



UNIVERSITÀ
DEGLI STUDI DELLA
TUSCIA



Erasmus+

Division I

Mobility and International Cooperation Office

EXTRAORDINARY CALL FOR APPLICATIONS

ERASMUS+ TRAINEESHIP MOBILITY

ACADEMIC YEAR 2025/2026

AGREEMENT No. 2024-1-IT02-KA131-HED-000196723

Erasmus+ Programme KA131 - Student Mobility for Traineeship

for the award of no. 62 mobility grants

with a duration of 3 months

Deadline for online application submission:

23:59 p.m. on 12 April 2026

University of Tuscia

Mobility and International Cooperation Office

Via S. Maria in Gradi 4, 01100 Viterbo

erasustraineeship@unitus.it

Useful reference links:

- Application:
<https://studenti.unitus.it/InternationalMobilityCall?programmaMobilita=87035ee2-cc33-4dbc-8330-b20f6895ce82&mparent=a810c9e6-57a0-4a45-afb9-1303649d6182&msection=GridMenu>

- Cost of living in the various destination countries:
<https://www.numbeo.com/cost-of-living/>

- Working conditions:
https://eures.ec.europa.eu/living-and-working/living-and-working-conditions_en

- List of websites to get in touch with host organisations. Some websites may offer paid services. It is the student's responsibility to assess the suitability of the service provided:
 - [TEuroBrussels](#), the European Affairs Jobsite
 - [EURES](#), the European Job Mobility Portal
 - [EURODESK](#), information and guidance on EU programmes
 - [GARAGEERASMUS](#)
 - [GLOBAL PLACEMENT](#), Internship Network
 - [Praxis Network](#)
 - [Reconfirm Trainee Portal](#)
 - <https://www.stage4eu.it/>
 - [Euro Brussel](#), European Affairs Job Search
 - [Agence Nationale pour l'Emploi](#)
 - [Germany forum jobline](#)
 - [Careers in Poland](#)
 - [Placement in Portugal](#)
 - [Tecno Empleo](#) (Spain)
 - [Placement Slovakia](#)
 - [Swedish public employment Service](#)

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PREAMBLE - THE ERASMUS+ PROGRAMME 2021-2027

Erasmus+ Traineeship mobility for the academic year 2025/2026 is governed by the regulations relating to the new seven-year cycle of the Erasmus+ Programme (2021-2027).

ART. 1 GENERAL INFORMATION

1.1 Purpose

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

Erasmus+ for Traineeship grants are awarded for the performance of the following activities at a foreign host institution:

- curricular traineeships;
- extracurricular traineeships.

The expected educational objective of the traineeships offered under this Call, which constitutes a preferential criterion in the evaluation of applications, is the development of professional skills and transversal competences useful to significantly enrich academic profiles and capable of increasing the participants' employment prospects, including self-employment.

1.2 Eligible applicants

The following students are eligible to apply for the present Call for the award of **no. 62 Erasmus+ for Traineeship mobility grants**, with a duration of 3 months, provided that at the time of application they are regularly enrolled for the academic year 2025/2026 at the University of Tuscia, regardless of their field of study:

- students enrolled from the 1st year onwards in a Bachelor's Degree programme or a single-cycle Master's Degree programme, and in any case not beyond the 2nd year beyond the standard duration of the programme;
- students enrolled from the 1st year onwards in a Master's Degree programme, and in any case not beyond the 2nd year beyond the standard duration of the programme;
- students in the final year of Bachelor's, Master's and Single-Cycle Master's degree programmes may apply to the call exclusively before obtaining their degree. These students may choose to

carry out the traineeship either before graduation or within twelve months after graduation, provided that they submitted their application to the call while holding student status;

- from the first year onwards, students enrolled in Specialisation Schools or PhD programmes may apply, subject to prior authorisation from the programme/school coordinator or director, to be sent to the following email address: erasustraineeship@unitus.it. PhD students who are recipients of a doctoral grant may use the additional allowance provided for stays abroad, which shall be added to the Erasmus+ funding from the European Commission. Pursuant to current regulations on the prohibition of double funding and to provisions on compatibility with the National Recovery and Resilience Plan (PNRR), doctoral grants financed with EU funds do not allow the simultaneous receipt of multiple funding sources for the same type of actions;
- students who are citizens of a European Union Member State, of another Programme Country or of Third Countries, and who are temporarily resident in Italy;
- students who meet all the requirements relating to credits and grade point average set out in Annex 1 of this Call, "Evaluation Criteria".

