SAPIENZA
UNIVERSITÀ DI ROMA

Erasmus+

*Erasmus+ **Mobility for Traineeship** Programme*

Call for 150 Mobility Grants for 3-month "DIGITAL OPPORTUNITY TRAINEESHIPS"

Academic Year 2018-19

Deadline for on-line application: Tuesday, October 30, 2018 at 2:00 pm (Italian time)

On-line call and application form:

https://www.uniroma1.it/it/node/28741

Sapienza Università di Roma
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Art. 1 General Information

Art. 1.1 The Erasmus+ Programme

Erasmus Plus is the EU programme in the fields of Education, Training, Youth and Sport for the period 2014-2020 that promotes the **international mobility of students and future graduates** towards other countries participating in the programme (see Art. 1.5) to improve transversal and professional competences with particular attention to the job market and their contribution to the creation of a cohesive society.

Art. 1.2 Erasmus for Traineeship

Erasmus+ for Traineeship grants are assigned for the following activities at foreign host institutions:

A) professional education and orientation traineeships

B) curricular traineeships

The beneficiaries of the *Erasmus+ for Traineeship* Programme are exclusively students enrolled at Sapienza University of Rome.

Recent graduates can also take advantage of the grants by **applying during the last year of enrolment, before graduation. In this case, the traineeship must be carried out and concluded** within twelve months of graduation and within the deadlines indicated in this call.

PLEASE NOTE:

- Students who intend to carry out their traineeship as **graduates**, must submit the application for the selection **before discussing their graduation thesis, under penalty of the grant allocation. (are not eligible and cannot be financed or on penalty of the grant being withdrawn)**

- Students who intend to complete their traineeship during their **programme of study**, must maintain the status of "student" throughout the traineeship. Students who graduate during their traineeship period will lose their right to the grant and be asked to return received funds.

Art. 1.3 Digital Opportunity Traineeships

Since 2018/19, the European Commission has promoted traineeship opportunities aimed at providing students with **digital skills**, in all disciplines through the initiative "Digital Opportunity Traineeships" (hereinafter referred to as "E+T/Digital").

Digital skills aim at developing high ICT skills (cybersecurity, big-data analytics, quantum and/or artificial intelligence, programming languages; search engine optimisation - SEO) and horizontal skills (web design, digital marketing, software development, and graphical design).

In this regard, please note that traineeships involving the following activities will be considered as "traineeships in digital skills":
- Digital marketing (i.e.: social media management, web analytics);
- Digital graphical, mechanical or architectural design;
- Development of apps, software, scripts or websites;
- Installation, maintenance and management of IT systems and networks;
- Cybersecurity;
- Data analytics, mining, visualisation;
- Programming and training of robots and artificial intelligence application.

Activities like generic support to customers of the company where the traineeship takes place as well as administrative activities like, for example, data entry in the company data base or generic office tasks, are not considered in the category of digital skills.

In order to facilitate the search for eligible host institutions for traineeships in Digital Skills, the European Commission invited European companies to publish their offers on **Drop'pin@EURES** or **ErasmusIntern**. However, students can seek other institutions autonomously, provided the traineeship activities correspond to the above-mentioned activities.

Art. 1.4 Duration of the Traineeship

This call provides for traineeships that last no less than two months and that can be funded up to 3 months.

The Erasmus+ Programme provides candidates with the opportunity to experience up to a 12-month mobility period abroad for every cycle/level of study (Bachelor and Master study programmes) and up to 24 months for one-cycle study programmes. Mobility periods completed as part of *LLP/Erasmus (for study and/or placement) and Erasmus Mundus* also count towards the maximum mobility months, if they were completed during the same cycle of study, even at another university.

Art. 1.5 Participating Countries

Erasmus+ for Traineeship mobility periods can be completed in any European Union member states and other programme countries:

Denmark, Ireland, France, Austria, Sweden, United Kingdom, Liechtenstein, Belgium, Bulgaria, Czech Republic, Greece, Cyprus, Luxembourg, Hungary,

Poland, Netherlands, Romania, Finland, Iceland, Liechtenstein, Norway, Germany, Spain, Latvia, Malta, Portugal, Slovakia, Former Yugoslav Republic of Macedonia, Estonia, Croatia, Lithuania, Slovenia, Turkey. Mobility periods in Switzerland are not admissible.

Art. 1.6 Seeking the Traineeship Host Institution

The host institution for the traineeship period must satisfy the definition given in the "*Programme Guide*" (version 2, 2018) published by the European Commission, that is: "any public or private organisation that is active on the labour market and or in sectors such as education, training and youth."

