Division I
Mobility and International Cooperation Office

ERASMUS+ CALL FOR APPLICATIONS — TRAINEESHIP MOBILITY

ACADEMIC YEAR 2026/2027
AGREEMENT N. 2025-1-IT02-KA131-HED-000309780

Erasmus+ KA131 Programme – Student Mobility for Traineeship

for the award of 30 mobility grants
for a period of 3 months

Deadline for submitting the online application:
30 November 2026 at 23:59

University of Tuscia
Mobility and International Cooperation Office
Via S. Maria in Gradi 4, 01100 Viterbo
erasmustraineeship@unitus.it

Useful links:

- Cost of living in 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 for contacting companies. Some websites may offer paid services. It is the student's responsibility to assess the suitability of the services offered:

  - ErasmusIntern
  - 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

Traineeship mobilities for 2026/2027 are governed by the rules applicable to the new seven-year Erasmus+ programming period (2021–2027).

ART. 1 GENERAL INFORMATION

1.1 Purpose

Erasmus+ for Traineeship is part of the European Union programme for education, training, youth and sport for 2021–2027. It supports international student mobility with the aim of improving transversal and professional skills, with particular emphasis on their relevance to the labour market and their contribution to a cohesive society (the "Programme").

Erasmus+ for Traineeship grants are awarded for the following activities at a host institution abroad:
- curricular traineeships
- extracurricular traineeships

The intended learning outcome of the traineeships offered under this Call, which is a preferential criterion in the assessment of applications, is the development of professional and transversal skills that significantly enrich participants' curricula and improve their prospects of employment, including self-employment.

1.2 Eligible applicants

Eligible to apply under this Call for the award of **30 Erasmus+ for Traineeship mobility grants, each with a duration of three months**, are students duly enrolled at the University of Tuscia for the academic year 2026/2027 who belong to one of the following categories:

- students enrolled in Bachelor's, Master's or single-cycle Master's degree programmes, from the first year onwards and no more than two years beyond the standard duration of the degree programme;
- doctoral candidates, from the first year onwards, subject to authorisation from their programme coordinator sent to erasmustraineeship@unitus.it. Doctoral scholarship holders may receive the increase provided for periods abroad in addition to Erasmus+ funding from the European Commission. Under the applicable prohibition on double funding and the provisions concerning compatibility with the National Recovery and Resilience Plan (PNRR), doctoral scholarships funded from EU resources do not permit simultaneous receipt of multiple sources of funding for the same type of activity.

In order to participate in this Call, applicants must also:

- be nationals of a Member State of the European Union, another country participating in the Programme or a third country, and be temporarily resident in Italy;
- meet all the requirements concerning credits and average grades set out in Annex 1 to this Call, "Evaluation Criteria".

All Erasmus+ traineeship mobility under this Call must take place entirely before the relevant qualification is awarded, for Bachelor's, Master's and single-cycle Master's students as well as doctoral candidates.

Post-graduation mobility is not permitted, nor may the final degree be obtained during mobility. Beneficiaries must retain their student or doctoral-candidate status throughout the traineeship.

1.3 Admission requirements and grounds for forfeiture of the grant

- Possess at least B1-equivalent proficiency in the language(s) of the destination country or in a language accepted as a working language by the host organisation, as specified in Article 7;
- have at least two months of traineeship mobility remaining in the relevant study cycle; applicants must not have exhausted the Erasmus+ limit of 12 months for Bachelor's, Master's or doctoral programmes, or 24 months for single-cycle Master's programmes;
- maintain student or doctoral-candidate status throughout the traineeship; obtaining the qualification during mobility will result in forfeiture of the grant and repayment of amounts received;
- not receive other EU-funded financial support for stays abroad that overlap, even partially, with the Erasmus+ traineeship period (to be declared upon acceptance of the grant).

Failure to meet even one of these requirements will result in exclusion from the selection procedure. Applicants are provisionally admitted subject to verification of the requirements. The University of Tuscia may exclude applicants at any time, by reasoned decision, if the admission requirements under this Call are not met.