1.3 Admission requirements and grounds for withdrawal of the grant

- Possession of language proficiency equivalent to at least B1 level in the language(s) of the host country or in a language accepted by the host organisation as a working language, as provided for in Art. 7;
- availability of a minimum of 2 months of traineeship mobility, as provided for by the Erasmus+ Programme within the relevant study cycle, and therefore not having already used the maximum of 12 months of mobility allowed by the Erasmus+ Programme within the same study cycle;
- students who intend to carry out the traineeship during their study programme must retain student status for the entire duration of the traineeship; the award of the degree during the traineeship period shall result in withdrawal of the grant and repayment of the amounts received;
- not being a recipient of other funding for stays abroad financed by European Union funds that overlap, even partially, with the Erasmus+ traineeship period (to be declared at the time of acceptance of the grant).

Failure to meet any of the above requirements shall result in the exclusion of the applicant from the selection procedure. Applicants are admitted to the selection conditionally, subject to verification of the required eligibility criteria. The University of Tuscia may, at any time and by means of a reasoned decision, exclude an applicant from the selection procedure due to failure to meet the admission requirements set out in this Call.

ART. PERIOD AND DURATION OF THE TRAINEESHIP

The Erasmus+ Programme allows for a minimum period of mobility abroad of 2 months (60 complete and consecutive calendar days) and a maximum of 12 months; the grants awarded by the University of Tuscia have a maximum duration of 3 months (90 days). **Traineeships may be carried out after the publication of the final selection ranking list and must be completed no later than 31 July 2026.** Any closure period due to holidays of the host organisation shall not be counted for the purposes of reaching the minimum required duration.

The total number of Erasmus mobility months already carried out and those to be carried out may not exceed 12 months for each Bachelor's, Master's or third-cycle degree programme and 24 months for single-cycle degree programmes.

ART. 3 DESTINATION COUNTRIES

Erasmus+ for Traineeship mobility may be carried out at host organisations located in European Union Member States and in other countries participating in the Programme (Programme Countries), listed below:

- Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- European Economic Area countries: Iceland, Liechtenstein, Norway;
- Candidate countries: Turkey, former Yugoslav Republic of Macedonia.

ART. 4 HOST ORGANISATIONS

Applicants must independently identify an organisation willing to host them as trainees and therefore propose to carry out the traineeship at an institution contacted autonomously or through the intermediation of an academic staff member.

Acceptance for the purposes of applying to this Call must be formalised through a Letter of Acceptance drawn up according to the attached format (Letter of Acceptance, see Annex 2), complete with all the required elements.

4.1 Eligibility of host organisations

The host institution at which the traineeship is to be carried out must correspond to the definition indicated in Version 1 (2025) of the Programme Guide issued by the European Commission, namely:

“any public or private organisation in a Programme Country or Partner Country active in the labour market or in the field of education, training, youth, research and innovation”.

Eligible institutions therefore include:

- public or private enterprises, small, medium-sized or large;
- public bodies at local, regional or national level;
- embassies or consular offices of the sending Programme Country;
- social partners or other representatives of the world of work, including Chambers of Commerce, craft or professional associations and trade unions;
- research institutes;
- foundations;
- schools/institutes/educational centres at any level;
- non-profit organisations, associations, NGOs;
- career guidance bodies, professional counselling and information services;
- universities or higher education institutions in a Programme Country.

In the case of traineeships at university institutions (e.g. university laboratories, university libraries, etc.), the activity carried out must be professional training and NOT study-related (e.g. traineeships at university Erasmus offices are admissible).