Eligible hosts include:
- Enterprises: public or private; small, medium or large;
- Agencies: public agencies at the local, regional or national levels;
- Trade unions or other job market representatives, including Commerce Chambers, professional and trade associations;
- Research Institutes;
- Foundations;
- Schools, institutes, educational centres at any level;
- NGOs and other non-profit associations;
- Professional orientation, professional consulting and information service organisations;
- European Council, United Nations, UN Economic Commission for Europe, UN Organisation for Education, Science and Culture and UN and UNESCO offices;
- Universities or university-level institutions in any member state or programme country.

For traineeships carried out at the university level (i.e., university labs, libraries, etc.) activities must concern professional training, NOT for study (i.e., traineeships in university Erasmus offices).

In the case of traineeships at Italian cultural institutes abroad, schools, commerce chambers abroad, legal studios abroad and private companies headquartered in Italy, the principle of transnationality must be guaranteed (i.e., the trainee will acquire a different know-how to that available in the country of origin).

UNELIGIBLE host institutions include:

EU institutions and other bodies, including specialised agencies. The full list is available at: http://europa.eu/about-eu/institutions-bodies/index_en.htm)

The candidate may independently find an organization willing to host him/her as a trainee and then propose to carry out the internship at the institution with which he/she has got in contact either independently or through the intermediary of a professor. For application to this call the acceptance must be formalized by means of an acceptance letter (*Letter of Acceptance*, see Annex 1).

Host institutions may also be found at: (https://www.uniroma1.it/it/pagina/ricerca-dellorganizzazione-ospitante) where useful information is available for searching a host body, or at the ESN platform (Erasmus Student Network) https://erasmusintern.org.

The host institution stated in the application cannot be changed.

Art. 1.7 Credit recognition

For those who carry out a mobility period as students, the *E+T/Digital* mobility is an internship experience whose recognition procedure must be carried out according to the regulations and educational plans of the various study programmes, and following the procedures established by the their individual faculties. Selected candidates are required to seek information about CFU (ECTS) recognition before departure at their didactic office and / or Traineeships Office.

Art. 1.8 Grants

The *E+T/Digital* mobility grants are awarded on the basis of the actual duration in days, as stated in the attendance certificate issued by the host institution (Traineeship Certificate). **The minimum duration must not be less than two months.**

The amount of the Erasmus + EU grant varies according to the country of destination's membership in one of the following groups:

- "GROUP 1 (high cost of living): € 400 / month Countries of destination: Denmark, Finland, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Norway, Sweden, and United Kingdom.
- "GROUP 2 (medium cost of living): € 350 / month Destination countries: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain,
- "GROUP 3 (low cost of living): € 350 / month Destination countries: Bulgaria, Czech Republic, Croatia, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovenia, Slovakia, former Yugoslav Republic of Macedonia, Turkey.

In case EU funds are unavailable or additional and EU funds are assigned, or upon student request and subject to authorization by the university, it is possible to assign students, following the ranking order, the "Erasmus zero-EU-grant" status, which

allows students to benefit from the advantages linked to the mobility, without receiving EU grants.

Art. 1.9 Additional Funding For Students from Disadvantaged Backgrounds

Students from disadvantaged backgrounds may be allocated an additional grant, based on ISEE, financed by EU funding and complemented with Sapienza and MIUR funding.

In order to apply to this grant, students must require their withholding agent (in case tax assistance is provided), or CAF, or via the INPS website (http://servizi2.inps.it/servizi/Iseeriforma/home.aspx) or other qualified entities (accountant, labour consultant, etc.), the calculation of ISEE 2018 for the Right to University Study. ISEE data will be checked by Sapienza on the dedicated INPS platform and, in case no figure related to ISEE 2018 for the right to university study is recorded for the student, he/she will not considered in the ranking for grant allocation. Detailed information relating to allocation criteria will be provided during the year via a specific information note to be published at: http://www.uniroma1.it/erasmus/studenti-students/contributi.

Art. 1.10 Additional Funding for Students with Special Needs

In order to allow greater participation in student mobility periods, the National Agency Indire Erasmus+ provides funds for students with special needs.

Students in this category are required to indicate their disability, both during the application phase and during the acceptance phase if they are assigned a mobility.

The assignees will receive information about possible EU funding during the year through a specific information note that will be published at: http://www.uniroma1.it/erasmus/studenti-students/erasmus-studenti-diversamente-abili .

