dates, the trainee's details, the host organisation (Receiving/Host Organization – HO) and the sending University (Sending Institution), the activities and the number of weekly training hours envisaged. It must be signed by the participant, the sending University (usually by the coordinator of your department/school/faculty) and the host organisation (also request the stamp of the University and host organisation if available), scanned in PDF and sent, at least one month before the mobility start date, to mobility@sendsicilia.it and cc to the contact person at your University. (The 1-month-before deadline does not apply to departures prior to 30 September.)

For further instructions on completing it, read the Instructions for completing the GA and LAT and, where available, the provisions established by your home University for the signing and recognition of the LAT, which can be downloaded at the bottom of the page, inside the relevant folder.

b. The Grant Agreement (G.A.)

It must contain all the required data, the exact traineeship start and end dates, and the correct details of the bank account held or jointly held by the participant on which payments will be made. At least 15 days before departure, eligible candidates must send SEND a draft of the document in word format by email to mobility@sendsicilia.it in order to verify the accuracy of the data and to assign the agreement number. Then, after receiving confirmation by email from the SEND staff, the document may be signed with an original handwritten signature (printed signatures will not be accepted) or a certified signature (PADES format) and sent by certified email (PEC) to mobility@pec.sendsicilia.it. A copy of your ID document must be attached to the document. The subject of the email must read as follows: "Grant Agreement_Name and Surname".

Particular attention must be paid to entering the dates, which must match in the LAT and the GA. The mobility duration must be a minimum of 60 days. The contribution is calculated on the basis of full financial months (periods of 30 days). Individual extra days will not be funded. The traineeship start and end dates cannot be days on which the host organisation is closed.

For further instructions on completing it, read the Instructions for completing the LAT and GA.

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

Students and recent graduates must take the initial language assessment test in the LANGUAGE OF THE HOST COUNTRY before the mobility. A dedicated email with all the instructions will be sent by the SEND staff after receipt of the acceptance form.

d. Documentation proving any disadvantaged socio-economic situation and the related Self-declaration.

If you fall within the participants with a disadvantaged socio-economic situation, identified above, you must submit the following documentation:

- for physical, mental and health obstacles, the official disability or health certificate must be submitted;
- for economic disadvantage, the updated ISEE issued by a CAF/patronage office must be submitted (if not already attached to the application form);
- for cultural obstacles, you may submit a residence permit together with the data collection form for the equivalent indicator (if available) or any other documentation attesting membership of an ethnic minority;

- for students with minor children, orphans, or children of victims of terrorism and organised crime, the family status certificate issued by your municipality of residence, or any other documentation certifying the above-mentioned conditions, must be submitted;
- working students 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 and must be attached to the Self-declaration for a disadvantaged socio-economic situation, which can be found among the attachments.

f. Supplementary documentation

In addition to the above, some Universities require the submission of further documentation (possibly included in the folder of reference files for your University):

READ THE INSTRUCTIONS AND DOCUMENTS CONTAINED IN THE FOLDERS RELATING TO YOUR UNIVERSITY

https://drive.google.com/drive/folders/1Ytlc1DRw5_eSelIBDyNgndgPMhX_UQdf?usp=share_link

Preparation before departure

Participants in the “Universities for Innovation” project will find toolkits, guides and useful material to prepare as well as possible for the mobility experience in the “Preparation” and “Self-Assessment” sections of the SEND Mobility Platform. In particular, we recommend reading the “Orientation Guide on Living and Working in Europe”, the “Guide to Self-Assessment of Skills” and the self-assessment of your employability in a foreign context.

Further instructions 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 the traineeship, or as soon as possible, the host organisation must complete and send the LETTER OF ARRIVAL, signed by the tutor, to mobility@sendsicilia.it.

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

If your home University requires a specific template, use only that one and send it both to SEND and to your University.

FIRST PAYMENT

Please note that SEND will pay the first instalment, corresponding to 80% of the total grant awarded, ONLY after the participant has taken the language assessment test and after acquiring all the required documentation, duly completed and signed in full. Payment will be made within 10 working days of the complete receipt of the documents, by crediting the bank/postal account held or jointly held by the beneficiary and indicated in the Grant Agreement.

For participants with fewer opportunities, 100% of the grant will be paid with the first transfer.

PLEASE NOTE: should the planned mobility not be carried out or be interrupted before 60 days, the entire amount paid must be returned to SEND according to the instructions that will be sent by email by its staff.

Should the necessary files not be available in your University folder, you must request them by email to mobility@sendsicilia.it.

DURING THE MOBILITY PERIOD

1) Activities to be carried out:

a. LANGUAGE COURSE ON OLS

After taking the initial language assessment, the participant may access the language course (local or working language) on the OLS platform. The number of hours spent on the platform is at the user's discretion and will be reported in the final certificate issued by the portal at the user's request.

b. ONLY for participants from the following Universities:

Ca' Foscari University of Venice: completion of the attendance register in all its parts and completion of the online application for statistical purposes. For more information, see the PDF containing the instructions in the folder dedicated to UNIVE.

Requests for extension, reduction or change of the mobility

Should the participant, in agreement with the host organisation, wish to carry out additional months of mobility and traineeship, they may request this, after departure and at least one month before the planned end date, by sending the "DURING THE MOBILITY" section of the L.A.T. completed and containing the new proposed traineeship end date. The document must be signed and approved by all three parties (sending University, host organisation, participant). Any duly submitted extension request may be accepted, while the request for extra funding must first be approved by SEND, which will undertake to allocate any financial resources still available. If the extra contribution is approved, SEND will send the participant the amendment to the Grant Agreement showing the new grant amount and the new mobility duration. A second payment, equal to the difference between the amount already paid and 80% calculated on the newly awarded amount, will be made within 10 working days of receipt of the amendment, by crediting the bank/postal account held or jointly held by the beneficiary and indicated in the Grant Agreement.

