

CALL FOR THE ASSIGNMENT OF MOBILITY GRANTS FOR TRAINEESHIPS ABROAD UNDER THE ERASMUS+/KA1 PROGRAM – CALL 2024

ART. 1 – PURPOSES, BENEFICIARIES, AND REQUIREMENTS

Key Action 1 - Mobility Projects in Higher Education - of the ERASMUS+ Program for Education, Training, Youth, and Sport allows for internships aimed at acquiring professional skills, improving foreign language proficiency, and experiencing the European labor market.

Eligible to participate in the Erasmus+ Traineeship Call 2024 are:

- Students enrolled in the Ordinary Courses at the Scuola Universitaria Superiore IUSS;
- PhD students at the Scuola Universitaria Superiore IUSS;
- Students from the Inter-university Master's Degree Programs activated between the Scuola Universitaria Superiore IUSS and the University of Pavia (Master's Degree in Psychology, Neuroscience and Human Sciences - Civil Engineering for Mitigation of Risk from Natural Hazards (CivRisk));

Under the following conditions:

- They must be regularly enrolled or graduated within 12 months of obtaining their degree;
- They must be selected before obtaining their degree (it is not permitted to obtain the degree during the internship period);
- They must not have used up all the months of mobility allocated for their study cycle (with or without grant);
- They must not be receiving a community contribution for the same period from other programs;

The grant is compatible with the increase of the PhD grant (provided for periods abroad), as long as the coverage of the increased grant is not funded by community funds. For students enrolled in the Inter-university Master's Degree Programs IUSS/UNIPV and in Ordinary Courses, requested mobility periods at IUSS and the University of Pavia/Milan cannot overlap, and the total number of months, combining the periods assigned the Erasmus+ status (with or without grant) by both institutions, cannot exceed 12 months or 24 months for single-cycle degree programs. The grant is incompatible with other mobility grants funded by the School or Colleges for the same period. It is also incompatible with the allocation of a position announced by the School at the École Normale Supérieure in Paris. To ensure quality, the mobility must align with the student's academic path and personal aspirations.

Annex 1 to this call contains the updated Guidelines for awarding mobility grants for traineeships abroad within the ERASMUS+/KA1 program. Attachment 1 is an integral part of this call.

ART. 2 – ELIGIBLE COUNTRIES

The internship can be carried out in:

- **One of the EU member countries:** Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary.
- **One of the third countries associated with the Program:** Iceland, Liechtenstein, North Macedonia, Norway, Serbia, and Turkey.
- **One of the third countries not associated with the Program (from Region 1 – 14):** <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>

It is not possible to carry out an ERASMUS+ mobility period in your country of residence.

ART. 3 – DESTINATION LOCATIONS

The hosting organization can be:

- Any public or private organization active in the labor market or in sectors such as education, training, and youth. For example, such an organization can be:
 - a) A public or private company, of small, medium, or large size (including social enterprises);
 - b) A public authority at the local, regional, or national level;
 - c) An embassy or consular office of the EU member state or the third country associated with the sending program;
 - d) A social partner or other representative of the world of work, including chambers of commerce, artisan or professional associations, and trade unions;
 - e) A research institute;
 - f) A foundation;
 - g) A school/institution/educational center (at any level, from preschool to higher secondary education, including vocational education and adult education);
- A non-profit organization, association, or NGO;
- An organization for career guidance, professional counseling, and information services;
- A Higher Education Institution from a Program country holding an Erasmus Charter for Higher Education.

Internships cannot be carried out at:

- EU institutions and other EU bodies, including specialized agencies.
- Organizations managing EU programs, such as National Agencies.

ART. 4 – DURATION OF THE MOBILITY PERIOD

The duration of the traineeship mobility period ranges from **a minimum of 2 months to a maximum of 12 months of physical mobility (long-term mobility)**, as agreed with the hosting organization. The period must conclude by **31 July 2026**.

For PhD students, the physical mobility can also range from a **minimum of 5 to a maximum of 30 days (short-term mobility)**.

