ART. 1 – INTRODUCTION

The current call states

- the requirements and procedure to apply for a traineeship period in an enterprise
- the criteria for the selection of candidates and for the allocation of mobility periods
- the modality of acceptance of the allocated periods.
Annex I defines

- the requirements for the start and the characteristics of the mobility period
- the fulfillment of the selected students
- the economic contributions to mobility with relative assignment criteria
- the provisions that regulate the participation in the Erasmus+ Mobility for traineeship Program.

Security provisions

It should also be noted that, if the Ministry of Foreign Affairs and International Cooperation does not recommend travel to the destination country or if the University of Pavia, after hearing the parties involved, considers the sending/staying of students in the destination country unsafe, the mobility period may be suspended, modified, interrupted, or cancelled.

All the information related to the current announcement will be published and constantly updated on the Erasmus website. Communications to candidates and selected students will be exclusively sent to their University e-mail address.

ART. 2 – CANDIDACY REQUIREMENTS

Eligible candidates: EU citizens and non-EU citizens regularly enrolled in a course at the University of Pavia (bachelor degree, master degree, one-single cycle degree, PhD program, 1st and 2nd level Master degree program, specialisation school) for the academic year 2021/22.

All candidates must be selected for mobility before their graduation.

The following are not eligible to apply:

- those who obtain their degree before the selection interview
- those who have already benefited from all the months of mobility permitted by the Erasmus+ Programme during their study cycle.

ART. 3 – DESTINATIONS

Erasmus Traineeship can be undertaken in:

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1 Selected students = candidates who passed the selection process and were awarded a mobility period

2 Students proven to be enrolled for the academic year 2021/22 are those who have paid taxes and University fees for that academic year. If non-EU citizens, they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata (after the login select “Segreteria” to check the presence of a green stamp/mark in correspondence of “Dettaglio iscrizione” for the academic year 2021/22)

3 Included those who intend to graduate by a.y. 2021/22, enroll to a master degree for the a.y. 2022/23 and carry out their mobility period in the first year of their master degree

4 The candidacy of everyone enrolled in a first or second level master or a specialisation school requires a preventative check of eligibility: please contact the International Mobility Unit (train.erasmus@unipv.it)

5 Erasmus+ allows you to take different mobility periods for every study cycle, equally for study or traineeship. There are 12 months of mobility allowed in total for every study cycle, I – bachelor degree, II – master degree/1st level Master degree, III – PhD program/2nd level Master degree/graduate school, and 24 months in total for a one-single-cycle degree

- **one of the EU Member States**: Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

- **one of the third countries associated to the Programme**: Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey

- **one of the third countries which are partners of the Programme**:

<table>
<thead>
<tr>
<th>Region 1: Western Balkans</th>
<th>Albania, Bosnia and Herzegovina, Kosovo, Montenegro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 2: Neighbourhood East</td>
<td>Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law</td>
</tr>
<tr>
<td>Region 3: South-Mediterranean countries</td>
<td>Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia</td>
</tr>
<tr>
<td>Region 5: Asia</td>
<td>Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam</td>
</tr>
<tr>
<td></td>
<td>High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore, Taiwan</td>
</tr>
<tr>
<td>Region 6: Central Asia</td>
<td>Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan</td>
</tr>
<tr>
<td>Region 7: Middle East</td>
<td>Iran, Iraq, Yemen</td>
</tr>
<tr>
<td></td>
<td>High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates</td>
</tr>
<tr>
<td>Region 8: Pacific</td>
<td>Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu</td>
</tr>
<tr>
<td></td>
<td>High income countries: Australia, New Zealand</td>
</tr>
<tr>
<td>Region 10: Latin America</td>
<td>Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela</td>
</tr>
<tr>
<td>Region 11: Caribbean</td>
<td>Antigua &amp; Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent &amp; Grenadines, Suriname and Trinidad &amp; Tobago</td>
</tr>
<tr>
<td>Region 12: US and Canada</td>
<td>United States of America, Canada</td>
</tr>
<tr>
<td>Region 13</td>
<td>Andorra, Monaco</td>
</tr>
<tr>
<td>Region 14</td>
<td>Faroe Islands, Switzerland, United Kingdom</td>
</tr>
</tbody>
</table>
The following countries are not eligible: the Russian Federation (Region 4), San Marino and the Vatican City State (Region 13).

