



SIMPLIFIED VERSION OF THE ITALIAN ORIGINAL

WITH INDICATIONS FOR STUDENTS OF

SCUOLA NORMALE SUPERIORE

TALENT AT WORK

ERASMUS+ MOBILITY CONSORTIUM

Grants for traineeship mobilities abroad and selection criteria

The Scuola Superiore Sant'Anna - as Coordinating Institution of the Consortium "Talent at Work" - issues the following call for the awarding of Erasmus+ Traineeship grants aimed at funding short- or long-term traineeship mobilities abroad, including blended mobilities.

In detail, the project 2023-1-IT02-KA131-HED-000121148 CUP J51B23000170006 allocates to the Consortium a total budget of 164,868.00 Euros for Erasmus+ Traineeship mobilities.

The call is destined to the formation of three rankings, one per participating institution.

With a view to optimising the use of mobility funds available to the Consortium "Talent at Work", in case of residual funds allocated to the same Consortium under the Erasmus + 2022 call, and of selection of mobilities with duration and characteristics compatible with the requirements of the 2022 call, the three institutions reserve the right to assess the possibility of funding these mobilities with residual 2022 funds. Likewise, each institution reserves the right to finance its mobilities with its own funds, if available, whether of European or different origin.

Art. 1 Aims

The ERASMUS+ Programme in support of education, training, youth and sport, for the period 2021-2027 (Key Action 131) allows first-, second- and third-cycle students to carry out periods of training in companies, training centers, research centers, universities and other organisations located in one of the countries participating in the Programme or in a partner country (a list of which can be found in Table A, Article 6, of the present call for application).

It will be possible to allocate a maximum of 20% of the total budget to mobilities taking place in a Partner country. These mobilities will therefore be funded following the rankings order until the above limit is reached. The remaining mobilities, if deemed eligible, may be authorised at zero grant, or funded by any other sources, if available.

The Programme provides a financial contribution (grant) to partially cover the expenses incurred by beneficiaries during a period of mobility for traineeship abroad, which may be supplemented by individual institutions on the basis of internal Regulations and any ministerial co-financing received.

Mobility in more than one country is not possible.

Art. 2 Application deadline, duration of the mobility, limitations and compatibilities

In order to be eligible, mobilities must start **after 20th May 2024**

The starting dates for mobilities towards Partner Countries should be planned by candidates allotting the necessary time for the administrative procedures necessary to obtain entry visas, if needed.

All mobilities must end by **31st July 2025**.

In order to be eligible, each mobility for traineeship must involve a physical mobility of at least two months (60 full days) and not longer than twelve months (360 days).

It is also possible to apply for a short-term physical mobility with a duration between 5 and 30 days, but, in the case of students from first- and second-cycle courses, the mobility must also include a mandatory virtual component for which candidates won't receive any scholarship.

During each study-cycle, it is possible to activate one or more periods of Erasmus+ mobility (for study or traineeship) adding up to a maximum of 12 months.

Any mobility periods for study or traineeship already carried out under the Erasmus+ Programme during the same study cycle count towards the maximum of 12 months described above. For the academic year 2023-2024, students who have already benefited from an Erasmus grant for study and/or traineeship previously, and who, in the study cycle during which they are applying, still have a minimum remaining period of 2 months (or 5 days, in case of short-term mobilities) in which to carry out a traineeship, may also apply. Previous or current Erasmus mobility periods must in any case be declared on the application form.

Study cycles are defined as follows:

First Cycle: Bachelor's degree;

Second Cycle: Master's degree and single-cycle Master's degree;

Third Cycle: Second-level Master courses and PhD courses.

While abroad, it will be possible to extend the mobility period only if the entire stay, including the extension, does not exceed the maximum limit described above. The extension must be linked to the initial period, without interruption, and must be authorised by the host company/organisation and the sending institution. The subsequential payment of an additional contribution by the sending institution will take place in relation to available Erasmus+, ministerial and/or Institutional funding. The request must be made at least one month before the end date indicated in the financial agreement and authorised by the host company/structure and the sending institution.