In the case of traineeships at Italian cultural institutes abroad, schools, Italian Chambers of Commerce abroad, Italian law firms based abroad, private companies whose registered office is in Italy, etc., the principle of transnationality must be guaranteed (e.g. the trainee acquires know-how different from that which would be acquired through a traineeship in their home country).

Non-eligible institutions include:

EU institutions and other EU bodies, including specialised agencies (the complete list is available at the following link: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_it).

Under no circumstances may the host organisation indicated at the application stage and evaluated by the Evaluation Committee for selection purposes be changed, except for serious and proven reasons. In any case, the decision on the request to change the host organisation shall be at the discretion of the Evaluation Committee.

At the unquestionable discretion of the University, only host organisations deemed suitable in terms of organisational reliability, presence and availability of a tutor, adequacy of logistical conditions,

coherence of the tasks envisaged in the traineeship offer with the objectives and values of the European Union enshrined in the Treaty of Lisbon and in the Charter of Fundamental Rights of the EU, and compliance with the principles of the European Quality Framework for Internships shall be admitted.

In doubtful cases, the final assessment of the eligibility of the organisation and/or company shall in any case be the responsibility of the Erasmus+ National Agency Indire.

4.2 Mobility in more than one country

Mobility in more than one country is admissible, subject to documented justification, only in the case where the host organisation signing the Learning Agreement for Traineeship is responsible for the entire duration of the traineeship at all locations. This implies that there is a relationship between the different host organisations (for example, headquarters and their branch offices).

ART. 5 FINANCIAL CONTRIBUTIONS

The mobility contribution is intended as financial support for the additional costs related to the stay abroad and is therefore not intended to fully cover the expenses incurred.

Erasmus+ for Traineeship mobility contributions are paid on the basis of the actual duration of the traineeship in days, as certified by the attendance certificate issued by the host organisation (Traineeship Certificate). The duration must not be less than 60 days nor exceed 90 days.

The amount of the Erasmus+ community contribution varies according to the destination country's belonging to one of the following groups:

- **GROUP 1 (high cost of living) - € 500/month:** Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, the Netherlands, Sweden.
- **GROUP 2 (medium cost of living) - € 450/month:** Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.
- GROUP 3 (low cost of living) - € 450/month:** Bulgaria, Croatia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Turkey, Hungary.

In the event of exhaustion of community funds or simultaneous allocation of other EU funding, or upon specific request by the student and subject to authorisation by the International Mobility and Cooperation Office, eligible students may be awarded, in ranking order, "Erasmus zero-grant" status, which allows them to benefit from the advantages related to mobility without receiving the EU contribution.

5.1 Students with fewer opportunities

Students with fewer opportunities are defined as participants in one or more of the following conditions:

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

Students with fewer opportunities receive an additional contribution to the individual contribution assigned for Erasmus+ physical mobility of 250 euros/month, following the ranking order until the available funds are exhausted.

Students with disadvantaged socio-economic conditions are identified by Ministerial Decree no. 180/2025, which identifies for the academic year 2025/2026 students with disadvantaged socio-economic conditions and links economic disadvantage to an Equivalent Economic Situation Indicator (ISEE and/or ISEEUP) equal to or lower than € 27.948,60.

Candidates receive an additional contribution of € 250,00 per month, in addition to the individual contribution assigned for Erasmus+ for Traineeship mobility, as per the table below:

Country of destination	Monthly individual contribution	Top-up for lower opportunities	Total monthly amount
GROUP 1	€ 500	€ 250	€ 750
GROUP 2	€ 450	€ 250	€ 700
GROUP 3	€ 450	€ 250	€ 700

For the identification of students entitled to the additional individual contribution, the ISEE and/or ISEEUP values available on the GOMP portal by the deadline of this Call and relating to enrolment for the academic year 2025/2026 will be taken into consideration.

Where such data are not available by the deadline, the additional contribution cannot be awarded.

