ERASMUS+ PROGRAMME
CALL FOR APPLICATION TO TRAINEESHIP MOBILITIES
ACADEMIC YEAR 2019-2020
(DEADLINE 31 JULY 2019)
§ 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 2018-2019;
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 2019.

§ 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 2019 and end by 30th September 2020.
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 2019-2020, 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.).

§ 6 – Financial support
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:

<table>
<thead>
<tr>
<th>GROUP 1 (HIGH living cost)</th>
<th>Denmark, Finland, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom</th>
<th>€ 300/month</th>
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</thead>
<tbody>
<tr>
<td>GROUP 2</td>
<td>Austria, Belgium, Cyprus, France,</td>
<td>€ 250/month</td>
</tr>
</tbody>
</table>
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 and secondarily by specific School’s funds, depending on the residual funds allocated by the 2019 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 2019** 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 **16th September 2019**, after all the assigned mobilities have been accepted by candidates and the rankings have been published (**see § 9**).

(*) **Candidates must submit, by 31st August 2019, 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).

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;
- 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


§ 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**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Points</th>
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<tbody>
<tr>
<td>Undergraduate</td>
<td>30</td>
</tr>
<tr>
<td>PhD</td>
<td>40</td>
</tr>
</tbody>
</table>

b. **Year of enrollment – up to 40 points out of 100**
The aim is to favour mobilities for research for the final dissertation:

<table>
<thead>
<tr>
<th>Year of enrollment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Undergraduate: 1st / 2nd year</td>
<td>10</td>
</tr>
<tr>
<td>Undergraduate: 3rd year</td>
<td>20</td>
</tr>
<tr>
<td>Undergraduate: 4th year</td>
<td>30</td>
</tr>
<tr>
<td>Undergraduate: 5th year</td>
<td>40</td>
</tr>
<tr>
<td>Ph.D: 1st year</td>
<td>10</td>
</tr>
<tr>
<td>Ph.D: 2nd year</td>
<td>25</td>
</tr>
<tr>
<td>Ph.D: 3rd year</td>
<td>40</td>
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</tbody>
</table>
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 2019**. 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 **16 September 2019**.

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.

In alternative, students can request the S1 Form at the nearest ASL office and transfer their health coverage from Italy to the host country for the whole duration of the traineeship. For further information, please contact international@sns.it or the nearest ASL office.

§ 13 – Use of Personal Data and Privacy
The candidates’ personal data will be treated according to the Privacy Statement.

§ 14 - Contacts
For further information, please contact the SNS Internationalisation Office (international@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.
## TRAINEESHIP PROPOSAL FORM

### Candidate section

Surname: 

Name: 

Course: 

Discipline: 

Year of enrolment at the date of **30 September 2019**: 

### 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.
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:**

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<th>Company/Institution:</th>
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<tr>
<th>Short description of organization activities:</th>
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<tr>
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<th>Non-profit</th>
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<tr>
<th>Number of employees is below 250:</th>
<th>Yes</th>
<th>No</th>
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<tr>
<th>PIC Organization:</th>
<th>Yes</th>
<th>PIC:___________________ Erasmus Code :________</th>
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<th>Postal Code, City:</th>
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<tr>
<th>Country:</th>
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<th>Website:</th>
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<tr>
<th>Traineeship supervisor in your Organization (&quot;Tutor&quot;) will be Mr/Ms/Dr.:</th>
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<th>Position:</th>
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<tr>
<th>Tutor's phone number:</th>
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<tr>
<th>Tutor's e-mail:</th>
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<th>Date:</th>
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**Name of Organization legal representative:**

__________________________________________________________________________

**Signature of Organization legal representative:**

__________________________________________________________________________

**Host Organization stamp:**