



SCUOLA
NORMALE
SUPERIORE

ERASMUS+ PROGRAMME
CALL FOR APPLICATION TO TRAINEESHIP MOBILITIES
ACADEMIC YEAR 2020-2021
(DEADLINE 1 SEPTEMBER 2020)

§ 1 – General Information

The Erasmus+ Traineeship Action enables students to activate a traineeship in any Programme country, with a view to helping them to adapt to the requirements of the Community-wide labour market, to acquire a specific skill, and to improve their understanding of the economic and social culture of the host country.

§ 2 – Eligibility Criteria

Erasmus+ Traineeship mobilities can also be activated by recent graduates within 12 months from graduation. However, **candidates must be regularly enrolled in one of the SNS degree programmes at the moment of their application and of the following selection.**

Therefore, in order to be considered eligible candidates for an ERASMUS+ Traineeship, students, regardless of their nationality, must:

a) be regularly **enrolled** in the SNS Undergraduate or Ph.D. course for academic year 2019-2020;

b) make sure that the total length of their traineeship, when summed to previous Erasmus mobilities for study and/or traineeship activated during their current cycle of studies (first three years of the Undergraduate course, last two years of the Undergraduate course, Ph.D. course) will not exceed 12 months.

Candidates must meet all the above requisites at the date of **30 September 2020**.

§ 3 – Eligible Countries and Organisations

Erasmus+ Traineeships can be activated in any Programme country:

Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey, United Kingdom.

The participation of Switzerland in the Erasmus+ Programme has been suspended by the EU with an information note published on 26 February 2014. Switzerland is thus not eligible as sending nor as hosting country (please see SEMP programme).

Traineeships in the candidate's country of residence are not eligible.

The receiving organisations for traineeships can be:

- Higher Education Institutions holding an ECHE (Erasmus Charter for Higher Education);
- any public or private organisation active in the labour market or in the fields of education, training, and youth. Some examples of eligible destinations include: public or private small, medium, or large enterprises; public bodies at local, regional, or national level; professional organisations, including chambers of commerce, professional or craft registers, and trade unions; research institutes; foundations; schools/institutes/educational centres at any level; non-profit organisations, associations, NGOs; bodies providing vocational guidance, professional counselling and information service.

The following type of organisations are not eligible:

EU institutions and other EU bodies, including specialised agencies (please consult [here](#) the complete list); organisations managing EU programmes, such as National Agencies (in order to avoid any conflict of interests and/or issue of multiple grants), diplomatic representations

(such as Embassies etc.) of the student's country of study, birth and/or citizenship in the host country.

§ 4 – Recognition of the Traineeship Activities

The SNS shall fully recognise all the activities performed during the traineeship mobility, even in those cases where they are not an integral part of the study course, as long as such activities, duly certified by the hosting body at the end of the traineeship, are consistent with the programme approved before departure within the "*Learning Agreement for Traineeship*" and confirmed by the "*Traineeship Certificate by the Receiving Organisation/Enterprise*".

All the recognised activities will be inserted in the student's curriculum and in the official certifications concerning the study course and the final degree.

§ 5 – Duration of the Mobility, Limitations and Incompatibilities

In order to be eligible, mobilities must start after *1st October 2020* and end by *30th September 2021*.

Traineeships cannot last less than 2 months (60 full days) and more than 12 months (360 days). Students may activate more than one *Erasmus +* mobility (for study and/or traineeship), up to a total period of maximum 12 months during their current cycle of studies.

Any previous study or traineeship mobility activated under the Erasmus+ Programme in the same cycle of study must be taken into account for this calculation. Students who already benefited from an Erasmus grant for study and/or research in their current cycle of study can therefore apply for academic year 2020-2021, as long as they still have a *residual period of at least two months* for the traineeship. Previous Erasmus mobility periods have to be declared in the application form.

After reaching their destination, students may request an extension of their traineeship, as long as the whole mobility, including the extension, will not exceed the maximum period described above. The extension must immediately follow the original end date without interruption, and it must be authorised both by the host institution and by the SNS. Financing for the extension period will be granted if available on Erasmus+, ministerial and/or School's funds.

Successful applicants cannot benefit in the same period from other EU funds. However, the traineeship can be co-financed by other grants (the School's, ministerial funds, etc.).

NEW Blended and virtual mobility (new GUIDELINES of 19.06.2020 + update of 30.07.2020):

>> In the event of measures to combat COVID-19 contagion, the mobility planned as face-to-face activities can be started in "virtual" mode ("distance training" organized by the host institution).