Students who interrupt their stay before reaching 2 months without valid and documented reasons will be required to return the entire grant amount. Only in cases of interruption due to serious reasons or force majeure (e.g., an unforeseeable cause or an uncontrollable event not attributable to the beneficiary's error or negligence, such as a national strike in Higher Education Institutions, a natural disaster, etc.), duly documented, will the Erasmus+ National Agency decide on the potential confirmation of the grant for the days/months of traineeship actually completed. Holiday periods as provided by the hosting organization are not considered as periods of interruption. During such periods, the grant is maintained and contributes to the calculation of the minimum duration of the traineeship period.

Please note that the days of financially supported physical mobility will be defined by the Selection Committee based on the number of selected applications to allow the maximum number of students to benefit from the experience.

During the mobility period, it is not permitted to graduate or obtain the degree for which you are enrolled at the School or affiliated University, nor to transfer to another institution.

Extension of the Mobility Period: If a student, after starting the mobility period, needs to extend the period to complete or integrate the activities outlined in the learning agreement, they may request an extension. The total mobility period, including any extension, cannot extend beyond **31 July 2026**; combined with any previous mobility periods within the same study cycle, it must also not exceed the total limit of allowed mobility months for that cycle.

To obtain an extension, the student must submit a motivated request at least 30 days before the end date of the mobility period, with authorization from the hosting organization and the Erasmus+ delegate.

ARTICLE 5 – FINANCIAL CONTRIBUTIONS

The European Commission has determined that the long-term traineeship mobility grant is adjusted based on the destination country, according to the following groups:

Monthly Grant	Destination Countries
500 €	<p>GROUP 1 (HIGH cost of living) Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Norway, Netherlands, Sweden. <i>Non-associated third countries from Region 13:</i> Andorra, Monaco, San Marino, Vatican City State. <i>Non-associated third countries from Region 14:</i> Faroe Islands, United Kingdom, Switzerland</p>
450 €	<p>GROUP 2 and GROUP 3 (MEDIUM and LOW cost of living) Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain; Bulgaria, Croatia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Turkey, Hungary</p>
700 €	Non-associated third countries from Regions 1 to 12

The School cannot allocate more than 20% of the available funding to activities with non-associated third countries (including countries from Regions 13 and 14).

Students and recent graduates participating in short-term physical mobility to any country will receive €79.00 per day for up to 14 days of activity and €56.00 per day from the 15th to the 30th day of activity, plus travel support.

Students and recent graduates with fewer opportunities:

- Students and recent graduates with fewer opportunities participating in long-term mobility will receive an additional contribution of €250.00 per month on top of the individual support.
- Students and recent graduates with fewer opportunities participating in short-term physical mobility will receive an additional contribution of €100.00 for a mobility period of 5-14 days, and €150.00 for a period of 15-30 days.

Contributions for persons with disabilities:

Participants with fewer opportunities, especially those with specific physical, mental, or health-related needs, can request additional support to cover costs directly related to mobility, which are not covered by the standard individual support grant. Selected candidates who indicate this need during their application will receive detailed information on how to request this additional contribution.

ART. 5 BIS – FINANCIAL CONTRIBUTIONS - TRAVEL SUPPORT

The European Commission has also established travel support for:

- Students and recent graduates participating in short-term physical mobility;
- Students and recent graduates participating in long-term physical mobility who are traveling to non-associated third countries from Regions 1-12;

According to the following table:

Distance Bands	Green Travel – Amount	Non-Green Travel – Amount
Between 10 and 99 KM	56 Euro per participant	28 Euro per participant
Between 100 and 499 KM	285 Euro per participant	211 Euro per participant
Between 500 and 1999 KM	417 Euro per participant	309 Euro per participant
Between 2000 and 2999 KM	535 Euro per participant	395 Euro per participant
Between 3000 and 3999 KM	785 Euro per participant	580 Euro per participant
Between 4000 and 7999 KM	1188 Euro per participant	1188 Euro per participant
8000 KM or more	1735 Euro per participant	1735 Euro per participant

ART. 6 – SUBMISSION OF APPLICATION

The application must be submitted by completing the online form, available at the following link: https://docs.google.com/forms/d/e/1FAIpQLSc6nVzsVCajjOrwO8yBcGP3uLg95brx2cLMAMuETgt4hEW6rw/viewform?usp=pp_url.

