PROGRAMMA ERASMUS PLUS
TRAINEESHIP MOBILITY A.Y. 2019-2020 – CALL OPEN!

SUMMARY

Purpose
For the academic year 2019-2020, the University of Salerno has launched a Call for students who wish carry out a traineeship project abroad within the Erasmus+ Programme. The list of host Organizations, the places available and the duration of the mobility are published in the Annex 1, which is an integral document of this call.

Duration of mobility
The mobility period must be of at least two (2) months and a maximum of twelve (12) months and must be completed by September 30th, 2020. Mobility periods with a duration of less than 2 months will not be funded.

Mobility Recipients
To submit the application students must be enrolled at the University of Salerno in degree courses: bachelor, master's degree (laurea magistrale), integrated master degree and PhD courses and they must have the language skills required by the host institution. The EU grant is incompatible with any other type of EU grants. Students who have already received scholarships funded by the Erasmus Programme must still have an adequate number of months in order to accomplish the internship program agreed with the host organization.

Looking for a Company
Students are allowed to look for a Company autonomously. Companies must be located in one of the so called “Programme Countries” https://ec.europa.eu/programmes/erasmus-plus/about/who-can-take-part_en
To this end, it is necessary to send to the host organization the "Letter of Acceptance" together with the note "Information for the host organization", both available on the internet page: web.unisa.it/international/mobilita-in-uscita/students.
In case of acceptance, the letter must be attached to the application within one of the deadlines set by the call for applications.
For the research of the internship it is also possible to consult the following web site: http://erasmusintern.org/.

Traineeship for recent graduates
Subject to the acceptance of the host organization, it is possible to perform the traineeship project after graduation but it is compulsory to submit the application form and being selected before obtaining the degree.
**Eligible and non eligible host Organizations**
The traineeship programme can be carried out in the so called “Programme Countries”

**Eligible Organizations:**
- Higher Education Institutions (International Relations Offices, libraries and University laboratories);
- Public or private organizations;
- Public or private companies;
- Research institutes;
- Foundations;
- Non-profit organizations, associations, NGOs;
- Professional orientation bodies, professional consultancy and information services;
- Schools / institutes / educational centers.

**Non eligible Organizations:**
- EU institutions;
- European Agencies;
- bodies managing European programs;
- Embassies, consulates etc.)

**Application**
Students must apply in one of the four deadlines established in the call. Those who intend to carry out the internship in one of the host Organizations specified in the Annex 1 must select the Host organization related to their Department and to their field of study.
In the application, which must be submitted online through the website web.unisa.it/international in one of the deadlines chosen by the student, it is also compulsory specify whether the internship is part of their study programme (curricular) or is carried out on a voluntary basis.

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**Selection criteria**
The students’ selection is carried out by the International Mobility Committee of the Teaching Council to which the student belongs.
The selection criteria are:

- **a)** number of exams taken before the call deadline
- **b)** Academic merit: weighted average.

The weighted average is calculated by multiplying each mark by the number of credits of the corresponding examination. All the values obtained in this way are added together and eventually divided by the total number of credits obtained with marked examinations (giudizio evaluations are not included). For selection purposes, the rounding criteria will be applied: the digits after the comma lower than 50 will be rounded down (e.g. 26.49 = 26); the digits after the comma equal to or greater than 50 will be rounded up (e.g. 26.50 = 27).

- **c)** Undergraduate degree mark for students enrolled in master’s degree courses. When completing the application, International students will insert 100 (=30 points) in their undergraduate degree mark.

- **d)** Master’s degree mark for students enrolled in PhD courses. When completing the application, International students will insert 100 (=30 points) in their master’s degree mark.

- **e)** Mandatory interview. The interview is scored from 0 to 40 points. Only applicants with a score of at least 10 points will be placed in the ranking list.
The precise date, the location and the time of the interviews will be published at the webpage web.unisa.it/international. There are no other forms of communication of the interview dates to applicants. If candidates are abroad or in situations of particular difficulty, they may be admitted to the interview via Skype. In this case, it is necessary to arrange the meeting with the Academic Coordinator at least one week before the date of the interview. Failure to attend the interview entails the candidate’s exclusion from the selection process. Based on the outcome of the interview, the Committee may change the host Organization.