Students of the Scuola Normale can only apply if they are currently enrolled in the **3rd, 4th, or 5th year of a corso ordinario** or in **the 2nd, 3rd or 4th year of a PhD course**.

Art. 3 Blended mobility

Any periods of mobility for traineeship of any duration may be carried out in a blended form combining a physical mobility with a virtual component. In such cases, the virtual part may be carried out before, during or after the physical part.

The physical mobility must respect the minimum duration foreseen by the Programme Guide, i.e. 2 months or, for short-mobilities, 5 days.

The virtual part of the mobility carried out in the sending country does not grant the right to any fundings and does not count towards the maximum Erasmus mobility period per study cycle.

Art. 4 Host organisations

The receiving organisations for a traineeship can be:

- Higher Education Institutions based in a Programme Country and awarded with an ECHE (Erasmus Charter for Higher Education),
- Higher Education Institutions based in a Partner Country recognised by competent authorities that have signed inter-institutional agreements with the Home Institution before the start of the mobility

Please note that, in order to undertake a mobility to a Higher Education Institution in a Partner Country (please see a list of the countries indicated as Partner Countries in Table A), an Erasmus Bilateral Agreement must be signed between the home institution and the host University before the start of the mobility. Interested students are advised to consult their own International Relations Office to find out about any positions available in Partner Countries which do not require the signing of the bilateral agreement or with which their own institution have already signed an Erasmus agreement.

- any Programme or Partner Country public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation. For example, such organisation can be:
- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level;
- embassies or consular offices of the sending Programme Country;
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO;
- a body providing career guidance, professional counselling and information services;
- a Programme Country HEI awarded with an ECHE, or a Partner Country HEI recognised by competent authorities that has signed inter-institutional agreements with their Programme Country partners before the mobility takes place.

The following types of organisations are not eligible as receiving organisations for student mobility for traineeships: EU institutions and other EU bodies including specialised agencies

(their exhaustive list is available on the website https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en); organisations managing EU programmes such as Erasmus+ National Agencies (in order to avoid a possible conflict of interests and/or double funding).

Art. 5 Recognition of the Traineeship Activities

Grants are awarded in order to fund exclusively short-term or long-term full-time mobilities for traineeship abroad, which each institution must recognise as an integral part of the student's study curriculum in accordance with its internal didactic regulations.

For the purposes of this recognition, any (parts of) mobility carried out in virtual mode will be considered in the same way as physical mobility.

Art. 6 Financial support

Subject to what is specified in Art. 2, ERASMUS+ trainees may benefit from the following grants:

- a) a **grant for individual support for physical mobility (Erasmus+ funding programme)**. Its monthly amount depends on the destination country and is calculated on the basis of actual days of mobility abroad. In particular, funding is allocated according to the cost of living, as follows:

For long-term mobility (minimum 2 months) Table A:

GROUP	COUNTRY	AMOUNT
GROUP 1 (HIGH living cost)	<p><u>Programme Countries:</u> Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.</p> <p><i><u>Partner Countries from Region 14:</u> Fær Øer Islands, Switzerland,</i></p>	500 EUR per month

GROUP	COUNTRY	AMOUNT
	<i>United Kingdom</i>	
<p>GROUP 2 (MEDIUM living cost)</p>	<p><u>Programme Countries:</u> Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.</p> <p><i><u>Partner Countries from Region 13:</u> Andorra, Monaco, San Marino, Vatican City</i></p>	<p>450 EUR per month</p>
<p>GROUP 3 (LOW living cost)</p>	<p><u>Programme Countries:</u> Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey</p>	<p>400 EUR per month</p>
<p>GROUP 4 OTHER EXTRA-UE COUNTRIES</p>	<p><i>Partner Countries from Region 1 to 12¹</i></p>	<p>700 EUR per month</p>

For short-term doctoral mobility (minimum 5 days, maximum 30 days)

¹For a comprehensive list of Countries, please consult the [Programme Guide 2023](#), pagg. 33-35.