The application must be accompanied by the following documentation, which must be uploaded to the online form, under penalty of exclusion. The attachments to be completed and uploaded to the online form are available with the Call, the Guidelines, and English translations at the IUSS School website section - Competitions, Calls, and Selections - International Mobility Calls: <https://www.iusspavia.it/en/university-school/organisational-structure/calls-applications-and-announcements/mobility>

Documentation required for each category:

1. STUDENTS OF UNDERGRADUATE COURSES

- **Description form of the internship (Annex A)**, signed by the candidate and the referring professor, demonstrating the alignment of the traineeship with the study path. The referring professor for Ordinary Courses is identified as the Area Manager.
- **Letter presenting the project** with an explanation of its relevance to the study and/or research path.
- **Self-certification of exams** taken at IUSS School, downloadable from ESSE3.
- **Self-certification of exams** taken at the home University.
- **Declaration of assumption of risk and exemption from liability.**
- **Acceptance by the foreign supervisor** or host university (an email approval is sufficient).
- **self-declaration**, drawn up pursuant to Presidential Decree 445/2000, regarding **the non-receipt of other scholarships** assigned by the School or Colleges for the same period of the application.

2. STUDENTS OF MASTER'S DEGREE COURSES

- **Description form of the internship (Annex A)**, signed by the candidate and the referring professor, demonstrating the alignment of the traineeship with the study path. The referring professor for Master's Courses is identified as the Course Coordinator.
- **Letter presenting the project** with an explanation of its relevance to the study and/or research path.
- **Self-certification** of exams taken at the University of Pavia.
- **Self-certification** of the bachelor's degree grade (converted to the Italian grading scale).
- **Declaration of assumption of risk and exemption from liability.**
- **Acceptance by the foreign supervisor** or host university (an email approval is sufficient)
- **self-declaration**, drawn up pursuant to Presidential Decree 445/2000, regarding **the non-receipt of other scholarships** assigned by the School or Colleges for the same period of the application.

3. PhD STUDENTS

- **Description form of the internship (Annex A)**, signed by the candidate and the referring professor, demonstrating the alignment of the traineeship with the study path. The referring professor for PhD Courses is identified as the supervisor; for the National PhD SDC Course, it is the referring person at the host institution.
- **Letter presenting the project** with an explanation of its relevance to the study and/or research path.
- **Letter from the supervising professor** according to the provided **model**.
- **Declaration of assumption of risk and exemption from liability**.
- **Acceptance by the foreign supervisor** or host university (an email approval is sufficient).
- **self-declaration**, drawn up pursuant to Presidential Decree 445/2000, regarding **the non-receipt of other scholarships** assigned by the School or Colleges for the same period of the application.

Application Deadlines:

The deadlines for submitting applications are **23.09.2024, 31.01.2025, and 30.06.2025**. After the final deadline, if funds are available, applications will be accepted on a rolling basis, meaning they will be registered and evaluated in the order of receipt. Resources will be allocated to projects evaluated positively based on the order of receipt and the start date of the mobility period, until the funds are exhausted.

ART. 7 – SELECTION

Applications will be evaluated by a Commission appointed by Rectoral Decree.

The composition of the Commission will be announced through the School's Bulletin Board.

The Commission will select the applications received and assign a score out of 100 based on the following criteria:

For Undergraduate Students:

- Traineeship project: up to 30 points
- Presentation letter and motivation: up to 20 points
- Average grades during the study period: up to 30 points
- Average grades during the study period at the home University: up to 20 points

For Master's Degree Students:

- Traineeship project: up to 30 points
- Presentation letter and motivation: up to 20 points
- Average grades during the study period at the University of Pavia: up to 20 points
- Bachelor's degree grade: up to 30 points

For PhD Students:

- Traineeship project: up to 40 points
- Presentation letter and motivation: up to 25 points
- Merit score provided by the supervising professor via the attached letter: up to 35 points

The Commission will prepare a single ranking list.