ART. 2 PERIOD AND DURATION OF THE TRAINEESHIP

The Erasmus+ Programme allows a minimum stay abroad of two months (60 full consecutive calendar days) and a maximum of 12 months; University of Tuscia grants cover a maximum of three months (90 days). **Traineeships may begin after publication of the final selection ranking list and must end no later than 31 July 2027**. Any period during which the host organisation closes for holidays shall not count towards the minimum stay.

Erasmus+ traineeship mobility must take place entirely before the qualification is awarded. **Mobility after graduation and obtaining the qualification during mobility are not permitted. Students and doctoral candidates must maintain their status throughout the traineeship.**

The total of Erasmus+ mobility months already completed and those planned may not exceed 12 months per Bachelor's, Master's or third-cycle programme, or 24 months for single-cycle degrees.

ART. 3 DESTINATION COUNTRIES

Erasmus+ traineeships may be undertaken at host organisations in the following EU Member States and other Programme Countries:

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

ART. 4 HOST ORGANISATIONS

Applicants must independently identify an organisation willing to host them as trainees and propose a traineeship with an organisation they have contacted themselves or through the assistance of a lecturer.

For the purposes of this Call, acceptance must be formalised through a letter of acceptance using the attached template (Letter of Acceptance, Annex 2), including all required information.

4.1 Eligibility of host organisations

The host institution must meet the definition in Version 1 (2025) of the European Commission Programme Guide: any public or private organisation in a Programme or Partner Country active in the labour market or in education, training, youth, research and innovation.

Eligible institutions therefore include:

- public or private enterprises, whether small, medium-sized or large;
- public bodies at local, regional or national level;
- embassies or consular offices of the sending Programme Country;
- social partners and other representatives of working life, including chambers of commerce, craft or professional associations and trade unions;
- research institutes;
- foundations;
- schools, institutes and educational centres at any level;
- non-profit organisations, associations and NGOs;
- career guidance, professional counselling and information-service bodies;
- universities or university-level institutions in a Programme Country.

For traineeships at universities (e.g. university laboratories or libraries), the activities must involve professional training and NOT study. A traineeship in a university Erasmus office, for example, is eligible.

For traineeships at Italian cultural institutes abroad, schools, Italian chambers of commerce abroad, Italian law firms based abroad, private companies with registered offices in Italy, etc., the principle of transnationality must be ensured: the trainee must acquire know-how different from that obtainable through a traineeship in their own country.

EU institutions and other EU bodies, including specialised agencies, are not eligible (complete list: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions- and-bodies-profiles_it).

The host institution presented in the application and assessed by the Selection Committee may not be changed except for serious and documented reasons. Any request to change the host organisation is subject to the Selection Committee's discretion.

The University shall admit only host organisations it considers suitable in terms of organisational reliability, availability of a tutor, appropriate logistical conditions, consistency of proposed duties with the objectives and values of the European Union as laid down in the Treaty of Lisbon and the EU Charter of Fundamental Rights, and compliance with the European Quality Framework for Internships.

In cases of doubt, the Erasmus+ National Agency INDIRE has final responsibility for assessing the eligibility of the organisation and/or company.

4.2 Mobility in more than one country

Mobility in more than one country is permitted, subject to documented justification, only where the host organisation signing the Learning Agreement for Traineeship is responsible for the entire traineeship at all locations. This requires a link between the different host companies (for example, a head office and its branches).

ART. 5 FINANCIAL CONTRIBUTIONS

Mobility grants provide financial support for additional expenses arising from a stay abroad; they are not intended to cover all expenses incurred.

Erasmus+ traineeship grants are paid according to the actual number of traineeship days, as certified by the host organisation in the Traineeship Certificate. The duration must be at least 60 and no more than 90 days.

The EU Erasmus+ grant amount depends on the destination country group:

- **GROUP 1 (high cost of living), € 550/month:** Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, the Netherlands and Sweden.
- **GROUP 2 (medium cost of living), € 500/month:** Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia and Spain.
- **GROUP 3 (low cost of living), € 500/month:** Bulgaria, Croatia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Turkey and Hungary.

