



Please note: this English version is just explanatory, in order to support and help international students

In the case of conflicting meanings between language versions, the Italian version prevails.



UNIVERSITY OF GENOA

ERASMUS NOTICE

“Erasmus+” Programme

Key Action 1: Learning mobility of individuals

CALL FOR THE AWARD OF MOBILITY SCHOLARSHIPS FOR TRAINEESHIP PURPOSES FOR THE ACADEMIC YEAR 2020/2021

“Erasmus+” is the European Union programme for education, training, youth and sport.

Student mobility is part of “Key action 1: Learning mobility of individuals”

Mobility actions allow students of eligible Higher Education Institutions to undertake a period of traineeship in one of the countries participating in the Programme.

The awarding of scholarships, as stated in this Call, is subject to approval by the European and National Bodies that govern the Erasmus+ Programme, to the disbursement of funding by the National Erasmus+ Agency INDIRE and to the host organisation having an Erasmus Charter for Higher Education (ECHE), where applicable.

FULL INFORMATION ABOUT THE “ERASMUS+” PROGRAMME FOR TRAINEESHIP PURPOSES AND UPDATES RELATING TO THE PROCEDURES FOR THIS CALL CAN BE FOUND ON THE FOLLOWING WEBSITE

<http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>, which you are recommended to check regularly.



Note that the Erasmus+ call for study purposes for the academic year 2020/2021 has been published at <https://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/studio/>.

Applications can be submitted for both this Call for Traineeship Purposes and for the Erasmus+ Call for Study Purposes for the academic year 2020/21, which, in the context of Key Action 1 as well, allows applications to be made to undertake a period of study in an Institution in one of the countries participating in the Programme.

Students who are awarded scholarships in both calls may undertake both of the mobilities assigned to them for the academic year 2020/21, provided that the periods abroad DO NOT overlap and subject to fulfilment of the “Admission requirements-Previous Erasmus mobility experiences”.



ERASMUS INFODAYS 2020

Every year, the University of Genoa organises information events intended to illustrate and deepen understanding of the contents of this Call.

Full information on the dates of the meetings will be published at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.

The meetings are an important opportunity to find information on topics of interest, clarify doubts and overcome uncertainties. **You are therefore strongly advised to attend!**



DEADLINES

■ Deadline for submitting applications

12.00 o'clock on **05 March 2020**

If funds are available, a new deadline will be set in October 2020 exclusively for the presentation of applications for INDEPENDENTLY IDENTIFIED ORGANISATIONS. All the relevant information will be published at <https://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.

■ Publication of rankings

The rankings will be published **online only** and viewable at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/> by 24 April 2020, unless otherwise stated.

Students are advised to check the aforesaid website frequently.

■ Deadline for acceptance of scholarships assigned to winners

The deadline by which the winners of each ranking must accept the scholarship will be published at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.

The acceptance procedure takes place online only.

Once the acceptance deadline has passed, **winners who have not accepted** will be considered to have **withdrawn and**, once the procedure to scroll the ranking has started, they will lose the right to benefit from the scholarship, which will be **made available again**.

ART. 1 APPLICATION

The Erasmus+ mobility for traineeship purposes allows students to undertake a traineeship period at Higher Education Institutions that hold an Erasmus charter or any public or private organisation operating in the labour market or in sectors like education, training and youth.



You are advised not to use a tablet or smartphone to complete the application as some parts may not be fully completed and the application may not be submitted properly, thus preventing your participation in the selection.

Before you start completing your application, please verify the accuracy of your data and, where possible, update them as required. Note that for some of the data you will need to contact your School's *Sportello Unico Studenti* [Student Help Desk]

Submission of the application and the consequent participation in this Call imply the student's acceptance and respect of all the rules contained therein and of the rules governing participation in the Erasmus+ Programme.

ART. 1.1 SUBMITTING AN APPLICATION

↪ WHEN

Applications **MUST** be SUBMITTED **exclusively online by midday on 05/03/2020**.

↪ HOW

Exclusively online, to start completing the application:

1. go to <http://servizionline.unige.it/studenti/>;
2. log in by entering your UnigePass login details (username and password);
3. select the "Erasmus" option and then "Iscrizione a bandi di concorso" [Call registration];
4. select "Iscrizione a bandi di concorso - borsa Erasmus+ ai fini di traineeship" [Call registration - Erasmus+ call for traineeship purposes];
5. fill in the application completely and, when finished, **CONFIRM IT by clicking on the "Inoltre domanda" [Submit application] button.**

CHOICE OF HOST ORGANISATION

Students can submit their application:

⇒ **for an Institution listed in the Call:** the list of available scholarships is contained in the document entitled “*Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021*” [Erasmus+ scholarship destinations for traineeship purposes for the academic year 2020/2021], which is an attachment to this Call and an integral part hereof.

The list is published at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>, link “*Destinazioni borse Erasmus+ ai fini di studio a.a 2020/2021*” [Destinations of Erasmus+ scholarships for study purposes for the academic year 2020/2021]. This document states the prerequisites and selection methods of each group of Departments and includes the data sheet produced by each foreign institution included in the Call (under the heading “*Informazioni e prerequisiti sede partner*” [Partner Institution information and prerequisites]).

or

⇒ **for an independently identified organisation.**



No amendments can be made once the application has been submitted.