Art. 1.11 Erasmus + Grant Taxation

Pursuant to Art. 1, paragraph 50 of Bill N. 208 of 28.12.2015, scholarships for international mobility benefit from the exemptions provided for in Article 1, paragraph 3, of Bill N. 105 of May 9, 2003, converted, with amendments, by the law n. 170 of 11 July 2003, subject to further regulatory changes.

Art. 1.12 Grant Payment

The personal data, tax and bank details used for payment will be those entered by the student on the Infostud Platform. The student is invited to verify that the data is correct and up to date. Grants will be paid in two instalments:

- payment of the first instalment (equal to 80% of the total) will be made at the beginning of the training period, usually within 30 days of receipt of the declaration of arrival at the host site, except for any deferments (for example: closing periods of the university, etc.).
- The remaining 20% will be paid upon the student's return to Italy, upon delivery of the complete traineeship documentation.

Art. 2 Application and Admission Criteria

Art. 2.1 Application

Each candidate can submit **ONLY ONE** application.
Application must be made **on-line** via the form available at: http://151.100.101.75/candidatura_placement/login.aspx.
Deadline for on-line application: October 30, 2018 at 2:00 pm (Italian time).
Interested students must complete all the fields in the on-line form and be sure to upload the following documents as an integral part of the application:

1. Photocopy of a valid identity document, duly signed, to be scanned and uploaded on the application form **under penalty of exclusion from the selection;**
2. *Letter of acceptance* **(see Annex 1)** from the host institution, duly completed, stamped and signed, stating the language used for the traineeship.
3. *Language certification.* (see Art. 2.4)

Failed upload on the application form of one of the aforementioned documents will involve exclusion from the selection.

PLEASE NOTE:
A. The Letter of Acceptance must comply with the model provided as Annex 1 to this Call. Incomplete documents or documents submitted in formats other than Annex 1 will not be accepted; in the case of a Letter of Acceptance not compliant with Annex 1, the Commission may decide to exclude the application from the selection;
B. The proposed host institution shall **complete, sign and stamp** the *Letter of acceptance* and send it back to the candidate, who in turn shall upload it, in pdf format[1], to the online application form.

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[1] The *Letter of Acceptance* can be uploaded in one pdf file, which is to be made up of all the pages of the document (see Annex 1)

C. It will not be possible to submit the *Letter of acceptance* after the deadline of the call. **Candidates who do not have a *Letter of Acceptance* by the deadline of the call cannot apply.**

D. The institutional email account (with domain @studenti.uniroma1.it) is **required** as this will be the **only communication channel accepted** for the purposes of this selection, even after the deadline of the call for applications.

After applying, each candidate will receive a report on the data entered at the email address provided in the application form. **Therefore, each candidate must verify receipt of the report and the accuracy of the data provided, promptly communicating any errors in the compilation / reception of the application to the relevant office (by email at: erasmustirocini@uniroma1.it) within 24 hours before the expiry date of the call.**

Art. 2.2 Admission Criteria

To participate in the selection for the *E+T/Digital* mobility grant, the candidate must:

1) Be regularly enrolled at Sapienza University of Rome, for academic year 2017/2018, in a:
   - Three-year Bachelor study programme, year two onwards;
   - Master study programme;
   - One-cycle Master study programme;

2) Have **at least two months** of mobility for traineeship available, according to the Erasmus + Programme in his/her study cycle; and not have already used the maximum number of months of mobility allowed by the Erasmus + Programme in his/her study cycle (see Article 1.3)

3) Not be resident in the country where the Traineeship will be held;

4) Have a weighted grade point average of passed exams not lower than **24/30**, based on the study programme ongoing ;

5) **Have a Letter of acceptance completed and signed** by an host institution it is mandatory to use the model provided in Annex 1 and attach it to the application as per Art. 2.1);

6) Have a Certificate with a **minimum B1 level** issued by a school recognized at the national and/or international level in the Common European Framework of Reference for Languages – CEFR (**it is mandatory to attach a copy of the certificate to the application as per Article 2.1**);

7) Not be recipients of other EU-funded or Sapienza mobility grants that coincide even partially with the Erasmus + Traineeship period.

PLEASE NOTE:

Students enrolled in Specialisation courses ("Master" in Italian), Post-graduate Schools, single courses and PhD programmes CANNOT take part in the selection process.

The requirements, referred to in this article, must be held on the date of expiry of the deadline for the submission of applications, under penalty of exclusion.

