

NOTICE OF OPENING SELECTION FOR ERASMUS+ TRAINEESHIP GRANTS UNTIL EXHAUSTION OF 2023/2024 FUNDS

The University of Trieste invites interested students to apply for mobility grants for **curricular and postgraduate internships** abroad as part of the Erasmus+ Traineeship programme, funded by the European Union with **Erasmus+ 2023/2024 funds amounting to EUR 213.200,00** and made available by the University of Trieste.

Contents

NOTICE OF OPENING SELECTION FOR ERASMUS+ TRAINEESHIP GRANTS UNTIL EXHAUSTION OF 2023/2024 FUNDS	1
ARTICLE 1 – CANDIDATE PROFILE AND AMMISSIBLE ACTIVITIES	2
ARTICLE 2 – HOST STRUCTURES AND PARTICIPANT COUNTRIES.....	2
ARTICLE 3 – TRAINEESHIP ACTIVITIES AND PERIOD.....	3
ARTICLE 4 – FINANCIAL CONTRIBUTION	4
ARTICLE 5 – LANGUAGE SKILLS	6
ARTICLE 6 – APPLICATION PROCESS	6
ARTICLE 7 – ELIGIBILITY CRITERIA AND COMMUNICATION OF ACCEPTANCE	7
ARTICLE 8 – SUCCESSFUL CANDIDATE OBLIGATIONS	8
ARTICLE 9 – RECIPIENTS WITH SPECIAL REQUIREMENTS.....	9
ARTICLE 10 – INSURANCE	9
ARTICLE 11 – ACCESS TO OFFICIAL DOCUMENTS, DATA PROCESSING AND STAFF MEMBER IN CHARGE OF THE ADMINISTRATIVE PROCEDURE	10
ARTICLE 12 – FINAL PROVISIONS.....	11

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

ARTICLE 1 – CANDIDATE PROFILE AND AMMISSIBLE ACTIVITIES

Erasmus+ Traineeship grants are awarded with the aim of funding curricular and postgraduate internships and are reserved for:

- **students regularly enrolled in any degree courses for the academic year 2023/2024;**
- **bachelor's, master's and doctoral students regularly enrolled in the current academic year who are close to graduation as long as they submit their application before graduating and complete their period of mobility within twelve months of getting their degree, or within the time limits provided for in this notice (whichever comes first).**

All students enrolled in any degree course at the University of Trieste (bachelor's, master's, PhD and specialisation degrees) can apply for **curricular internships** abroad.

Bachelor's and master's degree students close to concluding their studies during the academic years 2022/2023 or 2023/2024 may apply for **postgraduate internships** abroad, provided that:

- they submit and confirm their application in Esse3 before graduating
- they complete their internship within 12 months of obtaining their degree
- they do not reacquire student status by enrolling in another university course during the mobility period

This type of internship is aimed at facilitating career choices and the employability of young people as they transition to work. The scheme aims to give students the opportunity to collaborate for a given period with foreign institutions, companies, associations, etc. to increase their skills.

Candidates who fail to meet the requirements may be excluded at any stage of the selection procedure.

ARTICLE 2 – HOST STRUCTURES AND PARTICIPANT COUNTRIES

The countries participating in the Erasmus+ Traineeship programme are: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden. The partner countries of Region 14 (Switzerland and United Kingdom) are also eligible.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

Traineeship activities can be carried out at any company, public or private institution with a registered office in one of the participating countries. This includes Italian diplomatic and consular representations abroad but excludes:

- a) EU institutions and bodies (including specialised agencies);
- b) offices and bodies managing EU programmes.

Applicants can independently locate their host company or institution or use the [ErasmusIntern.org](https://erasmusintern.org) platform run by the Erasmus Student Network (ESN) with EU funding (<https://erasmusintern.org/traineeships>).

ARTICLE 3 – TRAINEESHIP ACTIVITIES AND PERIOD

Erasmus+ Traineeships must be full-time, with 30-40 working hours per week, and have a **minimum duration of 2 months (60 consecutive days)**. Shorter periods are not eligible.

