



UNIVERSITÀ
DEGLI STUDI DELLA
TUSCIA



Erasmus+

Division I

**Didactic Offer Service and Student Services
Mobility and International Cooperation Office**

**ERASMUS+ KA131 PROGRAMME
AGREEMENT N. 2021-1-IT02-KA131-HED-000004295**

Call “Erasmus+ Traineeship” A.Y. 2022/2023

**Erasmus+ KA131 Programme - *Student Mobility for Traineeship*
n° 34 scholarships - 4 months duration**

INDEX

INTRODUCTION - THE ERASMUS+ PROGRAMME 2021-2027

Art. 1 General information

1.1 Training objective

1.2 Beneficiaries

1.3 Admission requirements and reasons for forfeiture of the scholarship

Art. 2 Period, duration of the internship and blended modality

Art. 3 Destination countries

Art. 4 Host institutions

4.1 Eligibility of host institutions

4.2 Mobility in more than one country

Art. 5 Methods for monitoring mobility in progress and ex-post

Art. 6 Economic contributions

6.1 Students and neo-graduates with fewer opportunities

6.2 Tax treatment of the Erasmus+ contribution

6.3 Supplementary contribution from the University of Tuscia

6.4 MUR supplementary contribution pursuant to law no. 183/1987

Art. 7 Payment of the grant

Art. 8 Language skills

Art. 9 Online Linguistic Support (OLS)

Art. 10 Presentation of the application for candidacy

Art. 11 Evaluation criteria and rankings

11.1 Procedures and Documentation

Art. 12 Before departure

Art. 13 During the mobility

Art. 14 Upon return from mobility

Art. 15 Return of contributions

Art. 16 Certification and recognition

Art. 17 Waiver of contribution

Art. 18 Ranking scrolling

Art. 19 Insurance: third party liability and accidents

19.1 Health Insurance

Art. 20 Entry into the host country

Art. 21 Helpdesk and contacts

Art. 22 Orientation day

Art. 23 Checks

Art. 24 Processing of personal data

Art. 25 Responsible for the procedure

Art. 26 Final provisions

INTRODUCTION - THE ERASMUS+ PROGRAMME 2021-2027

The mobilities for Traineeship 2022/2023 are governed by the legislation concerning the new seven-year period of the Erasmus+ Programme (2021/2027).

Art. 1 General information

Erasmus+ for Traineeship is the European Union Program in the fields of education, training, youth and sport for the period 2021-2027 which supports the international mobility of students and future new graduates, with the aim of improving the level of transversal and professional skills, with particular attention to their relevance to the labor market and their contribution to the creation of a cohesive society (the "Programme").

Grants from the Erasmus+ for Traineeship Program are awarded for carrying out the following activities at a foreign host institution:

- A) curricular internships
- B) extra curricular internships

1.1 Training objective

The educational objective expected from the internships offered by this Call, which constitutes a preferential criterion in the evaluation of the candidacy, is the development of professional skills and transversal skills useful for significantly enriching the curricular profiles, and capable of increasing employment prospects also autonomy of the participants.

1.2 Beneficiaries

Students of any field of study who, at the time of submitting the application, are regularly enrolled for the program and who are eligible to participate in this call for the assignment of 34 Erasmus Traineeship mobility contributions lasting to 2022/2023 at the University of Tuscia:

- from the 2nd year onwards if enrolled in a Bachelor degree course, in a single-cycle master's degree course, and in any case enrolled no later than the 2nd year with respect to the years envisaged by the legal duration for the achievement of the aforementioned degrees;
- from the 1st year onwards if enrolled in a master's degree course (2nd level, two-year), and in any case enrolled no later than the 2nd year with respect to the years envisaged by the legal duration for the achievement of the aforementioned degree.
- students in the last year of bachelor's, master's and single-cycle master's degrees can apply to participate in the call only before obtaining the degree. These students can decide to carry out the internship:
 - before obtaining the qualification, and in such cases at the time of departure, regularization of their enrollment in the a.y. 2022/2023 may be requested;
 - the internship will take place, under penalty of forfeiture of the scholarship, within twelve months after the graduation, provided that they have submitted their application to the call with student status;
- enrolled for the a.y. 2022/2023 from the 1st year onwards, in PhD courses, subject to authorization by the course/school coordinator/director. PhD students who benefit from the scholarship will have to choose whether to use the increase foreseen for the stay abroad, or the Erasmus+ funding from the European Commission. They are not eligible for both contributions;
- citizens of a Member State of the European Union, of another Country participating in the Program or of Third Countries;
- meet all the constraints relating to credits and grade point average listed in Annex I of this notice "Assessment criteria", Annex 1 of the Call.

1.3 Admission requirements and reasons for forfeiture of the scholarship

- have a knowledge equivalent to the minimum level B1 of the language(s) of the country of destination or of a language that is accepted by the host institution as a target language, as required by art. 8;
- have a minimum number of 60 mobility days available for internships, according to the provisions of the Erasmus+ Program in their study cycle and therefore have not already used the maximum number of months of mobility allowed by the Erasmus+ Program in their study cycle;
- students who intend to carry out the internship during the course of study must maintain the status of "student" for the entire duration of the internship; the achievement of the title during the internship will result in the forfeiture of the scholarship and the return of the sums received;
- not be recipients of other funding for stays abroad disbursed on European Union funds that overlap, even partially, with the Erasmus+ internship period (to be declared when accepting the scholarship).

The absence of any of the aforementioned requisites will determine the exclusion of the candidate from the continuation of the selection. Candidates are admitted to the selection subject to verification of the prescribed requirements. The University of Tuscia can order at any time, with a motivated provision, the exclusion from the selection due to lack of the admission requirements prescribed by this announcement.

Art. 2 Period, duration of the internship and blended modality

The Erasmus+ program allows a minimum stay abroad of 2 months (60 complete and consecutive calendar days) and a maximum of 12 months; contributions from the University of Tuscia have a maximum duration of 4 months (120 days). Internships can be carried out after the publication of the final selection ranking and must be completed by the deadline of 30 October 2023.

Any period of closure for holidays of the host organization must not be counted for the purpose of reaching the minimum period of stay.

In addition to the traditional (entirely physical) mobility, it is also possible to carry out the traineeship activities according to the blended method, which includes both a period of carrying out the activities remotely and a period of physical mobility in the host organization. The physical component of the mixed mobility must respect the minimum duration, i.e. 2 months. for long-term mobility. It should be noted that the economic contribution will be recognized only for the period of physical mobility, based on the duration of the same.

The sum of the Erasmus monthly payments already made and those to be made cannot exceed 12 months for each three-year, master's or third-cycle study course and 24 months for single-cycle degrees.

Art. 3 Destination countries

The Erasmus+ for Traineeship mobility can be carried out in host organizations and institutions of the Member States of the European Union and of the other Program Countries listed below:

- Member States of the European Union: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- Non-EU countries participating in the Programme: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey.

Art. 4 Host institutions

Participants can propose to the University a host organization/company that is available to accept them; it is understood that the agreement with the host organization/company will be the responsibility of the University, as will the payment of the monthly contributions, and will be finalized only if the proposing student is awarded a scholarship.

Those who do not have contacts with companies can request the intermediation of the Mobility and International Cooperation Office, which will take place only for the benefit of the successful assignees, on the basis of the offers, the availability of companies suitable for their professional profile, the acceptance of the candidacy by the same organization and the related "Learning Agreement for Traineeship" work plan.

The intermediation of the Mobility and International Cooperation Office does not constitute a guarantee of finding a host company.