The lack of even one of the aforementioned requirements will determine the exclusion of the candidate from the selection process.

Candidates are admitted to the selection process subject to the verification of the prescribed requirements.

The Administration may at any time, with a motivated provision, exclude candidates from the selection by default of the admission requirements prescribed by the call.

Art. 2.3 Selection Commission

The Selection Commission (hereinafter: the Commission) is appointed by the Rector by a subsequent decree and consists of professors indicated by the Faculty Deans.

The selection will be based on qualifications, according to the selection criteria that will be defined during the preliminary meeting of the Commission: these criteria will be formalized by the Commission in the first report and will, in any case, be defined in full coherence with the assessment elements object of Art. 2.4.

Art. 2.4 Evaluation Criteria for selection

Art. 2.4.1 Traineeship Project: 0 - 20 points

The contents of the training project indicated in the _Letter of acceptance_ signed by the host institution and its coherence with the candidate's academic career (see Article 1.6) **will be assessed by the Commission during the assessment of qualifications.**

Art. 2.4.2 Language skills: 0 - 20 points

The candidate must demonstrate knowledge of the language he/she will use during the mobility that shall be stated by the host institution in the specific section of the Letter of Acceptance (Annex 1). This knowledge shall be demonstrated by uploading in the application form a Certificate with a **minimum B1 level** issued by a school recognized at the national and/or international level in the Common European Framework of Reference for Languages – CEFR. Certificates issued by Language Centres of Foreign Universities, obtained during periods of study

abroad, will be also accepted (**it is mandatory to attach a copy of the certificate to the application as per Article 2.1**).
Candidates who do not attach this certification to the application will be automatically excluded from the selection.

Art. 2.4.3 Academic Proficiency: 0 - 60 points

Academic proficiency will be assessed on the basis of the regularity of studies and grades. The factors that contribute to the formulation of the score, related to the career are: **the weighted average**, compared to the weighted average grade of the student's study programme, and **the number of credits acquired** compared to the total number of credits expected for the year of enrolment in the current cycle (regularity of study). **Academic career data will be taken into consideration as of the deadline of the call**, including exams self-certified in the application phase, **in the score calculation.**

PLEASE NOTE: In calculating the weighted average and the acquired CFUs the following do **NOT** apply:

- Exams taken abroad during Erasmus periods for which the recognition procedure has not been completed yet;
- Extracurricular examinations pursuant to Art. 6 of Royal Decree n. 1269/38 because these exams do not contribute to the achievement of the ECTS required to obtain the qualification and are not included in the calculation of the average;
- Integrated and ADE (elective teaching activities) exams, unless the credits related to all the tests constituting each integrated examination have been achieved;
- "Single-course" exams unless they have already been recognized in the Bachelor, Master, or one-cycle study programme in which the student is enrolled for the current academic year;
- Exams cancelled for failure to comply with prerequisites;
- Exams declared as taken, but which were only booked and not taken or, even, not booked;
- CFUs related to the final exam.

In the event that exams and/or training activities are not present on the Infostud Platform at the call deadline, **students may submit a self-declaration during the application phase (section 6 of the application form).**

The Administration reserves the right to verify the substitutive declarations. Should such controls reveal the non-veracity of the content of the declarations, the declarant will forfeit all allocated benefits, in addition to what is provided by provisions of Art. 76 of the D.P.R. n. 445/2000.

The Commission will have the right to assign a specific weight to each of the evaluation criteria referred to in the previous points. The grant allocation will be approved in an incontestable way by the Selection Commission.

Art. 3 Rankings

Art. 3.1 Ranking Process

The Commission will establish a ranking, following the descending order of the assessment of each candidate. **Available grants in this call will be distributed among Faculties proportionally to the applications received by each Faculty.**

If the candidate has submitted in the application a traineeship and *Letter of Acceptance* that propose activities absolutely inconsistent with his/her academic career, he/she might be excluded from the selection, as a final decision of the Commission.

If the ranking of a Faculty is exhausted, the grant will be allocated to the first eligible candidate not selected, thus not allocated a grant, from the Faculty with the highest number of eligible candidate, and in case of *ex aequo*, from the Faculty with the highest number of registered students.

The final ranking will be published on the website http://www.uniroma1.it, on the webpage devoted to the Erasmus mobility: https://www.uniroma1.it/it/node/28741 **probably by 15.01.2019.** After 15 days from their publication the rankings will be considered as final.