In this case, the mobility must be planned considering their completion with a period of activity in the presence abroad (physical mobility), where the evolution of the state of emergency allows it.

If the restrictions persist, the duration of physical mobility may be reduced in favor of a longer duration of the virtual component, or it may be considered to introduce **a period of interruption between the periods of virtual and physical mobility**, provided that the activity is

carried out within the end of the contractual period and the minimum duration established (two months) is respected.

In the event that the continuation of the restrictions due to the epidemiological emergency does not allow participants to complete the mobility with a period of physical activity abroad, an entire period of virtual mobility will also be considered eligible.

In terms of financing, for the mobility carried out in *blended* or entirely *virtual* mode, the European Commission dictates new provisions according to which during the period of "virtual" mobility the participant will not be recognized any contribution relating to individual support. Only in the event that the participant concludes the mobility in attendance, will he be able to receive the relative unit contribution due for the actual days of mobility carried out in attendance.

On the other hand, the mobility of students who go to the host country to follow virtual activities (*) are eligible for **full funding**.

The actual presence in the host country will be confirmed by the host Institute through the usual documentation, such as confirmation of arrival or *transcript of records*. In the event that the partner institute cannot verify the student's physical presence, for example in the event of the closure of the administrative offices of the host institution for the duration of the mobility, proof of presence in the host country can be guaranteed with tickets travel (flight/train).

()pending further details from the National Agency which will be communicated to you as available.*

§ 6 – Financial support

Consistent with what is specified in the previous § 5, Erasmus+ trainees may benefit from the following grants:

a) the **European Union grant (Erasmus+ funding programme)**. Its amount depends on the destination country and the actual number of mobility months. Specifically, funding is attributed according to destination country groups based on the cost of living:

GROUP 1 (HIGH living cost)	Denmark, Finland, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom	€ 300/month
GROUP 2 (MEDIUM living cost)	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	€ 250/month
GROUP 3 (LOW living cost)	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Slovakia, Slovenia, Turkey, Serbia	€ 250/month

b) an **additional grant** of €100.00 per month for traineeship mobilities (**Erasmus+ funding programme**).

c) if applicable, **an additional contribution for students with a disadvantaged socio-economic background (Erasmus+ funding programme)** of €200.00 per month, comprehensive of the additional grant under letter b (*).

d) a **supplementary contribution of €560.00 per month** covered first of all by Fondo Giovani 2018-2019 and the following, secondarily by specific School's funds, depending on the residual funds allocated by the 2020 budget (*).

Candidates benefiting from the European grants + the additional SNS contribution (options a + b + d or a + c + d) **cannot** request any additional funding (including any increase of the Ph.D. scholarship) to their Faculty's Mobility Board for the same mobility. Candidates benefiting **ONLY** from the Erasmus+ contribution (options a + b or a + c) or candidates being assigned a "zero-grant" mobility can ask for additional contribution.

Any grant described above is intended for the performance of eligible activities abroad (*see § 5 – Duration of the Mobility, Limitations and Incompatibilities*) during a mobility of at least **two months and up to 12 months**. The mobility period is to start after *1st October 2020* and to be comprised of consecutive months (*the start and end date must be a working day*).

The total amount of the contribution granted will be communicated by 14th September 2020, after all the assigned mobilities have been accepted by candidates and the rankings have been published (see § 9).

(*) Candidates must submit, by 13th September 2020, the ISEEU documentation necessary to determine the right to the contribution under letters c and d.

§ 7 – Application Procedure and Deadlines

Applications must be sent **online through the user's profile on the Ser.Se platform** (please see instructions in Annex A) by **1st September 2020**.

Candidates must attach the following documents:

- A detailed traineeship project following the template in Annex B "Traineeship Project Form" and clearly explicating the consistency of the traineeship with the candidate's study curriculum. The project must be approved by the teacher in charge of the study plan (for undergraduates) or the Ph.D. coordinator through Ser.Se;
- A letter of intent written and signed by the person in charge at the host institution following the template in Annex C "Traineeship Proposal Form – Acceptance letter". The letter must contain all the necessary contacts and details of the traineeship's seat;
- NEW Covid-19 declaration (Annex D)
- A certificate or self-certification of knowledge of the working language, with the level expressed according to the *Common European Framework of Reference for Languages: Learning, teaching, assessment*. Please follow the instructions available at this link: https://europass.cedefop.europa.eu/sites/default/files/europass_lp_instructions_en.pdf
Please write the *self-certification* according to the following template:

§ 8 – Language Requirements

Knowledge of the working language constitutes a criterion for assigning the grant, but it is not a fundamental requisite for applying.