If EU funds are exhausted, other EU funding is awarded simultaneously, or at the student's specific request and subject to authorisation by the Mobility and International Cooperation Office, eligible students may be assigned "Erasmus zero-grant" status in ranking-list order, allowing them to benefit from mobility arrangements without receiving the EU contribution.

5.1 Students with fewer opportunities

Students with fewer opportunities are participants who meet one or more of the following conditions:

- have needs relating to physical, mental or health conditions;
- experience disadvantaged socioeconomic circumstances.

Students with fewer opportunities receive a supplement of € 250 per month to the individual support granted for Erasmus+ physical mobility.

Disadvantaged socioeconomic circumstances are determined in accordance with Director-General's Decree No. 176 of 10 February 2026, which for academic year 2026/2027 identifies economically disadvantaged students by an Equivalent Economic Situation Indicator (ISEE and/or ISEEUP) not exceeding € 28.339,88.

Applicants receive the monthly € 250 supplement in addition to the individual Erasmus+ traineeship grant, as shown below:

Destination Country	**Monthly individual support**	**Fewer-opportunities supplement**	**Monthly total**
GROUP 1	€ 550	€ 250	€ 800
GROUP 2	€ 500	€ 250	€ 750
GROUP 3	€ 500	€ 250	€ 750

Eligibility for this individual supplement for students with fewer opportunities due to economic disadvantage will be assessed using the ISEE and/or ISEEUP information available on the GOMP portal by the Call deadline and relating to enrolment for academic year 2026/2027.
In cases of economic disadvantage, if this information is not available by the deadline, the supplement cannot be awarded. For needs relating to physical, mental or health conditions, the supplement is awarded on the basis of documentation certifying the condition, irrespective of ISEE and/or ISEEUP.

5.2 Tax treatment of the Erasmus+ grant

Pursuant to Article 1(50) of Law No. 208 of 28 December 2015, international mobility grants are subject to the exemptions provided for in Article 1(3) of Decree-Law No. 105 of 9 May 2003, converted, with amendments, by Law No. 170 of 11 July 2003, without prejudice to subsequent legislative amendments.

5.3 Supplement for students with disabilities and/or special needs

Special EU funding based on actual costs incurred is available to applicants with needs relating to physical, mental or health conditions, supported by documentation certifying the condition. Eligibility for this funding is independent of ISEE and/or ISEEUP. For further information, please contact the Mobility and International Cooperation Office.

5.4 Additional grant funded by MUR

All 30 students selected under this Call shall be awarded an additional grant of **€ 700,00 each**, financed by funds from MUR (Italian Ministry of Universities and Research).

For administrative and accounting reasons relating to the deadlines for using ministerial funds, **the MUR supplement will be paid in a single instalment by 31 December 2026**, following signature of the Erasmus+ Mobility Grant Agreement between the student and the University, even if Erasmus+ mobility has not yet begun.

The MUR supplement will also be awarded to replacement candidates admitted through ranking-list progression, provided that the Grant Agreement is signed in sufficient time for payment by 31 December 2026.

Advance payment does not waive any obligation under this Call concerning the actual completion of mobility. If a beneficiary subsequently withdraws or does not undertake the mobility, the entire MUR supplement already received must be repaid.

5.5 Supplementary contribution from the University of Tuscia

This amount was approved by the Board of Directors on 15 July 2025 on the basis of funds available in the budget.

The supplement will be paid to duly enrolled students who:

- are economically disadvantaged;
- undertake long-term Erasmus+ traineeship mobility (at least two months);
- earn at least 12 ECTS credits during mobility and within the standard duration of their degree programme.

The contribution varies according to the following ISEE and/or ISEEUP brackets:

Income bracket (ISEE/ ISEEUP) in €	**Monthly supplementary contribution in euros for earning at least 12 ECTS credits**
up to 27.948,60	350
27.948,61 to 40.000,00, inclusive	250
40.000,01 or more	0

Disadvantaged socioeconomic circumstances are determined in accordance with Director-General's Decree No. 176 of 10 February 2026, which sets an ISEE and/or ISEEUP threshold of € 28.339,88 for academic year 2026/2027.

