

AREA  
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**SAPIENZA**  
UNIVERSITÀ DI ROMA



**Act n. 2487/2021**  
**Prot. n. 0051321 Date 30.06.2021**

**Reopening of the application period**  
**Call for Applications “Erasmus+ Traineeship” in the frame of the Erasmus+**  
**Programme for 300 Three-months Mobility Grants**

**Academic Year 2020/2021**

**Deadline On-line Application: September 15, 2021 at 2:00 pm (CEST time)**

On-line call and application form:  
<https://www.uniroma1.it/it/node/28741>



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## **Art. 1 General Information**

### **Art. 1.1 The Erasmus+ Programme**

Erasmus+ is the EU Programme in the fields of Education, Training, Youth and Sport for the period 2014-2020 that promotes the **international mobility of students and future graduates** towards other countries participating in the Programme (see Art. 1.5) to improve transversal and professional competences with particular attention to the job market and their contribution to the creation of a cohesive society.

### **Art. 1.2 Erasmus+ for Traineeship**

*Erasmus+ for Traineeship* grants are allocated for the following activities at foreign host institutions:

- A) professional education and orientation traineeships
- B) curricular traineeships

The beneficiaries of the *Erasmus+ for Traineeship* Programme are exclusively students enrolled in Sapienza University of Rome. Recent graduates can also take advantage of the grants by **applying during the last year of enrolment, before graduation. In this case, the traineeship must be carried out and concluded** within twelve months of graduation and within the deadlines indicated in this call.

#### PLEASE NOTE:

- Students who intend to carry out their traineeship as **graduates**, must submit the application for the selection **before discussing their graduation thesis under penalty of the grant allocation (are not eligible and cannot be financed)**
- Students who intend to complete their traineeship during their **Degree Programme**, must maintain their “student” status throughout the whole duration of the traineeship. Students who graduate during their traineeship period will lose their right to the grant and be asked to return received funds.



### **Art. 1.3 Digital Opportunity Traineeships**

The European Commission has promoted traineeship opportunities aimed at providing students with **digital skills**, in all disciplines through the initiative “Digital Opportunity Traineeships”.

Digital skills aim at developing high ICT skills (cybersecurity, big-data analytics, quantum and/or artificial intelligence, programming languages; search engine optimisation - SEO) and horizontal skills (web design, digital marketing, software development, and graphical design).

In this regard, please note that traineeships involving the following activities will be considered as “traineeships in digital skills”:

- Digital marketing (i.e.: social media management, web analytics);
- Digital graphical, mechanical or architectural design;
- Development of apps, software, scripts or websites;
- Installation, maintenance and management of IT systems and networks;
- Cybersecurity;
- Data analytics, mining, visualisation;
- Programming and training of robots and artificial intelligence application.

Activities like generic support to company customers, administrative activities such as data entry in the company data base or generic office tasks are not considered as part of the digital skills category.

In order to facilitate the search for eligible host institutions for traineeships in Digital Skills, the European Commission has invited European companies to publish their offers on [Drop'pin@EURES](mailto:Drop'pin@EURES) or [ErasmusIntern](https://erasmusintern.net). However, students can seek other institutions autonomously, **provided the traineeship activities correspond to the above-mentioned activities.**

### **Art. 1.4 Duration of the Traineeship**

Traineeships may last 3 months. The financial contribution covers the chosen duration. In any case, duration of less than 2 months (60 days) of physical mobility cannot be financed. The traineeship must take place in the period between December 1, 2021 and September 30, 2022.



The Erasmus+ Programme provides candidates with the opportunity to experience up to a 12-month mobility period abroad for every cycle/level of study (Bachelor's and Master's Degrees) and up to 24 months for Single-cycle Degrees. Mobility periods completed as part of *LLP/Erasmus (for study and/or placement)* and *Erasmus Mundus* also count towards the maximum number of mobility months, if they were completed during the same cycle of study, even at another university.