However, candidates should be aware that the necessary linguistic skills for performing the traineeship will be agreed with the host institution and inserted in the *Learning Agreement for Traineeship*.

Those candidates not having the necessary linguistic skills at the moment of their application commit to acquire them by the traineeship's start date. To this scope, the European Commission has activated free language courses online ([Online Linguistic Support – OLS](#)) reserved to Erasmus+ students. Successful candidates will receive in due time an email with access credentials.

§ 9 – Selection Procedure

An *interclass mobility board* will evaluate the submitted applications and issue the rankings.

Points will be assigned according to the following parameters:

a. Course of study – up to 40 points out of 100

Course Type	Points
Undergraduate	30
PhD	40

b. Year of enrollment – up to 40 points out of 100

The aim is to favour mobilities for research for the final dissertation:

Year of enrollment	Points
Undergraduate: 1st / 2nd year	10
Undergraduate: 3rd year	20
Undergraduate: 4th year	30
Undergraduate: 5th year	40
Ph.D: 1st year	10
Ph.D: 2nd year	25
Ph.D: 3rd year	40

c. Knowledge of the official language of the host country or of the traineeship's working language – up to 10 points out of 100: (Level B2 or lower: 5 points – Level C1 or higher: 10 points).

d. Erasmus+ grant: 10 points for candidates who did NOT benefit from previous Erasmus+ study or traineeship mobilities during their current cycle of study, and 0 points if they did.

In the event of a tie, priority will be given to the younger candidate.

The final rankings will be subject to the approval of the Director's Delegate for Internationalisation and Placement.

The selection's results will be published on the SNS website by **10 September 2020**. Successful candidates must accept the position within 3 days from publication by writing to international@sns.it.

Communication of the economic contribution (subject to submission of the ISEE certification) will be sent upon acceptance of the mobility and confirmation of the dates, by 15 September 2020.

In case the Erasmus+ funding is not sufficient to cover all the requests, it is still possible to authorise "zero-grant" mobilities.

§ 10 – Before Departure

Winners of an Erasmus + Traineeship grant must fill in the *Learning Agreement for Traineeship* with the details of the activities to be performed abroad, and have it signed by the SNS and the host institution.

Trainees commit to follow the instructions sent by the SNS Internationalisation Office regarding any obligation connected to the mobility and to respect the relative regulations.

§ 11 – Upon Return

Within five weeks from the end of the mobility, students must submit all the documentation requested by the Internationalisation Office.

The host institution must communicate the actual start and end date of the traineeship and confirm that all activities were regularly performed. The Internationalisation Office will supply all the necessary forms.

The activities performed abroad will only be recognised if all the documentation is correctly submitted upon return. In case of missing documentation, the funding already issued might be requested back.

§ 12 – Insurance Coverage

During their traineeship, SNS students are covered by the School's insurance policy against **accidents** and for **civil liability**.

The T.E.A.M. Card will guarantee the right to medical assistance at the same conditions offered to citizens of the host country but, during their stays abroad, all students will benefit, regardless of their nationality, from the health insurance coverage stipulated in their favor by the School valid in the country of destination.

For more information, see the DOCUMENTS section of the page. [Health insurance for activities e3abroad](#).

NEW For destinations such as **Germany** and the **UK**, we will give you specific instructions before departure.

§ 13 – Use of Personal Data and Privacy

The candidates' personal data will be treated according to the [Privacy Statement](#).

§ 14 – Contacts and Head of Procedure

For further information, please contact the SNS **Internationalisation Office** (international@sns.it) and, in particular for questions concerning the selection procedure the Head of the Administrative Procedure (Elisabetta Terzuoli - elisabetta.terzuoli@sns.it).

Annex A

INSTRUCTIONS FOR APPLICATION THROUGH SER.SE. (<https://serse.sns.it/it/>)

The application form will be available in the 'International Mobility Requests' section of the student's user profile from the date of publication of the present document and until the deadline for application.

Students can only apply to the positions available in their profile by filling the form and uploading all the necessary documentation as PDF.

Upon submission, the application will be automatically sent to the student's tutor indicated at the beginning of the form for their approval, and then evaluated by the competent Board, except if invalidated by the International Office.