Students will receive an email sent to their university email address (with the extension @studenti.unige.it) notifying them that the application has been submitted. Applicants are therefore advised to check that their university email address has been activated as this address will be the only official channel used to communicate with students.

Only submitted applications will take part in the selection.

Applications not submitted by the deadline will be deleted from the database and will NOT therefore be considered valid for the purposes of the selection.

Applications will not be considered if, for any reason, they are completed later than the stated deadline and time.

Applications to take part in the selection sent by post or other delivery methods will not be accepted. The University declines responsibility for any failure to receive the application in the manner and by the deadline established, nor for any network interruptions or events attributable to third parties, accidents or force majeure.

Each applicant is also required to check carefully that there are no circumstances that might prevent their departure (e.g. foreign university application deadlines that are too close and incompatible with the timetable for announcing the winners of this call) and do not allow all the procedures to be completed within the time required by the foreign universities and/or international regulations of the host country regarding traineeships, which may prevent or limit the carrying out of the traineeships.

Students who fail to provide all the information required in their application, fail to comply with all the requirements of this call and attach incomplete or non-compliant documentation will be excluded from the selection.




Traineeships can be undertaken after graduation, provided that the student submits his/her application before graduating. The mobility must be undertaken within 12 months after the graduation date.

ART. 1.2 COMPLETION OF APPLICATIONS FOR INSTITUTIONS LISTED IN THE CALL

CHOICE OF INSTITUTIONS

- ✓ The list of available scholarships is contained in the document entitled “*Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021*” [Erasmus+ scholarship destinations for trainee purposes for the academic year 2020/2021], available at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>, link “*Destinazioni borse Erasmus + ai fini di traineeship a.a. 2020/21*” [Erasmus+ scholarship destinations for trainee purposes for the academic year 2020/2021]. This document states the prerequisites and selection methods of each group of Departments and includes the data sheet supplied by each foreign Institution included in the Call (under the heading “*Informazioni e prerequisiti sede partner*” [Partner institution information and prerequisites]).
- ✓ Students may only compete for the scholarships offered within the group of related Departments, grouped according to the School to which they belong.
- ✓ Students enrolled on inter-school degree courses must opt for one of the associated Departments. Once the group of Departments has been selected, it will be possible to state the preferences by choosing only from the list of scholarships offered by the selected group of Departments (e.g. students enrolled on the Corso di Laurea magistrale in informazione ed editoria [Master’s Degree Course in Information and Publishing] may opt for the scholarships pertaining to DISPO – the group of Departments in the Political Sciences Area -, DAFIST or DIRAAS – the group of Departments in the Humanities and Philosophy Areas).
- ✓ Students enrolled on Specialisation School courses, Research Doctorates and 2nd level Masters may only compete for the scholarships offered by the Department related to their curriculum.
- ✓ Each applicant may indicate in their online application up to a maximum of three destinations, if available for their group of relevant departments, in order of preference.

 When identifying the destinations stated as preferences, each applicant must pay the utmost attention to the characteristics of each exchange, in particular:

- **prerequisites** for admission to single exchanges, if any, established by each group of Departments of the University (viewable here " *Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021*" [Erasmus+ scholarship destinations for traineeship purposes in academic year 2020/2021], pdf document entitled "*Prerequisiti e criteri di valutazione*" [Prerequisites and assessment criteria])
- "**Informazioni e prerequisiti sede partner**" [*Partner Institution Information and Prerequisites*], supplied by each Partner Institution on the pdf format data sheet beside the name of the foreign institution (in the document entitled "*Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021*" [Erasmus+ scholarship destinations for traineeship purposes for the a.y. 2020/2021]). In this regard, we recommend that you focus attention, among the various items of information, on the language requirements stated (teaching language, level of fluency, any international language knowledge certification, e.g. TOEFL).
PLEASE NOTE: the partner universities do not always promptly communicate any updates to the document containing information on procedures, deadlines and language requirements; it is therefore highly recommended that you check the information by visiting the sites of the Institutions of interest.
- **Subject**, given that it is essential, for a profitable period of traineeship abroad, to identify a foreign institution that deals with a subject area and offers a traineeship that are compatible with your course.
- **Level** associated to the exchange (first cycle; second cycle ; third cycle (research doctorate/PhD/ specialisation courses)
- **scholarship duration**, in relation to previous Erasmus experiences (art. 1.4)

DOCUMENTS TO BE ATTACHED TO THE APPLICATION

The following documents **must be attached to the application**:


- Exam self-certification (REQUIRED)**. Check the registered data for your course and, for any exams you have passed and not yet registered, complete the relevant online declaration, **print it, sign it, scan it, save it to your computer and attach it to your application**.
However, if the course data is up-to-date, you can select the electronic self-certification that is already saved. **In this case you won't need to sign the self-certification generated by the online services.**
- Students enrolled for a master's degree **must also submit a self-certification of their first degree. (REQUIRED)**
- Any other documents** that may be useful for the assessment, e.g. **self-certification of a degree** with the list of exams taken for students who have achieved other academic qualifications or graduated at another university (**required** if covered by point b)
- Any certifications of knowledge of a foreign language issued by foreign language skills certification bodies and by the *Settore Sviluppo Competenze Linguistiche (former CLAT)***. Certifications are **required** if explicitly requested in the document entitled "*Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021*" [Erasmus+ scholarship destinations for traineeship purposes for the academic year 2020/2021].
- Students enrolled in Doctorate Schools, Specialisation Schools and 2nd level Masters must attach a written authorisation from the Director of the Doctorate School, the Director of the Specialisation School or the Master's Course Director, duly signed. (REQUIRED)**

ART. 1.3 COMPLETION OF APPLICATIONS FOR INDEPENDENTLY IDENTIFIED ORGANISATIONS

As an alternative to applying to institutions listed in the call, students can submit their application to undertake a traineeship in a **foreign organisation they have identified which is based in a country taking part in the Programme**.

