

**UNIVERSITY OF PAVIA
ERASMUS+ PROGRAMME
STUDENTS MOBILITY FOR TRAINEESHIP**

CALL FOR TRAINEESHIP PERIODS ABROAD

ACADEMIC YEAR 2024/25

The English version of this Call for Applications is provided for informational purposes only. For matters about the execution of the call, dispute resolution, and all legal purposes, the Italian version shall prevail as the sole valid document.

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The current call for proposals is published conditionally pending the signing of the Erasmus+ 2024 financial agreement between the Erasmus National Agency/INDIRE and the University of Pavia. Therefore, all activities and related funding outlined in this call are subject to change following what may be established by the rules of the Erasmus+ 2024 financial agreement.

Within Key Action 1 (KA1) of the Erasmus+ Programme, traineeship mobility allows **students, recent graduates, individuals who have obtained a university master's or doctoral degree, and specialists (both medical and non-medical), provided they are selected before obtaining their degree**, to access training internships at companies, training centres, and research institutions. This mobility aims to facilitate adaptation to the demands of the labour market, the acquisition of specific skills, as well as a better understanding of the socio-economic culture of the host country.

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 fulfilment of the selected students¹
- the economic contributions to mobility with relative assignment criteria
- the provisions that regulate the participation in the Erasmus+ Mobility for the 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, mobility period may be suspended, modified, interrupted, or cancelled.

All information related to this call will be published and regularly updated on the [section of the University's website dedicated to international mobility](#). **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**² in a course at the University of Pavia (bachelor's degree, master's degree, one-single cycle degree, PhD program, 1st, and 2nd level university master's degree program, postgraduate school³) for the academic year 2023/24.

Students simultaneously enrolled in two study programs may only associate their application with the career designated as elective/main.

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 enrolled only in individual courses
- those who have already benefited from all the months of mobility permitted by the Erasmus+ Programme during their study cycle⁴.

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 2023/24 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)

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

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's degree, III – Ph.D. program/2nd level master's degree/graduate school, and 24 months in total for a one-single-cycle degree

ART. 3 – DESTINATIONS

Erasmus Traineeship can be undertaken in⁵:

- **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 with the Programme:** Iceland, Liechtenstein, Norway, North Macedonia, Serbia, and Turkey
- **one of the third countries which are partners of the Programme:**

Region 1: Western Balkans	Albania, Bosnia and Herzegovina, Kosovo, Montenegro
Region 2: Neighbourhood East	Armenia, Azerbaijan, Georgia, Moldova, Ukraine
Region 3: South-Mediterranean countries	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
Region 5: Asia	Bangladesh, Bhutan, Cambodia, China, Democratic People's Republic of Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam High-income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore, Taiwan
Region 6: Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Region 7: Middle East	Iran, Iraq, Yemen High-income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
Region 8: Pacific	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High-income countries: Australia, New Zealand
Region 9: Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo – the Democratic Republic, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
Region 10: Latin America	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
Region 11: Caribbean	Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and

⁵ <https://erasmus-plus.ec.europa.eu/it/programme-guide/part-a/eligible-countries>

	Nevis, St Lucia, St Vincent & Grenadines, Suriname, and Trinidad & Tobago
Region 12: the US and Canada	United States of America, Canada
Region 13	Andorra, Monaco
Region 14	Faroe Islands, Switzerland, United Kingdom

The following countries are not eligible: Belarus (Region 2), the Russian Federation (Region 4), San Marino, and the Vatican City State (Region 13).

To promote a broader and more diversified view of the work and cultural environment, enabling participants to acquire valuable intercultural skills and to engage with professional realities different from those already familiar, **it is not allowed to carry out the internship in one's country of origin.**

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, such an 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 organizations, and unions
 - a research institution
 - a foundation/establishment
 - a school/institution/education centre (at any level, from preschool education to secondary education, professional and adult training/education) including Italian cultural institutions abroad
- a non-profit organization, association, or 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/companies⁶
- 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

The candidate may propose to carry out the traineeship in a company with which he/she has made contact independently or through the intermediary of a professor. To facilitate the search, on the [section of the University's website dedicated to international mobility](#) (path: *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.