5.2 Tax treatment of the Erasmus+ grant

Pursuant to Art. 1, paragraph 50, of Law no. 208 of 28/12/2015, international mobility grants are subject to the exemptions provided for in Art. 1, paragraph 3, of Decree Law no. 105 of 9 May 2003, converted, with amendments, by Law no. 170 of 11 July 2003, without prejudice to further legislative amendments.

5.3 Additional support for students with disabilities and/or special needs

In order to allow broader participation in mobility, special funding is available for students with disabilities and/or special needs, allocated by the European Union and based on the actual costs effectively incurred.

For further information, candidates are invited to contact the Mobility and International Cooperation Office.

5.4 Additional grant funded by MUR

The first **30** eligible students in the ranking list will be awarded an additional grant funded by MUR, amounting to **€ 444,16** each.

5.5 Supplementary contribution from the University of Tuscia

This contribution was approved by the Board of Directors on 15 July 2025, subject to available budgetary funds.

It shall be granted to regularly enrolled students who:

- have disadvantaged economic conditions;
- participate in Erasmus+ Traineeship mobility for long-term periods (at least 2 months);
- obtain, within the normal duration of the degree programmes and during the mobility period, at least 12 CFUs.

The contribution shall be differentiated on a decreasing scale according to belonging to three income brackets (ISEE and/or ISEEUP), as indicated in the following table:

ISEE/ISEEUP Value in €	Additional monthly contribution in euros for obtaining at least 12 CFUs
< = 27.948,60	350
> 27.948,61 < 40.000	250
> = 40.000,01	0

Students with disadvantaged socio-economic conditions are identified by Ministerial Decree no. 180/2025, which identifies for the academic year 2025/2026 students with disadvantaged socio-economic conditions and links economic disadvantage to an ISEE and/or ISEEUP indicator equal to or lower than € 27.948,60.

For the identification of students entitled to the supplementary individual contribution, the ISEE and/or ISEEUP values available on the GOMP portal by the deadline of this Call and relating to enrolment for the academic year 2025/2026 will be taken into consideration.

In cases where the data are not available by the deadline of the Call, the additional contribution may not be awarded.

IMPORTANT:

- all students, PhD candidates and specialisation students who, for any reason, are exempt from submitting the ISEE and/or ISEEUP for the purposes of tuition fee payment, in order to benefit from the M.U.R. supplementary contribution, must nevertheless request and upload on the GOMP portal the ISEE and/or ISEEUP for university study purposes 2025, by the deadline of this Call;
- supplementary University contributions shall not be paid to students who are enrolled beyond the first year out of course (for the calculation, reference will be made to the year of first enrolment at the University of Tuscia, also in the case of transfer between degree programmes);
- students who, during mobility, fail to obtain by 31/07/2026 the recognition in their academic record of at least 12 CFUs, will be required to repay the specific M.U.R. contribution already disbursed and the cancellation of any supplements. Academic recognition must be completed exclusively by following the digital procedures through the personal page in the GOMP system. The above limits do not apply to PhD candidates and specialisation students.

ART. 6 GRANT DISBURSEMENT

The procedures for grant disbursement and the minimum clauses established by the European Commission for the award of the financial contribution are set out in the Erasmus+ Mobility Grant Agreement, which each student signs with the University of Tuscia.

Grant payments shall be made exclusively by bank or postal transfer to an Italian bank or postal account (or prepaid card with IBAN) held in the name of the beneficiary student.

The Erasmus+ grant (European Union contribution and any supplementary contribution from the University of Tuscia) shall be paid in two instalments:

- an advance payment, equal to 80% of the total grant amount calculated on the basis of the approved mobility period, shall be paid within 30 days of signing the above-mentioned agreement. The document certifying the date of arrival at the host organisation must be submitted as confirmation of the start of the mobility period;

- the final balance, equal to 20% of the total grant amount, shall be paid after the Mobility and International Cooperation Office has received the traineeship certificate issued by the host organisation. The payment of the Erasmus+ grant balance is also conditional upon the online completion of the Beneficiary Report, which is automatically sent by the Beneficiary Module, the European system for the management of mobility projects. In the absence of the Narrative Report, the participant will be required to repay the entire grant.