4.1 Eligibility of host institutions

According to the provisions of the European Commission General Directorate for Education and Culture and the Erasmus+ Agency, traineeship activities can be carried out in the following locations:

- any public or private organization, from a country adhering to the Program or from a third country not associated with the program (non-European Union), from the Regions indicated in Annex III to this announcement
- active in the labor market or in the fields of education, training, youth, research and innovation;
- a non-profit organization, an association, an NGO;
- a career guidance body;
- a higher education institution from a country adhering to the Programme, or a higher education institution from a third country not associated with the program (non-European Union), from the Regions indicated in Annex III to this announcement.

However, the following organizations cannot host a traineeship:

- institutions and other bodies of the European Union, including the Court of Justice of the European Union and the European Court of Auditors, as well as other institutions and interinstitutional bodies performing specialized functions (the complete list of these institutions is available at address http://europa.eu/european-union/about-eu/institutions-bodies_it);
- organizations that manage European Union programmes, such as Erasmus+ National Agencies, in order to avoid possible conflicts of interest and/or double funding.

At the unquestionable judgment of the University, only Host Organizations deemed suitable in terms of: organizational reliability, presence and availability of the tutor, adequacy of logistical conditions, consistency of the tasks envisaged in the internship offer with the objectives and values of the European Union will be admitted. enshrined in the Lisbon Treaty and the EU Charter of Fundamental Rights, compliance with the precepts of the European Quality framework for Internships.

In doubtful cases, however, the final assessment on the eligibility of the organization and/or company is up to the Erasmus+ National Agency.

4.2 Mobility in more than one country

Mobility in more than one country is admissible, subject to documented justification, only if the host organization that signs the "Learning Agreement for Traineeship" is responsible for the entire duration

of the internship at all locations: this implies that there and the relationship between the various host companies (for example, the head office and the respective branch offices).

Art. 5 Methods for monitoring mobility in progress and ex-post

A monitoring of the quality of the internships is foreseen and it is structured on three different moments of detection through web surveys:

1. Entry questionnaire, sent to the trainee two weeks after the start of the mobility. The survey aims to monitor the quality of the trainee's socio-employment integration and detect any critical issues (relationship with tutors and colleagues, relevance of duties, search for accommodation). Completing the questionnaire is not mandatory, the intern must complete it only to report any proven critical issues and to request prompt support from the University.

2. End of mobility questionnaire, sent to the trainee before the end of the mobility. The survey aims to investigate the quality of the trainee's training path and of the project, at the end of the mobility experience. Completion of the questionnaire is mandatory and binding for the purpose of payment of the scholarship (cf. art. 7);

3. Follow-up questionnaire, sent at least 5 months after the end of the mobility. The survey aims to investigate the impact of the mobility project at a training and employment level on the trainee in the medium-long term.

Completion of the questionnaire is mandatory. Students will receive all the questionnaires at the email address indicated at the time of application and are required to communicate any changes of address.

Art. 6 Economic contributions

Contributions to the Erasmus+ for Traineeship mobility are paid on the basis of the effective duration of the internship in days, attested by the attendance certificate issued by the host organization (Traineeship Certificate). The duration must not be less than 60 days or more than 120 days.

The amount of the Erasmus+ community contribution varies according to whether the country of destination belongs to one of the following groups:

GROUP 1 (high cost of living): €500/month. Destination countries: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden.

GROUP 2 (average cost of living): €450/month. Destination countries: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.

GROUP 3 (low cost of living): €400/month. Destination countries: Bulgaria, Croatia, Estonia, Latvia, Lithuania, Republic of North Macedonia, Poland, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary.

In case of exhaustion of EU funds or simultaneous assignment of other EU funding, or upon specific request from the student and subject to authorization by the International Mobility and Cooperation Office, it is possible to assign eligible students, in ranking order, the status of "Erasmus zero-eu-grant" which allows you to take advantage of the benefits linked to mobility, without receiving the community contribution.