To submit their application, each student must:

1. identify the foreign organisation
2. identify a professor employed in the department where his/her course takes place, who will act as responsible for the exchange with the independently identified organisation
3. attach the completed and signed letter of intent to the application as stated below in the section entitled "**DOCUMENTS TO BE ATTACHED TO THE APPLICATION**"

 Applications for *independently identified organisations* submitted by students enrolled on inter-school courses will be assessed by the Committee appointed for the group of departments in the relevant area where the professor identified by the student as responsible is employed. (e.g. Students enrolled on master's courses in Biotechnologies will be assessed either by the Selection Committee of the Medicine and Surgery Area Departments, by the Pharmacy Area Departments Committee or by the Mathematics, Physics and Natural Sciences Departments Area Committee, depending on which of these the chosen lecturer belongs to).

How to identify the foreign organisation



The following organisations are **ELIGIBLE enterprises**:

- ⇒ Higher Education Institutions that hold an Erasmus Charter for Higher Education
- ⇒ 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, including vocational and adult education);
- ⇒ a non-profit organisation, association or NGO;
- ⇒ body providing career guidance, professional counselling and information services.



The organisation identified must be based in a country participating in the programme. Note that:

- Switzerland is **not** participating in the *Erasmus+* programme
- **mobilities to Turkey have been suspended** by Rectoral Decree no. 4594 of 22/10/2019 until further notice; no bodies/organisations based in that country can therefore be indicated.



not eligible organisations

The following types of organisations are not eligible as receiving organisations for student traineeships:

- ⇒ EU institutions and other EU bodies, including specialised agencies (their exhaustive list is available on the website http://europa.eu/about-eu/institutions-bodies/index_en.htm);
- ⇒ Organisations managing EU programmes, such as Erasmus+ National Agencies (in order to avoid a possible conflict of interest and/or double funding).

Platforms, websites and databases are available to identify an organisation independently, including:

- erasmusintern.org (<https://erasmusintern.org/>), platform promoted by [Erasmus Student Network](https://www.esnitalia.org/) (<https://www.esnitalia.org/>). Further information is available at <http://www.erasmusplus.it/universita/mobilita-degli-studenti/>, in the “Mobilità a fini di traineeship: Dove?” [Mobility for traineeship: Where?] section.
- <https://www.stage4eu.it/>
- any lists of organisations already used in the past available from the relevant Erasmus mobility office of the associated Departments Area ¹ (and respective websites)

How to identify the professor responsible for the exchange

The lecturer must be a member of the Department where the student is attending his/her course and will act as the contact for any scholarship awarded.

With the support of the relevant administrative office of the Department/School, the professor responsible for the exchange will communicate with the identified organisation, send to the organisation the “letter of intent” to be signed by the manager of the foreign company and subsequently sign it himself/herself.

DOCUMENTS TO BE ATTACHED TO THE APPLICATION

The following documents **must be attached to the application**:

a. **Letter of Intent - (REQUIRED):**

Acceptance letter written on the headed paper of the independently identified foreign organisation (use the template published at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>) duly signed by the legal representative thereof and by the professor responsible for the exchange at the University of Genoa.

If the letter of intent is not written on headed paper, it must bear the official stamp of the foreign organisation.

¹ Contacts:

Architecture and Engineering Area Departments: tel. 010 33 56558 (Engineering) – tel. 010 2095676 (Architecture)

Economics Area Department: tel. 010 2095460

Law Area Department: tel. 010 2095546

Educational Sciences Area Department: tel. 010 209 53530

Political Sciences Area Department: tel. 010 209 51883

Humanities and Philosophy Area Departments: tel. 010 20951352

Languages and Literature Area Departments: tel. 010 209 9519

Medicine and Surgery Area Departments: tel. 010 353 7362

Pharmacy Area Department: tel. 010 353 38045

Mathematics, Physics and Natural Sciences Area Departments: tel. 010 353 8478


- b. **Exam self-certification (REQUIRED).** Check the registered data for your course and, for any exams you have passed and not yet registered, complete the relevant online declaration, **print it, sign it, scan it, save it to your computer and attach it to your application.**
However, if the course data is up-to-date, you can select the electronic self-certification that is already saved. **In this case you won't need to sign the self-certification generated by the online services.**
- c. Students enrolled for a master's degree must also submit a **self-certification of their first degree (REQUIRED).**
- d. **Any other documents** that may be useful for the assessment, e.g. **self-certification of a degree** with the list of exams taken for students who have achieved other academic qualifications or graduated at another university (**required** if covered by point b)
- e. **Any certifications of knowledge of a foreign language issued by foreign language skills certification bodies and by the *Settore Sviluppo Competenze Linguistiche (former CLAT)*.** The certifications are **required** if explicitly requested.
- f. **Students enrolled in Doctorate Schools, Specialisation Schools and 2nd level Master must attach a written authorisation from the Doctorate Course Coordinator, the Director of the Specialisation School or the Master's Course Director, duly signed. (REQUIRED)**

Please note:

Regardless of the chosen organisation, the REQUIRED documents, which are needed for the assessment, are an integral part of the application and, as such, they must be attached to the application.