In the event of a tie, priority will be given to candidates who have not previously received mobility grants. The Commission may decide to allocate a portion of the available funds to each of the three deadlines.

The ranking list will be made available within 45 days from the application deadline on the School's Bulletin Board.

In case of equal score, the ranking position will be determined by giving priority to:

1. Candidates with greater career seniority;
2. Candidates with higher age.

ART. 8 – ACCEPTANCE OF THE MOBILITY PERIOD

Selected students must send an acceptance notification of the scholarship to the email address: erasmusplus@iusspavia.it by the deadline set by the offices. Failure to communicate acceptance will result in disqualification from the ranking list.

ART. 9 – RESPONSIBLE FOR THE PROCEDURE

Pursuant to Law No. 241 of August 7, 1990, and subsequent amendments, the person responsible for the procedure described in this call is Dr. Giovanna Spinelli – Palazzo del Broletto, Piazza della Vittoria No. 15 – 27100 Pavia (tel. 0382/375811).

ART. 10 – DATA PROCESSING AND CONFIDENTIALITY

In accordance with personal data protection legislation (Legislative Decree 196/2003 and subsequent amendments, as well as Article 13 of Regulation (EU) 2016/679), the IUSS University School, as the Data Controller (with its headquarters at Piazza della Vittoria, 15, 27100 Pavia PV – PEC: direzione@pec-iusspavia.it), informs that the processing of personal data collected at the IUSS School's administrative offices is for institutional purposes and activities, and for legal obligations related to managing the relationship with the IUSS School, specifically concerning the Erasmus+/KA1 Program; it will be carried out in compliance with the legality conditions set out in Regulation (EU) 2016/679, by authorized personnel, using both manual and automated procedures, within the necessary scope to pursue the aforementioned purposes. Data will be processed in accordance with the necessity principle and will be retained in compliance with administrative documentation retention regulations. Data may be communicated to external entities (Erasmus+ National Agency INDIRE, host institution, European Commission) and to public bodies where communication is legally mandatory. Data subjects have the right to obtain from the IUSS University School access to personal data and to request its rectification or deletion, or restriction of processing, or to object to processing (Articles 15 et seq. of the Regulation). The relevant request should be submitted to the Data Controller. Further information is available at the following link: <https://www.iusspavia.it/it/protezione-dati-personali>.

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IUSS

Scuola Universitaria Superiore Pavia



Erasmus+

ANNEX 1

GUIDELINES FOR AWARDING MOBILITY GRANTS FOR TRAINEESHIPS ABROAD WITHIN THE ERASMUS+/KA1 PROGRAM

Requirements for period of mobility

The traineeship period can be carried out while enrolled at the School as students of Undergraduate courses, PhD students, Master's degree students (if the agreement with the administrative headquarters University is activated) or after having obtained the qualification. During the period of mobility it is not possible to obtain the qualification for the course in which one is enrolled at the School or at the associated administrative headquarters body, in the case of a Master's degree course.

Those who intend to carry out the traineeship period after having obtained the qualification must be selected for mobility before the date of obtaining the qualification and the mobility period must end within 12 months from the date of attainment of the qualification (in the case of students of Undergraduate courses, within 12 months of the date of attainment of the degree).

The recipient of the mobility grant

- cannot benefit in the same period from a community contribution foreseen by other programs or actions financed by the European Commission or from a scholarship within the scope of other mobility programs of the School or Colleges;
- must not have already reached the maximum number of the total months of mobility (with or without scholarship) allowed by the Erasmus+ Program (12 months for three-year or two-year Undergraduate courses, PhD courses, first level and second level Master's Degree, 24 months for single cycle)

Please note: the start of the Erasmus Traineeship mobility is subject to the awarding of the grant and the signing of the necessary documents, therefore it is necessary to send the application by observing the deadlines indicated in the Call.