Eligibility for the supplement will be assessed using the ISEE and/or ISEEUP available on the GOMP portal by the Call deadline and relating to enrolment for academic year 2026/2027.

If this information is unavailable by the deadline, the supplement cannot be awarded.

IMPORTANT: all students and doctoral candidates who are exempt, for any reason, from submitting ISEE and/or ISEEUP for tuition-fee purposes must nevertheless obtain and upload their 2026 ISEE and/or ISEEUP for university student support to the GOMP portal by the Call deadline in order to receive these supplements.

5.6 Travel support

Travel support is awarded according to distance bands and whether travel is green or non-green. Green travel means travel by bus and/or train where those modes account for most of the outward and return journey in terms of distance travelled. Beneficiaries must retain their travel tickets and submit them to the Mobility Office at the end of mobility.

The amounts below are established by the National Provisions accompanying the 2025 Programme Guide:

Travel distance	Green travel support	Non-green travel support
Between 10 and 99 KM	€ 56,00	€ 28,00
Between 100 and 499 KM	€ 285,00	€ 211,00
Between 500 and 1999 KM	€ 417,00	€ 309,00
Between 2000 and 2999 KM	€ 535,00	€ 395,00
Between 3000 and 3999 KM	€ 785,00	€ 580,00
Between 4000 and 7999 KM	€ 1.188,00	€ 1.188,00
8000 KM or more	€ 1.735,00	€ 1.735,00

The distance between Viterbo and the destination city will be determined exclusively using the European Commission distance calculator: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

ART. 6 GRANT DISBURSEMENT

The arrangements for payment and the minimum clauses established by the European Commission for receiving the grant are set out in the Erasmus+ Mobility Grant Agreement signed by each student with the University of Tuscia.

Payments shall be made exclusively by transfer to a bank or postal current account (or prepaid card with an IBAN) held in the beneficiary student's name.

Without prejudice to Article 5.4 concerning the MUR-funded supplement, the Erasmus+ grant is paid as follows.

The Erasmus+ grant (EU contribution and any University of Tuscia supplement) is paid in two instalments:

- an advance payment of 80% of the grant agreed for the period abroad will be paid within 30 days of signing the above-mentioned agreement. However, the duly completed Certificate of Arrival, signed by the host organisation and showing the date of arrival, must be submitted as evidence that mobility has actually begun;
- the remaining 20%, together with travel support, is paid after the Mobility and International Cooperation Office receives the Traineeship Certificate issued by the host organisation and the travel tickets showing the actual mobility dates.

Payment of the Erasmus+ grant balance is also conditional upon completion of the online Participant Report (EU Survey), automatically sent by the Beneficiary Module, the European mobility-project management system.

Failure to complete the Participant Report (EU Survey) will require the participant to repay the entire grant.

ART. 7 LINGUISTIC COMPETENCES

At the time of application, candidates must have B1 proficiency under the Common European Framework of Reference for Languages (CEFR) in the language(s) of the destination country or in a language accepted by the host organisation as a working language.

Students must demonstrate their language proficiency by uploading one of the following documents, failing which they will be excluded:

- An international language certificate issued by an international body or institution (the list of certifications recognised by the University of Tuscia can be consulted at the relevant link);
- a certificate issued by the University of Tuscia Language Centre (CLA) after the relevant test (to arrange an assessment, contact cla@unitus.it);
- a record of passing a language examination included in the study plan, downloadable from GOMP. The language must be the official language of the destination country or the working language accepted by the host organisation. The language examination must be at B1 level for Bachelor's programmes and B2 level for Master's and single-cycle Master's programmes;
- a certificate obtained following a placement test on the Online Linguistic Support (OLS) platform;
- a certificate obtained on completion of a course delivered through the University of Tuscia ILO (International Languages Online) platform;
- for native speakers, a self-declaration of language proficiency (Annex 3).