ART. 7 LINGUISTIC COMPETENCES

At the time of application, candidates must possess knowledge of the language(s) of the host country - or of a language accepted by the host organisation as a “working language” - at level B1 of the Common European Framework of Reference (CEFR).

Students must demonstrate their linguistic competence by uploading one of the following documents, under penalty of exclusion from the Call:

- an international language certification obtained from recognised international bodies and institutions (the list of certifications recognised by the University of Tuscia is available at the [relevant link](#));
- a certificate issued by the University Language Centre (CLA) of the University of Tuscia following the successful completion of the relevant test (where verification of linguistic competence is required, candidates may complete the dedicated Google Form available at the [relevant link](#) or contact the CLA at the e-mail address cla@unitus.it);
- a transcript certifying the successful completion of the language examination included in the study plan, downloadable from the GOMP portal (the language must correspond to the official language of the host country or to the language accepted by the host organisation as the working language). For Bachelor’s degree programmes, the language examination must be at B1 level, while for Master’s and single-cycle degree programmes it must be at B2 level;
- for native speakers, a self-certification of linguistic competence (Annex 3);
- a certificate obtained upon completion of courses delivered through the OLS (Online Linguistic Support) platform;
- a certificate obtained upon completion of courses delivered through the ILO (International Languages Online) platform of the University of Tuscia.

It is specified that the documentation relating to linguistic competence must not date back more than **THREE YEARS** from the deadline of the Call.

Applications lacking the upload or including a linguistic certification other than those listed above or a self-certification will be excluded.

For the purposes of drawing up the ranking list, as set out in Annex 1 “Evaluation Criteria”, in addition to the score calculated for academic merit, an additional score relating to linguistic competence will be awarded as follows:

Level B2: 1 point

Level C1: 3 points

Level C2: 5 points

In the event that more than one certificate of linguistic competence is submitted, applicants are requested to merge the files into a single PDF document. If the candidate attaches more than one linguistic certificate, the one relating to the best-known language will be assessed.

ART. 8 ONLINE LINGUISTIC SUPPORT (OLS)

The Erasmus+ Programme provides that the selected candidate must undergo a compulsory online assessment of their linguistic competences before the mobility, for the language of instruction identified as the working language with the host organisation in the Learning Agreement for Traineeship.

Before the traineeship, the candidate will receive credentials to access the OLS, will take an entry test and will attend the language course corresponding to their level. Completion of the online assessment before departure is a prerequisite for the mobility, except in duly justified cases.

The language test and the related course will be assigned in the first working language indicated by the host organisation in the Learning Agreement for Traineeship (available languages are: German, English, Spanish, French, Italian, Dutch, Portuguese, Bulgarian, Czech, Danish, Estonian, Greek, Croatian, Latvian, Lithuanian, Hungarian, Polish, Romanian, Slovak, Slovenian, Finnish, Swedish, Irish, Maltese).

If the candidate obtains an entry test result between C1 and C2 in the working language, they may choose to attend an online language course in another of the available languages.

Further information is available at the following link:

https://www.erasmusplus.it/istruzione_superiore/mobilita/online-language-support/.

ART. 9 APPLICATION PROCEDURE

Interested students must submit - BEFORE THE EXPIRATION DATE - their application via the GOMP student portal at the following link:

<https://studenti.unitus.it/InternationalMobilityCall?programmaMobilita=87035ee2-cc33-4dbc-8330-b20f6895ce82&parent=a810c9e6-57a0-4a45-afb9-1303649d6182&msection=GridMenu>

Once logged in, the Call application page can be accessed via the following path: Home > Career, Study Plan, Exams > International Mobility > Traineeship.