The host organisation can be:
- any public or private organisation active in the job market or in areas of education, training and young people. As an example, such organization might be:
  - a public or private company, small, medium or large (including community/social businesses), including Italian companies located abroad
  - a public corporation in a local, regional or national level
  - a social party or another representative in the job market, including chambers of commerce (also the Italian ones located abroad), artisans/professionals organizations and unions
  - a research institution
  - a foundation/establishment
  - a school/institution/education centre (at any level, from pre-school education to secondary education, professional and adult training/education) including Italian cultural institutions abroad
- a non-profit organisation, association or a non-governmental organisation (NGO)
- a system for professional orientation, professional consultancy and communication services
- a HEI from an EU Member State or third country associated to the Programme awarded with an ECHE, or a HEI from a third country not associated to the Programme recognised by competent authorities that has signed inter-institutional agreements with their partners from an EU Member State or third country associated to the Programme, before the mobility takes place.

It is not possible to carry out a traineeship at:
- EU institutions and other EU organizations, including specialized agencies/companies
- organizations that manage EU programmes, like National Agencies.

In unclear cases the Erasmus+ National Agency will finally decide on the eligibility of the company.

ART. 4 – SEARCHING FOR A HOST INSTITUTION

Candidates will have to find a company available to host them, either independently or thanks to the help of a University teacher/coordinator. In order to facilitate the search, on the Erasmus website, in the section How to apply > Find the host organization, you can find some useful tools, such as Jobteaser, the new platform adopted by the University of Pavia to help students and graduates in their search for international internship, or the list of organisations that have already hosted students in the past years.

It is also the candidate’s responsibility to check the existence of any special requirements dictated by the host organisation (e.g., application by a certain deadline not compatible with the timing of the placement, additional documents, language certification, etc.) directly with his/her supervisor at the host Institution.

ART. 5 – PERIOD ABROAD

The allocated period of study abroad can last indicatively between 2 and 12 months continuatively, as agreed with the host organisations.

The period must be carried out between the 1st August 2022 and the 30th September 2023.

7 The complete list can be found on this site: http://europa.eu/about-eu/institutions-bodies/index_it.htm
If the host Institution allows it, it will be possible to carry out partially a virtual mobility period, without physically moving to the host country.

ART. 6 – HOW TO APPLY

Those enrolled in a bachelor degree, master degree or one-single-cycle degree must complete the application online through the Area Riservata.

After entering your Area Riservata, you must:
1. verify the regularity of the enrollment for the a.y. 2021/22. Any irregular situations must be promptly communicated to the Segreteria Studenti and to the International Mobility Unit, and resolved within the deadline of the call for applications. There is no guarantee that the request will be solved on the same day, therefore any problems reported the same day as the deadline of the call may not be solved in time for the submission of the application
2. select your current course of study
3. select from the menu “Bandi di mobilità” (under the item “Mobilità internazionale”) and choose the one of your Erasmus area
4. at the end of the compilation, print the application in PDF.

After clicking “Stampa ricevuta di iscrizione al bando” it will not be possible to amend/remove your application.

It will not be necessary to submit a copy of the application or any other documentation to the offices or to the Erasmus coordinators.

The online application will be available from 9.00 am on Monday 2nd May 2022 to 12 noon on Wednesday 18th May 2022.

Only those enrolled in a PhD. course, specialisation school and first/second level masters will have to fill in the application through an online form (the link to access the form will be published on the Erasmus website), attach the letter from their supervisor (the form can be downloaded directly from the Erasmus website) by 12 noon on Wednesday 18th May 2022.

ART. 7 – SELECTION AND RANKING

The ranking will be formed in descending order based on the overall score resulting from the sum of the following points:

<table>
<thead>
<tr>
<th>max 150 points</th>
<th>max 100 points</th>
<th>merit grade (calculated automatically and based on the student career)</th>
</tr>
</thead>
<tbody>
<tr>
<td>max 50 points</td>
<td></td>
<td>+ selection interview (evaluation of the acceptance letter, which contains the internship project and the linguistic assessment by the host organisation + evaluation of the academic and personal motivation of the candidate)</td>
</tr>
</tbody>
</table>

The document confirming the effective registration to the call is obtained by activating the button “stampa ricevuta iscrizione al bando”; after printing the receipt it will no longer be possible to modify or remove the application. On the other hand, “stampa promemoria iscrizione al bando” allows you to check the data related to your application: after printing it, it will still be possible to modify the application, or remove it and possibly re-compile it later; to confirm the final version, it will still be necessary to print the application receipt.
Merit grade

The merit grade will be calculated in relation to the exams\(^9\) of the current course of study and whose marks will be registered in the student career by the 1\(^{st}\) of March 2022; for those enrolled on a master degree, the previous bachelor (3-year degree) course will be considered too (graduation mark and 180 overall credits).