6.1 Students and neo-graduates with fewer opportunities

Students and neo-graduates with fewer opportunities are participants on one or more of the following conditions:

- with needs relating to physical, mental or health conditions;
- with disadvantaged socio-economic conditions.

Students and neo-graduates with disadvantaged socio-economic conditions are identified with Ministerial Decree 1320/2021 for the 2022/2023 academic year, which links the economic disadvantage to an Equivalent Economic Situation Indicator (ISEE) equal to or lower than € 24,335.11.

Candidates receive a monthly supplement of € 250.00, in addition to the individual contribution assigned for the Erasmus+ mobility for Traineeship, as per the table:

Destination countries	Individual monthly contribution	Monthly supplement for fewer opportunities (long-term mobility)	Monthly total
GROUP 1	€ 500	€ 250	€ 750
GROUP 2	€ 450	€ 250	€ 700
GROUP 3	€ 400	€ 250	€ 650

For the identification of students entitled to the supplementary individual contribution for disadvantaged socio-economic conditions, the ISEE presented at the time of enrollment/registration for the a.y. 2022/2023 will be taken into consideration.

6.2 Tax treatment of the Erasmus + contribution

Pursuant to Art. 1, paragraph 50, of Law no. 208 of 28.12.2015, the exemptions provided for in article 1, paragraph 3, of decree law n. 105 of 9 May 2003, converted, with amendments, by law no. 170 of 11 July 2003, subject to further regulatory changes.

6.3 Supplementary contribution from the University of Tuscia

This is an amount approved by the Board of Directors on 30.11.2021 based on the funds available in the financial statements. It will be paid to students enrolled within the normal duration of the course who have obtained a number of credits ranging from a minimum of 1 to at least 12 credits during the long-term mobility period. This monthly contribution will be differentiated on a graduated basis (from a minimum of 150 to a maximum of 600 Euros) and attributed to all students on the move based on the ISEE income brackets, in accordance with the provisions of the Ministerial Decree no. 1047 of 29.12.2017, and the number of credits obtained abroad.; in this regard, see the following Table.

ISEE bands – income in €	Monthly supplementary contribution in euro, from 1 to 11 credits	Monthly supplementary contribution in euro, from 12 credits
ISEE <= 13.000	400	600
13.000 < ISEE <= 21.000	350	450
21.000 < ISEE <= 26.000	300	400
26.000 < ISEE <= 30.000	250	350
30.000 < ISEE <= 40.000	200	200
40.000 < ISEE <= 50.000	150	150
ISEE <= 50.000	0	0

For the determination of the co-financing by the University, the ISEE presented at the time of enrollment/enrolment in the a.y. will be taken into consideration. 2022/2023.

6.4 MUR supplementary contribution pursuant to law no. 183/1987

In case of availability of funds, the Erasmus+ scholarship can be supplemented by a contribution from MUR funds, national co-financing of the European program "Erasmus+", pursuant to law n. 183/1987.

Art. 7 Payment of the grant

The methods of disbursement of the scholarship and the minimum clauses defined by the European Commission to obtain the contribution are indicated in the Financial Agreement for Erasmus+ Mobility that each student signs with the University of Tuscia.

The payment of contributions will be made exclusively by crediting the Italian bank or postal current account (or prepaid card with IBAN) in the name of the beneficiary student.

The Erasmus+ scholarship (contribution from the European Union and any supplementary contribution from the University of Tuscia) will be disbursed in two instalments:

- the advance, equal to 80% of the amount of the contribution agreed on the basis of the period of stay, will be paid within 30 days of signing the aforementioned agreement. However, it is necessary to send the document with the date of arrival at the host institution to confirm the start of the mobility;
- the balance equal to 20% of the amount of the contribution is paid after the Mobility and International Cooperation Office has received the traineeship certificate issued by the host institution.

The balance of the Erasmus+ scholarship is also conditioned by the completion:

- the end of mobility questionnaire;
- the Narrative Report (EU SURVEY) on the activity carried out, compiled online on the website of the European system for the management of Mobility projects.