Language-proficiency documentation must not be more than **THREE YEARS** old as of the Call deadline.

Applications without evidence of language proficiency or supported by certificates other than those expressly listed in this Article will be excluded.
For the ranking list, in addition to the merit score calculated under Annex 1, "Evaluation Criteria", language proficiency will be awarded the following additional points:
B2 Level: 1 point
C1 Level: 3 points
C2 Level: 5 points

Where more than one language certificate is submitted, applicants should merge the files into a single PDF. If several certificates are attached, the certificate for the language in which the applicant has the highest proficiency will be assessed.

ART. 8 ONLINE LINGUISTIC SUPPORT (OLS)

Language learning is one of the objectives of the Erasmus+ Programme, supporting linguistic diversity and the development of intercultural skills. Erasmus+ offers students the opportunity to improve their language skills before and during mobility through free online courses on the new EU Academy platform: https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language

Students selected for Erasmus mobility to a Programme Country or a third country not associated with the Programme (Key Actions KA131 and KA171), for a period exceeding 14 days, may take an initial language assessment in the language of their mobility before departure. With the new OLS, students and recent graduates may choose one or more languages, with no restrictions on the number of courses taken, and may assess their language proficiency during or after mobility. Currently, five languages are available: Italian, English, Spanish, German and French, from levels A1 to B2. The service will gradually cover 29 languages at all learning levels. Further information: https://www.erasmusplus.it/istruzione_superiore/mobilita/online-language-support/.

ART. 9 APPLICATION PROCEDURE

Interested students must submit – **by 23:59 on 30 November 2026** - their application through the GOMP student portal, by accessing the following link:
https://studenti.unitus.it/InternationalMobilityCall?programmaMobilita=87035ee2-cc33-4dbc-8330-b20f6895ce82&mparent=a810c9e6-57a0-4a45-afb9-1303649d6182&msection=GridMenu

After logging in, the Call is accessible via: Home > Academic Career, Study Plan, Exams > International Mobility > Traineeship.

Open the GOMP application form.

The following documents must be uploaded with the application:

- **Proof of language proficiency** (see Article 7);
- **Curriculum Vitae**;
- **Letter of Acceptance** from the host organisation (Annex 2), prepared exclusively using the designated template, completed in full and signed by the host organisation's legal representative or tutor. Students are responsible for ensuring that the host organisation has completed the letter accurately. Applications with incomplete Letters of Acceptance or letters using a different template will be excluded.

Under no circumstances may the Letter of Acceptance be submitted after the Call deadline. Applicants who do not possess the letter by the deadline will not be eligible.

Please note:

- when completing the application, applicants must indicate any months already spent abroad on Erasmus mobility;

- any Erasmus mobility periods undertaken virtually from the country of habitual residence from academic year 2020/2021 onwards will NOT count towards the maximum Erasmus mobility months per study cycle;
- each candidate may submit ONE APPLICATION ONLY;
- students enrolled in postgraduate specialisation schools, professional Master's courses or individual courses may not participate;
- no paper documents need to be submitted.

Failure to upload any required document (proof of language proficiency, CV or host organisation Letter of Acceptance) will result in exclusion from the selection procedure.

N.B.: Third-country national students who require an Italian residence permit must hold a valid permit allowing them to undertake mobility abroad. A receipt for a renewal application alone is not sufficient for departure.
Successful applicants must email the Mobility and International Cooperation Office a copy of their residence permit together with the mobility-grant acceptance document they receive.
If a beneficiary cannot provide a residence permit valid for the entire mobility period agreed with the host organisation and stated in the Letter of Acceptance, the Mobility and International Cooperation Office will revoke the grant award and proceed to the next eligible candidate on the ranking list.

ART. 10 EVALUATION CRITERIA AND RANKING LISTS

Available places will be allocated through a selection process based on the Evaluation Criteria in Annex 1 to this Call.