All the documents, whether required or not, must be imported (using the upload function) in **.pdf format**, directly into the appropriate section of the online application form.


Documents that are attached in other formats, or are damaged or illegible, will be ignored. Please therefore verify carefully the correctness of the imported files.

 The list of documents cannot be attached to a submitted application at a later date. Applicants who fail to submit the application according to the procedure stated below may be excluded from the selection.

On the spot random checks may be carried out on the truthfulness of the documents attached to the online application form.

ART. 1.4 ADMISSION REQUIREMENTS FOR ALL APPLICATIONS


ENROLMENT

 Traineeships can be undertaken by students or recent graduates (postgraduate traineeship). In the latter case, however, the student **must** submit his/her application **before graduating**. The mobility must be undertaken within 12 months after the graduation date.

The application requirements are therefore the following:

⇒ **for applicants undertaking the traineeship as students**

- **Proper enrolment** on a university course at the University of Genoa during submission of the application at the time of departure and throughout the Erasmus period.
- A **"conditional"** application may be submitted by students enrolled for single courses leading to admission to master's degree courses (known as a *carriera ponte*. If the scholarship is awarded, the student will be declared a "vincitore sotto condizione".

 Any scholarship awarded may then **only** be used if enrolment is completed on a Master's Degree course related to the group of Departments in the context of which the Erasmus scholarship is awarded. If enrolment on a Master's Degree course in the Area of Departments for which the application was submitted is not completed, any scholarship awarded will be revoked.

- **Renewal of enrolment for academic year 2020/21**, according to the provisions agreed by the University authorities.
- Students who, at the time of their application, expect to graduate within the extraordinary session of academic year 2019/2020 (February/March 2021) are not required to pay the enrolment fee for the new academic year.

PLEASE NOTE:

- **The awarding of a Degree interrupts the Erasmus status.** Students who therefore graduate within the extraordinary session of academic year 2019/2020 must complete the Erasmus period before presenting their thesis, or may undertake the period abroad within 12 months after the graduation date, completing in any case the activity by 30 September 2021.
- Students who fail to graduate in the extraordinary session of academic year 2019/2020 must renew their enrolment for academic year 2020/2021.

⇒ **for applicants undertaking the traineeship as recent graduates**

- **Proper enrolment** on a university course at the University of Genoa during submission of the application. The graduation date must therefore be subsequent to the date of submission of the application.

🔑 PREREQUISITES



It is compulsory to fulfil the admission prerequisites for each exchange as established by the foreign organisation and by the individual departments of the University of Genoa **at the time the application is submitted**.

Applicants who intend to submit their application for an Institution listed in the call **must** carefully check the conditions for single exchanges at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>, in the section entitled “*Bando Erasmus+ ai fini di traineeship 2020/2021*” [Erasmus+ call for traineeship purposes 2020/2021], under “*Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021*”, [Erasmus+ destinations for traineeship purposes for the academic year 2020/2021], link to the data sheet of each foreign Institution included in the Call (entitled “*Informazioni e prerequisiti sede partner*” [Partner Institution information and prerequisites]) and to the document entitled “*Prerequisiti e criteri di valutazione*” [Prerequisites and assessment criteria] located beside the name of each group of Departments.

You are also advised to contact the professor responsible for the exchange or the office responsible for Erasmus mobility in the relevant Department Area for further specific information about the existence of preparatory examinations and/or other prerequisites for admission to single exchanges.

🔑 PREVIOUS ERASMUS MOBILITY EXPERIENCES

Students can undertake one or more Erasmus+ mobilities for the purpose of study and/or traineeship as part of each study cycle for the total period ² established according to the following restrictions:

- I cycle degree: maximum of 12 months (360 days)
- II cycle degree: maximum of 12 months (360 days)
- one-cycle study programmes (e.g. Medicine): maximum of 24 months (720 days)
- III cycle (research doctorate; specialisation course); PhD: maximum of 12 months (360 days)

Therefore, an application to take part in this *Erasmus+ Call for traineeships* can also be made by students who have previously received an Erasmus scholarship for study or traineeship. In this case, the remaining period from which the applicant may still benefit abroad must be **at least 2 months** (60 days) in the context of the study cycle for which he/she is enrolled during the period of mobility or in which he/she graduated, in the case of a postgraduate traineeship.

If, for example, as part of the same cycle (I cycle), a student has already undertaken an Erasmus mobility of 5 months for study purposes and of 4 months for traineeship purposes, for a total of 9 months, he/she may resubmit his/her application and, if a scholarship is awarded, he/she may undertake a **maximum period of 3 months**, regardless of the duration of the scholarship stated in the Call.

Spot checks will be carried out on any Erasmus mobility periods already undertaken in order to verify the admissibility of the application and the residual period from which the applicant can benefit, regardless of the duration of any scholarship assigned under the Call.

ART. 2 LANGUAGE SKILLS' TEST

The assessment of language skills is one of the criteria used by the selection committees to assess applicants, particularly according to the requirements of the foreign organisations.