Traineeships may start **from 31 October 2023** and must be completed **by 31 July 2025**.

Students may receive funding for periods abroad from the Erasmus+ programme for up to a maximum of 12 months per degree cycle and up to 24 months for single-cycle degrees, regardless of the type of mobility (internship or study). Erasmus+ periods spent abroad while enrolled at another university also fall under these limitations. Besides respecting the limitations above, students at the end of their degree course must complete their mobility period within 12 months of obtaining their degree (and in any case no later than 31 July 2025).

Students enrolled in bachelor's or master's degree courses must choose an internship consistent with their studies, so that it can be recognised as a curricular internship or as mobility period which earns ECTS/CFU credits (even if these may be ultimately counted as excess credits).

Research activities are eligible provided that they constitute vocational training.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

ARTICLE 4 – FINANCIAL CONTRIBUTION

The recipients will receive an Erasmus+ mobility grant as a flat-rate contribution for the expenses they will incur abroad. Grants are not based on individual expenditure and there is no need to document costs incurred.

Host companies and institutions may provide trainees with further benefits or reimbursements, provided that such amounts do not derive from EU funding. Recipients of other EU scholarships or funding may not benefit from the Erasmus+ grant for the purposes of this notice within the same period. Students may not apply for funding through the Erasmus+ traineeships scheme if the project, action or programme is entirely or partially funded by the European Union (e.g. ESF).

The monthly allowance of the grant is fixed by the Italian Ministry of University and Research (MUR) in agreement with the Erasmus+ National Agency and depends on the cost of living in the destination country, as shown in the table below:

COUNTRY OF DESTINATION	MONTHLY ALLOWANCE
Group 1 (high cost of living): Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden. Region 14: United Kingdom, Switzerland.	EUR 500,00
Group 2 (average cost of living): Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain	EUR 450,00
Group 3 (low cost of living): Bulgaria, the Czech Republic, Croatia, Estonia, Hungary, Latvia, Lithuania, the Republic of North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia	EUR 400,00

The total amount is calculated on the basis that a month equals 30 days, regardless of its actual duration. Periods abroad of less than one month will be considered proportionately, depending on the number of days the recipient will effectively spend abroad.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

Recipients from economically disadvantaged backgrounds will receive a supplement of EUR 250,00 per month. Individuals with an equivalent financial situation index (ISEE) lower than EUR 26,306.25 AND equivalent asset situation index (ISPE) lower than EUR 57,187.53 fall into this category. Partial allowances are calculated as stated above. Supplementary allowance will be automatically paid at the end of the mobility period, upon verification of requirements.

According to the provisions of the National Agency, additional contributions will also be made for the use of sustainable means of transport (*green travel*). Details about how payments will be made will be communicated to recipients by the International Mobility Service.

On the recommendation of the Erasmus+ National Agency, the University grants a supplement of EUR 250,00 per month (full or partial amount, as stated above), to individuals in the following categories. Applicants shall provide a self-declaration to prove they meet the requirements:

- students with children under the age of 18;
- student workers;
- students who are also professional athletes;
- students who are orphans of at least one parent;
- students who are children of victims of terrorism or organised crime;
- students from a migrant or refugee background, who belong to a national or ethnic minority group, students with difficulties in language adaptation and cultural inclusion, etc.

(the form for the 'self-declaration for supplementary allowances' is available on this [page](#)).

This supplement cannot be cumulated with any other contribution for economic disadvantage.

Payments will be made by bank transfer to the bank account registered to the recipient or to a joint account in the recipient's name. The recipient must enter the bank details for the payment in the reserved area in the online academic service platform Esse3. When filling in their application, candidates must verify that their bank details are correct and must ensure that any updates are made in a timely manner.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

ARTICLE 5 – LANGUAGE SKILLS

Through the relevant form (see Article 6), applicants must declare that they know the language of the host country to at least a B1 level (according to the Common Framework of European Reference). If the host institution accepts it, they may declare the same level of knowledge of another vehicular language instead.