⁶ The complete list can be found on this site: http://europa.eu/about-eu/institutions-bodies/index_it.htm

The European Commission also supports the "Digital Opportunity Traineeships" initiative, which promotes and encourages internships open to all disciplines aimed at acquiring digital skills.

Any internship in which trainees receive training and practice in at least one or more of the following activities is considered a "digital skills internship":

- Digital marketing (e.g., social media management, web data analysis);
- Digital graphic, mechanical, or architectural design;
- Development of applications, software, scripts, or websites;
- Installation, maintenance, and management of IT systems and networks;
- Cybersecurity;
- Data analytics, mining, visualization;
- Programming and training of robots and artificial intelligence applications.

Generic customer service, order processing, data entry, or office activities do not fall under this type of internship.

To search for suitable locations for internships aimed at developing digital skills, offers are available on the [Erasmus Intern](#) platform. Interested students can consult the offers on the aforementioned platform; however, it is also possible to independently identify other institutions, provided that the activities planned for the internships coincide with those listed above.

It is also the candidate's responsibility to check the existence of any specific 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 12 months continuatively**, as agreed with the host organization.

The period must be carried out **between the 1st of July 2024 and the 30th of September 2025**.

Students who interrupt their stay before 2 months without a valid and proven reason will have to return the entire scholarship. Only in the event of an interruption due to serious reasons or force majeure⁷, adequately documented, the Erasmus+ National Agency will decide whether to confirm the grant for the days/months of traineeship completed.

ART. 6 – HOW TO APPLY

All candidates must complete the **online application**, with the possible upload of the acceptance letter issued by the host Institution, **through the Mobility-Online platform**, scrupulously following the instructions published on the [section of the University's website dedicated to international mobility](#).

Candidates are required to consult this page carefully: the instructions published will have the value of notification to all intents and purposes and will constitute a supplementary part of the call for applications.

The online application will be divided into two parts:

- the **first part** involves the submission of the application only and will be **active until 1 p.m. on Tuesday 7 May 2024**. **Only those enrolled in PhD courses, I and II university masters courses, and postgraduate schools** will also have to add to their application a letter from their UNIPV supervisor (the appropriate form can be downloaded directly from the [section of the University's website dedicated to international mobility](#))

⁷ Serious reason or force majeure means "an unforeseeable cause or event beyond the control of the beneficiary and not attributable to his fault or negligence, such as a general national strike in Higher Education Institutions, a natural disaster, etc."

- **the second part** provides for the confirmation of personal data and the possible upload of the acceptance letter from the host Institution if the candidate already has it. It will be possible to attach the letter **until 24 May 2024** (the last day for area selection interviews).

WARNING: the International Mobility Unit will not carry out any formal checks on the uploaded acceptance letters. Therefore, it will be up to the candidate himself/herself to check that he/she has attached a correct and compliant document.

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

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:

max 150 points	max 100 points	merit grade <i>(calculated automatically and based on the student's career)</i>
	+	
	max 50 points	selection interview <i>(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)</i>

Merit grade

The merit grade will be calculated concerning the **activities of the current course of study and whose marks registered** in the student career by **5th March 2024**; 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:

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

$$\frac{\text{weighted average exam marks}}{\text{marks}} \times \frac{\text{CFU acquired}}{\text{CFU foreseen*}}$$

- For students enrolled in a master's degree

$$\frac{\left(\frac{\text{Bachelor's graduation mark**}}{110} \times 30 \right) \times 180 + \left(\frac{\text{(weighted average marks for current master)}}{\text{in current master}} \times \text{CFU acquired in current master} \right) \times \left(\frac{\text{CFU acquired in current master} + 180}{\text{CFU foreseen* for current master} + 180} \right)}{\text{CFU acquired in current master} + 180}$$

* for CFU foreseen, it meant those expected from the course of study, including the academic year 2023/24, 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 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 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 study⁸. Interviews may be organized in person or electronically, as decided by the Commission.

