



UNIVERSITÀ DI PARMA

Application call for European and International Mobility for A.Y. 2022/2023
for traineeship purposes (SMT/SMP)

For ERASMUS+ funding, agreement no. 2022-1-IT02-KA131-HED-000061117



DEADLINES AND USEFUL DATES OF THIS CALL

AREAS OF MOBILITY	ELIGIBLE ACTIONS	Online application on ESSE3 by	Evaluation period for applications	Departure of trainees from
Towards Europe ERASMUS+ SMT placements towards Programme Countries	Only list A	FIRST WINDOW 3 September 2022	05-19 September 2022	26 September 2022
	List A & List B	SECOND WINDOW 10 January 2023	09 – 25 January 2023	1° February 2023
Beyond Europe International ERASMUS+ SMT placements to Partner Countries	Only List A	FIRST WINDOW 3 September 2022	05-19 September 2022	26 September 2022
	Only List A	SECOND WINDOW 10 January 2023	09 - 25 January 2023	1st February 2023
Beyond Europe Non-ERASMUS+ international placements to non-EU countries	Only List A	FIRST WINDOW 3 September 2022	05-19 September 2022	26 September 2022
	Only List A	SECOND WINDOW 10 January 2023	09 – 25 January 2023	1st February 2023

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THE CONTEXT

The University of Parma, with the contribution and support of the ERASMUS+ National Agency INDIRE, and of the Ministry for Universities and Research (MUR), has always aspired to offer its students the widest range of mobility opportunities for the participation in both curricular and extracurricular placements. In the past, this was achieved through two separate mobility programmes: ERASMUS+ SMT and OVERWORLD Training.

Starting from the academic year 2022-2023, with the new Single Call for European and International Mobility for Traineeship Purposes, the University of Parma will merge both opportunities into a single offer in order to widen the possibilities of choice for potential beneficiaries and to harmonise the European and the international mobility context for traineeship purposes.

Please note that mobility for traineeships to non-EU countries (either funded by ERASMUS+ or by the University) is not allowed for students and recent graduates of a three-year (bachelor) degree course.

Foreword

The Call for Mobility for Traineeship Purposes for the academic year 2022/2023 is aimed at providing grants for periods of mobility abroad for traineeship purposes, both within the framework of the ERASMUS+ SMT Programme and within the framework of the University action. This call for applications allows students and recent graduates (no later than 12 months after graduation) to spend a minimum of 2 months (60 days) and a maximum of 12 months in the period between 1 September 2022 and 30 September 2023 on a traineeship placement and, limited to students enrolled in doctoral courses, to spend short periods of mobility for traineeships (from 5 to 30 days) in companies or research organisations.

Participation in the call for applications is open to candidates **still enrolled at the University of Parma** at the time of application. ERASMUS+ Traineeship mobility requires:

- that the traineeship is relevant to the course of study and personal educational needs;
- that the traineeship experience has the objective of supporting the development of transversal skills and of integrating the theoretical knowledge acquired in the academic courses by offering a first contact with the world of work in a socio-cultural context different from the home one.

Where applicable, **the recognition** of the internship activity carried out abroad in the form of CFU/ECTS credits and its inclusion in the academic curriculum **is envisaged**.

ERASMUS+ SMT grants cannot be used for study activities.

For all mobility programmes, any stays of longer duration may be carried out on a self-financing basis.

Supplementary grants are available for ER.GO (Regional Agency for the Right to Higher Education in Emilia-Romagna) beneficiaries. For information, please contact ER.GO directly: via Santa Maria Maggiore 4, 40121 Bologna, tel. 051.6436900, info@er-go.it, www.er-go.it.

Types of traineeships

The types of traineeships eligible for this call for applications are as follows:

- **Curricular internships**, reserved for students as part of the study programme in which the students are enrolled. This also includes the so-called 'thesis traineeship';
- **Extra-curricular traineeship**, carried out by a regularly enrolled student who intends to carry out an internship not included in their study plan.
- **Training or orientation traineeship**, aimed at those who have finished their studies no longer than 12 months ago, provided that they are still students at the time of application.

Possible types of application

This call for applications allows applications of two types:

1. LIST A: CANDIDATES WHO INDEPENDENTLY PROPOSE THE LOCATION OF THE INTERNSHIP (FIRST AND SECOND WINDOWS OF THIS CALL).

List A applications:

a. Is for candidates who have found and confirmed a location for the internship at the time of submitting their application.

b. The candidate proves that he/she has been accepted by the host company by producing a letter of acceptance (Company Agreement Form) according to the facsimile provided by the International Relations Office, which the candidate can acquire in original or scanned in PDF format by e-mail.

c. **Applications that present ongoing contacts but are not accompanied by the Company Agreement Form document completed and signed by the host organization will not be accepted.**

2. LIST B (ONLY FOR THE SECOND WINDOW OF THIS CALL) - CANDIDATES WHO HAVE NOT YET IDENTIFIED A DESTINATION FOR TRAINEESHIP.