The candidate may propose to carry out his/her internship in an organization with which he/she have contacted autonomously or through the intermediation of a professor.

General indications in preparation for mobility

The student must ensure that his/her identity card or passport and possibly his/her residence permit are valid for the entire mobility period. If traveling outside the EU and in non-EU countries, a visa is required for entry: in order to obtain the latter, you must contact the diplomatic mission (Embassy or Consulate) of the destination country in Italy in time.

Non-EU citizens will have to collect the necessary information in advance and obtain the documents that will allow his/her entry and stay in the country of destination: the legislation and regulations that regulate the immigration of non-EU citizens in various countries are different, and linked to the nationality of the mobility participants.

Any procedures and costs for the attainment of an entry visa and/or residence permits in the host

country will be dependent on the student as well as his/her responsibility.

Before leaving, it is advisable to consult the “Viaggiare Sicuri Portal” and read the information published by the Ministry of Foreign Affairs about the country of interest.

The student must autonomously inform himself/herself with regard to healthcare in the host country, contacting the local health authority or diplomatic missions. For European citizens who will carry out the mobility within the Union, basic health insurance coverage is guaranteed by the European Health Insurance Card (E.H.I.C.), which allows access to basic health services in EU countries. Before leaving, non-EU citizens must check with the consular representatives of the country of destination what the requirements for health insurance are. For periods of mobility outside the member countries of the European Community it is advisable to take out private health insurance with any travel agency or with an insurance company. For detailed information about each country, refer to the Ministry of Health website and search for your destination using the Ministry's interactive guide [“Se parto per”](#).

If you are leaving for mobility in a non-EU country, register on the website [“Dove siamo nel mondo”](#), managed by the MAECI Crisis Unit, clearly indicating the requested data: full name, city/country, destination location, updated contact details and period of stay.

During the entire period abroad, mobility participants automatically benefit from accident and civil liability insurance coverage provided by the School.

The mobility grant

The grant does not cover the entire costs of the internship abroad, but it constitutes a contribution to the expenses that the student must bear; it can be cumulated with all financial aid disbursed in Italy (without prejudice to previously declared incompatibilities), as long as non-EU.

The Erasmus+ Program divides the participating countries into groups, based on the cost of living in the countries themselves, and provides grants of different amounts based on the group to which the destination country belongs:

Monthly Grant	Destination Countries
500 €	GROUP 1 (HIGH cost of living) Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Norway, Netherlands, Sweden. Non-associated third countries from Region 13: Andorra, Monaco, San Marino, Vatican City State. Non-associated third countries from Region 14: Faroe Islands, United Kingdom, Switzerland
450 €	GROUP 2 and GROUP 3 (MEDIUM and LOW cost of living) Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain; Bulgaria, Croatia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Turkey, Hungary
700 €	Non-associated third countries from Regions 1 to 12

The School cannot allocate more than 20% of available funding to activities with third countries not associated with the program (including countries of Regions 13 and 14).

The grants will be awarded to candidates in order of ranking until available funds are exhausted. The monthly amount due based on the country of destination will be assigned for the number of months indicated in the acceptance letter.

Before departure, when signing the **Grant Agreement (Mobility Agreement)**, the economic contributions will be adjusted to the duration of the period in days, based on the expected start and end dates of the internship indicated by the host institution.

Any remaining amounts and any funds that may become subsequently available will be assigned to the students in order of ranking.

In case of period waivers and/or reductions, the resulting grants will be assigned by scrolling through the ranking.

Students who, due to the exhaustion of funds, do not obtain the expected scholarship, will be able to leave anyway, enjoying the Erasmus "status" only. In the event of subsequent availability of funds, the grant may later be assigned to them, even after the mobility period has ended, in compliance with the ranking.

The payment of the grant will be made in two installments: the first installment, of 80%, will be paid within 30 days following the signing of the Grant Agreement and after having sent the confirmation of the start of the internship signed by the tutor from the hosting university to the competent offices of the home university. The balance of 20% will be paid after returning from the mobility, within 45 days of delivery of the documentation indicated in the following paragraph "Mandatory obligations after the conclusion of the mobility period".