In the absence of one of the documents indicated above, the Participant must return the entire scholarship.

Art. 8 Language skills

At the time of submitting the application, candidates must have knowledge of the language(s) of the country of destination - or of a language that is accepted by the host institution as a "vehicular language" - equal to **level B1** of the *Common European Framework* (CEFR).

In the event that the student possesses an international certificate of knowledge of a foreign language, according to the CEFR, he/she can upload it to the portal as an attachment to his application.

Below the most common international certifications are presented:

English language:

ESOL-UCLES, University of Cambridge

IELTS (International English Language Testing System), University of Cambridge

ISE (Integrated Skills in English), Trinity College London

IPEC, British Chamber of Commerce for Italy

EFB, SEFIC (LCCIEB), London Chamber of Commerce & Industry Examinations Board

Pitman ESOL, SESOL
GESE ESOL, Trinity College of London
TOEFL: TWE+TSE (Test of English as a Foreign Language)
WBT

French language:

DELF, DALF- Alliance Française
WBT
CCIP Chambre de Commerce et Industrie de Paris
LCCIEB

German language:

ZD, ZDfB, ZMP, ZOP- Goethe Institut/OSD
WBT
ÖSD
LCCIEB

Spanish language:

DELE (Diplomas de Español como Lengua Extranjera)
Instituto Cervantes
WBT
LCCIEB

Portuguese language:

ALTE
WBT

Students without international language certification will be able to demonstrate language proficiency by uploading one of the following documents:

- certificate issued by the DISTU Linguistic Services Unit (USL), after taking a placement test, according to an availability calendar agreed between the USL and the Mobility and International Cooperation Office;
- self-certification of linguistic knowledge, also valid for foreign mother tongue students, Annex 2 of the Call;
- certificate obtained at the end of the courses provided through the OLS Platform.
- self-certification of passing, and registration in career, the language exam set out in the study plan (the language passed must coincide with the official language of the country of destination or with the language accepted by the host institution as the "vehicular language"). For three-year courses, the passed language exam is expected to be level B1, while for master's and single-cycle courses it can be level B2;

It should be noted that the documentation relating to linguistic knowledge must not date back THREE YEARS prior to the expiry date of the call.

Applications without an upload or with a linguistic certification other than one of those listed above or self-certification will be excluded.

SCORING ATTRIBUTION

For the purposes of formulating the ranking, in addition to what is indicated in the calculation of the merit score, further scores will be assigned as follows:

Intermediate level:

B2: 1 point

Advanced level:

C1: 2 points

C2: 3 points

If the candidate attaches more than one certificate for linguistic knowledge, the one relating to the language of the destination country indicated in the application will be evaluated; please combine the claims into one PDF file.

Art. 9 Online Linguistic Support (OLS)

Language learning is one of the objectives of the Erasmus+ program for the protection of linguistic diversity and for the development of intercultural skills. The Erasmus+ Program offers students the opportunity to improve their language skills, before and during the mobility, through free online courses via the new EU Academy platform, available at the following link: <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>

Students and recent graduates selected for an Erasmus mobility towards a Program Country or a Third Country not associated with the Program (key actions KA131 and KA171) who carry out a mobility lasting more than 14 days, must take the initial linguistic assessment test in the language of the mobility before the start of the mobility itself, except in duly justified cases, for example language not available in the OLS. With the new OLS, students and recent graduates can choose one or more languages, with no restrictions on the number of courses they intend to take, and will be able to test their level of language proficiency during or after the mobility. Currently, there are 5 languages available: Italian, English, Spanish, German, French, from level A1 to B2. Gradually the service will include the 29 languages on all levels of learning.

More information at the link: https://www.erasmusplus.it/istruzione_superiore/mobilita/online-language-support/.