List B applications:

a. are for candidates who do not yet have a Company Agreement Form, i.e. the document proving the student's acceptance by a host establishment, at the time of submitting their application;

b. the candidate may apply to the Call while waiting to find a host establishment;

c. the identification of the host establishment may take place through autonomous research, or with the support of the Departmental ERASMUS+ Coordinator or a professor in one's own Department. Please note that the traineeship research activity can only take place if the student was selected.

The awarding of the grant will be subject to acceptance by the host establishment, which must assess the candidate's dossier (C.V. in European format, motivational letter in the foreign language and any other attachments) and subsequent acceptance of the training plan (Learning Agreement for Traineeships) by the Departmental Committee. **Students wishing to apply as LIST B must prove their knowledge at B2 CEFR level of the vehicular language in which they plan to carry out their traineeship; if necessary, they can take the Language Placement Test (LPT) scheduled for 15 September 2022.**

It is possible to apply for only one host establishment (for List A) or country (List B). The search for the host establishment is the responsibility of the student.

EUROPEAN AND INTERNATIONAL MOBILITY FOR PLACEMENT PURPOSES

Types of mobility

This call for mobility for placement purposes allows the following types of mobility:

Type of Mobility	Descriptions
Physical Mobility (minimum duration: 2 months)	The mobility period is carried out entirely in presence at the host institution or the host company.
Mixed mobility (BLENDED) (minimum duration: 2 months in presence, no minimum duration for the distance part)	The mobility period is carried out partly in presence (minimum two months, not necessarily continuous) and partly in distance mode (online)*.
SHORT TERM MOBILITY for doctoral students	Students enrolled in a doctoral course may undertake a short-term traineeship of between 5 and 30 days. These candidates must apply by accessing their ESSE3 then choosing the appropriate option for them.
*: for BLENDED mobilities, the period of virtual mobility is taken into account for the calculation of the overall duration of the placement BUT does not count for the calculation of the period for the payment of the mobility grant	

It is not permitted to carry out the traineeship activity in purely distance mode (NO Virtual Mobility).

Traineeships for the acquisition of “digital skills”

Traineeships providing opportunities for acquiring digital skills are a priority. Placements for 'digital skills' aim to help companies fill vacancies with digitally competent candidates. Digital skills are not only in demand in the ICT sector, but increasingly in all sectors. Knowledge of cybersecurity, data analysis and machine learning, for example, is needed in fields as diverse as banking and manufacturing, agriculture and healthcare. A workforce with e-skills is crucial for maintaining Europe's global competitiveness in a rapidly changing world.

Traineeships in the following fields may qualify as traineeships for digital opportunities:

- development of apps, software, scripts, websites;
- installation, maintenance and management of computer systems and networks;
- data analysis;
- computer security;
- cloud systems management;

- quantum/artificial intelligence;
- cryptography;
- blockchain;
- data mining; privacy and visualisation;
- programming language;
- search engine optimisation (SEO);
- digital marketing;
- business-specific apps and software;
- customer service management

Digital Skills trainees have the opportunity to strengthen ICT-specific skills in areas such as cybersecurity, big data, quantum technology and machine learning as well as to improve digital skills for businesses in areas such as web design, digital marketing and software development.

Mobility and the SARS-COV2 emergency

All students interested in participating in this call for applications are reminded that the continuation of the health emergency in all countries related to the SARS-COV2 virus could adversely affect mobility and planned flows. With reference to this, please note that decisions on the departure or welcoming of exchange students are ultimately prerogative of:

- Governments of the host institutions' countries;
- Individual establishments which, in the light of a pandemic situation that is not suitable for guaranteeing adequate protection for students, exchange and non-exchange students, could make decisions aimed at limiting the risk of contagion having a direct impact on planned mobility (introduction of distance teaching, suspension of incoming mobility, etc.)
- The Italian Ministry of Foreign Affairs and International Cooperation, which might advise against travel to the destination location
- The University of Parma which, having consulted with the parties involved, may decide to consider the sending and/or stay of its mobile students in the assigned destination unsafe.

Constantly updated information is available at: <http://www.viaggiasesicuri.mae.aci.it/>.

Countries with mobility restrictions

In the light of the current political situation, **mobility to Ukraine and Russia is currently suspended.**

Areas of mobility for placement

Traineeships in countries participating in the ERASMUS+ Programme

The European Commission, with a limitation of 20% of the total funds allotted to the University, allows the possibility, exclusively for periods of mobility for traineeship purposes carried out by students and recent graduates, to carry out the traineeship activity also in non-EU organisations/businesses and institutions (including the United Kingdom). The feasibility of this type of mobility is subject to the signing of a cooperation agreement between the parties involved.