For the ranking list, the following additional points will be awarded on top of the merit score:

- 5 points to students who have not previously benefited from Erasmus+ mobility during their current study cycle;
- 10 points to students who, by the Call deadline, have not yet earned the ECTS credits required by their study plan for traineeships/internships/other professional training activities, and who intend to obtain them through recognition of their Erasmus+ traineeship mobility;
- any additional points for language proficiency (see Article 7);
- between 0 and 20 points for the traineeship project described in the Letter of Acceptance and its relevance to the academic programme. The Selection Committee will assess consistency with the applicant's academic profile. Applicants proposing activities wholly unrelated to their academic programme may be excluded at the Committee's sole discretion. An assessment score of 0 (zero) points for the traineeship project will result in exclusion.

In the event of a tie, priority will be given to applicants who have not previously undertaken Erasmus+ mobility, with or without funding; remaining ties will be resolved in favour of the younger applicant (Law No. 191 of 16 June 1998, Article 2).

ART. 11 PROCEDURES AND DOCUMENTATION

The University Selection Committee appointed for this purpose will assess the documentation uploaded by applicants and draw up the ranking list according to the criteria in Article 10.
All procedures relating to the Call and publication of ranking lists will be announced on the University website: https://www.unitus.it/en/international/study-abroad/erasmus/.
Successful applicants will receive an email at their institutional email address from erasmustraineeship@unitus.it with the documentation required to accept the grant. The documents must be completed, signed and returned to the same address within seven days. Failure to submit acceptance, or submission after the deadline, will result in loss of entitlement to the grant. In the event of withdrawal, the next eligible applicants on the ranking list may be offered the grant.

N.B.: International students who require an Italian residence permit must hold a valid Italian residence permit covering the entire mobility period.

A copy of the residence permit must be sent to the Mobility and International Cooperation Office at erasmustraineeship@unitus.it together with the grant acceptance form.

If an extension is requested, the residence permit must cover the entire mobility period, including the requested extension.

If the residence permit is not received by the deadline stated above, mobility cannot be authorised. The entry and residence requirements of the destination country continue to apply.

ART. 12 BEFORE DEPARTURE

Beneficiaries must submit:

- a Learning Agreement for Traineeship setting out the traineeship programme, signed before departure by the Departmental Erasmus+ Coordinator, the host organisation and the beneficiary;
- a Grant Agreement signed by the beneficiary and the Director General of the University of Tuscia, including the Quality Commitment, which defines the roles and responsibilities of the parties involved in the Erasmus traineeship.

For all academic aspects of mobility, students must refer to their Departmental Erasmus+ Coordinators (see Annex 4 to this Call).

ART. 13 DURING THE MOBILITY

Within three days of arrival at the host organisation, students must email their Certificate of Arrival to the Mobility and International Cooperation Office.
If the activities agreed before mobility change, the Mobility and International Cooperation Office must be informed within one month of arrival by submitting the duly completed “During the Mobility” section of the Learning Agreement for Traineeship, signed by the host organisation.
Students wishing to extend the stay originally authorised by the Grant Agreement must submit the completed and signed “Request for Authorisation to Extend the Grant” form one month before the scheduled end date. No interruption is permitted between the previously authorised traineeship period and the requested extension.

Extensions may be funded only if funds are available.

WARNING: During traineeship mobility, students may not take examinations, either online or in person, or obtain their final qualification from the University of Tuscia; otherwise, the mobility will be cancelled.

ART. 14 AFTER THE MOBILITY

Within 30 days of returning from mobility, the trainee must submit to the Mobility and International Cooperation Office the Traineeship Certificate issued by the host organisation (the "After the Mobility" section of the Learning Agreement for Traineeship) and must have completed the Participant Report (EU Survey) automatically sent by the Beneficiary Module, the European mobility-project management system.

ART. 15 REPAYMENT OF GRANTS

Beneficiaries who interrupt their stay before the minimum period without valid, documented justification must repay the full amount received. Only where interruption is due to serious reasons or force majeure (an unforeseeable cause or event beyond the beneficiary's control and not attributable to their error or negligence, such as a health or humanitarian emergency, a nationwide general strike affecting higher education institutions or a natural disaster), duly documented, will the Erasmus+ Agency decide whether the grant may be retained for the months/days of traineeship actually completed.

