



UNIVERSITÀ DEGLI STUDI DI PARMA

TrainINcoming

Apply for one of the 30 traineeship opportunities offered by the University of Parma (Italy) to students from international partner institutions
Academic Years 2014/2015 and 2015/2016

The University of Parma is promoting the TRAININCOMING Project, open to students enrolled at one of the Universities having a running international agreement with the University of Parma, and who wish to experience a traineeship in Parma for a minimum period of two months.

The TRAININCOMING Project offers 30 trainees the opportunity to gain invaluable work experience in an international and challenging environment and to put into practice the knowledge acquired during their studies. Furthermore, TRAININCOMING participants will be involved in a specific educational programme which will allow them to acquire the basics of EU Strategies and Policies, European Labour Law, Workplace Safety, Italian Language and Culture. The language used during the programme will be English.

The TRAININCOMING Programme is open to any higher education student (Bachelor- or Master level) interested in acquiring a productive training experience within University premises (labs, administration structures, museums, libraries, academic spin-offs, etc.) or one of the relevant companies/ enterprises/ institutions that have a formal agreement with the University of Parma.

The traineeship period may take place during the study-period or immediately after graduation but, in this case, it will have to be completed within 12 months after the completion of the degree course.

The University of Parma will award selected students an overall grant amounting to 2,000.00 € (gross) for a maximum period of three months. Selected students may also choose to stay for a period of two months. In this case, the grant will be reduced accordingly. In agreement with the hosting department or structure, students may choose to extend their traineeship period without any additional financial support from the University.

Selected students will be enrolled at the University of Parma and get a matriculation number. They will be allowed to attend courses and take exams, provided this is compatible with the planned internship activity. At the end of the mobility period, students' attendance will be certified in a



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Transcript of Records, which will include the list of exams (if taken) results and credits awarded (ECTS) as well as any research activity performed.

Students will be granted free access to the University of Parma facilities. They will benefit from several services such as: a canteen at reduced fees provided by the Regional Agency for the Right of Study (ER.GO); discounts on local public transport; free medical assistance; access to guidance and counselling service; discounts on music and theatre tickets and sports activities.

A first welcome reception service and a programme of leisure activities will be offered by the Parma Erasmus Student Network association (ESN-ASSI).

Conditions of participation

Students wishing to participate in the traineeship programme at the University of Parma must:

- Be registered at one of the partner higher education institutions that have a running agreement with the University of Parma. The Country of the partner institution must not be eligible to participate in the European Erasmus Plus Programme. Therefore, eligible students for receiving grants will be non-EU citizens. Students coming from the EU or from Erasmus Plus eligible Countries may participate in this action but they will not receive any financial support. An Erasmus Plus grant may be provided by their home institution;
- Be regularly enrolled at their home university (either for a Bachelor or Masters Degree);
- Be currently enrolled at their home university or have recently graduated at the moment of applying for this Call (Please note that traineeships in Parma will have to be completed within 12 months from the completion of the student's degree course);
- Have a sufficient knowledge of Italian or English language (at least B1 with reference to the [Common European Framework of Reference for Languages](#)). As detailed in the "Selection Criteria" section, the knowledge of the Italian language as well as other foreign languages will be considered an asset.

The University of Parma will not accept spontaneous or independent application forms. Only application forms sent through the student's home university to the University of Parma will be considered.

The deadline for the submission of application forms is **24th July 2015**. Therefore, the student's home institution will have one week time (no later than **31st July 2015**) to send the application package by this date to the University of Parma. Each home institution may apply earlier deadlines for the internal collection of applications, for organisational reasons. All applicants are invited to refer to their International Relations Office.

The application form, available for download at www.en.unipr.it must be duly completed and signed in original. All the annexes requested in the application form must be provided jointly with the application form. Incomplete applications will be not evaluated.



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Disciplines and traineeship calendar

Participation in the TRAININCOMING project is open to applicants enrolled in a Degree Course (either at Bachelor or Masters level) in one of the following scientific disciplines:

1. Economics
2. International Relations
3. Information Engineering
4. Mechanical Engineering
5. Management Engineering
6. Civil Engineering
7. Law
8. Arts and Humanities
9. Chemistry
10. Food Science or Food Engineering

Applicants are requested to indicate in the relevant application form their period of preference for the traineeship. The traineeship periods are the following:

1. 20th October 2015 – 20th December 2015;
2. 20th January 2016 – 20th March 2016;
3. 20th April 2016 – 20th June 2016.

Selection criteria

The deadline for the submission of the application package is **24th July 2015**. Applicants must handle the application package directly to their home institution office in charge for this action.

The home institution is invited to validate the application packages received by the applicants and then send the validated application packages to the University of Parma by **31st July 2015** to the following address:

Università degli Studi di Parma
UOS Internazionalizzazione – Erasmus and International Home
P.le San Francesco, 3 – 43121 Parma (ITALY)

The application package must be complete of the following material:

1. Application form (either in Italian or English) duly filled out in each section and signed in original;
2. Two recommendation letters from two different members of the academic staff working at the home institution (preferably written in English or Italian);
3. The applicant's CV in Italian or English.



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At least one of the following documents must be included in the application package are:

1. Official certifications of language competence either in English or Italian;
2. Official certifications of competence in other foreign languages;
3. Official certificates of study-periods abroad.

Granting of Scholarship

Scholarship beneficiaries will be requested to open a bank account in Italy as scholarships will be granted through bank transfer to a bank account in Italy. Scholarships will be paid in two instalments at the beginning and at the end of the scholarship period. For three months of traineeship the amount granted will be € 2,000.00 (gross) whereas for two months of traineeship the amount granted will be € 1,330 (gross).

Renunciation to Scholarship and/or Interruption of Traineeship

If the scholarship beneficiary decides to interrupt the traineeship or renounce to the scholarship immediately after assignment, he/she is requested to inform the relevant home institution and the University of Parma and return to the University of Parma the amount of scholarship granted by the University of Parma and not benefitted due to renunciation or interruption. Failure to comply with such conditions may be pursued by law.

Parma, 15th June 2015

THE RECTOR

Prof. Loris Borghi