The following documents must be uploaded with the application:

- **language proficiency certificate** (see Art. 7);
- **Curriculum Vitae**;
- **Letter of Acceptance** (see Annex 2) from the host organisation, drawn up exclusively using the dedicated template, completed in all its parts and signed by the legal representative of the host organisation or by the traineeship tutor. It is the student's responsibility to verify that the Letter of Acceptance has been accurately completed by the host organisation. In the case of incomplete Letters of Acceptance or those drafted using templates other than the one provided, the application will be excluded.

The Letter of Acceptance may not, under any circumstances, be submitted after the deadline of the Call. Candidates who do not possess the above-mentioned letter before the deadline will not be considered eligible.

Please note that:

- when completing the application, it will be necessary to indicate the number of months already spent abroad under Erasmus mobility;
- any Erasmus mobility periods carried out in virtual mode from the country of habitual residence starting from the academic year 2020/2021 will NOT be counted for the purposes of calculating the maximum number of Erasmus mobility months per study cycle;
- each candidate may submit ONLY ONE application;
- students enrolled in Master's programmes or single courses may not participate in the selection;
- no paper documentation is required.

Failure to upload one of the required documents (language competence certificate, Curriculum Vitae, Letter of Acceptance from the host organisation) in the application form will result in exclusion from the selection.

ART. 10 EVALUATION CRITERIA AND RANKING LISTS

Available grants shall be awarded following a selection process based on the Evaluation Criteria set out in Annex 1.

For the purposes of drawing up the ranking list, in addition to the score calculated for academic merit, further scores will be awarded as follows:

- 5 points to students who have not previously benefited from Erasmus+ mobility during the current study cycle;
- any additional points related to language competence (see Art. 7);
- a score from 0 to 20 points relating to the traineeship project described in the Letter of Acceptance and to the coherence of the proposed traineeship with the academic pathway. The Selection Committee will assess the coherence of the traineeship project with the candidate's academic profile. If the candidate has submitted, at the application stage, a traineeship and related Letter of Acceptance proposing activities that are entirely inconsistent with their academic pathway, they may be excluded from the selection at the unquestionable discretion of the Committee. The attribution of 0 (zero) points for the traineeship project by the Selection Committee will result in exclusion from the selection.

In the event of a tie, priority will be given to the candidate who has not previously benefited from Erasmus+ mobility with or without funding; priority will then be given to the younger candidate (Law no. 191 of 16/06/1998, Art. 2).

ART. 11 PROCEDURES AND DOCUMENTATION

The University Evaluation Committee, appointed for this purpose, will proceed with the assessment of the documentation uploaded by the candidates and with the integration of the ranking list on the basis of the criteria set out in Art. 10 of this Call.

For all procedures connected with the Call and for the publication of the ranking lists, reference is made to what will be published on the University website at the following address:

<https://www.unitus.it/internazionale/studiare-all-estero/erasmus/>.

The winners will receive a communication to their institutional e-mail address from erasustraineeship@unitus.it, including the documentation for acceptance of the grant, which must be completed, signed and sent back to the same e-mail address within seven days.

Failure to submit - or exceeding the established deadlines for - acceptance will entail the forfeiture of the right to the award of the grant.

In the event of withdrawal, the eligible candidates following in the ranking list will be given the possibility to take over.

ART. 12 BEFORE DEPARTURE

The beneficiary must submit:

- a document called "Learning Agreement for Traineeship" for the drafting of the traineeship programme, which must be signed by the Department Erasmus+ Coordinator, by the host organisation and by the beneficiary before departure;
- a financial agreement, which will be signed by the beneficiary and by the Director General of the University of Tuscia and which will include the "Quality Commitment", which defines the roles and responsibilities among the parties involved in the Erasmus traineeship.

For all academic aspects of the mobility, the student must refer to the Department Erasmus+ Coordinators (see Annex 5).

ART. 13 DURING THE MOBILITY

Within three days of arrival at the host organisation, the student is required to send by e-mail the arrival form "Certificate of Arrival" to the International Mobility and Cooperation Office.

In case of changes to the activities signed before the start of the mobility, it is necessary to inform the International Mobility and Cooperation Office, within one month of arrival, by sending the "During the mobility" section of the Learning Agreement for Traineeship duly completed and signed by the host organisation.