Duration of the physical activity	Amount (any Programme or Partner Country)
Up to the 14th day of activity	79 EUR per day
15th to the 30th day of activity	56 EUR per day

b) a top-up for green travel (Erasmus+ funding programme)

Students and recent graduates can opt for environmentally friendly travel. This entitles students to a contribution of 50 EUR for using environmentally friendly means of transport (e.g. train, bus, carsharing, etc.).

In the case of green travel, a maximum of 4 additional days for the trip may be taken into account for the calculation of individual support.

Students in mobility under the Erasmus+ Programme who benefit from the European Union's contribution may not benefit from any other EU contributions for the same period, while contributions from other sources (university co-funding, ministerial co-funding, etc.) may be used to co-fund traineeship periods abroad.

Special provisions for the Scuola Normale Superiore

The grants mentioned under the present article are not compatible with the increase of the Ph.D. scholarship foreseen in article 9, paragraph 7, letter a), of the Scuola Normale Superiore doctoral course regulations, nor with any other contributions granted by the Scuola and aimed at supporting the same mobility. Students in a long-term mobility will receive an additional contribution from the Scuola Normale of 560 EUR per month with funds provided specifically by the MUR and, in alternative, institutional funds. This contribution constitutes income and is subject to IRPEF taxation.

Art. 7 Supplementary support for students with fewer opportunities

Students and recent graduates may submit a valid ISEE by 30th April 2024 (the deadline of this call for applications) to their home institution. If the ISEE indicator is lower than €26,306.25, according to the indications published by the National Authority (MUR) (Decree n. 204 of 23.02.2023), candidates are considered students or recent graduates with fewer

opportunities and are therefore entitled to an additional grant (from Erasmus+ Community funds) of 250 EUR per month for long-term physical mobilities, in addition to the contribution referred to in art. 6 letter a.

Students and recent graduates with fewer opportunities in a short-term doctoral mobility will receive the following fixed amount.

DURATION OF THE PHYSICAL ACTIVITY	TOP-UP
Short-term mobility of 5 to 14 days	100 EUR
Short-term mobility of 15 to 30 days	150 EUR

Students with fewer opportunities in a short-term mobility or students with fewer opportunities in a long-term mobility towards Partner Countries (except for Partner Countries from Regions 13 and 14) will also receive a **travel support (Erasmus+ funding programme)**.

Travel distance	In case of standard travel	In case of green travel
Between 10 and 99 km:	23 EUR per participant	/
Between 100 and 499 km:	180 EUR per participant	210 EUR per participant
Between 500 and 1 999 km:	275 EUR per participant	320 EUR per participant
Between 2 000 and 2 999 km:	360 EUR per participant	410 EUR per participant
Between 3 000 and 3 999 km:	530 EUR per participant	610 EUR per participant

Travel distance	In case of standard travel	In case of green travel
Between 4 000 and 7 999 km:	820 EUR per participant	/
8 000 km or more	1 500 EUR per participant	/

Art. 8 Support for Students with Special Needs for Physical, Blended or Virtual Mobility (Please see Convention)

Any special needs related to physical, mental, or health conditions may be reported by the candidates to the relevant Office of their institution, in order to allow it to request, where feasible, additional financial support to cover the expenses of the student, and/or any accompanying person.

These supports may also be used to co-finance the costs directly linked to the implementation of mobilities carried out in a blended mode.

The procedure for applying for this additional financial support, as well as the needed supporting documents, will be communicated to students concerned by the relevant office.

Art. 9 Eligible Participants and Modalities of Participation

Grants are reserved to students of the 3 institutions regularly enrolled to the following programmes:

- a) "Corsi ordinari" (Bachelor's and Master's level);
- b) Corsi di perfezionamento/PhD Programmes; PLEASE NOTE: PhD students whose scholarship is funded with European funding (PNRR and PON) must refer to art. 10 of the present call.
- c) First and second level Master courses.