#### **Art. 1.5 Participating Countries**

*Erasmus+ for Traineeship* mobility can be performed in any European Union member state and other Countries participating in the Programme (Programme Countries). These include:

- EU member States: Denmark, Ireland, France, Austria, Sweden, Liechtenstein, Belgium, Bulgaria, Czech Republic, Greece, Cyprus, Luxembourg, Hungary, Poland, Netherlands, Romania, Finland, Germany, Spain, Latvia, Malta, Portugal, Slovakia, Estonia, Croatia, Lithuania and Slovenia.
- Programme Countries (extra-UE Countries participating in the Programme): Iceland, Liechtenstein, Norway, North Macedonia, Serbia, Turkey and United Kingdom.

Mobility periods in Switzerland are not admissible.

#### **Art. 1.6 Finding a Traineeship Host Institution**

The host institution for the traineeship period must satisfy the definition given in the "*Programme Guide*" (version 2, 2018) published by the European Commission, which is: "any public or private organisation that is active on the labour market and or in sectors such as education, training and youth."

#### **Eligible hosts include:**

1. Enterprises: public or private; small, medium or large;
2. Agencies: public agencies at the local, regional or national levels;



3. Trade unions or other job market representatives, including Commerce Chambers, professional and trade associations;
4. Research Institutes;
5. Foundations;
6. Schools, institutes, educational centres at any level;
7. NGOs and other non-profit associations;
8. Professional orientation, professional consulting and information service organisations;
9. European Council, United Nations, UN Economic Commission for Europe, UN Organisation for Education, Science and Culture and UN and UNESCO offices;
10. Universities or university-level institutions in any member state or Programme country.

For traineeships carried out at the university level (i.e., university labs, libraries, etc.), **activities must concern professional training, NOT study** (i.e., traineeships in university Erasmus offices).

In the case of traineeships at Italian cultural institutes abroad, schools, commerce chambers abroad, legal studios abroad and private companies headquartered in Italy, the principle of transnationality must be guaranteed (i.e., if the trainee were to acquire different know-how to that available in the country of origin).

**UNELIGIBLE host institutions include:**

EU institutions and other bodies, including specialised agencies. The full list is available at: [http://europa.eu/about-eu/institutions-bodies/index\\_en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm)); European Union (Europa.eu) organizations managing EU Programs, such as Erasmus+ National Agencies (to avoid possible conflicts of interests and/or double funding).

The candidate must **independently find an organization willing to host him/her** as a trainee and then propose to carry out an internship at the contacted institution either independently or through the intermediation of a professor. For application



to this call, acceptance must be formalized by means of an acceptance letter (*Letter of Acceptance*, see Annex 1).

Host institutions may also be found at:

- Sapienza website: <https://www.uniroma1.it/it/pagina/ricerca-dellorganizzazione-ospitante>
- ESN Platform: <https://erasmusintern.org>
- Jobsoul: [www.jobsoul.it/studenti-e-laureati](http://www.jobsoul.it/studenti-e-laureati)
- <http://erasmusintern.org/> and Drop'pin@Eures for digital skills traineeships.

**It will not be possible in any way to change the host institution stated in the application and evaluated by the Selection Commission for the purposes of selection, with the exception of serious and motivated cases to be evaluated by the above-mentioned Commission.**

#### **Art. 1.7 Credit Recognition**

For those who carry out a **mobility period as students**, the *Erasmus+ for Traineeship* mobility is structured as an internship experience whose recognition procedure must be carried out according to the regulations and educational plans of the various Degree Programmes, and following the procedures established by their individual faculties. Selected candidates are required to seek information about CFU (ECTS) recognition **before departure at their Department Office and/or at the Faculty Traineeship Office.**

#### **Art. 1.8 Grants**

*Erasmus+ for Traineeship* mobility grants are awarded on the basis of the actual number of days, as stated in the attendance certificate issued by the host institution (Traineeship Certificate). **The minimum duration must not be less than two months (60 days).** Further extensions will be financed only in case of availability of funds.