ART. 16 CERTIFICATION AND RECOGNITION

Traineeships under the Erasmus Traineeship project are certified by the Traineeship Certificate issued by the host organisation, stating the actual dates of traineeship activities and assessing the work performed in accordance with the Learning Agreement for Traineeship.
On the basis of this certification, the University of Tuscia undertakes to recognise the traineeship completed abroad in the student's academic record in accordance with the University Erasmus Mobility Regulations and the teaching regulations of the relevant degree programme. The competent academic structures determine the number of ECTS credits awarded. Where a traineeship is not included in the study plan, it may be recognised as additional ECTS credits. The mobility period will be recorded in the Diploma Supplement.

The University of Tuscia cannot recognise the traineeship abroad in the following cases:

- a negative assessment of the activities in the Traineeship Certificate;
- failure by the trainee to comply with procedures for submitting mandatory mobility documentation;
- misconduct by the trainee towards the host organisation, formally documented by that organisation;
- interruption of traineeship activities and mobility before the minimum period without valid, documented justification.

In these cases, full repayment of the grant received will be required.

Before departure, grant recipients must obtain information about ECTS recognition from their Departmental Erasmus+ Coordinator.

The University of Tuscia rewards students who have participated in Erasmus+ mobility by adding one point to the score awarded at graduation.

ART. 17 WITHDRAWAL FROM THE GRANT

Acceptance of an Erasmus+ traineeship constitutes a serious commitment by the applicant. Any withdrawal before the start of mobility must be communicated and justified in writing to the Mobility and International Cooperation Office at erasmustraineeship@unitus.it and to the host organisation. Withdrawal entails repayment of any advance received.

Interruption of mobility at the host organisation before the minimum traineeship period (60 days) entails repayment of the amount received, except in the cases provided for in Article 15, for which the Erasmus+ National Agency INDIRE will assess whether the grant may be retained for the days of traineeship actually completed.

ART. 18 RANKING-LIST PROGRESSION

Where grant recipients withdraw, the ranking list of eligible participants will be used to offer the grant to the next eligible candidate immediately following the withdrawing beneficiary in the final ranking list. The list may also be used if additional funding becomes available. If the list is exhausted while grants remain available, the application period may be reopened.
Ranking-list progression may also take place where an award is forfeited under this Call, including the circumstances in Article 9.
Candidates concerned will be notified of ranking-list progression by email. In such cases, the mobility grant will be awarded subject to the student's acceptance and written confirmation from the host organisation that it can, where necessary, postpone the planned traineeship start date and adjust its duration.

ART. 19 THIRD-PARTY LIABILITY AND ACCIDENT INSURANCE

The University is responsible for insurance coverage for third-party liability and accidents.
For activities carried out outside the University and only for the time needed to perform them, the University has taken out the following policies:

- AXA — Corporate and Group Accident Insurance Policy No. 40773461.
  Valid from 30 November 2024 to 30 November 2027.
- UNIPOLSAI — Unitus Miscellaneous Third-Party Liability Insurance Policy No. 65.185314010.
  Valid from 30 November 2024 to 30 November 2027.

In the event of an accident or other incident at the host organisation resulting in a medical prognosis exceeding three days, the student must immediately contact the Mobility and International Cooperation Office by emailing erasmustraineeship@unitus.it.

ART. 20 HEALTH INSURANCE

Each beneficiary is personally responsible for verifying and ensuring adequate health insurance coverage for the entire duration of their mobility abroad.
Students holding a European Health Insurance Card (EHIC), in countries where it is recognised, may access medically necessary public healthcare during a temporary stay under the conditions and procedures established by the host country's legislation (information: http://ec.europa.eu/social/main.jsp?catId=559&langId=it;www.sistemats.it). The EHIC does not provide comprehensive healthcare coverage and, in particular, does not cover medical repatriation or private healthcare. Beneficiaries are therefore advised to consider taking out additional private health insurance appropriate to their needs and the conditions in the destination country.