ERASMUS+ SMT - Mobility for Traineeship purposes may be undertaken in one of the following countries:

1. **Programme Countries:** Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden.
2. **Other Participating Countries:** Republic of North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey.
3. **Non-EU countries:** Argentina, Armenia, Colombia, Cuba, Ecuador, Jordan, Honduras, Malaysia, Morocco, Moldova, Taiwan, Thailand, Vietnam, Faroe Islands, Switzerland, United Kingdom, Andorra, Monaco, San Marino, Vatican City.

Mobility to the countries mentioned in point 3 is only open to candidates enrolled, at the time of submitting their application, in Master's degree courses, single-cycle Master's degree courses (last two years of the course), PhD courses or specialisation schools.

Internships in other non-EU countries funded by the University of Parma

Mobility to Ukraine and Russia is currently suspended.

Mobility for the purpose of an internship in a country not included in the previous paragraph is possible within the framework of funding made available by the University of Parma, from both 5x1000 and budgetary funds.

If interested in a mobility to one of these countries, the candidate is asked to first contact the Departmental ERASMUS+ Coordinator for a feasibility assessment. **For this type of mobility, students may apply if they have already found a host establishment (possibility for list A only, see below) and meet one of the following conditions:**

- be enrolled, for the academic year 2021/2022, in the first or second year of a master's degree course;
- be enrolled, for the academic year 2021/2022, in at least the fourth year of a single-cycle degree course;
- be enrolled, for the academic year 2021/2022, in a PhD programme.

In case of selection, the candidate will only be able to undertake mobility for placement at the non-EU location if the University of Parma and the host establishment have signed a collaboration agreement.

Should the Ministry of Foreign Affairs and International Cooperation advise against travel to the destination or should the University of Parma, having heard the parties involved, consider

the sending and/or stay of the mobile students in the destination unsafe, the mobility period may be suspended, modified, interrupted or cancelled.

Activities permitted at the host institution

Mobility for traineeship placements allows the following activities to be carried out:

- Traineeships: curricular (if envisaged by the didactic curriculum of the course of study at the University of Parma), extra-curricular/voluntary (if not envisaged by the course of study, or the curricular traineeship has already been carried out) or post-graduate (provided the student applies while still enrolled at the University of Parma);
- Preparation of degree or PhD thesis, IF EXPRESSLY LINKED TO an internship experience

Facilities eligible for ERASMUS+ Traineeships

For the purposes of ERASMUS+ Traineeship the following host establishments are ELIGIBLE:

- any public or private organisation from a Programme Country or from a Partner Country active in the labour market or in the field of education, training, youth, research and innovation. For example, such an organisation may be:
 - a small, medium or large public or private enterprise (including social enterprises);
 - a public body at local, regional or national level;
 - an embassy or consular office of the sending country participating in the programme;
 - a social partner or other representative of the world of work, including chambers of commerce, craft or professional bodies and trade unions;
 - a research institute;
 - a foundation;
 - a school, institute or education centre (at any level, from pre-school to upper secondary education, including vocational and adult education);
- a non-profit organisation, association or NGO;
- a body for vocational guidance, career counselling and information services;
- a higher education institution of a programme country holding an ECHE (ERASMUS Charter for Higher Education), or a higher education institution of a partner country recognised by the competent authorities that has signed inter-institutional agreements with the University of Parma before the start of the mobility
- Italian cultural institutes abroad, schools, Italian Chambers of Commerce abroad, Italian law firms based abroad, foreign branches of national companies, provided that the branch has foreign legal personhood;
- The Council of Europe, the United Nations Organisation, the United Nations Economic Commission for Europe, the United Nations Educational, Scientific and Cultural Organisation, branches affiliated to the U.N. and the U.N.E.S.C.O.

NOT considered as **Eligible Venues**:

- entities managing European programmes. EU institutions and bodies, including specialised agencies; the full list is available at http://europa.eu/about-eu/institutions-bodies/index_en.htm;
- the European Central Bank.

How to apply

Eligibility requirements

The absence of any of the eligibility requirements listed below renders the application NOT ELIGIBLE. In order to participate in this call for applications you must:

➤ **For LIST A mobility to European locations**

At the time of submitting the application, be regularly enrolled for the 2021/2022 or 2022/2023 academic years (the latter with specific reference to the deadline of the call for applications set for 10 January 2023):

- In an active course of study at the University of Parma (bachelors (L); masters degree (LM); single cycle masters degree (LMCU));
- In a specialisation school in the medical and non-medical area (including teaching specialisation courses)
- in a PhD. All postgraduate and doctoral students, before submitting an application for this call for applications, must agree on the training activities abroad with the Director of the School of Specialisation or with the PhD Coordinator (e.g. compatibility with the obligation to attend active training courses as per Art. 10 DM 249/2010 and compliance with the conditions for usefully adhering to the qualification sessions scheduled for the academic year in question) and obtain the relative authorisation from the School/College/Doctorate or Internship courses;

➤ **For LIST A mobility to non-European locations (including the UK)**

At the time of submitting the application, be regularly enrolled for the 2021/2022 or 2022/2023 academic years (the latter with specific reference to the call deadline set for 10 January 2023):

- In the first or second year of an active Masters Degree (LM) course at the University of Parma, or;
- At least in the fourth year of a single-cycle Master's degree course (LMCU) active at the University of Parma, or;
- In a PhD course with administrative headquarters at the University of Parma, provided that the mobility is completed BEFORE the degree is awarded, or;
- to a specialisation school in the medical or non-medical area (including teaching specialisation courses) or to a PhD.