In the event that the student wishes to extend the period of stay initially authorised by the Financial Agreement, one month before the assigned end date, the student must send the form "Request for authorisation to extend the grant", completed and signed. It is specified that no interruptions are allowed between the Traineeship period already authorised and the period for which the extension is requested.

The extension period may be funded only in the event that funds are available.

PLEASE NOTE: during Traineeship mobility it will not be possible to attend exams online or in person nor to obtain the final degree at the University of Tuscia, under penalty of cancellation of the mobility.

ART. 14 AFTER THE MOBILITY

Within 30 days after returning from the mobility, the trainee must submit to the International Mobility and Cooperation Office the Traineeship certificate issued by the host organisation (i.e. the “After the Mobility” section of the Learning Agreement for Traineeship), and must have completed the Beneficiary Report, automatically sent by the Beneficiary Module, the European system for the management of Mobility projects.

ART. 15 REPAYMENT OF GRANTS

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

ART. 16 CERTIFICATION AND RECOGNITION

Traineeships within the “Erasmus Traineeship” project are certified by the Traineeship certificate, a document issued by the host organisation that certifies the actual dates of the traineeship activity and reports the assessment of the work carried out in compliance with what was agreed in the “Learning Agreement for Traineeship”.

On the basis of such certifications, the University of Tuscia undertakes to recognise in the student’s academic record the traineeship activity carried out abroad, according to what is provided for by the University Regulations for Erasmus mobility, and by the teaching regulations of the relevant study programmes. The assignment of the number of CFUs for the activities carried out is delegated to the relevant academic structures. If the traineeship is not provided for in the study plan, it may be recognised in the form of additional CFUs. The mobility period will be certified in the Diploma Supplement.

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

- negative assessment in the Traineeship certificate on the activity carried out;
- failure by the trainee to comply with the procedures for submission of the compulsory documentation for the mobility;
- improper behaviour by the trainee towards the host organisation, formally certified by the latter;
- interruption of the traineeship activity and of the mobility before the minimum period without a valid and proven motivation.

In the above cases, total repayment of the grant received by the beneficiary will be required.

Grant recipients, before departure, are required to obtain information on the recognition of CFUs from the Department Erasmus+ Coordinator.

The University of Tuscia rewards students who have participated in the Erasmus+ Mobility program by adding 1 point to the grade awarded during their degree final exam.

ART. 17 WITHDRAWAL FROM THE GRANT

Acceptance of the Erasmus+ traineeship is a serious commitment undertaken by the candidate. Any withdrawals that occur 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 erasmustraineeship@unitus.it and to the host organisation. The minimum traineeship period at the host organisation, 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 National Agency Indire. Interruption of the mobility before this period will entail repayment of the amount received according to the provisions of the National Agency Indire, except for proven cases of force majeure.

ART. 18 RANKING LIST ADJUSTMENT

In the event of withdrawal by the grant recipients, the ranking list of eligible participants will be scrolled; the eligible candidate placed immediately after the withdrawing candidate in the final ranking list will take over. The ranking lists may also be scrolled in the event that additional funding becomes available. In the event of exhaustion of the ranking lists in the presence of residual availability of contributions, the deadlines for submission of applications may be reopened.

Communication of the scrolling will be given to the interested candidates by e-mail. It is understood that, in the event of scrolling of the ranking list, the mobility grant will be awarded subject to acceptance by the student and subject to written confirmation by the host organisation of its willingness to postpone, where necessary, the expected start date of the traineeship and the duration thereof.

ART. 19 CIVIL LIABILITY AND ACCIDENT INSURANCE

Insurance coverage for civil liability and accidents is provided by the University.