The amount of the Erasmus + EU grant varies based on the destination country group:



- **GROUP 1** (high cost of living) **€400/month**: Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Lichtenstein, Norway.
- **GROUP 2** (medium cost of living) **€350/month**: Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal.
- **GROUP 3** (low cost of living) **€350/month**: Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia.

If EU funds are unavailable or additional EU funds are assigned, or upon student request and following authorization by the university, students may be assigned an "Erasmus zero-EU-grant" status, following the ranking order, which allows them to benefit from the advantages linked to the mobility, but without receiving EU grants. Moreover, in case of co-funding by MUR, students may receive further funding.

The Erasmus+ National Agency can communicate any changes in the amount of the contributions at any time. The EU grant is incompatible with other grants deriving from other programmes/actions financed by the European Union. Information on possible co-funding will be provided at a later date.

#### **Art. 1.9 Additional Funding for Special Needs Students**

In order to allow wider participation in mobility, students with special needs may receive additional funding from the Indire Erasmus+ National Agency. Students who qualify for such funds should communicate their situation both on the application form and upon acceptance of a mobility grant.

Detailed information on available EU funding will be provided during the year via a specific information note that will be published at:

<http://www.uniroma1.it/erasmus/studenti-students/erasmus-studenti-diversamente-abili>

#### **Art. 1.10 Erasmus + Grant Taxation**

Pursuant to Art. 1, paragraph 50 of Bill N. 208 (28.12.2015), scholarships for international mobility benefit from the exemptions provided for in Article 1,





paragraph 3, of Bill N. 105 of May 9, 2003, converted, with amendments, by the law n. 170 of 11 July 2003, subject to further regulatory changes.

### **Art. 1.11 Grant Payment**

The personal data and tax and bank details provided by the student on the Infostud Platform will be used for payment of the grants. Students should verify that the data is correct and up to date.

Grants will be paid in two instalments:

- First instalment (80%) - at the beginning of the traineeship period, usually within 30 days of receipt of the declaration of arrival at the host site, except for any deferments (for example: closing periods of the university, etc.);
- Second instalment (20%) - upon the student's return to Italy, following delivery of the complete traineeship documentation.

## **Art. 2 Application and Admission Criteria**

### **Art. 2.1 Admission Criteria**

To participate in the selection for an *Erasmus+ for Traineeship* mobility grant, the candidate must:

- 1) Be regularly enrolled at Sapienza University of Rome for academic year 2020/2021, in a:
  - Three-years Bachelor's Degree (year two onwards);
  - Master's Degree;
  - Single-cycle Degree;
- 2) Have **at least two months (60 days)** available in his/her study cycle for traineeship mobility, as per the Erasmus + Programme, and not have already performed the maximum number of months of mobility allowed by the Erasmus + Programme (see Article 1.4);
- 3) **Have a Letter of Acceptance, completed, signed and stamped** (or similar validation of the document) by the host institution. **Only letters completed**



**as per the model provided in Annex 1 and attached to the application (Art. 2.1) will be accepted.** Failure to do so will compromise the right to a mobility grant;

- 4) Not have received other funding from the EU or Sapienza University for periods abroad that overlap, even partially, with the Erasmus+ Traineeship period.

PLEASE NOTE: Students enrolled in Advanced Professional Courses, Specialisation Programmes, Single Courses, and PhD Programmes are NOT eligible.

The requirements, referred to in this article, must be held by the student by the deadline for application submissions, under penalty of exclusion.

**The lack of even one of the aforementioned requirements will determine the exclusion of the candidate from the selection process.**

Candidates are admitted to the selection process subject to the assessment of the prescribed requirements.

The Administration may at any time, with a motivated provision, exclude candidates from the selection by default of the admission requirements prescribed by the call.

## **Art. 2.2 Application**

Each candidate may submit **ONLY ONE** application.

Application must be made **on-line** via the form available at: [http://151.100.101.75/candidatura\\_placement/login.aspx](http://151.100.101.75/candidatura_placement/login.aspx).

