The English version of this call for applications is for publicity purposes only. For matters relating to the enforcement of the call, resolution of disputes, and for all legal purposes, only the Italian version is valid.

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 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\textsuperscript{1}
• the economic contributions to mobility with relative assignment criteria
• the provisions that regulate the participation in the Erasmus+ Mobility for traineeship.

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 canceled.

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 addresses.

ART. 2 – CANDIDACY REQUIREMENTS

Eligible candidates: EU citizens and non-EU citizens regularly enrolled\textsuperscript{2} in a course at the University of Pavia (bachelor's degree, master's degree, one-single cycle degree, Ph.D. program, 1st, and 2nd level Master degree program, specialization school\textsuperscript{3}) for the academic year 2021/22 or 2022/23.

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 enrolling in the first year of a bachelor’s or one-single cycle degree course for the academic year 2022/23
- those who have already benefited from all the months of mobility permitted by the Erasmus+ Programme during their study cycle\textsuperscript{4}.

ART. 3 – DESTINATIONS

Erasmus Traineeship can be undertaken in\textsuperscript{5}:
- 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

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

\textsuperscript{2} Students proven to be enrolled for the academic year 2021/22 or 2022/23 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 interested academic year)

\textsuperscript{3} The candidacy of everyone enrolled in a first or second-level master or a specialization school requires a preventative check of eligibility: please contact the International Mobility Unit (train.erasmus@unipv.it)

\textsuperscript{4} 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’s degree, II – master’s degree/1st level Master degree, III – Ph.D. program/2nd level Master degree/graduate school, and 24 months in total for a one-single-cycle degree

\textsuperscript{5} https://erasmus-plus.ec.europa.eu/it/programme-guide/part-a/eligible-countries
- **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, Georgia, Moldova</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, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam</td>
</tr>
<tr>
<td>High-income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore, Taiwan</td>
<td></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>High-income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates</td>
<td></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>High-income countries: Australia, New Zealand</td>
<td></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: the 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: Belarus and the Territory of Ukraine as recognized by international law (Region 2), the Russian Federation (Region 4), DPR Korea (Region 5), San Marino, and the Vatican City State (Region 13).
The host organization can be:
- any public or private organization active in the job market or areas of education, training, and young people. As an example, a 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 at 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/professional's organizations, and unions
  - a research institution
  - a foundation/establishment
  - a school/institution/education center (at any level, from pre-school education to secondary education, professional and adult training/education) including Italian cultural institutions abroad
- a non-profit organization, association, or a non-governmental organization (NGO)
- a system for professional orientation, professional consultancy, and communication services
- a Higher Education Institution of a country adherent to the Programme holding an Erasmus Charter for Higher Education.

It is not possible to carry out a traineeship at:
- EU institutions and other EU organizations, including specialized agencies/companies
- organizations that manage EU programs, 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. 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 an 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 organization (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 between 2 and 9 months continuatively, as agreed with the host organization.
The period must be carried out between the 10th of January and the 30th of September 2023.
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

6 The complete list can be found on this site: http://europa.eu/about-eu/institutions-bodies/index_it.htm
Those enrolled in a bachelor’s degree, master’s 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 enrolment for the a.y. 2021/22 or 2022/23. Any irregular situations must be promptly communicated to the Segreteria Studenti and 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 on 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 “Riapertura bando Erasmus Traineeship 2022/23” (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 the Erasmus coordinators.

The online application will be available from Monday 10th October to noon on Friday 28th October 2022.

Only those enrolled in a Ph.D. course, specialization 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 noon on Friday 28th October 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>
</tr>
</thead>
<tbody>
<tr>
<td>merit grade</td>
<td>(calculated automatically and based on the student’s career)</td>
</tr>
<tr>
<td>+</td>
<td>selection interview</td>
</tr>
<tr>
<td>max 50 points</td>
<td>(evaluation of the acceptance letter, which contains the internship project and the linguistic assessment by the host organization + evaluation of the academic and personal motivation of the candidate)</td>
</tr>
</tbody>
</table>

**Merit grade**
The merit grade will be calculated in relation to the exams of the current course of study and whose marks will be registered in the student career by 30th September 2022; for those enrolled on a master’s degree, the previous bachelor’s (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:

---

7 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.

8 For “exams” meaning the exams and the other teaching/training activities due by a specific course.
- For students enrolled in a **bachelor's (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's degree**

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

\[
\text{CFU foreseen}^* \text{ for current master} + 180
\]

* 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's course possessing a previous bachelor's 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 Ph.D. 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 based on 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. Interviews may be organized in person or electronically, as decided by the Commission.

At the interview, the **candidate must submit the acceptance letter from the host organization** (the form can be found on the Erasmus website): the Commission will evaluate the training program agreed with the host organization 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 organizations, 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.

In case of an equal overall score, the position in the ranking will be determined giving precedence to those who, in order:

1) for the seniority of University career will have fewer future opportunities to participate in Erasmus mobility
2) have a higher age
3) those who, in relation to the Erasmus for traineeship call issued by the University of Pavia on 29th April 2022, have not been assigned a mobility period (unless they have already renounced this period).

---

* Candidates can check which Erasmus Area their course belongs to on the Erasmus website.
ART. 8 – CALENDAR

Interviews with the selecting committees: between 14th and 18th November 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 December 2nd, 2022, will be notified by communication to the candidates' University email addresses.

ART. 9 – ACCEPTANCE OF THE MOBILITY PERIOD

Between the 5th and noon of the 13th of December 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 in writing to the International Mobility Unit. It will imply 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 Erasmus+ Program, including communication to the Erasmus+ National Agency, the host institution, and to the European Commission, according to the regulations set by the European General Data Protection nr. 2016/679.

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

The responsible for the procedures for 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
Didactic information and guidance

Erasmus coordinator for each area of study

Names and contacts are published on the Erasmus website