Annex B

TRAINEESHIP PROJECT FORM

Candidate section

Surname: _____

Name: _____

Course: _____

Discipline: _____

Year of enrolment at the date of **30 September 2020**: _____

PROGRAMME OF ACTIVITIES TO BE PERFORMED ABROAD

Host institution:

Working language:

Traineeship Type:

[Digital Skill Traineeships](#) YES NO

A) Voluntary (*not required by the study curriculum*)

B) Traineeship for recent graduates, to be performed *within 12 months from graduation*

Traineeship's provisional start and end date:

from ____/____/____ to ____/____/____ corresponding to ____ months

(minimum 60 days)

- Knowledge, skills and competences to be acquired (please use a separate sheet, if necessary):

- Detailed programme of the traineeship (please use a separate sheet, if necessary):

Date _____

Candidate's signature

Approval of the teacher in charge of the study plan (for undergraduates) or the PhD course coordinator. ()*

() The approval will be conferred upon submission on Ser.Se.*

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Annex C

TRAINEESHIP PROPOSAL FORM – Acceptance letter

Section to be completed by the candidate trainee:

Upon successful application of the candidate to the Erasmus+ programme, we hereby confirm that we are willing to host Mr/Ms _____, currently enrolled at the Scuola Normale Superiore – Pisa (I PISA02), as an Erasmus+ trainee in our enterprise/institution.

We intend to entrust him/her with tasks and responsibilities according to his/her studies, qualifications and knowledge.

Duration of job training period will be from _____ to _____
for a total of _____ months (min.2, max.12).

Contents/Task of the proposed traineeship

Short description of the trainee's activity/job:

Section to be completed by the Host organization:

The main language used at the workplace during the traineeship will be: _____

The level of language competence required by our Company/Institution is:

A1 A2 B1 B2 C1 C2

We will guarantee the following facilities (*only if foreseen*):

- accommodation
- canteen
- monthly supplement to the ERASMUS grant, please specify _____
- others, please specify _____

HOST ORGANIZATION INFO:

Company/Institution:	
Short description of organization activities:	
Type of Organization:	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Non-profit
Number of employees is below 250:	<input type="checkbox"/> Yes <input type="checkbox"/> No
OID Organization:	<input type="checkbox"/> Yes →OID (PIC):_____ Erasmus Code :_____ <input type="checkbox"/> No
Address:	
Postal Code, City:	
Country:	
Website:	
Traineeship supervisor in your Organization ("Tutor") will be Mr/Ms/Dr.:	
Position:	
Tutor's phone number:	
Tutor's e-mail:	

Date: _____

Name of Organization legal representative:

Signature of Organization legal representative:

Host Organization stamp:

DECLARATION BY STUDENTS INVOLVED IN NATIONAL OR INTERNATIONAL MOBILITY

I, the undersigned,

Italian fiscal code

Enrolled in the year of the course in at the Faculty of.....

• Regarding my upcoming international or national mobility at starting on and ending on, that I have been assigned for a.y. following my application to a call published by the SNS;

OR

• Regarding my upcoming international or national mobility at starting on and ending on, that I have been authorised to carry out by the Faculty of

• I am aware that the mobility is allowed to start only provided that the restrictions caused by the Covid-19 emergency are removed and the conditions for national and international mobility are restored,

• I am informed about the insurance policy covering healthcare costs, and the policy against injuries, and for civil liability offered by the SNS to all its students in mobility abroad,

• I am aware that the SNS offers health insurance coverage to all its students in mobility abroad and that the coverage is only valid for those mobilities that have been previously authorised by the SNS;

I undertake, under my own responsibility:

a) to keep constantly informed about and to abide by the laws and regulations set for the prevention from Covid-19 and, in case of international mobility, to enquire about and to accept the measures adopted in the destination country for people coming from Italy (or my actual country of residence) and on the measures adopted for those re-entering Italy from my destination country (e.g.: quarantine, specific restrictions, etc.);

b) to enquire about and to accept the conditions offered by the host institution, e.g. didactics online, restricted access to student dormitories and canteens, etc.;

c) in case of mobility abroad, to enquire about the conditions offered by the insurance policy stipulated by the SNS in favour of its students, and to collect, before I leave, the declaration of coverage issued by the insurance company, in order to be able to submit it to the host institution and/or to the competent Consular Office in the destination country for obtaining a visa;

d) to buy an individual travel insurance covering any eventual expenses due to the cancellation or delay of my travel because of the Covid-19 emergency;

e) to stick by the start and end date authorised by the SNS and to return to the School or re-enter Italy as foreseen, eventually asking for a variation and/or the prolongation of the mobility well in advance, in order to allow the competent offices at the SNS to update the insurance company;

f) to take action quickly in order to return to the SNS or to my residence in case it is not possible for me to complete my mobility once it started because of the Covid-19 emergency, keeping indemnified the SNS against any claims for eventual expenses incurred in for the circumstances listed above.

DATE.....

SIGNATURE.....