In the case of mobility of students who have not yet graduated, please note that the mobility must be completed BEFORE the degree is awarded.

➤ **For LIST B mobility to European locations (ERASMUS+)**

As the application can only be submitted for the second term, with deadline on 10 January 2023, the candidate is required to be regularly enrolled, for the academic year 2022/2023:

- in an active course of study at the University of Parma (bachelor's (L); master's degree (LM); single cycle master's degree (LMCU), or;
- to a PhD course with administrative headquarters at the University of Parma, or;

- to a specialisation school in the medical or non-medical area (including specialisation courses for teaching) or to a PhD course.

N.B.:

Before submitting an application for this call for applications, all postgraduates and doctoral students must agree on their training activities abroad with the Director of the School of Specialisation or the PhD Coordinator (e.g. compatibility with the obligation to attend active training courses as per art. 10 DM 249/2010 and compliance with the conditions for usefully adhering to the qualification sessions scheduled for the academic year in question) and obtain the relevant authorisation from the School/College/Doctorate or Internship courses.

N.B.:

For undergraduates and those enrolled under condition or graduation, the degree must not yet have been obtained at the date of application.

In the case of a List A application to a non-EU country (Partner Country), the candidate must not obtain the degree before the end of the mobility period at the host establishment.

Conditions of Conflict.

A student awarded ERASMUS+ 2022/2023 mobility grant for internship mobility cannot:

- be a recipient of other EU-funded grants at the time of ERASMUS+ mobility;
- be a beneficiary of collaborative grants at the time of ERASMUS+ mobility;
- exceed, by adding together any months for mobility for study or internship purposes already carried out with those provided for in this notice, the maximum ERASMUS+ mobility quotas provided for each study cycle. In detail:
 - A maximum of 12 months in Cycle I (L-bachelor's degree);
 - A maximum of 12 months in Cycle II (LM.-master's degree);
 - A maximum of 24 months in single-cycle master's degrees (LMCU);
 - A maximum of 12 months in Cycle III (PhD, Graduate School).

In the calculation of the 12 (L and LM) and 24 (LMCU) months, previous mobility experience under the LLP/ERASMUS program, ERASMUS Placement, ERASMUS Mundus Action 1 and Action 2 and ERASMUS+ are also taken into account.

N.B.:

If one or more of the conflict conditions is met, it will result in the immediate forfeiture of the right to benefit from ERASMUS+ mobility.

N.B.:

Students with citizenship of one of the countries participating in ERASMUS+ and enrolled at the University of Parma are eligible for mobility at an institution/company in their country of origin as long as they are not still resident in that country; in any case, they will not be given priority during the selection phases.

Language requirements

In order to guarantee to ERASMUS+ mobility students an accurate verification of their level of linguistic knowledge, the University of Parma has provided, for the 2022/2023 call for applications, the possibility to assess one's language skills through the Language Placement Test.

LIST A candidates (already in possession of the host establishment's Company Agreement Form) are automatically recognised as having a B2 level of knowledge of the language used for the traineeship period.

All candidates envisaging participation in the Call for Applications as **LIST B**, and not already in possession of recognised certifications attesting language skills, must demonstrate an adequate knowledge of the language they intend to use for the placement. This requirement can be met by taking the Language Placement Test (LPT) session scheduled for 15 September 2022. Instructions for taking the test, including exemption categories, are available on the [dedicated LPT webpage](#).

N.B.:

The result of the Language Placement Test is to be considered valid exclusively for students' participation in international mobility projects and cannot be recognised as equivalent to or a substitute for the curricular language qualification.

Following the awarding of the scholarship, all successful students will in any case be required to take an online language test via a reserved platform (EU Academy).

Filling in the application form

Each candidate is invited to fill in the application form by connecting to his/her personal ESSE3 profile - <https://unipr.esse3.cineca.it/Home.do> - International Mobility Section - Mobility Calls. The application must be submitted electronically **starting at 8:00 a.m. on 15 July 2022**.