In order to be eligible for an Erasmus+ Traineeship grant, students must fall under one of the following categories:

- students or graduates (in the latter case the traineeship must finish within 12 months from the graduation) who have been selected during their last year;
- doctoral students of the Corsi di Perfezionamento/PhD Programmes (including the period dedicated to the preparation of the thesis, on the basis of the specific arrangements disposed by each institution)²;
- Master students of First or Second level Master courses on track with their studies.

Further conditions:

- students cannot benefit for the same period from other EU funds from other programmes;
- students must know the language of the receiving country (or English, is used as working language).

Art. 10 Incompatibility with other funds

PhD scholarships financed with EU funds (within the framework of the National Recovery and Resilience Plan (PNRR) financed by the European Union – NextGenerationEU and the National Plan complementary to PNRR (PNC)) are incompatible with Erasmus + funds referred to in this selection. Doctoral students receiving the aforementioned scholarships will still be able to apply and will be placed in the ranking for a zero grant Erasmus mobility (without scholarship). Their mobility can be financed with specific funds provided by the MUR and, alternatively, university funds if they become available.

SNS students receiving a doctoral scholarship with European funds who apply and activate the position at zero grant can request the increase of the scholarship and will still receive the SNS contribution of 560 Euro per month.

Art. 11 Application procedures

² Doctoral students can activate an Erasmus Traineeship mobility within 12 months from the dissertation of their thesis as far as they apply for it and are selected while still enrolled in the doctoral course.

The application form must be submitted together with the documentation requested to the candidate's relevant office by:

MONDAY 30th APRIL 2024 h 24:00

Candidates must follow the application procedure described below:

For the Scuola Normale Superiore – the application has to be submitted through the online platform Ser.Se <https://serse.sns.it/it/> within the deadline and according to the instructions below:

The application form will be available from the call opening until the deadline in each student's user profile in the section "Mobility requests".

Students can apply by filling out an online form where they will be enabled to upload PDF documents.

Upon submission, the application will be automatically forwarded to the teacher responsible for the approval, whose name appears in the initial part of the application form.

After this approval, the application will be validated by the Servizio Internazionalizzazione (international@sns.it) and submitted to the Selection Committee.

For each candidate, under penalty of exclusion, the International Office must receive the "Evaluation of the traineeship project" (Annex E) duly filled in and signed by an SNS teacher chosen by the candidate and pertaining to their same field of study. Teachers must send themselves the document at the address support.letters@sns.it

Art. 12 Selection

Submitted applications will be evaluated by a Selection Committee invested by Rector's Decree of the Coordinator of the Consortium and formed by representatives of the three partner institutions.

The composition of the Selection Committee will be published by the deadline for applications in the "albo online" and/or in the dedicated section ("Erasmus and Mobility" or Placement) in the websites of the three institutions (www.sns.it, www.imtlucca.it e www.santannapisa.it).

Candidates can submit only one application each. Funds will be divided among the three Institutions on the basis of applications received, proportionally to the budget requested by candidates for physical mobilities.

The SNS ranking will be created according to the following criteria:

a. Evaluation by the chosen SNS teacher – up to 75 points out of 100

Evaluation criteria	Points
The resources of the host company or institution are adequate for the successful completion of the proposed traineeship programme	Min. 5 -Max. 25
The planned activity offers the opportunity to acquire knowledge, skills and abilities that are complementary and compatible with the academic curriculum in view of the future professional career	Min. 5 -Max. 25
The Traineeship program is consistent with the academic curriculum	Min. 5 -Max. 25

b. Year of enrollment– up to 25 points out of 100

In order to favour those experiences aimed at acquiring new skills for the candidate's future career, the following score will be assigned:

Year of enrollment when submitting the application	Year of enrollment during the mobility	Points
Corsi ordinari: 1st – 2nd year	Corsi ordinari: 2nd – 3rd year	Not eligible for application
Corsi ordinari: 3rd year	Corsi ordinari: 4th year	15
Corsi ordinari: 4th year	Corsi ordinari: 5th year	15

Year of enrollment when submitting the application	Year of enrollment during the mobility	Points
Corsi ordinari: 5th year	Corsi ordinari: after the end of the course	25
PhD 1st and 2nd year	PhD 2nd and 3rd year	Not eligible for application
PhD 3rd year (or 2nd year for 3-year PhD programmes)	PhD 4th year (or 3rd year for 3-year PhD programmes)	15
PhD last year	PhD after the end of the course	25

In case of equal scores, applications will be ordered from the youngest (first) to the oldest (last) candidate.

Art. 13 Language assessment

Although knowledge of the language of the destination Country is one of the criteria for assigning mobility grants, it is not mandatory at the moment of application.

However, candidates must keep in mind that the level of proficiency in the working language necessary for performing the traineeship must be agreed together with the host institution and indicated in the Learning Agreement for Traineeship.

Therefore, each candidate must commit to reach the necessary level of proficiency before departure: the new OLS website is available to those students who will participate in an Erasmus+ mobility abroad: successful candidates will receive via email their credentials together with updated information as soon as available.

Art. 14 Rankings and Acceptation of the Erasmus+ Traineeship Position

Rankings will be available by 13th May 2024 on the websites of the three institutions (www.sns.it, www.imtlucca.it and www.santannapisa.it) and/or candidates will be contacted via email.

Selected candidate must accept their status of “Erasmus+ student in mobility for traineeship” with or without grant within 3 days from publication by sending an email to their home institution.

In case there any fundings still available after covering all the eligible mobilities, or any new fundings are allocated while the project is active, and in accordance with the deadlines set by the INDIRE National Agency, the present call may be re-opened to ensure the full use of financial resources. In this case, the Mobility Commission will be the same previously designated.

Art. 15 Reclaim of the Grant

If a candidate receiving the mobility grant renounces to their student position or incurs in one of the causes of forfeiture or of exclusion provided for by the Regulations of the three Institutions before concluding the mobility period, he/she will be required to interrupt the stay abroad and to promptly notify their Erasmus office.

If the definitive period spent abroad is shorter than the eligibility limit of the mobility itself, the amount of the scholarship already paid must be returned.

In the event of renunciation or inability to carry out the mobility period abroad by a beneficiary, the grant will be assigned following the order of the ranking list, provided that the other candidates still meet the eligibility requirements and that they will be able to activate a mobility of at least two months ending it by 31st July 2025.

Art. 16 Insurance Coverage during the Traineeship

During the Traineeship the participants will benefit from the insurances for authorised off-site activities, to be determined according to specific modalities for each institution.

Candidates must make sure that the policies activated by their home institution or bought directly follow the standards required by the host institution.

Art. 17 Person Responsible for the Procedure

The person responsible for the selection procedure of this call is the Head of the Area Relazioni Esterne e Comunicazione – Scuola Superiore Sant’Anna – Piazza Martiri della Libertà, 33 – 56127 Pisa – tel. 050/883.273, e-mail: c.busnelli@santannapisa.it.

Art. 18 Use of personal data and privacy

In accordance with the EU Regulation 2016/679 and the D.Lgs. 196/2003 and subsequent amendments thereto, for any purpose related to this selection the use of personal data will respect the principles of accuracy, legality, transparency in order to preserve their privacy, as per information according to art. 13 and subsequent articles available on the web page of this current call.

Art. 19 Information

For further information, the relevant section of the candidate's home institution may be browsed (Erasmus and Mobility, Placement or International) or the referent persons of the service for each institution may be contacted.

Art. 20 Final provisions

The information included in this current call may undergo subsequent amendments and integrations to comply with communications by the Erasmus+ National Agency for the a.y. 2022/23. Such amendments and integrations will be notified through the three Schools web sites and/or by email.