Art. 10 Presentation of the application for candidacy

Interested students will have to fill in the application form using the Gomp student portal and upload the following documents:

- certificate of linguistic proficiency;
- Curriculum Vitae, drawn up according to the Europass model, available at the link <https://europa.eu/europass/it/create-europass-cv>.

Please note that, when completing the application, it will be necessary to indicate the number of months already spent abroad in Erasmus mobility.

Any Erasmus mobility periods carried out in virtual mode from the country of habitual residence starting from the a.y. 2020/2021, will NOT be counted for the purposes of calculating the maximum monthly Erasmus mobility payments per study cycle.

The deadline is scheduled for 11.59 pm on 27th February 2023.

ATTENTION: the presentation of any paper documentation is not required.

Art. 11 Evaluation criteria and rankings

The available places will be assigned following a selection that will take place on the basis of the Evaluation criteria, Annex I of the Call:

- in the event of a tie, priority will be given to the candidate who has not already benefited from Erasmus+ mobility with or without grants;
- priority will finally be given to the younger candidate (Law 16/06/98 n. 191, art. 2).

11.1 Procedures and Documentation

The Selection Commission of the University, appointed for this purpose, will proceed with the evaluation of the documentation uploaded by the candidates and with the integration of the ranking based on the criteria of linguistic knowledge.

For all the procedures related to the call and for the dates of publication of the rankings, please refer to what will be published on the University website at: <http://www.unitus.it/it/unitus/relazioni-internazionali/articolo/erasmus-outgoing-traineeship-smp>

The publication of the definitive rankings will have the value of notification for the winners, who will have to formalize their acceptance within 7 days of publication, under penalty of forfeiture of the right to use the scholarship.

In the event of withdrawal, the next suitable candidates in the ranking will be given the opportunity to take over.

Art. 12 Before departure

The beneficiary must present:

- a form called "Learning Agreement for Traineeship" for drafting the internship programme, which must be signed by the Erasmus Department Coordinator, the host organization and the beneficiary before departure.
- a Financial Agreement, which will be signed by the beneficiary and the General Manager of the University of Tuscia and which will include the "Quality Commitment", which defines the roles and responsibilities between the parties involved in the Erasmus internship.

For all the educational aspects of the mobility, the student must refer to the Erasmus+ Department Coordinators (see Annex III of the call).

Art. 13 During the mobility

Students are required to send the arrival form to the Mobility and International Cooperation Office within one week after arriving at the host institution.

In the event of changes to the activities subscribed to before the start of the mobility, it is necessary to inform the Mobility and International Cooperation Office, within one month of arrival, by sending the form "During the mobility - Learning agreement for traineeship" duly completed and signed by the Manager of the host company.

In case the student wishes to extend the period of stay initially authorized by means of the Financial Agreement, one month before the assigned deadline date, the student must send the "Request for authorization to extend the scholarship" form completed and signed. It is specified that no interruptions are allowed between the already authorized traineeship period and the one for which the extension is being requested.

The extension period can be financed only in case of availability of funds or "zero grant".

Art. 14 Upon return from mobility

Within 30 days following the return from the mobility, the trainee must present the Traineeship certificate issued by the host institution to the Mobility and International Cooperation Office, and have completed the following questionnaires:

- End of mobility questionnaire;
- Narrative Report (EU SURVEY), compiled online on the Mobility Tool website, the European system for managing Mobility projects.

Art. 15 Return of contributions

Beneficiaries who interrupt their stay before the minimum period without a valid and proven reason must return the entire amount of the received contribution; only in the event of interruption due to serious reasons or force majeure (an unforeseeable cause or an event beyond the beneficiary's control and not attributable to its error or negligence, for example problems related to a state of health and/or humanitarian emergency, a national general strike in higher education institutions, a natural disaster), adequately documented, the Erasmus+ Agency will express its opinion on the possible confirmation of the grant for the months/days of internship actually carried out.