For ranking purposes, students are therefore required to attach all the documents they hold to their application:

- statement of language skills issued by the *Settore Sviluppo Competenze Linguistiche* [Language Skills Development Sector] (formerly CLAT) and/or
- document certifying the level of language skills issued by the *Settore Sviluppo Competenze Linguistiche* [Language Skills Development Sector] (formerly CLAT) and/or
- any certificates of knowledge of the foreign language issued by certifying bodies and/or other foreign language skills institutions

In order to assess skills in languages for which no test was available in the *Settore Sviluppo Competenze Linguistiche* [Language Skills Development Sector] (formerly CLAT), the Committees may arrange for tests to verify these language skills during the interview or assess any certificates uploaded with the application by the Call deadline.

² Prior experience under LLP-Erasmus Programme and/or as Erasmus Mundus scholarship holders counts towards the maximum period per study cycle.

The test results may be used as assessment criteria for placing students in the ranking.

The Selection Committees may reduce the score assigned to students based on their language skills if they have not taken the test set by the *Settore Sviluppo Competenze Linguistiche* [Language Skills Development Sector] (formerly CLAT), who have not received a statement from this unit relating to their language skills or have not attached any certificate to their application.

Communication of test results

All the information required can be found at www.clat.unige.it and on the *Bacheca* [notice board] of the Aulaweb section dedicated to “Erasmus+ outgoing 2020/2021” students. An email containing the test result will also be sent. The email must be saved in pdf format and attached to the application.

ART. 3 INCOMPATIBILITY

Students who apply for this *Erasmus+ Call for traineeships*:

- CANNOT benefit simultaneously from funding for the Erasmus+ project and other types of EU contribution
- CANNOT benefit simultaneously from a scholarship to attend a Joint Master’s Degree.
- **Must carry out their mobility activity in a Programme or Partner Country different from the country of the sending organisation and the country where the student has his/her accommodation during his/her studies.**
- CANNOT exceed the established time limits for previous Erasmus experiences, as stated in article 1, in the “Precedenti esperienze di mobilità Erasmus” [Previous Erasmus mobility experiences] section

ART. 4 SELECTION OF APPLICATIONS AND RANKINGS

Only applicants whose applications have been submitted correctly are admitted to the selection.

Selection criteria

Applicants are selected according to their university curriculum, language knowledge, purposes of the traineeship period abroad (coherence of the traineeship at the foreign organisation with their own curriculum) and personal motivations.

In order to promote an even distribution of international mobility experiences, the Selection Committees will apply the rotation principle to the scholarship awarding procedure, giving preference to applicants who have not yet benefited from an Erasmus scholarship while enrolled at the university.

In addition to these general criteria, each Departments Area has specific selection criteria, which you are advised to check carefully. The selection criteria established by each Departments Area can be viewed here “[Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021](#)” [Erasmus+ scholarship destinations for traineeship purposes a.y. 2020/2021], pdf document entitled “[Prerequisiti e criteri di valutazione](#)” [Prerequisites and assessment criteria] beside the name of each Departments Area.

Additionally, the Committees will assess whether applicants fulfil the compulsory requirements set by the foreign organisations of interest.

Mandatory interview

During the selection stage, applicants are required to attend **a mandatory interview.**

Students who do not fulfil the minimum requirements for access to the selection established by each group of Departments and published at the link “[Prerequisiti e criteri di valutazione](#)”, [Prerequisites and assessment criteria] beside the name of the group of Departments, are excluded from the interview process.

On the spot random checks may be carried out on the truthfulness of the documents attached to the online application form.

No further documents can be added to a submitted application at a later date.

 **Full information about the selection process, the MANDATORY interview and any other formalities will be published - EXCLUSIVELY ONLINE - on the websites of the departments, which can be accessed directly through the links at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.**

The duty to check the information published on the aforesaid site, which students are advised to check regularly, lies exclusively with the student.


At the end of the selection process, the Selection Committees appointed for this purpose will draw up a ranking for each group of Departments (except for the Medicine and Surgery area) that will include the Institutions listed in the call and independently identified organisations. The Selection Committees will then assign the destinations to the eligible applicants.

Please note: with regard to the ranking criteria for the **Medicine and Surgery Area**, see the data sheet stating the prerequisites and selection criteria for the Medicine and Surgery Area, link contained in the document entitled "*Destinazioni borse Erasmus+ ai fini di traineeship a.a. 2020/2021*" [Erasmus+ scholarship destinations for traineeship purposes a.y. 2020/2021], beside the name of the Area.

PLEASE NOTE:

The responsibility for assigning the destination lies with the Selection Committees, any stated preferences are **purely indicative**: the Selection Committee may assign the applicant a different destination from the ones indicated in the application, if deemed more suitable, if the places available at the indicated Institutions are already assigned to applicants higher up in the ranking or if the duration of the traineeship period linked to the chosen destinations is not compatible with the months undertaken in the context of previous Erasmus mobility experiences, in order to respect the maximum number of months allowed for each study cycle.

Each student can only be assigned one of the Erasmus+ scholarships included in the competition.

 The University may take exclusion measures, even after the selection, in respect of any students who are found not to fulfil the admission requirements, whose position is incompatible (pursuant to article 3 of the Call) with the assignment of an Erasmus scholarship, who have not completed the enrolment procedure and the payment of University fees and who have made false declarations.