**Ranking list**
At the end of the selection process, the list of admitted students will be published on web.unisa.it/international in “Calendar deadlines”

**Acceptance of mobility**
Students in the ranking list with the status of ‘assignee’ (assegnatario) must confirm their acceptance in the dates established in the “Calendar Deadlines” through an online form. The link will be provided together with the publication of the rankings. After the acceptance deadline, successful candidates who have not yet confirmed their acceptance will be automatically deleted from the lists.

**Learning Agreement for Traineeship**
The Learning Agreement is the document that sets out the activities to be carried out abroad. **It is a mandatory document.** All selected students, including PhD students and recent graduate are required to fill in the Learning Agreement for traineeship that must be approved and signed by the University of Salerno (Academic Tutor and Departmental Coordinator) and by the Host Organization. The departure of beneficiaries is subject to the approval of the Learning Agreement by the host organization.

**Mobility contract**
All students must sign the mobility contract before departure. This document establishes the beneficiary's commitment to achieve the agreed traineeship programme. In order to sign the Mobility Contract, it is necessary to book an appointment online www.unisa.it/modules/prenotazionitra after the acceptance deadlines.

Needed documents for the signature of the contract:
- Learning Agreement signed by the host Organization.
- Identification card;
- Photocopy of the tax code,
- 2 passport photos;
- IBAN code of the postal / banking account or prepaid card of which the student is the holder or joint account holder;
Immediately after signing the contract, the student must enter the IBAN code in his/her "User Area" (area utente).
Failure to comply with these rules may delay the payment of the grant.

**Online Linguistic Support**
Upon signing the contract beneficiary will receive a license to take an online language course. The license assignment includes an initial test and a final test. The final test allows the student to receive the second instalment of the grant.

**Amount of the scholarship and integration for participants from disadvantaged socio-economic conditions**
Within the Erasmus + Program, the scholarship amount is given to beneficiaries as follows:
- € 400.00 per month for mobility towards Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden and the United Kingdom;
- € 350.00 per month for mobility to other countries.
For those who have submitted an ISEE (“ISEE parificato” or ISEEP) up to a maximum of € 21,000.00 is provided a monthly supplement of € 100,00.
Beneficiaries will receive 80% of the scholarship during their stay and 20% of the scholarship will be paid after their return upon delivery of the documents required by the Programme.

**Extension of exchange period**
During mobility, potential extensions must be sent, duly signed, to the International Relations - Erasmus Office (erasmus@unisa.it) one month before the expiry date of the mobility contract.

**Student’s educational obligations after returning**
For the recognition of the traineeship project students must fill in and submit directly to the Delegate for International Mobility and/or to the academic tutor the request for recognition form, available on web.unisa.it/international. Students must attach the following:
- Certificate for Traineeship
- Learning Agreement for traineeship

All participants in the mobility programme: students, Ph.Ds and recent graduates must submit directly to the Delegate for International Mobility and/or the academic tutor the results of the activities carried out for dissemination purposes.

**Student’s administrative obligations after returning**
When returning from mobility, roughly within the next 15 days, the beneficiary must deliver the following original documents to the Erasmus International Relations Office:
- Certificate issued by the host organization indicating the dates of arrival and departure.
- Learning Agreement signed and stamped by the host organization;
- Certificate for Traineeship containing the results of the internship. This document must be signed and stamped by the host organization;
- EU SURVEY Questionnaire (Participant Report) filled in and sent via web following an email sent by the European Commission;
- Short report (max two pages on the mobility experience);
- Final test of the online language course.

Failure to present the above mentioned documents and failure to complete the EU Survey and the final test of the language course may result in the entire grant being returned.

**Important note:** This English version is made only for publicity purposes. For resolving any dispute and for all legal purposes only the Italian version is valid.