Art. 16 Certification and recognition

Internships within the "Erasmus Traineeship" project are attested by the Traineeship certificate, a document issued by the host institution which certifies the actual dates of carrying out the internship activity and reports the judgment on the work carried out in compliance with what was agreed in the "Learning Agreement for trainees".

On the basis of these certifications, the University of Tuscia undertakes to recognize in the career the internship activity carried out abroad, according to the provisions of the University Regulations for Erasmus mobility, and of the educational regulations of the relevant study programmes. The attribution of the number of credits for the activities carried out is entrusted to the educational structures to which they belong. If the internship is not included in the study plan, this may be recognized in the form of additional credits. Except when the internship is carried out after graduation, the mobility period will be certified in the Diploma Supplement.

The University of Tuscia will not be able to recognize the training period carried out abroad in the presence of:

- negative judgment in the traineeship certificate on the activity carried out;
- failure by the trainee in the procedures for submitting the mandatory documentation for mobility;
- incorrect behavior of the trainee towards the host organization and formally certified by the latter;
- interruption of the internship and mobility activity before the minimum period without a valid and proven justification.

In the above cases, the full refund of the scholarship received by the beneficiary may be requested.

Scholarship assignees, before departure, are required to obtain information on the recognition of credits from the Erasmus Coordinator of the Department.

The University of Tuscia rewards students who have participated in the Erasmus Mobility program by increasing the score assigned to students at the time of graduation by 1 point.

Art. 17 Waiver of contribution

The acceptance of the Erasmus+ internship is a serious commitment undertaken by the candidate. Any cancellations made before or during the mobility must be communicated in writing and duly justified for serious and proven cases of force majeure, to the Mobility and International Cooperation Office at the address erasustraineeship@unitus.it and to the Host Organization. The minimum period of internship at the Host Organization, necessary for the recognition of the mobility and to be able to benefit from an Erasmus contribution, is 60 days, unless otherwise provided by the Indire National Agency. The interruption of the mobility before this period will result in the refund of the amount received according to the provisions of the Indire National Agency, except in proven cases of force majeure.

Art. 18 Ranking scrolling

In the event of renunciation by the grant recipients, the ranking of suitable candidates will be scrolled, the suitable candidate placed in the position immediately following that of the renouncing candidate in the final ranking will take over. The rankings will also scroll if additional funding becomes available. In the event of exhaustion of the rankings against the residual availability of contributions, the deadlines for the presentation of applications may be reopened.

Interested candidates will be notified via email of the successful scrolling. It is understood that, in the event of scrolling of the ranking, the mobility grant will be assigned subject to acceptance by the student and subject to written confirmation by the Host Organization of the willingness to defer, where necessary, the expected start date of the internship and the duration of the same.

Art. 19 Insurance: third party liability and accidents

The accident and workplace liability insurance, which the student automatically benefits from when enrolling at the University, is extended, in the same manner, for the entire internship period abroad at the host institution.

Civil liability and accidents

Insurance coverage (civil liability and accidents) is the responsibility of the University.

The University, on the occasion of activities carried out outside the University and limited to the time necessary to carry them out, has taken out the following policies:

Company AXA - COMPANY AND COMMUNITY ACCIDENT POLICY no. 40773461

Duration: 11/30/2021 - 11/30/2024

Company UNIPOLSAI - Civil liability for various risks Unitus - Policy n. 65.185314010

Duration: 11/30/2021 - 11/30/2024

In the event of problems related to an accident or other problems with a prognosis of more than 3 days occurring at the host foreign campuses, the student must immediately contact the International Mobility and Cooperation Office by sending an e-mail to erasustraineeship@unitus.it.

19.1 Health Insurance

Mobility students are required to independently ensure adequate health coverage during their stay abroad, according to the procedures established by the host country.