Any changes to the initial signed documentation resulting in a REDUCTION of the mobility period, or the switch from an in-person mobility to a virtual one — and therefore a reduction of the fundable contribution — will result in SEND requesting the partial or total return of the unused grant.

In the event of a switch from in-person mobility to blended mobility or vice versa (and ONLY in this case), trainees must complete the part of the Learning Agreement "During the mobility FOR EXCEPTIONAL CHANGES RELATED TO BLENDED MOBILITY", which must be signed by the host organisation and approved by your home University. The complete document must be sent to mobility@sendsicilia.it.

University of Padua: In the event of a traineeship extension request, you must send the "During the Mobility" part, signed by the trainee and the host organisation, to the Career Service by email at stage.estero@unipd.it as an authorisation request, at least 30 days before the originally planned traineeship end date.

University of Bari Aldo Moro: Provisions described in the Trainee's Guide – Consortium Call Beneficiaries, sent by email and available at the link <https://www.uniba.it/it/internazionale/mobilita-in-uscita/studenti/erasmus-plus/modulistica-tirocini/modulistica-tirocini>.

For students from the other Universities, check with the relevant offices whether notice must be sent regarding any extension or reduction of the traineeship or, where applicable, read carefully your University's mobility provisions contained in the relevant folder.

AFTER THE MOBILITY PERIOD

1) Documentation required for the payment of the balance:

a. Traineeship Certificate – "After the mobility section of the LAT"

At the end of the traineeship mobility, the host company must issue a Certificate attesting the mobility duration, the activities carried out, as well as the results achieved in terms of knowledge, competences and skills acquired, and a final assessment of the mobility undertaken, by completing and signing the L.A.T. – "After the mobility" section.

The host organisation must send this certificate to SEND, together with the other two sections completed and signed (if the During the mobility section 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 release the balance of the grant.

b. Evaluation questionnaires

The participant will receive by email:

- the link to the online questionnaire (EU Survey) directly from the European Commission portal, which must be completed and submitted within 30 days of its receipt;
- the final evaluation questionnaire developed by SEND, which must be completed within 30 days of its receipt.

c. Declaration of Virtual Mobility

Those who carried out a blended mobility must request from the host organisation, in addition to the After the Mobility, also the declaration of virtual mobility, attesting ONLY the period carried out virtually, the reasons and the activities performed. The “Declaration of Virtual Mobility” template can be found in the folder relating to your University, downloadable at the bottom of this web page.

The 20% balance will not be granted until the participant has completed the online EU Survey questionnaire and the SEND “Universities for Innovation” mobility project evaluation questionnaire, and finally sent the after section of the LAT, in the manner described above. Participants with a disadvantaged socio-economic situation who receive 100% of the awarded grant at the start of the mobility will be required to deliver the final documentation to SEND and complete the required final obligations (online EU Survey questionnaire, SEND “Universities for Innovation” mobility project evaluation questionnaire, and submission of the traineeship certificate, etc.), failing which the entire traineeship grant must be returned.

The recognition of credits (CFU) is carried out exclusively by the individual home Universities, in different ways.

University of Bari Aldo Moro: Provisions described in the Trainee’s Guide – Consortium Call Beneficiaries, sent by email and available at the link <https://www.uniba.it/it/internazionale/mobilita-in-uscita/studenti/erasmus-plus/modulistica-tirocini/modulistica-tirocini>.

University of Parma: At the end of the traineeship, students must send by email the Traineeship Certificate issued by the host organisation, in a single PDF file together with the Before and During the Mobility sections, to the International Relations Office (erasmus@unipr.it) and to the lecturer who signed the Before the Mobility.

University of Padua: At the end of the mobility period, the trainee must send by email to the University’s Career Service (stage.estero@unipd.it) the “Traineeship Certificate”, while any documentation for credit recognition must be delivered to the Internship Service desks at your University School.

University of Rome Tor Vergata: at the end of the traineeship, students must go to the teaching secretariats for internships of their faculty and request recognition by submitting the duly completed and signed Learning Agreement and the Traineeship Certificate attesting that the traineeship has been carried out.

University of Naples Federico II: for credit recognition, students must deliver 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 request the regional top-up amount of €200/250 per month depending on the destination country. For more information, contact the UNICA Erasmus Office at the following email address erasmus@unica.it.

University of Palermo: Students interested in credit recognition (previously entered and authorised in the Learning Agreement) must, on returning from the mobility, send their Course of Study Coordinator and their school Erasmus Contact

person a copy/scan of their Traineeship Certificate. The approved LAT must be sent to the IRO by email to outgoing.students@unipa.it.

For students from the other Universities, check with the relevant offices and/or, where applicable, read carefully your University's mobility provisions.

Europass Mobility certificate

Upon explicit request, the participant may receive by email from SEND the Europass Mobility Certificate, which must be completed online and signed by the Supervisor/tutor at the host organisation and by SEND. To request it, the participant must send an email to mobility@sendsicilia.it indicating the name, surname and email of the reference contact person/tutor at the host organisation who will be responsible for completing the document online.

BEFORE contacting the SEND staff, CANDIDATES ARE INVITED TO READ THE F.A.Q. (frequently asked questions) CAREFULLY.

FOR ANY QUESTIONS, AN ONLINE INFODAY IS SCHEDULED FOR **25 JUNE, 11 a.m.–1 p.m. This is the Google Meet link to join: <https://meet.google.com/jpy-ovbk-dzm>**

For further information, in the coming weeks you may EXCLUSIVELY send an email to mobility@sendsicilia.it.

Palermo, 22 June 2026