ART. 5 AWARD AND USE OF SCHOLARSHIPS

RANKINGS

The rankings will be drawn up on the basis of the following groups of Departments:

POLYTECHNIC SCHOOL

Architecture and Engineering Area Departments:

Department of Architecture and Design (DAD)

Civil, chemical and environmental engineering (DICCA)

Mechanical, energy, management and transport engineering (DIME)

Naval, electrical, electronic and telecommunication engineering (DITEN)

Computing, bioengineering, robotics and system engineering (DIBRIS) - section related to the Polytechnic School

SCHOOL OF SOCIAL SCIENCES

Economics Area Department:

Department of Economics

Law Area Department:

Department of Law

Educational Sciences Area Department:

Department of Education Sciences (DISFOR)

Political Sciences Area Department:

Department of Political Sciences (DISPO)

SCHOOL OF HUMANITIES

Humanities and Philosophy Area Departments:

Department of Antiquity, Philosophy and History (DAFIST)

Department of Italian Studies, Roman Studies, Ancient History, Art and Entertainment (DIRAAS)

Languages and Literature Area Department:

Department of Modern Languages and Cultures

SCHOOL OF MEDICAL AND PHARMACEUTICAL SCIENCES

Medicine and Surgery Area Departments:

Department of Internal Medicine and Medical Specialities (DIMI)

Department of Experimental Medicine (DIMES)

Department of Neurosciences, Rehabilitation, Ophthalmology, Genetics and Mother and Child Sciences (DINO GMI)

Department of Integrated Surgical and Diagnostic Sciences (DISC)

Department of Health Sciences (DISSAL)

Pharmacy Area Department:

Department of Pharmacy (DIFAR)

SCHOOL OF MATHEMATICS, PHYSICS AND NATURAL SCIENCES

Mathematics, Physics and Natural Sciences Area Departments:

Department of Chemistry and Industrial Chemistry (DCCI)

Department of Physics (DIFI)

Department of Mathematics (DIMA)

Department of Earth, Environment and Life Sciences (DISTAV)

Department of Computing, Bioengineering, Robotics and System Engineering (DIBRIS) - section related to the School of Mathematical, Physical and Natural Sciences.

Online publication of rankings



Official publication of the rankings will take place:

➤ **exclusively online** on the University website at

<http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/> by 24 April 2020, unless otherwise determined.

The duty to check the information published on the aforesaid site, which students are advised to check regularly, lies exclusively with the student.

No further communication will be sent to the students concerned.

Winners **must accept** the assigned scholarship **by the deadline** and according to the procedure published at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>. Once the deadline for acceptance has passed, the rankings will be scrolled according to the number of winners who have withdrawn and after check of the funds actually assigned by the National Erasmus+ Agency INDIRE.

Any withdrawals will not under any circumstances involve any review of the options already stated and the destinations already assigned.

The awarding of scholarships is subject to approval by the European and National Bodies that govern the Erasmus+ Programme, to the funds paid by the National Erasmus+ Agency INDIRE and to the host Institution's possession of an Erasmus Charter for Higher Education, where applicable.

Acceptance of the scholarship by winners

The following will be published at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/> :

- ✓ **the official rankings**
- ✓ **The deadline and methods by which winners must accept the scholarship awarded**

Once the acceptance deadline has passed, **winners who have not accepted** will be considered to have **withdrawn and, once the procedure to scroll the ranking has started, will lose the right to benefit from the scholarship, which will be made available again.**

It is essential, therefore, to pay the utmost attention to the deadlines and procedures for accepting the awarded scholarship, regularly checking the aforesaid website.

Use of the scholarships



The University reserves the right to perform checks, at any time, on the enrolment status and qualifications gained by students in relation to their involvement in the programme.

- ✓ The period of traineeship abroad must last for a minimum of 2 months (60 days) and a maximum of 12 months, subject to article 1 under "Precedenti esperienze di mobilità Erasmus" [Previous Erasmus mobility experiences].
- ✓ Erasmus+ mobility for traineeship purposes must be undertaken between 1 June 2020 and 30 September 2021. The exact dates of the stay must be agreed with the professor responsible for the exchange based on the organisation of the host institutions.
- ✓ **Traineeships can be undertaken after graduation, provided that the student submits his/her application before gaining the final qualification. The mobility must be undertaken within 12 months after the graduation date** regardless of the number of scholarship months awarded.
- ✓ **Please note that in order to sign the Mobility Grant Agreement, non-EU students must hold a residence permit in Italy that covers the entire period of residence abroad.**
- ✓ **Students who intend to graduate on their return from the Erasmus period must complete the activity at least 30 days before the date set for the graduation session in order to regularise their position on time.**

Learning Agreement

- ✓ In order to ensure high quality mobility activities with the maximum impact on the students, the activity to be carried out abroad **must** be compatible with the learning objectives of their course and with their personal development needs. It is therefore preferable for the credits, where awarded, to be curricular.
Students must therefore first check the actual opportunities to undertake the activity and check any deadlines and pre-enrolment procedures at the foreign organisation.



Before departure, every student awarded an Erasmus+ scholarship for traineeship purposes must have a Learning Agreement approved by the University of Genoa and the host organisation. The document will be available at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.