The European Commission makes the OLS language learning platform available to all grant recipients. Upon signing the financial agreement referred to in Article 8, recipients will receive information on how to use online language tests and courses.

ARTICLE 6 – APPLICATION PROCESS

Applicants who meet the requirements can submit their application by logging in to Esse3 online academic services with their university credentials. This can only be done in the following period:

18 September 2023 – 6 May 2024 at 12:00

following the guidelines that will be published on this [page](#).

The University has the power to postpone the deadline or reopen the application process.

Candidates must attach the following documents to their application:

- a) self-declaration;
- b) Learning Agreement signed by the person in charge of mobility / traineeships in their department. Doctoral students must submit the agreement to their supervisor and to the coordinator of their PhD course. The agreement must be signed and stamped by the host organisation for acceptance.

In order to apply for the supplementary allowance referred to in Article 4, candidates must also include the following [‘Self-declaration for additional contributions’ form](#) in their application.

Only applications complete with the above documentation, duly filled in, signed, and confirmed in Esse3 online academic services will be accepted.

If there are not sufficient funds to meet the demand of all eligible candidates, applications will be met in order of submission.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

The present notice, the instructions for filling in the application, the necessary forms and all related information and updates can be found on this [page](#).

ARTICLE 7 – ELIGIBILITY CRITERIA AND COMMUNICATION OF ACCEPTANCE

The International Mobility Service will carry out formal checks on the applications and documentation submitted, and verify the availability of funds.

Candidates will receive a notification about the status of their application via their institutional email within the following dates:

APPLICATIONS SUBMITTED BY	COMMUNICATION OF ACCEPTANCE BY
9 October 2023	20 October 2023
17 November 2023	28 November 2023
30 January 2024	12 February 2024
6 May 2024	17 May 2024

The International Mobility Service will provide details and instructions about the acceptance or exclusion of the application.

The list of eligible candidates and their expected contributions will be published on this [page](#).

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

ARTICLE 8 – SUCCESSFUL CANDIDATE OBLIGATIONS

Successful candidates should make sure that they leave enough time to fulfil all their obligations before leaving for their mobility period and to organise their travel accordingly.

It is not possible, under any circumstances, to leave before receiving a notification via institutional email that the financial agreement has been signed by the Deputy Rector for International Relations and Mobility.

The scheduled activities to be carried out during the traineeship must be indicated in the **Learning Agreement**. They must be authorised before the departure and recognised at the end of the mobility period.

Bachelor's and master's degree students must check whether or not they are required to submit their study programme, [in accordance with the procedures and within the deadlines](#) established for their courses. For more information on this aspect, please refer to the [Office for Academic Services](#).

Successful candidates must fulfil the following obligations:

Before departure:

- sign the Financial Agreement;
- take the first language assessment (not mandatory but strongly recommended);

Unless they recently obtained their degree, outgoing grant beneficiaries must also:

- be regularly enrolled for the academic year 2023-2024;
- be up to date with taxes and university fees and fulfil any other obligations.

During mobility:

- promptly communicate the exact starting date of their traineeship;
- if there are changes to the training project originally agreed upon, they must re-submit their Learning Agreement – section 2 (During the Mobility or Change);
- submit any request for an extension of the mobility period, in accordance with the Regulations on student international mobility.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

After returning:

- submit the Learning Agreement – section 3 (After the Mobility) or Transcript of Records or any similar document issued by the host institution certifying the type of activities carried out as well as the start and end date of their traineeship;
- fill in and submit the online EU Survey questionnaire (end-of-mobility report) by logging in on the appropriate platform, in accordance with the procedures received via email.

These actions are required for the recognition of training activities, the payment of the financial contribution and the closure of the mobility procedure. Participants who do fulfil all obligations will be required to refund the contribution received, as a whole or only in part.

Recipients who continue their traineeship outside of the Erasmus+ programme (at their own expense or with other funding sources) are also subject to end-of-mobility obligations. Continuing a traineeship with additional periods not financed through this programme is in no way guaranteed.