The merit grade will be calculated by applying the following formula:

- For students enrolled in a bachelor (3-year degree) or a one-single-cycle degree

\[
\text{weighted average exam marks} \times \frac{\text{CFU acquired}}{\text{CFU foreseen}^*}
\]

- For students enrolled in a master degree

\[
\frac{\text{graduation mark}^* \times 30}{110} \times 180 + \left(\text{weighted average marks for current master} \times \frac{\text{CFU acquired in current master}}{\text{CFU foreseen}^*}\right) \times \frac{\text{CFU acquired in current master} + 180}{\text{CFU foreseen}^*}
\]

\(*\) for CFU foreseen, it's meant those expected from the course of study, including the academic year 2021/22, adapted as follows:
- 60 CFU for each "regular" enrolment year
- penalization of 30 CFU for every year of "non regular" enrolment

\(^*\) for those enrolled on a master course possessing a previous bachelor degree obtained abroad, in case the graduation mark is not present on the registered student career (Esse3) or it is not shown out of 110, a predetermined grade of 95/110 it will be attributed.

The merit grade thus calculated will be "normalized" to 100. The maximum attainable mark will therefore be 100.

The students enrolled in a PhD course, 1st and 2nd level master degree or graduate school for whom it will not be possible to calculate the merit grade automatically, this will be decided by the selection committee, in consideration of the academic career and on the basis of the information supplied by the respective supervisor in the letter attached to the application of those candidates.

Selection interview

Candidates will be subject to a selection interview by a Commission within the Erasmus Area of reference for their course of study\(^10\). Interviews may be organised in person or remotely, at the discretion of the Commission. Absent candidates will be excluded.

At the interview, the candidate must submit the acceptance letter from the host organisation (the form can be found on the Erasmus website): the Commission will evaluate the training programme agreed with the host organisation and its consistency with the candidate’s academic background.

The applicant may submit to the Commission only one acceptance letter: if you therefore have more than one letter from different host organisations, you should choose only one before the interview.

Applicants who do not have an acceptance letter from an Institution by the date of the selection interview will not be admitted to the selection interview and will not be eligible for an internship and the corresponding grant.

The language skills required for the placement will be verified directly by the host company, which will include a statement to that effect in the acceptance letter of the candidate. Applicants will therefore not be subject to language tests during the selection process.

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\(^9\) For “exams” meaning the exams and the other teaching/training activities due by a specific course

\(^10\) Candidates can check which Erasmus Area their course belongs to on the Erasmus website
In case of equal overall score, the position in the ranking will be determined giving precedence to those who, in order:
1) for seniority of University career will have fewer future opportunities to participate in Erasmus mobility
2) have a higher age.

**ART. 8 – CALENDAR**

**Interviews with the selecting committees:** Between 6th and 10th June 2022 (the calendar of each Erasmus area will be published on the Erasmus webpage).

Absent candidates will be excluded.

The publication of the rankings, expected by June 22nd, 2022, will be notified by communication to the candidates' University email address.

**ART. 9 – ACCEPTANCE OF THE MOBILITY PERIOD**

Between the 23rd and 12 noon of the 30th June 2022 all selected candidates appearing in the ranking lists must accept or decline their assigned mobility period, through an online form, following the instruction that will be given by the International Mobility Unit.

Those who have not accepted by the deadline will be considered to have definitively withdrawn.

It will not be possible to change the destination assigned.

**ART. 10 – WITHDRAWAL**

The acceptance of the mobility period is a serious engagement taken by the candidate. Withdrawals should therefore be limited to justified causes.

The withdrawal from the mobility period should be done promptly writing to the International Mobility Unit. It will lead to the repayment of the contribution already received.

**ART. 11 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GDPR**

The personal data of the candidates will be treated only for the purposes of the Erasmus+ Program, eventually including communication to the Erasmus+ National Agency, to the host University and to the European Commission, according to the regulations set by the European General Data Protection nr. 2016/679.

**ART. 12 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION**

The responsible of the procedures of the present call for application is: Michela Cobelli – International Relations, International Mobility Unit – Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 986938 – e-mail michela.cobelli@unipv.it.
ART. 13 – INFO

Call for application, info on how to apply, etc.
Erasmus website

Administrative info
International Relations, International Mobility Unit
Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 98 4004 | 4112 | 6948 | 4119 – e-mail train.erasmus@unipv.it

Didactic information and guidance
Erasmus coordinator for each area of study
Names and contacts are published on the Erasmus website