ART. 21 ENTRY INTO THE HOST COUNTRY

Students must independently obtain information on any rules governing:

- Entry into the host country, by contacting its diplomatic missions in Italy in good time.
- Healthcare in the host country, by contacting their local health authority (ASL) or diplomatic missions.

The rules governing the entry of non-EU students into Programme Countries depend on the student's nationality. Students are responsible for obtaining information sufficiently far in advance and securing the documents needed to enter and remain in the destination country.

ART. 22 HELPDESK AND CONTACTS

For information and clarification, please contact:
Mobility and International Cooperation Office – Via S. Maria in Gradi, n. 4, 01100 Viterbo
Dr. Melissa Elefante, tel.: 0761 357992, e-mail: erasmustraineeship@unitus.it
Office hours: Monday, Tuesday and Thursday, 10:00–12:30.

ART. 23 ORIENTATION MEETING

To facilitate mobility, the Mobility and International Cooperation Office will organise an online orientation meeting for successful applicants to explain the procedures required for mobility. Candidates are strongly encouraged to attend. Invitations will be sent by email.

ART. 24 CHECKS

Under Article 71 of Presidential Decree No. 445 of 28 December 2000, the University of Tuscia carries out checks, including random checks, whenever there are reasonable doubts as to the truthfulness of self-declarations. False declarations or self-certified information constitute grounds for exclusion or forfeiture, without prejudice to any other consequences provided for by law.

Art. 25 DATA PROCESSING, CONFIDENTIALITY AND OFFICER RESPONSIBLE FOR THE PROCEDURE

Personal data will be processed in accordance with the principles laid down in Regulation (EU) 2016/679 on the protection of personal data. The Data Controller is the University of Tuscia, with registered office at Via Santa Maria in Gradi 4, Viterbo — certified email (PEC): protocollo@pec.unitus.it.
The legal representative of the University of Tuscia is the Rector, Professor Tiziana Laureti, whose official address for the purposes of her office is the University's registered office at Via Santa Maria in Gradi 4, 01100 Viterbo.
The Head of the University of Tuscia Mobility and International Cooperation Office, Dr Carlo Contardo (tel. +39 0761 357916; carlocontardo@unitus.it), is responsible for all administrative activities relating to this selection procedure that do not fall within the competence of the Selection Committee.
Under Regulation (EU) 2016/679, the General Data Protection Regulation (GDPR), the Data Controller is the University of Tuscia. The Data Protection Officer (DPO) is Professor Andrea Genovese (privacy notice: http://www.unitus.it/it/unitus/footer/articolo/privacy1), contact: dpo@unitus.it and dpo@pec.unitus.it. The Mobility and International Cooperation Office is responsible for collecting and managing the data.

ART. 26 FINAL PROVISIONS

All activities and related funding under this Call are governed by Erasmus+ mobility agreement No. 2025-1-IT02-KA131-HED-000309780 for academic year 2026/2027, concluded between the Erasmus+ National Agency INDIRE and the University of Tuscia.
Any subsequent official provisions issued by the Erasmus+ National Agency INDIRE that differ from the provisions of this Call shall prevail over the latter.
This Call for Erasmus+ traineeship mobility grants abroad for academic year 2026/2027 provides for student mobility to host organisations located in countries eligible under the Erasmus+ Programme, as specified in Article 3, and has been produced with the support of the European Commission. However, its contents do not necessarily reflect the position of the European Commission or the Erasmus+ National Agency INDIRE, neither of which may be held responsible.

ART. 27 REFERENCE PROVISIONS

For any matters not expressly provided for in this Call, the provisions of the legislation referred to in the preamble to this Call, as well as the applicable laws in force, shall apply insofar as applicable.
In the event of differences in interpretation between the English and Italian versions of this call, the Italian text shall be authoritative.

THE RECTOR
Professor Tiziana Laureti



Firmato digitalmente da:
Laureti Tiziana
Firmato il 23/10/2026 13:56
Seriale Certificato: 4733777
Valido dal 18/07/2025 al 18/07/2028
InfoCamere Qualified Electronic Signature CA