DISABILITY CONTRIBUTIONS

Students with disabilities (including, for example, those suffering from celiac disease or learning disabilities on Erasmus mobility) will be able to benefit from specific contributions linked to their particular needs (special needs), with funds allocated by the European Commission, in addition to those already provided for mobility.

Further information regarding the methods and deadline for submitting a request will be provided by the Orientation, student services and placement O.U.

TRAVEL SUPPORT

The European Commission has also established travel support to be allocated to:

- Students and recent graduates on short-term physical mobility;
- Students and recent graduates on long-term physical mobility traveling to third countries not associated with the Program of Regions 1-12;

According to the following guidelines:

Distance Bands	Green Travel – Amount	Non-Green Travel – Amount
Between 10 and 99 KM	56 Euro per participant	28 Euro per participant
Between 100 and 499 KM	285 Euro per participant	211 Euro per participant
Between 500 and 1999 KM	417 Euro per participant	309 Euro per participant
Between 2000 and 2999 KM	535 Euro per participant	395 Euro per participant
Between 3000 and 3999 KM	785 Euro per participant	580 Euro per participant
Between 4000 and 7999 KM	1188 Euro per participant	1188 Euro per participant
8000 KM or more	1735 Euro per participant	1735 Euro per participant

For green travel, it refers to travel done with modes of transportation that ensure a lower level of CO2 emissions (such as train, car sharing, bus). The use of such transportation methods must be documented according to the guidelines provided by the U.O. Orientation, Student Services, and Placement.

Loss of Right to Financial Contributions

The student **will lose the right to financial contributions** relating to the Erasmus period if he/she:

- will not be regularly enrolled in the School;
- will not have carried out all the activities foreseen by the learning agreement;
- will not have sent the requested documents within the peremptory deadlines communicated by the Orientation, student services and placement O.U.;
- will not have completed the Final Report (EU Survey).

If one of the previous events occurs, the beneficiary is required to return the entire amount already received.

Mandatory Requirements Before the Start of the Mobility Period

The beneficiary must complete the **Learning Agreement**, which contains information on the host institution, the internship program, the dates of the start and of the end of the mobility, and must be signed by the School, the host organization and the intern. Any substantial change to the program or the dates of the mobility, including any extensions, must be agreed in writing by the parties (IUSS School, student and host organization).

IUSS School will issue the student with the **Grant Agreement (Mobility Agreement)** which will be signed by the student and the School, in which the period and location of the internship, the amount of any scholarship due and the rights and duties of the student in mobility will be stated.

Mandatory Requirements During the Mobility Period

The student must provide the **Declaration of the start of the internship** issued by the host company (IUSS or host organization form) and, in the event that the student wishes to extend the mobility period, the "Request for authorization to extend" form, duly completed and containing authorization from the host company, within 30 days of the end of the internship. The extension of the internship is conditional on the approval of the School, can be authorized without assigning the scholarship and involves an amendment to the Grant Agreement.

Mandatory obligations following the end of the mobility period

No later than within 30 days of the end of the mobility, the beneficiary must send the Orientation, student services and placement O.U at erasmusplus@iusspavia.it the following documentation:

- Traineeship Certificate issued by the host company, which reports the date of completion of the internship;
 - Learning agreement with the completion of the After the mobility section, which reports the evaluation of the work carried out in compliance with what had been agreed upon;
- He/She will also need to complete the following online:
- Narrative Report (EU Survey). The invitation to compilation is sent by the European Commission via e-mail.

The deadlines and methods for completing, delivering and/or signing the aforementioned documents will be communicated to the students by the Orientation, student services and placement O.U.

Failure to deliver the documents proving the period spent at the Orientation, student services and placement O.U. within the deadline of 30 September 2024, and/or failure to complete the EU Survey by the required deadline, will result in the loss of the right to financial contributions.