The application must be submitted by one of the deadlines below:

FIRST TERM (LIST A only)

This deadline is only open to candidates from LIST A

BY NOON (12:00) ON FRIDAY 3 SEPTEMBER 2022

FOR DEPARTURES FROM 26 SEPTEMBER 2022

SECOND TERM (LIST A or LIST B)

This deadline is open to candidates from LIST A and LIST B

BY NOON (12.00) ON FRIDAY 10 JANUARY 2023

FOR DEPARTURES FROM 1 FEBRUARY 2023

For the purpose of selecting the venue, the applicant must indicate:

- LISTA A_ERASMUS+ SMT_NAME of the EU COUNTRY, for the country hosting the host institution (ERASMUS+ funding);

- LISTA A_ERASMUS+ SMT_NAME OF COUNTRY OUTSIDE THE EU, for the country hosting the host institution or alternatively (ERASMUS+ funding)
- LISTA A_ ALTRE DESTINAZIONI EXTRA UE (other extra-EU destinations) if the host country is not on the list (University funding)
- (only for the second term) LISTA B – TIROCINIO ERASMUS+ NAME OF EU COUNTRY for the desired destination country (only for the second term).

Please note that **country names are in Italian** (example: “LISTA A_ERASMUS + SMT_SPAGNA”).

The **application form for LIST A** candidates requires the following attachments:

- CV in European format in Italian or English - **REQUIRED**;
- Company Agreement Form, duly completed and signed by the host institution or letter of intent on the part of the company/non-academic institution to accept the candidate - **REQUIRED**;
- Self-certification of exams passed (downloadable from ESSE3 personal profile). Applicants enrolled in a Master's degree course must also attach self-certification of their Bachelor's degree with exams and grade obtained - **REQUIRED**;
- Any other certification(s) deemed useful for selection purposes - **OPTIONAL**.

The **application form for LIST B** candidates requires the following attachments:

- CV in European format in Italian or English - **REQUIRED**;
- Self-certification of exams passed (downloadable from the ESSE3 personal profile). Candidates enrolled in a Master's degree course must also attach self-certification of their Bachelor's degree with examinations and grade obtained - **REQUIRED**;
- Motivation letter in Italian or English - **REQUIRED**;
- Any language certifications attesting knowledge equal to or above level B2 of the official language or vehicular language to be used in the country desired as destination - **OPTIONAL**;
- Any other certification(s) deemed useful for selection purposes - **OPTIONAL**.

Notes for completing the application

- Documents to be uploaded in the ESSE3 procedure must be attached in PDF format and only 1 document per slot is allowed.
- Students applying as List B may not change their status from List B candidate to List A candidate before the end of the selections, and will be assessed accordingly.
- Students enrolled in a Master's degree course must also attach the Self-certification of Degree three-year degree course with examinations passed. **Only in the event of technical problems (to be promptly reported to erasmus@unipr.it) is it possible to apply to the call for applications using the form in paper format available on the same [web page containing this call for applications](#). In this case, the application in paper format must be delivered, complete with the required attachments, to the University Protocol Office (via Università, 12 - 43121 Parma) by 12 noon on the same days as the call deadline, in one of the following ways:**
 - direct delivery
 - sent by post (the postmark will NOT be taken as proof of posting);

- sending by PEC (from the CANDIDATE'S certified personal address) to the address protocollo@pec.unipr.it;
- sending by institutional e-mail (name.surname@studenti.unipr.it) to the address protocollo@unipr.it, enclosing a copy of a valid identity document

N.B.:

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

IT IS NOT POSSIBLE TO AMEND OR SUPPLEMENT SUBMITTED APPLICATIONS.

Only the forms prepared by the University International Relations Office may be used, which can be found on the [webpage of this Call for Applications](#).

Selection Procedures

Applications are assessed by the [International Mobility Committees of the Departments](#) (CMI – Commissioni di Mobilità Internazionale).

The calendar of selection dates scheduled by each Department will be made available on the University portal on the same page where this call for applications is published.

Candidates must **check whether the Commission of their Department requires their presence** (either in person or remotely).

The selection is organised as follows:

1. A PART PREDETERMINED by the system, which has an overall weight equal to 60% of the overall assessment;
2. A DISCRETIONARY PART expressed by the Department to which the student belongs, having a weight equal to 40% of the overall assessment. Each Department adopts its own criteria for awarding the assessment. Below is a description of the parameters determining the two parts.

The PREDETERMINED PART HAS AN OVERALL VALUE EQUAL TO 60/100 and returns a value for each candidate calculated as follows:

$$A = A1 + A2$$

A1- Weighted average mark evaluation: up to a maximum of 30 points will be awarded in a manner proportional to the weighted average, on a scale whose maximum and minimum values are

- Average value equal to $30/30 = 30$ points
- Average value equal to $18/30 = 0$ points, according to the formula

$$\frac{(\text{weighted average} - 18) \times 30}{12}$$

12

A2- Evaluation of university credits (CFU) acquired: up to a maximum of 30 points will be awarded in proportion to the number of credits acquired in relation to the years of enrolment according to the formula:

$$\frac{CFU\ OBTAINED) \times 30}{(NO.\ OF\ YEARS\ OF\ ENROLMENT) \times (MAXIMUM\ CFU)}$$

Where:

- Maximum CFU = 60 for full-time enrolment
- Maximum CFU = 36 for part-time enrolment

N.B.:

- The data for carrying out the functions are those present in ESSE3 on 3 SEPTEMBER 2022 for the first term and on 10 JANUARY 2023 for the second term.
- If the calculated A2 value exceeds 30 (because the student has anticipated some exams or because his or her career plan envisages more than 60 CFU in one year), A2 is automatically =30
- For students enrolled from the 3rd year “fuori corso” onwards, the merit mark awarded will be 0 (A=0)
- Students enrolled in the first year of a master's degree course or PhD students: the merit score will be based solely on the degree grade from the previous degree, attributing up to a maximum of 60 points in proportion to the degree grade on a scale whose maximum and minimum values are:
 - Graduation grade with honours = 60 points
 - Graduation mark equal to or less than 70 = 0 points, according to the formula

$$A = \frac{(GRADUATION\ MARK - 70) \times 60}{43}$$

Where degree grade = 113 in the case of a degree grade of 110 cum laude.

- For students enrolled in the first year of a Master's degree course or PhD students holding a foreign qualification, a score of A = 60 will be assigned regardless of the degree grade obtained.
- For students enrolled in the first year of a Bachelor or Combined Bachelor and Master of Science (five years) degree course, in the absence of exams taken for the course attended, an A = 0 score will be attributed.

The DISCRETIONAL PART, reserved for the competent Departmental Committee, and having a total weight of 40/100, is based on the evaluation of the following aspects:

- a) (for List A candidates) Quality of the training project (contained in the Company Agreement Form)
- b) (for List B candidates) Evaluation of the motivational letter containing the internship project proposal
- c) Coherence of the proposed traineeship with the candidate's course of study;
- d) Evaluation of the CV;
- e) Any other elements relevant to the evaluation of the candidate.

Any candidate whose total score is less than or equal to 50/100 is **NOT ELIGIBLE FOR THE GRANTING OF THE MOBILITY CONTRIBUTION**. In the event of a tied score, priority shall be given to the candidate who is younger in age.

The rankings

Publication of the rankings

The rankings, complete with merit score, country of destination and number of months allocated with and without funding, is made available on the University portal on the same page where this call for applications is published.

Such publication shall have the value of notification and no further communication shall be sent to individual candidates.

The rankings are as follows:

- Ranking of LIST A candidates: the ranking indicates a condition of allocation or non-eligibility. In case of allocation, the merit score, the country of destination, the number of months allocated, with and without funding, are indicated;
- Ranking of LIST B candidates: the ranking indicates a condition of eligibility, pending the selected candidate's finding a host company, or of not passing the selection (non-eligibility).

Acceptance of exchange place or withdrawal

Selected students are asked to confirm their acceptance of the mobility action within a maximum of five days from the date of publication of the ranking list. At the end of this deadline, students who have not accepted the mobility will automatically be considered to have withdrawn.

Selected students are required to contact the International Relations Office to complete all the necessary bureaucratic formalities, no later than the deadline for acceptance of the assignment, failing which they will forfeit the opportunity.

Withdrawal from the ERASMUS+ mobility grant, if duly motivated, is possible at any time during the entire course of the mobility and does not entail any penalisation.

Economic contributions

On the basis of the funding available, the University of Parma, regardless of the duration of the mobility placement and the source of the funding, guarantees funding of 2 months' grant for each flow.

The sources of funding used for the provision of mobility grants are the following:

- ERASMUS+ Programme for the funding of ERASMUS+ placements
- University funding, for the financing of internship mobilities in non-EU countries not included in the list of ERASMUS+ traineeship sites.

	DESTINATION GROUP	TYPE OF FUNDING	TAX REGIME
1	LIST A_ERASMUS+ SMT_ NAME OF THE EU COUNTRY	ERASMUS+ FUNDS	Exempt
2	LIST A_ERASMUS+ SMT_ NAME OF THE COUNTRY OUTSIDE OF EU	ERASMUS+ FUNDS	Exempt
3	LISTA A_ALTRE DESTINAZIONI EXTRA UE	UNIVERSITY	Taxable income

		FUNDS	
4	LIST B - ERASMUS+ INTERNSHIP NAME OF EU COUNTRY	Identification of the funding source after finding the host company, depending on the country of destination (application of condition 1, 2, or 3 above)	Exempt/ Taxable income

The **grants**, which are to be considered as a **support for mobility to partially cover the higher costs** of the stay abroad, are an amount proportionate to the cost of living in the destination country of the student.