If the candidate has the European Health Insurance Card (TEAM) he/she is automatically entitled to the services of the National Health Service in all the countries belonging to the European Union. For information, connect to the following sites: <http://ec.europa.eu/social/main.jsp?catId=559&langId=it> ; www.sistemats.it). However, coverage from TEAM or private insurance may not be sufficient. It may

therefore be advisable to take out additional private insurance. Mobility students are required to independently ensure adequate health coverage during their stay abroad, according to the procedures established by the host country.

Art. 20 Entry into the host country

The student will have to independently inform himself/herself about any rules governing:

- entry into the host country, by promptly contacting the relevant diplomatic missions in Italy;
- healthcare assistance in the host country, by contacting one's local health authority or diplomatic missions.

The legislation and regulations governing the entry of non-EU students into the countries participating in the Program are linked to the students' nationality: students are responsible for informing themselves in advance and obtaining the documents that will allow them to enter and stay in the country of destination.

Art. 21 Helpdesk and contacts

For information and clarifications, contact:

Mobility and International Cooperation Office - Via S. Maria in Gradi, n. 4, 01100 Viterbo

Dr. Pavel Malyzhenkov - e-mail: erasmustraineeship@unitus.it

Office hours: Monday - Tuesday - from 10:00 to 13:00.

Art. 22 Orientation day

In order to facilitate carrying out the internship abroad, the Mobility and International Cooperation Office will organize an orientation day for the explanation and compilation of the documents necessary for the internship, which candidates are strongly invited to participate. The winners of the scholarship will be summoned by e-mail.

Article 23 Checks

Based on the art. 71 of Presidential Decree 445 of 28/12/2000, the University of Tuscia proceeds to carry out checks, even on a random basis, in all cases in which there are well-founded doubts about the truthfulness of the self-certifications. The lack of truthfulness of the information declared or self-certified constitutes a reason for exclusion/forfeiture, without prejudice to the other consequences established by law.

Article 24 Processing of personal data

The personal data provided by the candidates will be collected at the University of Tuscia. Pursuant to EU regulation 679/2016 "General Data Protection Regulation" the Data Processor is the University of Tuscia, which can be contacted at the e-mail address rettore@unitus.it; the person in charge of the collection and processing is the Mobility and International Cooperation Office. The provision of such data is mandatory for the purposes of evaluating the participation requirements, under penalty of exclusion from the selection. The candidates' data will be collected and processed, also with computerized tools, for the sole purpose of managing the procedure.

The data protection officer can be contacted at the e-mail addresses dpo@unitus.it and dpo@pec.unitus.it.

The information on the processing of personal data and the exercise of rights is available on the website www.unitus.it, at the address <https://www.unitus.it/it/unitus/footer/articolo/privacy1>.

Art. 25 Responsible for the procedure

Pursuant to the Law of 7 August 1990, n. 241 and subsequent amendments and additions, the person in charge of the procedure, for the procedures of exclusive competence of the University of Tuscia is Dr. Carlo Contardo, Head of the Mobility and International Cooperation Office, Via S. Maria in Gradi 4, 01100 Viterbo, e-mail address: carlocontardo@unitus.it.

Art. 26 Final provisions

ALL ACTIVITIES AND RELATED FUNDING PROVIDED FOR IN THIS NOTICE ARE REGULATED BY AGREEMENT N. 2021-1-IT02-KA131-HED-000004295 FOR ERASMUS MOBILITY A.Y. 2022/2023 STIPULATED BETWEEN THE ERASMUS+ INDIRE NATIONAL AGENCY AND THE UNIVERSITY OF TUSCIA.

Any subsequent official provisions of the Erasmus+ Indire National Agency, which are different from the contents of this notice, prevail over the rules of the notice itself.

The Erasmus+ call for mobility grants for internships abroad a.y. 2022/2023 provides for the mobility of students in host organizations of the European Community and was implemented with the support of the European Commission. However, the content of this notice does not necessarily reflect the position of the European Commission or the Erasmus+ Indire National Agency, and does not make them liable in any way.

Viterbo,

THE RECTOR

Prof. Stefano Ubertini