In case of renunciation by selected candidates, the ranking of eligible candidates will scroll down. The eligible candidate next in the final ranking list of the same Faculty will replace the renouncing candidate.

In the final ranking, in case of equal score, age will be considered, and the youngest student will be favoured and allocated the grant.

Art. 3.2 Grant Acceptance

When the rankings are published, **selected students will receive a communication via e-mail of the result of the selection process at their institutional address.**

They will be invited to provide feedback within 5 business days. Failure to comply with the aforementioned term will be considered as a waiver of the grant. Eligible candidates who scroll up the ranking list will be required to comply with the procedures and times provided.

The definitive allocation of the EU Erasmus + grant is subject to:
- Delivery of the requested documents;
- Formalization of the *Learning Agreement for Traineeship*;
- Signature of the financial agreement between the student and Sapienza.

The traineeship must be completed between February 15, 2019 and September 30, 2019.

Interruptions or suspension of the traineeships are not allowed. Mobility periods under 2 months or the cancellation of the mobility, involve the student forfeits the *E+T/Digital* mobility period and must return the entire or partial grant received.

Art. 3.3 Renunciation to the traineeship and replacement

In case of forfeit by selected students: if formalized **by June 1, 2019**, the Erasmus Unit will assign the grant to the next candidate in the ranking list, who will be contacted via email and invited to reply within 5 working days, under penalty of the grant.

If a Faculty has exhausted eligible candidates, the grant will be assigned to the first non-granted candidate in the Faculty with the highest number of eligible candidates.

Art. 3.4 Admission to the Host Country and Insurance

Students are responsible for inquiring autonomously about regulations concerning:
- Admission to the host country, contacting in good time the relevant diplomatic missions (Embassies and Consulates) in Italy;
- Health care in the host country, contacting his/her local health authority or diplomatic missions.

The legislation and regulations governing the admission of non-EU students in the various countries participating in the Erasmus+ Programme are linked to the nationality of these students. It is the student's responsibility to collect the necessary information and obtain the documents that are required for admission and stay in the destination country, at their respective diplomatic missions.

Insurance for accidents and civil liability in the workplace, which the student automatically benefits from through enrolment at the University, is extended, with the same procedures, for the entire period of stay abroad at the host institution. All information on these insurance policies is available at: http://www.uniroma1.it/ateneo/amministrazione/aree-e-uffici/direzione-risorse-umane-finanziarie-e-patrimoniali/area/polizze

The aforementioned insurance only covers traineeship activities and does not include the coverage of risks related to the exercise of the medical profession and health facilities. Therefore, students in the healthcare area are responsible for finding such insurance autonomously.

Students on mobility are required to independently have adequate health coverage for their stay abroad, in accordance with the procedures laid down by the host country:

http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani

Art. 3.5 On Line Linguistic Support

The Erasmus + Programme requires selected candidates to take a **mandatory** online language test, before and after the mobility period, if the learning language in the period spent abroad, indicated by the host organization in the Learning Agreement for Traineeship, is one of the following: Bulgarian, Croatian, Irish, Maltese, English, French, German, Hungarian, Spanish, Dutch, Czech, Danish, Greek, Polish, Portuguese, Swedish, Lithuanian, Finnish, Romanian, Slovak, Slovenian, Latvian, Estonian.

Based on the result of the assessment test, the student / graduate may be awarded a license to take an online language course, for the purpose of preparing for the mobility period.

Completion of the assigned online course is mandatory.

Art. 4 Other Conditions

Art. 4.1 Activities and Funding

Please note that the information contained in this call may be modified and / or supplemented on the basis of subsequent updates and provisions by the National Erasmus + Agency.

Art. 4.2 Checks

As per Art. 71 of Presidential Decree 445 of 28/12/2000, the Administration will carry out checks, even randomly, and in all cases where there are well-founded doubts on the veracity of self-certifications.

False information, declared or self-certified, constitutes a reason for exclusion / forfeiture.

Art. 4.3 Final authority

Pursuant to Bill N. 241 of August 7, 1990, Tiziana De Matteis, Head of the Erasmus Unit, International Office, is responsible for the call, in the framework of the exclusive competence of Sapienza University of Rome. Telephone number 06 49690437, e-mail address: erasmustirocini@uniroma1.it.

Art. 4.4 Personal Data Protection

The protection of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as by the national law in force.

THE RECTOR

In case of conflicting interpretations between the English and Italian versions of this selection call, the Italian language text (Decree n. 2261/2018 date 13/09/2018) will be final. Only the Italian version is valid.