ERASMUS+ and University funds cover the payment of the mobility grant in the following amounts:

GROUP	AMOUNT	COUNTRIES
Group 1 High cost of living	€ 500,00 Monthly	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden. Region 14 Partner Countries: Faroe Islands, Switzerland, United Kingdom
Group 2 Medium cost of living	€ 450,00 Monthly	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain. Region 5 Partner Countries: Andorra, Monaco, San Marino, State of the Vatican City
Group 3 Low cost of living	€ 400,00 Monthly	Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary
ERASMUS+ traineeship mobility to non-EU countries not listed above	€ 700,00 Monthly	Argentina, Armenia, Colombia, Cuba, Ecuador, Jordan, Honduras, Malaysia, Morocco, Moldova, Taiwan, Thailand, Vietnam
Mobility for traineeships to non-EU countries	€ 900,00 monthly	All countries not listed above
Short-term mobility (mobility contribution)	€ 70 (until the 14th day)	All countries
	€ 50 (15th to 30th day)	All countries
Short-term	€ 100 (until the 14th day)	All countries

mobility (additional top up for SMT flows)	€ 150 (15th to 30th day)	All countries
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The placement does not in any way constitute an employment relationship between the trainee and the host organisation. Therefore, the traineeship activity is to be considered an **ACTIVITY NOT SUBJECT TO PAYMENT** by the host organisation. It is, however, possible that the host establishment, at its sole discretion, grant the trainee a contribution to expenses or an economic bonus; the student may benefit from this as long as the funds do not derive from European funding.

N.B.:

Students enrolled in doctoral courses who, at the end of the selections in this call for applications, will be awarded an ERASMUS+ mobility grant are required to choose whether, in relation to the period of mobility, they wish to benefit from the ERASMUS+ Mobility for Internships grant or from the increase in the doctoral grant for the period abroad.

[Additional funding for students with special needs for participation in the ERASMUS+ SMT programme \(European and non-European destinations\)](#)

Trainees with disabilities or special needs who have been awarded an ERASMUS+ mobility grant can access additional funding made available by the European Union through the INDIRE National Agency. All information on how to access the additional contribution for grant holders with special needs is available from the University's International Relations Office.

[Loss of status and obligation to return the grant](#)

The disbursement of all types of financial contribution is conditional on maintaining the status of ERASMUS+ student by complying with the conditions and fulfilments foreseen by the Programme and illustrated in the Guide attached to this notice.

The payment of the European contribution is strictly linked to the commitment to carry out the internship placement programme abroad detailed in the Learning Agreement for Traineeships (Annex 1 to the Financial Agreement). The amount of the contribution and its disbursement methods are defined in the Financial Agreement, which is sent to the student before the start date of the placement.

In detail, the basic conditions leading to the forfeiture of ERASMUS+ trainee status and related financial benefits are:

- mobility lasting less than 2 months (60 actual days);
- graduation before the end of the study period abroad;
- failure to take the language tests on the dedicated platform (EU Academy);
- failure to complete the final EU Survey questionnaire (upon return from the ERASMUS+ stay);
- Failure to deliver the following mandatory documentation to the University International Relations Office:
 - Financial Agreement;

- Learning Agreement for Traineeships - Before the Mobility;
- Learning Agreement for Traineeships - After the Mobility.

In case of loss of ERASMUS+ status, any student who has already received part of the funding is required to return it.

BEFORE, DURING AND AFTER THE MOBILITY

Fulfilments before departure

Before leaving for the exchange experience, the trainee must:

- 1) autonomously gather all the necessary information concerning both travel to the country in which the placement will take place, and the search for accommodation on site; contact the host structure to agree on the date and time of the start of the placement and all other organisational details, including any requirements by the immigration legislation of the country of destination;
- 2) if the traineeship will take place in a non-EU country, check the need for and procedures for obtaining any visa required;
- 3) sign the Financial Agreement containing the clauses for the use of benefits
- 4) draw up, have approved and sign, according to the procedures established by their own Department, the Before the Mobility section of the Learning Agreement for Traineeship relating to the period of mobility
- 5) take the language assessment test on the EU platform (EU Academy).
- 6) In the case of a traineeship in a non-EU country, make sure that the required agreement has been signed between the University of Parma and the host institution.

Procedures on arrival in the host country

On the day of the start of his/her internship, the trainee must present the Declaration of Arrival to his/her tutor or supervisor at the host organisation, and ask him/her to complete the document and sign it; he/she must then send a PDF scan of it to the International Relations Office, from his/her institutional e-mail name.surname@studenti.unipr.it to erasmus@unipr.it.

Upon receipt of the Declaration of Arrival, the International Relations Office will start the formal checks and may initiate the procedures for the payment of the mobility contribution, according to the modalities specified in the ERASMUS+ financial agreement.

Fulfilments before returning from the host country

Shortly before returning, while still at the host organisation, the trainee must have the After the Mobility section of the Learning Agreement for Traineeships completed and signed by the supervisor of the host organisation. Upon return, the trainee must also take the second language assessment session on the dedicated platform (EU Academy).

N.B.:

If there are any changes during the period of the placement, the trainee must complete the "During the Mobility" section of the Learning Agreement for Traineeships, in agreement with his/her Italian and foreign supervisors, who must countersign the document. The amended document, once signed by all parties involved, must be sent by the trainee to the International Relations Office (erasmus@unipr.it).

