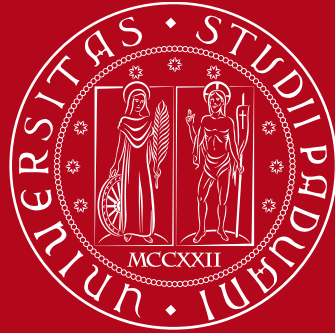


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# Erasmus+ for Traineeship Career Service

12/03/2021

Opportunity for students and recent graduates to undertake a traineeship (learning and professional experience) in another country

For higher education students (short cycle, first, second or third cycle)

Transnational mobility activities of trainees are aiming to:

- support trainees in the acquisition of learning outcomes (knowledge, skills and competences) with a view to improving their personal development and their employability in the European labour market and beyond;
- enhance notably the participants' foreign languages competence;
- raise participants' awareness and understanding of other cultures and countries, offering them the opportunity to build networks of international contacts, to actively participate in society and develop a sense of European citizenship and identity;
- reinforce synergies and transitions between formal, non-formal education, vocational training, employment and entrepreneurship;
- ensure a better recognition of competences gained through the learning periods abroad.

Mobility can be in any subject area/academic discipline.

To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student's degree-related learning and personal development needs. Wherever possible, the traineeships should be an integrated part of the student's study programme.

Activities:

- embedded traineeship (for ECTS/CFU)
- thesis research activities (for ECTS/CFU)
- voluntary traineeship (without ECTS) during study course, or after graduation



The receiving organisation can be any public or private organisation active in the labour market or in the fields of education, training and youth.

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;

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 HEI awarded with an ECHE

Not eligible as receiving organisations for student traineeships: EU institutions and other EU bodies including specialised agencies; diplomatic representations (Embassies, Consulates...) of the student's home country

Traineeships: from 2 to 12 months ( in any case by 30th of September of each year)

The same student may participate in mobility periods totaling up to 12 months maximum per each cycle of study, independently of the number and type of mobility activities. In one-cycle study programmes students can be mobile for up to 24 months.

(Prior experience under Erasmus Study or Traineeship and/or as Erasmus Mundus scholarship holders counts towards the 12 months per study cycle)

Graduates can participate **ONLY IF** they apply **BEFORE** graduation, during last year of enrollment

The duration of a traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship.

Post-lauream traineeships have to be concluded within one year after graduation

Eligible hosting Countries are:

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

Switzerland is not an eligible Country

Mobilities towards Turkey are suspended

Students must carry out their mobility activity in a Programme Country different from the country where the student has his/her accommodation during his/her studies

In any case each hosting organization has to guarantee transnationality of the traineeship (during the traineeship the student has to achieve learning outcomes different from the ones he/she would achieve with a traineeship in his/her home country, e.i. work language must be different from the students mother tongue)

The Erasmus + grant will contribute to the increased costs that the mobility period abroad generates.

The National Erasmus+ Agency sets the amounts of monthly grants as follows:

€ 400 : Denmark, Finland, Ireland, Luxemburg, Liechtenstein, Norway, Sweden, UK, Iceland

€ 350: Austria, Belgium, Germania, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Serbia

Grants will be awarded for 6 months maximum (mobility can be longer) if the receiving enterprise/organisation grants the student an allowance or any kind of remuneration, it is compatible with the Erasmus+ EU grant.

University of Padova offers other financial contributions, based on ISEE, in addition to the EU grants (depending on each call for application)

<https://www.unipd.it/erasmus-tirocinio> Call for application (English version) and all relevant documents

Call E+ TRAINEESHIP 2020/21 ON LINE now – next deadline 26/03 for traineeships in the period 26/04 - 30/09/2021

Call E+ TRAINEESHIP for a.y. 2021/22 usually published in summer



## Admission Requirements

- being regularly enrolled at the University of Padua Students who intend to do a traineeship during their study course have to maintain their “student” status for all the mobility period. Students who intend to do a traineeship after graduating have to apply to the call BEFORE the graduation. Moreover, they must not enroll in any other study course during the mobility period
- having at least the minimum mobility period (two months) available for the current study cycle for Erasmus+ mobility. Each month already spent within previous Erasmus+ mobilities will be counted, even if without grant.
- for students enrolled in PhD Schools/courses and Specialization Schools: being entitled to leave for mobilities abroad by the Director of the School. N.B. Students enrolled in specialization schools can apply ONLY IF they are not receiving any grant for specialization or if they plan to start the mobility after graduation
- students enrolled in single Course Units ARE NOT ADMITTED
- possessing a good knowledge (minimum level: B1) of the language of the destination country and/or the vehicular language/languages required by the host organization
- not being awarded of any other EU grant or EU financial contribution covering the same period of the Erasmus+ mobility
- not be residents of the hosting country

## How to Apply

- fill in or update their CV in English in the website UNIPDCareers  
<https://careers.unipd.it/en/#/pages/login>
- submit online application form through the link available in the call for applications, by completing requested data (including a motivation letter) and uploading :
  - 1) copy of a valid ID card/document or copy of the resident permit in case of non-EU citizens
  - 2) Acceptance letter signed by the host organization; the letter has to be written using the form provided by the University. **ONLY** applications with a formal acceptance letter attached will be accepted and processed.
  - 3) any language certification or relevant additional document

Students have to propose a host organization (there is not a list of host organizations)

How to find a host organization?