ARTICLE 9 – RECIPIENTS WITH SPECIAL REQUIREMENTS

The International Mobility Service will inform successful candidates of any provisions about relevant additional contributions that are communicated by the Italian National Agency INDIRE.

ARTICLE 10 – INSURANCE

During their internship, recipients are covered by the following insurances:

1. health insurance guaranteed by the European Health Insurance Card (EHIC). For further information, please visit this [page](#). All recipients, in particular non-EU citizens, are invited to contact the local health authority (*azienda sanitaria locale* – ASL) to verify the health care conditions in their destination country.
2. the University of Trieste offers all enrolled students civil liability insurance through a policy signed by companies operating in the sector.
3. the University of Trieste offers insurance coverage for accidents at work through the national insurance system (consolidated law on the National Institute for Insurance against Accidents at Work (INAIL), Italian presidential decrees No 1124/65 and 156/99).

University insurance cover for accidents at work and civil liability only covers accidents which occur during traineeship activities. It does not cover any risks associated with the medical

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it

profession and the use of health facilities. Therefore, recipients who fall into this category must provide a supplementary insurance at their own expense.

Recipients will constantly monitor the situation in their destination country so as to remain up-to-date about the health and safety provisions in force and to ensure that they comply with all consequent requirements, restrictions and the specific rules of the host institution or company. If necessary, they will provide additional health and/or travel insurance covering the risks related to any ongoing emergencies. The University will not be liable for any risks, inconveniences or exceptional or unexpected costs incurred due to any interruptions or cancellations of mobility.

ARTICLE 11 – ACCESS TO OFFICIAL DOCUMENTS, DATA PROCESSING AND STAFF MEMBER IN CHARGE OF THE ADMINISTRATIVE PROCEDURE

The personal data collected for the purposes of this selection will be processed in accordance with the European Regulation No 2016/679 on the protection of personal data. Data may also be processed using IT. Aggregate data may also be used for statistical purposes by the Italian Ministry of University and Research.

When necessary, personal data may be transferred to universities located in non-EU countries. In this case, the University will adopt an adequacy decision pursuant article 45 of the General Data Protection Regulation – Commission Implementing Decision (EU) 2021/1773 of 28 June 2021.

Candidates are guaranteed access to the records of the selection procedure pursuant Regulation (EU) 2016/679 on the protection of personal data.

The data controller is the University of Trieste – Piazzale Europa, 1 – 34127 Trieste, in the figure of its legal representative, the Rector.

The staff member in charge of data processing is the Head of the International Mobility Service of the University of Trieste.

Pursuant to Italian Law No 241/90 and subsequent amendments and additions, the staff member in charge of the administrative procedure is the Head of the International Mobility Service of the University of Trieste.

For anything that is not provided for in this notice, please refer to the legislation in force on traineeships, to the Regulations on international student mobility and University regulations.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it



**UNIVERSITY
OF TRIESTE**

**Education and Research Services Division
Unit for Internationalisation
International Mobility Service**

Updated information on Regulation (EU) 2016/679 is available on the [dedicated section](#) of the University's website.

ARTICLE 12 – FINAL PROVISIONS

This notice and a list of successful candidates will be published (at the end of the procedure) on the [Official University Register](#).

The relevant notices, forms and the list of recipients can be found on this [page](#)

For all communications and for the transmission of official documents with the University, candidates must use their institutional email address, assigned to them by the Esse3 computer system when they first enrolled at the University.

The office in charge of this notice is the International Mobility Service.

For anything that is not provided for in this notice, please refer to the legislation in force on traineeships, to the Regulations on international student mobility, to the Regulations on PhDs and other provisions in force at the University of Trieste.

Italian Law No 241/ 1990 - Staff member in charge of this administrative procedure: Enrico Sartor

University of Trieste

Piazzale Europa, 1

I - 34127 Trieste

outgoing.students@amm.units.it

www.units.it – ateneo@pec.units.it