- ✓ The **Learning Agreement for traineeships**, approved by the student, the University of Genoa and the host organisation:
 - clearly states the traineeship programme to be undertaken abroad and the expected results
 - establishes the conditions for formal recognition of the activities
 - preferably establishes the level of knowledge of the language in which the traineeship will be undertaken

PLEASE NOTE:

Specialisation and doctorate students must agree the educational programme abroad with the Director of their Specialisation School and Doctorate Course Coordinator, obtaining the respective authorisation from the Board of the Specialisation School and Professors' Committee of the Doctorate Course.

Students enrolled on University Master's Courses must agree the education programme abroad with the Master's Course Director.

- ✓ The period of traineeship abroad must be covered by an *Erasmus+ mobility agreement for traineeship purposes* signed by the student and the University of Genoa. Therefore, traineeships abroad can **only begin after** this Erasmus+ mobility agreement for traineeship purposes has been signed.
- ✓ A **Learning Agreement for traineeships** is required before the *Erasmus+ mobility agreement for traineeship purposes* can be signed at the *Servizio Internazionalizzazione* [Internationalisation Department] and will be an integral part thereof.

Renouncing the scholarship

The scholarship granted can be renounced by following the procedure indicated at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>, even after acceptance.

In order to allow the scrolling of the rankings, the withdrawal must be communicated as soon as possible, **preferably by 30 June 2020**.

Withdrawal does not affect participation in future calls.

Entering and staying in the foreign country

All mobility students must, for the entire duration of the mobility, fulfil EU requirements for residing in each country participating in the programme and, in particular, in the case of foreign students enrolled at Italian universities, also fulfil the requirements for entry to the different countries participating in the programme, if any.

The laws and regulations governing the immigration of non-EU students to the different countries participating in the Erasmus+ programme depend on the nationality of these students. **It is the student's responsibility** to gather the information in advance and obtain the documents needed to enter and reside in the destination country by contacting the respective consular offices.

PLEASE NOTE THAT THE PROCEDURES FOR DOCUMENTS TO BE ISSUED BY THE RELEVANT AUTHORITIES MAY TAKE SEVERAL WEEKS/MONTHS AND MAY NOT BE SUCCESSFUL.

In particular, please note that the procedure for obtaining a visa for some European countries that are not in the SCHENGEN area is particularly long and does not always result in a visa being issued.

Therefore, in order to benefit from the awarded scholarship, students must fulfil the legal requirements of the host country regarding entry and residence for study purposes (e.g. compulsory application for an entry visa, process schedule and procedures related to the application, procedures to request any permanent or temporary residence permit) **before signing the Mobility Grant Agreement.**

Please note that in order to sign the Mobility Grant Agreement, non-EU students must hold a residence permit in Italy that covers the entire period of residence abroad.

The Settore Accoglienza Studenti Stranieri (SASS) [International students' office] at Piazza della Nunziata 6, 1st floor (contact details: tel. 010.209.51525, email: sass@unige.it), provides assistance with the procedure of requesting the documents needed from the relevant consular offices.

Other useful information...

✓ Acceptance of the application by the foreign organisation

Acceptance of the application is subject to the decision of the foreign organisation, whose final decision does not depend in any way on the University of Genoa and/or on any agreement signed with the student, and is subject to the legislation of the host country.

Students are therefore required to obtain the information, follow and complete all the administrative formalities and procedures required by the foreign host organisation, with the support of the Erasmus mobility office in the relevant Departments Area (contact details on page 7, note 1).

Any failure to respect the deadlines set may result in the foreign organisation's refusal to host the student.

The University of Genoa is not liable in the event of non-implementation of the traineeships due to causes not attributable to the same and/or to the withdrawal and/or a reduction in the availability of host organisations to host students.

✓ Medical cover:

Students must check the medical cover available with their local health authority (ASL) as the European Health Insurance Card (EHIC) could provide different levels of medical and hospital admission cover depending on the destination country.

A useful source of information is the online service provided by the Italian Ministry of Health at <http://www.salute.gov.it> under "temi e professioni" [subjects and occupations], "Assistenza, ospedale e territorio" [Hospital and local care], "Assistenza sanitaria italiani all'estero e stranieri in Italia" [Health care for Italians abroad and foreigners in Italy].

You are strongly advised to take out appropriate supplementary insurance. For more detailed information go to <https://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.

✓ Civil liability insurance cover

The University provides all students of the University of Genoa with INAIL cover, as required by law, and Third Party Civil Liability cover under a specific insurance policy (no. 151189675 expiry 30/6/2020) with the company UNIPOL-SAI, La Fondiaria Division, in the context of activities and events related to their traineeship activities.

Specialisation and doctorate students must check their professional public liability insurance position.

You are strongly advised to take out appropriate supplementary insurance. For more detailed information go to <https://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.

✓ Safety

The University advises all winners, before departure, to check the notices and advice about safety in the host country published by the Italian Ministry of Foreign Affairs and International Cooperation at www.viaggiasesicuri.it.

Students can also register the details of their stay abroad at <https://www.dovesiamonelmondo.it/home.html>.

ART. 6 FUNDING AND BENEFITS FOR SCHOLARSHIP HOLDERS

Art. 6.1 Funding

Funding consists of:

✓ European Union contribution

Winners will receive an EU scholarship as a contribution to their travel and subsistence costs during the period abroad. This funding is an incentive to promote international mobility. It is not therefore a scholarship intended to cover all expenses but only a contribution to the greater expenses associated with the stay abroad.