**Deadline for on-line application: September 15, 2021 at 2:00 pm (CEST time).**

Interested students must fill out all the fields of the on-line application form and make sure to upload the following documents as an integral part of the application:

1. **Photocopy of a valid identity document;**
2. **Letter of acceptance** (see Annex 1) from the host institution, **on company letterhead, duly filled out, stamped and signed, stating the language that will be used for the traineeship and the required language level.** Moreover, the host company must confirm that the **candidate's language level is adequate for the traineeship.** Please note: The Letter of Acceptance will only be considered valid if all its sections are completed, including the "Detailed description of the



work programme of the traineeship” and the “Language Requirements” sections. **Failure to do so will exclude you from the selection process.**

3. CV in Italian or in English language.

**Failure to upload the application form of any of the aforementioned documents (Photocopy of ID and Letter of Acceptance from host company and curriculum vitae) will cause exclusion from the selection.**

**PLEASE NOTE:**

- A. The Letter of Acceptance must **comply with the model provided in Annex 1** to this Call. Incomplete documents or documents submitted in different formats will not be accepted.
- B. The proposed host institution must **complete, sign and stamp** the Letter of Acceptance and send it back to the candidate, who will upload it in pdf format<sup>1</sup> to the online application form. **The Letter of Acceptance will only be considered valid if all its sections are completed, including the “Detailed description of the work programme of the traineeship” and the “Language Requirements” sections.** Failure to do so will exclude you from the selection process.
- C. The Letter of Acceptance **can NOT be submitted after the call deadline. Candidates who do not have a Letter of Acceptance by the deadline are not eligible.**

Candidates must **ONLY** use the university email account (@studenti.uniroma1.it). This will be the **only communication channel accepted** for the purposes of this selection procedure, even after the deadline of the call for applications.

After applying, each candidate will receive a report on the data entered at the e-mail address provided in the application form. **Therefore, each candidate must verify receipt of the report and the accuracy of the data provided, promptly communicating any errors in the compilation/reception of the application to the**

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<sup>1</sup> The *Letter of Acceptance* must be uploaded as a **single pdf file**, including all the pages of the document (see Annex 1).



relevant office (by email at: [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it)) within 24 hours of the call deadline.

### **Art. 2.3 Selection Commission**

The Selection Commission (hereinafter: the Commission), composed by Professors indicated by the Faculty Deans, will be appointed by the Rector with a decree. The selection process will be conducted as described in Art. 2.4. and according to the criteria stated in Annex 2.

### **Art. 2.4 Selection Criteria (see Annex 2)**

#### **1. Traineeship Project: 0 - 40 points**

The contents of the traineeship project ("**Detailed description of the work programme of the traineeship**") described in the Letter of Acceptance signed by the host institution and in coherence with the candidate's programme **will be evaluated by the Commission.**

The evaluation of the chosen host institution will be an integral part of the traineeship project's evaluation. Therefore, any attribution of 0 (zero) points by the Selection Commission will imply the immediate exclusion from the selection process.

#### **2. Academic Proficiency: 0 – 60 points**

Academic proficiency will be assessed on the basis of the regularity of studies and grades. The factors that contribute to the formulation of the score, related to the career are: **the weighted average**, compared to the weighted average grade of the student's Degree Programme, and **the number of credits acquired** compared to the total number of credits expected for the year of enrolment in the current cycle (regularity of study). **Academic career data will be taken into consideration until the call deadline**, including exams that have been self-certified in the application phase.



**PLEASE NOTE:** the following do **NOT** apply in calculating your weighted average and acquired CFUs:

- Exams taken abroad during Erasmus periods for which the recognition procedure has not been completed;
- Extracurricular examinations (former Art. 6 of Royal Decree N. 1269/38) as these exams do not contribute to the achievement of CFUs required for the degree and are not included in the calculation of the average;
- Integrated exams and ADE (elective activities), unless the credits for all the tests constituting the integrated exam have been successfully completed;
- Single Course exams, unless they have already been recognised in the Bachelor's, Master's, or Single-cycle Degree in which the student is enrolled for the current academic year;
- Exams cancelled for failure to comply with prerequisites;
- Exams declared as taken, but which were only booked and not taken or, even, not booked;
- CFUs related to the final exam.