The University, on the occasion of activities carried out outside the University and limited to the time necessary for the performance of the same, has contracted the following policies:

- AXA Company - Accident Insurance for Companies and Collectives Policy No. 40773461
Duration: 30/11/2024 - 30/11/2027
- UNIPOLSAI Company - Civil Liability for Various Risks Unitus Policy No. 65.185314010
Duration: 30/11/2024 - 30/11/2027

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

ART. 20 HEALTH INSURANCE

Each beneficiary must personally provide for health insurance coverage: if the candidate is in possession of the European Health Insurance Card (EHIC) they automatically have the right to the services of the National Health Service in all countries adhering to the EU (for information connect to the following sites: <http://ec.europa.eu/social/main.jsp?catId=559&langId=it;www.sistemats.it>). However, coverage of the European Health Insurance Card or of a private insurance may not be sufficient, especially in case of repatriation and of a specific medical intervention. In such cases an additional private insurance could be useful.

ART. 21 ENTRY INTO THE HOST COUNTRY

The student must inform themselves independently regarding any rules regulating:

- entry into the host country, by contacting in good time the relevant diplomatic representations in Italy;
- health assistance in the host country, by contacting their local health authority or the diplomatic representations.

The legislation and regulations governing the entry of non-EU students into the countries participating in the Programme are linked to the nationality of the students: it is the responsibility of the students to inform themselves with the necessary advance notice and to obtain the documents that will allow entry and stay in the destination country.

ART. 22 HELPDESK AND CONTACTS

For information and clarifications, please contact:

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

Dr. Melissa Elefante, tel.: 0761 357992, e-mail: erasustraineeship@unitus.it

Public opening hours: Monday - Tuesday - Thursday - from 10:00 to 12:30.

ART. 23 ORIENTATION DAY

In order to facilitate the carrying out of the mobility, the International Mobility and Cooperation Office will organise an online orientation meeting with the winners to explain the procedures necessary for the mobility, which candidates are strongly invited to attend. The invitation will be sent by e-mail.

ART. 24 CONTROLS

Pursuant to Art. 71 of Presidential Decree 445 of 28/12/2000, the University of Tuscia proceeds to carry out checks, also on a sample basis, in all cases in which well-founded doubts arise about the truthfulness of self-certifications. The lack of truthfulness of the information declared or self-certified constitutes grounds for exclusion/withdrawal, without prejudice to the other consequences provided by law.

ART. 25 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 Controller is the University of Tuscia; the office in charge of collection and processing is the International Mobility and Cooperation Office. Candidates' data will be collected and processed solely for the purposes of managing the selection. The provision of such data is mandatory for the purposes of assessing the participation requirements, under penalty of exclusion from the selection.

ART. 26 OFFICIAL RESPONSIBLE FOR THE PROCEDURE

Pursuant to Law 7 August 1990, no. 241 and subsequent amendments and integrations, the person responsible for the procedure, for the procedures of exclusive competence of the University of Tuscia, is Dr Carlo Contardo, Head of the International Mobility and Cooperation Office, Via S. Maria in Gradi 4, 01100 Viterbo, e-mail address: carlocontardo@unitus.it.

ART. 27 FINAL PROVISIONS

All activities and the related funding provided for by this Call are governed by agreement no. 2024-1-IT02-KA131-HED-000196723 for Erasmus+ mobility a.y. 2025/2026 concluded between the Erasmus+ National Agency Indire and the University of Tuscia.

Any subsequent official provisions of the Erasmus+ National Agency Indire, which differ from what is contained in this Call, shall prevail over the provisions of the Call itself.

The Erasmus+ Call for mobility grants for traineeship stays abroad a.y. 2025/2026 provides for the mobility of students in host organisations of the European Community and was carried out with the support of the European Commission. However, the content of this Call does not necessarily reflect the position of the European Commission or of the Erasmus+ National Agency Indire, and does not in any way make them responsible.

ART. 28 REFERENCE PROVISION

For what is not expressly provided for by this Call, the provisions provided for by the regulations cited in the premises of this decree, as well as the laws in force on the subject, shall apply, insofar as applicable.

In the event of interpretative divergences between the English version and the Italian one of this Call, the Italian text must be considered final.

Viterbo,

THE RECTOR
Prof. Tiziana Laureti