If the candidate hasn't already uploaded it in Mobility-Online during the application phase, **he/she must submit the acceptance letter from the host organization** (the form can be found on the [section of the University's website dedicated to international mobility](#)): 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 a University career will have fewer future opportunities to participate in Erasmus mobility
- 2) have a higher age.

ART. 8 – SECOND CALL

At the end of the entire selection process for candidates under this call, the International Mobility Unit will verify the remaining financial availability and consider the possibility of issuing a second call.

Interested students may apply for the second call, for which the same rules and procedures outlined in the previous articles remain valid. However, further instructions regarding new deadlines and application and selection timeframes will be provided.

Those who have already been assigned a mobility period for an internship for the academic year 2024/25 cannot apply for the second call unless they have already waived that period.

The second call will allow the mobility period to begin on January 1, 2025 (to be concluded by September 30, 2025). The opening schedule for the second call will be made available on the [section of the University's website dedicated to international mobility](#).

For further details or specific information, we recommend contacting the International Mobility Unit.

ART. 9 – CALENDAR

⁸ Candidates can check which Erasmus Area their course belongs to on the [section of the University's website dedicated to international mobility](#)

Interviews with the selecting committees: between 20th and 24th May 2024 (the calendar of each Erasmus area will be published on the [section of the University's website dedicated to international mobility](#)).

Absent candidates will be excluded.

The **publication of the rankings**, expected by the 14th of June 2024, will be notified by communication to the candidates' University email addresses.

Following the publication of the rankings, candidates may submit any complaints within the next three days exclusively via email addressed to the Delegate for International Mobility, specifying the reason for the complaint. The Delegate will assess the contents and provide a written response to the concerned party.

ART. 10 – ACCEPTANCE OF THE MOBILITY PERIOD

Between the 17th and 1 p.m. of the 21st of June 2024, all selected candidates appearing in the ranking lists **must accept or decline** their assigned mobility period, following the instructions that will be given by the International Mobility Unit.

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

After the conclusion of the selections and the publication of the rankings, it will not be possible to change the assigned destination, except in cases of force majeure⁹.

ART. 11 – 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. 12 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GDPR

The Erasmus+ mobilities mentioned in this call fall under the Erasmus+ 2021-2027 program, which derives from:

- Regulation (EU) No. 2021/817 of the European Parliament and of the Council of May 20, 2021
- Erasmus+ Programme Guide 2021-2027

The call is available at the following link: <https://internazionale.unipv.eu/it/erasmus-traineeship-all-estero/>

It is also published on the University's online bulletin board.

Regarding the treatment of personal data, the University of Pavia will operate under the provisions of Annex II "[Privacy Notice](#)," according to Article 13 of the EU General Data Protection Regulation 679/2016.

ART. 13 – RESPONSIBLE FOR THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION

⁹ Force majeure refers to all those unforeseeable and exceptional situations and events that can hinder the normal conduct of activities or jeopardize the safety and well-being of the student. Examples include natural disasters of significant impact or the emergence of difficult socio-political or health conditions in the destination country

The responsible for procedures for the present call for application is Michela Cobelli – International Relations, International Mobility Unit – Via S. Agostino 1/a, 27100 Pavia.

ART. 14 – INFO

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

[Section of the University's website dedicated to international mobility](#)

Administrative info

International Relations, International Mobility Unit

Via S. Agostino 1/a, 27100 Pavia – tel. +39 0382 98 4303 | 4115 | 4119 | 4112 | 4004 – e-mail train.erasmus@unipv.it

Didactic information and guidance

Erasmus coordinator for each area of study

Names and contacts are published on the [section of the University's website dedicated to international mobility](#)