If exams and/or educational activities are not present on the Infostud platform by the call deadline, **students must submit a self-declaration during the application phase (section 6 of the application form).**

The Administration reserves the right to verify the substitutive declarations. Should such controls reveal the non-veracity of the content of the declarations, the declarant will forfeit all allocated benefits, in addition to what is provided by provisions of Art. 76 of the D.P.R. N. 445/2000.

The Commission will evaluate the candidates in an unquestionable way, on the basis of the criteria for the formulation of the ranking.

### **Art. 3 Rankings**

#### **Art. 3.1 Ranking Process**

The Commission will establish a ranking following the descending order of the assessment of each candidate. The grants made available through this call will be



distributed amongst all Faculties proportionally to the applications received by each Faculty. In case of equal standing, the ranking will favour the younger candidate.

If applicants have submitted a traineeship project and a Letter of Acceptance that are incongruent with their academic career, they might be excluded from the selection via a final decision by the Commission.

If all ranked candidates in the Faculty are exhausted, the grant will be allocated to the first eligible runner-up candidate, who has not received a grant, from the Faculty with the highest number of eligible candidates, and in case of *ex aequo*, from the Faculty with the highest number of enrolled students.

The final ranking will be published on the website <http://www.uniroma1.it>, on the webpage devoted to the Erasmus mobility:

<https://www.uniroma1.it/it/node/28741>, by November, 2021. After 15 days from their publication, the rankings will be considered final.

If candidates waive their place, the ranking of eligible candidates will scroll downwards. The following eligible candidate in the final ranking list in the same Faculty will replace the candidate who has waived his/her place. The same procedure will be followed should new funding become available.

If further funding becomes available and there are no other eligible candidates, a new call for application may be published.

### **Art. 3.2 Grant Acceptance**

When the rankings are published, **selected students will receive a communication on the result of the selection process at their university e-mail address.**

Selected students will be invited to accept the grant within 5 business days. Failure to comply with the aforementioned term will be considered as a waiver of the grant. Eligible candidates who scroll up the ranking list will be required to comply with the procedures and times provided.

The definitive allocation of an EU Erasmus + grant is subject to:

- completion of the Learning Agreement for Traineeship;
- signature of the financial agreement between the student and Sapienza University.
- submission of the requested pre-departure and arrival documents (if any).



Traineeships may not be interrupted or suspended. Mobility periods of less than 2 months or cancellation of the mobility period, mean that the student forfeits the *E+ Traineeship* mobility period and must return the entire or partial grant received.

### **Art. 3.3 Traineeship Waiver and Replacement**

The Erasmus Unit will assign grants to ranked next candidate until all ranked students have been offered a mobility grant. Students will be contacted via e-mail and invited to reply within indicated deadline or automatically lose the grant.

### **Art. 3.4 Admission to the Host Country and Insurance**

Students are responsible for inquiring about regulations concerning:

- Admission to the host country by contacting the relevant diplomatic missions (Embassies and Consulates) in Italy;
- Health care in the host country by contacting his/her local health authority or diplomatic mission.

The legislation and regulations governing the admission of non-EU students in the various countries participating in the Erasmus+ Programme are linked to the nationality of these students. It is the student's responsibility to collect the necessary information and obtain the documents that are required for admission and sojourn in the destination country at their respective diplomatic missions.

Insurance for accidents and civil liability on the workplace, which the student automatically benefits from through enrolment at the university, is extended, with the same procedures, for the entire period abroad at the host institution. All information on these insurance policies is available at: <http://www.uniroma1.it/ateneo/amministrazione/aree-e-uffici/direzione-risorse-umane-finanziarie-e-patrimoniali/area/polizze>

The aforementioned insurance only covers traineeship activities and **does not include the coverage of risks related to the medical profession and health facilities**. Students in the healthcare area are responsible for finding such insurance autonomously.