Among the offers of internship abroad published on the website UNIPDCareers <https://careers.unipd.it/en/#/pages/login> and applying online.

If the applicant meets the requirements of the company, Career Service will send the CV to the company. If the company is interested in the candidate's profile, it will directly contact him/her.

If selected by the host organization, the applicant has to request an acceptance letter and upload it into the online application form.

How to find a host organization?

- Search through most important online database, i.e.:  
EURES website (EC database with internship offers in Europe and information on living and working conditions)  
Erasmusintern.org (Erasmus Student Association database)  
Stage4EU (INAPP agency website with links to all national databases for internship offers for each EU country) <https://stage4eu.it>  
Eurodesk <https://www.eurodesk.it/opportunita-europee/tirocini>
- In case the traineeship is done for thesis activities you can ask for support to your thesis supervisor

The sending and receiving organisations, together with the students, must have agreed on the activities to be undertaken by the students -in a 'Learning Agreement' prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party

The mobility for traineeship can be subject to obtaining a VISA. In particular, extra UE students and all students going to UK have to check if they need a visa and if needed, it is their responsibility to apply for visa in advance

Grants will be paid in two instalments: 80% by 30 days after confirmation that the mobility has started in presence. 20% within 45 days after the student's submission of all the required final documents.

Students will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement (unless they were prevented from completing their planned activities abroad due to a case of force majeure).

Online linguistic support service: provides the participants in long-term mobility activities with the opportunity to assess their knowledge of the language they will use to work abroad as well as to follow an online language course to improve their competences.

Participants with a level of at least B2 in the main language of instruction or work may choose to follow an OLS course in the language of the receiving country

All students (except native speakers) must carry out an online test to assess their competences in the main language they will use. This is a pre-requisite before leaving on mobility.

The students will follow the online course.

At the end of the mobility period, the students will carry out a second assessment to measure the progress made

Before organizing the departure:

it is important that the student checks if entry in the hosting country is allowed and inquires about health situation and restrictions in the hosting country,

You can consult the website of EC <https://reopen.europa.eu/en/> and Italian Ministry of Foreign Affairs [www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it) <https://www.esteri.it/mae/it/>

Students can register their stay abroad on the website <https://www.dovesiamonelmundo.it/home.html> .

It is important that students check with the hosting organization if it is actually possible to start the traineeship in person and comply with rules anti-Covid19 in force in the hosting country (link to EU countries are available here <https://reopen.europa.eu/en/>) and foreseen by the hosting organization.

Postponing mobilities is possible upon communication to the office.



# COVID-19 Special provisions

In case a mobility cannot start in presence in the hosting country due to Covid-19 restrictions, it can start in distance-learning, if the hosting organization and academic supervisor agree. A period of physical mobility should be foreseen anyway to complete the mobility.

If the restrictions will not allow to complete the virtual mobility with a physical mobility period abroad, then a totally virtual mobility will be eligible, without receiving any grant.

During virtual mobilities the participant is not entitled to receive the Erasmus+ grant or additional contributions. Only in case the participant spends at least two months abroad in physical presence he/she will receive funding.

Full recognition in terms of ECTS will be guaranteed for virtual mobilities.



In this webpage <https://www.unipd.it/cercare-stage-allestero> you can find other opportunities for internship abroad

For example : SEND Erasmus+ call for application (deadline 17th March) for traineeships to be done in the period 30/04/2021- 30/12/2021.

For information: <https://sendsicilia.it/i-ed-2020-2021-bando-erasmus-consorziosend/>  
Email: [mobility@sendsicilia.it](mailto:mobility@sendsicilia.it)

At the end of the traineeship:

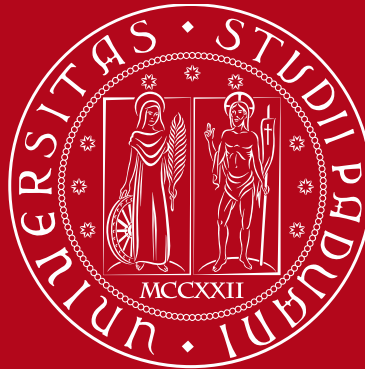
If the traineeship is embedded in the curriculum the ECTS paperwork required by your course of study must be submitted to the Career Service

If the traineeship is for thesis purposes, you can get your thesis ECTS recognized as acquired abroad. The relevant paperwork is available at: <https://www.unipd.it/stage-tirocini-estero-studenti-neolaureati>



Traineeship or thesis ECTS acquired abroad as well as the mobility period will be recorded in the Transcript of Records / Diploma supplement

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**Thank you!**  
**Career Service**

**Palazzo Storione, riviera Tito Livio 6, 35123 Padova**  
**Contacts: phone: 049 8273071 email: [stage.estero@unipd.it](mailto:stage.estero@unipd.it)**