The awarding of scholarships is subject to approval by the European and National Bodies that govern the Erasmus+ Programme, to the funds paid by the National Erasmus+ Agency INDIRE.

The EU contribution is based on the cost of living in the host country and the number of months actually spent abroad **subject to the "Precedenti esperienze di mobilità Erasmus" [Previous Erasmus mobility experiences]**. The amount of the scholarship for traineeship purposes in academic year 2020/2021, set nationally, is the following:

GROUP 1 (HIGH cost of living)	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	€ 400/every 30 days
GROUP 2 (MEDIUM cost of living)	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain	€ 350/every 30 days
GROUP 3 (LOW cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia	€ 350/every 30 days

✓ Contribution for people with special needs paid by the European Commission. The funding request is based only on **real costs**.

✓ **Supplementary contributions from the University of Genoa and/or the Italian Ministry of Education:**

- **Supplement to the EU mobility scholarship**
- **Results bonus**

Supplementary university contributions are linked to:

▶ **income requirements**



PLEASE NOTE: for supplementary university contributions to be awarded, correctly quantified and paid, students who win an Erasmus scholarship for the academic year 2020/2021 are required to submit the ISEE-U form to the University of Genoa according to the procedure established by the University and published here <http://www.studenti.unige.it/tasse/certificazione/>, **BEFORE SIGNING THE MOBILITY GRANT AGREEMENT, subject to the deadlines established by the University, or any other decisions taken by the University**



Students who are unable to obtain an ISEE-U form (e.g. foreigners, Italians living abroad. etc.) must have submitted the ISEE-U PARIFICATO form according to the procedure established by the University and published here <https://www.studenti.unige.it/tasse/iseeparificato>, **BEFORE SIGNING THE MOBILITY GRANT AGREEMENT, subject to the deadlines established by the University, or any other decisions taken by the University**

▶ **months actually spent abroad**

▶ **as stated in the "Requisiti di ammissione – Precedenti esperienze di mobilità Erasmus" [Admissions requirements - Previous Erasmus mobility experiences] section.**

The amounts for academic year 2020/2021, established by the University, are specified as follows:

SUMMARY OF SUPPLEMENTARY UNIVERSITY OF GENOA CONTRIBUTIONS		
ISEE - UNIVERSITY	University supplement	Results bonus
up to € 13,000	€ 350 (every 30 days)	0 - € 150 every 30 days completed*** (see note 1)
between € 13,001 and € 30,000	€ 250 (every 30 days)	
over € 30,000 or in the absence of an ISEE-U or ISEE-U PARIFICATO form	€ 100 (every 30 days)	

Note 1

The bonus of € 150 (every 30 days completed***) is paid, regardless of the length of the stay, to anyone gaining 2 or more curricular CFUs. The results bonus is **NOT** paid to anyone **undertaking the traineeship period after graduating**

*** the contribution is paid on completion of the 30 days, NOT for any fractions thereof e.g. for a total period completed abroad and certified by the host organisation of 135 days and bonus of EUR 150 for every 30 days completed, EUR 600 will be paid for 120 days and no contribution will be paid for the remaining 15)

Art. 6.2 Benefits

- ✓ Students awarded an Erasmus+ scholarship for traineeship purposes listed in the Call are exempt from paying the host university fees. However, a financial contribution that is fair and agreed by local students may be requested to cover insurance, registration with student unions and the use of equipment and materials.
- ✓ **Language support:** In order to provide students involved in the mobility programme with additional language support, for all activities lasting at least 2 months, the European Commission provides online language support (OLS) in the following languages: German, English, Spanish, French, Italian, Dutch, Czech, Danish, Greek, Polish, Portuguese, Swedish, Bulgarian, Croatian, Romanian, Hungarian, Slovak, Estonian, Latvian, Lithuanian, Slovenian and Finnish.
Participants will be asked for an online verification of their language skills before and after the mobility. Completion of the online assessment **before** departure is a **requirement** for the mobility to take place, except in duly justified cases.
The University of Genoa will organise **free courses** in foreign languages for students indicated by the Selection Committees. The list of participants, course venues and start dates will be available at <http://www.studenti.unige.it/areaint/studiareestero/erasmusplus/mobstudeneo/tirocinio/>.
No further communications will be sent.
- ✓ Additional benefits are available in some cases from the ALiSEO (Agenzia ligure per gli studenti e l'orientamento - formerly ALFA Liguria). For information, contact ALiSEO directly.



The University supplementary contribution CANNOT be paid in case of award of an ALiSEO scholarship for the mobility.



PLEASE NOTE:

- a) If a traineeship scholarship is not fully used for the relevant period, the student will be paid an amount corresponding only to the period actually spent at the host organisation and certified by the latter, provided it is two months (60 days) or more, subject to the provisions of art. 1.
If the period actually certified by the host organisation is shorter than the period covered by monthly amounts paid, students will be required to give back the amount to which they were not entitled.
- b) If students fail to give back any amounts illegitimately received, the University may take measures to prevent them from continuing with their course until they give back the due amount, in accordance with the provisions governing the payment of university fees and contributions and the regional tax for the right to study.

Genoa, 13/02/2020