Students on mobility **are required to independently have adequate health coverage for their stay abroad**, in accordance with the procedures laid down by the host

country:[http://www.salute.gov.it/portale/temi/p2\\_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani](http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani)

### **Art. 3.5 On-line Linguistic Support**

The Erasmus + Programme requires selected candidates to take a mandatory online language test, before and after the mobility period, if the learning language in the period spent abroad, indicated by the host organisation in the Learning Agreement for Traineeship.

Based on the result of the assessment test, the student/graduate may be awarded a license to take an on-line language course, for the purpose of preparing for the mobility period.

### **Art. 3.6 EU Survey**

The student, after completing its mobility period, must fill out an EU Survey. The request for filling out the survey will be forwarded to the university email's account.

## **Art. 4 Other Conditions**

### **Art. 4.1 Activities and Funding**

The information contained in this call may be modified and/or supplemented on the basis of subsequent updates and provisions by the National Erasmus+ Indire Agency.

### **Art. 4.2 Checks**

As per Art. 71 of Decree N.445 (28/12/2000), the Administration will carry out checks, even randomly, as well as in all cases where there are well-founded doubts on the veracity of self-certifications. **False information, declared or self-certified, constitutes a reason for exclusion/forfeiture of the mobility grant.**





#### **Art. 4.3 Final Authority**

Pursuant to Bill N. 241 (August 7, 1990), Tiziana De Matteis, Head of the Erasmus Unit, International Office, is responsible for the call for Sapienza University of Rome, e-mail address: [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it); telephone n. 06 49690436.

#### **Art. 4.4 Personal Data Protection**

The protection of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as by current national legislation.

#### **Art. 4.5 Reference of provisions**

For what is not expressly provided in this Call for Applications, provisions of the legislation mentioned in the premises of this decree, as well as related laws in force, are valid if applicable.

**Signed by the Rector**



## **Annex 2: SELECTION CRITERIA**

**1. ACADEMIC PROFICIENCY (0-60 points)**, assessed according to the following formula:

the average grade (weighted average grade compared to the weighted average grade foreseen by the Degree Programme) X 30

**+ (plus)**

Total CFUs (number of credits acquired compared to the total number of credits expected for the student's enrolment year in the current Degree Programme) X 30

**- (minus)**

1 point for each additional year as compared to the legal duration of the Degree Programme

If the academic proficiency calculation (original score) results in a score higher than 30 respectively referred to the CFUs and/or to the average grade, the candidates' scores will be respectively normalised on the highest original score related to CFUs and/or to the average grade.

Academic career data will be considered in the point calculation until the Call deadline (September 15, 2021, at 2:00 pm, CEST time), including self-certified credits in the application phase.

As regards the CFUs foreseen for the student's enrolment year in the Degree Programme, reference values will be the following:

<b>Degree type</b>	<b>Year</b>	<b>CFUs foreseen in the Degree Programme for the student's enrolment year</b>
Bachelor's Degree	2nd year	120 CFUs
	3rd year	180 CFUs
Master's Degree	1st year	60 CFUs
	2nd year	120 CFUs
Single-cycle Degree (5-year Programme)	1st year	60 CFUs
	2nd year	120 CFUs
	3rd year	180 CFUs
	4th year	240 CFUs



	5th year	300 CFUs
Single-cycle Degree (6-year Programme)	1st year	60 CFUs
	2nd year	120 CFUs
	3rd year	180 CFUs
	4th year	240 CFUs
	5th year	300 CFUs
	6th year	360 CFUs

## 2. Traineeship Project (0 - 40 points)

- High quality and coherence with the academic plan: 30-40 points
- Good quality and coherence with the academic plan: 15-30 points
- Poor quality and coherence with the academic plan: 0-15 points
- No quality and no coherence with the academic plan: 0 points.

If candidates obtain zero points for the Traineeship Project, **regardless of the academic proficiency score**, they will be automatically excluded from the selection.