Fulfillments after the return to Italy

Within ten days of the end of the ERASMUS+ SMT placement, the trainee must:

- Send to the International Relations Office the Learning Agreement for Traineeships (completed and signed in the "Before the Mobility", "After the Mobility" and, if applicable, "During the Mobility" parts), together with an official document certifying the exact period of attendance of the traineeship activity, if not already clearly indicated in the Learning Agreement;
- Within thirty days of receipt of the email received from the Online EU Survey (please also check the "spam" and/or "junk mail" boxes regularly), complete the "Online EU Survey" evaluation questionnaire. Once the questionnaire has been completed, the International Relations Office may proceed with the payment of the balance of the scholarship.

The trainee who has not yet graduated will have to contact their ERASMUS Contact Person in the Department's International Mobility Commission in order to initiate the procedures for the recognition of the traineeship within their student career.

N.B.:

Failure to comply with the previous two paragraphs may result in the obligation to return the monthly grant payments already received.

Interruption of the traineeship

In the event that the successful candidate, for force majeure causes, is in the condition of having to interrupt the traineeship, he/she shall promptly officially inform the International Relations Office by sending an email from his/her institutional address name.surname@studenti.unipr.it to erasmus@unipr.it and to his/her University Contact Person.

It will be necessary to refund any amounts already received and in excess in proportion to the period of actual stay at the host establishment. The start and end dates of the internship officially certified by the host structure will be taken as valid. In this regard, please note that the minimum duration required for the recognition of the internship period (except for Short Term Mobilities) is **two months (60 days) in presence. A stay of less than two months does not give entitlement to any contribution and also results in the loss of ERASMUS+ student status.**

RECOGNITION OF THE ACTIVITY CARRIED OUT

The University of Parma guarantees full recognition of the activities carried out during the mobility under this call for applications, even if they do not constitute an integral part of the student's course of study (voluntary work placement), provided that these activities, certified in the documents issued by the host institutions at the end of the placement, comply with the training plan approved in the Learning Agreement for Traineeships prior to departure. The activities thus carried out abroad will be recorded in the student's curriculum for subsequent inclusion in the official certificates relating to the course of study attended and the degree obtained. Those who undertake the traineeship as recent graduates will not be able to validate CFU/ECTS, as they have already obtained their degree.

ONLINE LINGUISTIC SUPPORT

Outgoing ERASMUS+ mobility trainees are required to take an initial test on a dedicated platform (EUAcademy) managed by the European Commission (new OLS - Online Linguistic Support). The platform is currently being developed and further detailed information will be sent as soon as it is made available by the ERASMUS+ Italy National Agency (INDIRE).

Once the initial test has been passed, the trainee has access to the language courses offered by the platform. Course attendance is not compulsory, although it is strongly recommended. At the end of the mobility period, the trainee is required to complete the final test (second assessment). Failure to take the two tests - initial and final - results in the obligation of restitution of the full amount of the mobility contribution as well as the loss of the trainee's ERASMUS+ trainee status.

Processing of personal data and person in charge of the procedure

The personal data of candidates, communicated to the University of Parma, will be processed, in hard copy or computerised form, for the sole purposes inherent to the carrying out of the selection and the management of the potential employment relationship, in compliance with the provisions in force. The provision and collection of data are compulsory for the instruction of the selection process and, in the case of special data, pursuant to Article 9 of EU Regulation 2016/679, the processing is carried out for the purposes of Law 68/1999 and Law 104/1992. The provision of the data indicated in the notice is mandatory and necessary for the purposes of assessing the admission requirements, under penalty of exclusion from the selection. The data contained and collected as part of this administrative procedure may be communicated to other offices of the University of Parma and to other external parties only to the extent and within the limits strictly necessary to fulfil the purposes for which they are responsible, in accordance with current regulations. Candidates are granted the rights set out in Chapter 3 of EU Regulation no. 679/2016, in particular the right to access their personal data, to request their rectification, updating and deletion, if incomplete, erroneous or collected in breach of the law, as well as to oppose their processing for legitimate reasons. Pursuant to Law no. 241 of 7.8.1990, as amended and supplemented by Law no. 15 of 11.2.2005, the person in charge of selection procedures is Dr. Alessandro Bernazzoli, Head of the International Relations Division (U.O. Internazionalizzazione).

Annexes

The following documents constitute the Annexes to the call for European and International Mobility for A.Y. 2022/2023 for traineeship purposes:

- ANNEX A: Guide to the ERASMUS+ SMT Programme A.Y. 2022/2023
- ANNEX B: Application form (generated directly by the ESSE3 system)
- ANNEX B1: Application form in paper format (only allowed in the cases detailed above)
- ANNEX C: Letter of motivation (to be attached to the application form)
- ANNEX D: Company Agreement Form
- ANNEX E: Guide to filling in the online application form

Contacts

The Rector's Delegate for Internationalisation

[Prof. Guglielmo WOLLEB](#)

The Delegate for International Mobility Programmes

[Prof. Maria Cecilia Mancini](#)

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Parma, 11 July 2022

THE RECTOR

Prof. Paolo Andrei

Digitally signed pursuant to Legislative Decree 82/2005