



D.R. 953/2024 - Prot n. 217758 del 18/09/2024

# ERASMUS+ FOR TRAINEESHIP CALL FOR APPLICATIONS ACADEMIC YEAR 2024/2025

## Art. 1 - Subject of the selection and information on the Erasmus+ programme for internships

1.1. For the 2024/2025 academic year, Ca' Foscari University of Venice, as part of the Erasmus+ Traineeship Program, offers its students who are regularly enrolled in Bachelor's Degree Programmes, Master's Degree Programmes and Phds the opportunity to carry out an internship with a scholarship, at affiliated institutions, in one of the countries of the European Union and the European Economic Area (EEA) as better specified in the following articles.

The programme allows you to take advantage of a period of mobility abroad with Erasmus status for up to a maximum of 12 months for each study cycle (1st cycle: Bachelor's Degree Programme, 2nd cycle: Master's Degree Programme, 3rd cycle: PhD). The calculation takes into account the monthly payments made both for study (Erasmus+ for study) and for the internship (Erasmus+ for internship).

1.2. The student benefiting from the internship will have the opportunity to acquire specific skills and a better understanding of the socio-economic culture of the host country and to study his/her language skills in depth. Ca' Foscari University of Venice guarantees the beneficiary students the recognition of the activities indicated in the "Learning Agreement for Internship (LAT)" and successfully completed. The recognition of the training activities undertaken by the student at the host entity, as well as the confirmation of the right to the internship grant, can be refused if the student does not reach the level of profit required by the host entity or does not meet the conditions required by the parties involved for recognition. In this case, the student may also be required to return the scholarship received.

1.3. The Erasmus+ Internship Programme foresees that the internship grant can also be used with the status of recent graduate and new PhD, as long as the beneficiary applies when still enrolled and carries out the internship within 12 months from the issue of the degree itself and in any case within the time limits set by this call for applications.

1.4. The number monthly payments for the 2024/2025 academic year is 303. The final number of mobility flows may vary according to the destinations of the assigned internships and consequently the amounts used to finance them.

1.5 Internship grants are awarded exclusively for full-time activities of internship (at least 25 working hours per week) at a company affiliated with Ca' Foscari.

According to the provisions in force, for the academic year 2024/2025, traineeships may take place in the following ways:

- a) Physical: internship carried out entirely in person at the host partner
- b) Blended: internship that combines a physical part with a virtual part from Italy, or vice-versa

The method chosen by the beneficiary will determine a different consideration of the scholarship awarded as specified in Article 2.1.

It is not possible to take exams and/or other didactic/learning/tutoring activities (even online) during the Erasmus+ mobility period for internships, under penalty of the return of the scholarship and cancellation of the internship.

In the case of newly graduated interns, the recognition in training credits (CFU) does not apply, as they have concluded their academic career.

Research activities are eligible to the extent that they include practical duties at laboratories, centres or other facilities.

1.7. It is the faculty of the host entities to provide for benefits or forms of reimbursement of expenses in favour of the interns, which do not constitute incompatibility with the scholarship. Erasmus+ activities for internships within a project, action or programme funded or otherwise co-funded by the European Commission are not eligible.

## Art. 2 – Internship grant and duration

2.1. The main points of the recent guidelines received from the European Commission on the management and reporting of mobility activities are summarised below, based on the way in which the internship of the beneficiary will take place.

- a) **Physical mobility:** it means an internship carried out in presence, at the host partner's. The mobility must be duly documented, presenting the documents that the Internships Abroad Unit will request from the intern. The internship must last at least 2 full and continuous months and foresees the disbursement of the Erasmus+ scholarship for internship, of which the monthly amounts are summarised in the table:

Group 1 500 € / month	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Island, Liechtenstein, Luxemburg, Netherlands, Norway, Sweden
Group 2 450 € / month	Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain
Group 3 450 € / month	Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary.

The total payment of the scholarship will be disbursed within approx. 30 days from the receipt of the "confirmation of arrival". The scholarship will be credited exclusively to the University Account Card, which must be activated as soon as the internship is confirmed.

Only newly graduated interns, who can indicate a current account of which they are holders or co-holders, are exempt.

The European Union financing must be repaid if the minimum duration of 2 full and continuous months is not respected.

- b) **Blended internship:** "*blended*" means a virtual period of internship from Italy combined with an in-person period of internship at the host partner's, or vice-versa, without overlapping. In this case, the physical component must have a minimum duration of 2 full and continuous months. The Erasmus+ scholarship for internship will be paid exclusively for the period of physical mobility, within approx. 30 days from the receipt of the "confirmation of arrival", according to the monthly amounts indicated in the table:

Group 1 500 € / month	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Island, Liechtenstein, Luxemburg, Netherlands, Norway, Sweden
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Group 2 450 € / month	Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain
Group 3 450 € / month	Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary

The scholarship will be credited exclusively to the University Account Card, which must be activated as soon as the internship is confirmed.

Only newly graduated interns, who can indicate a current account of which they are holders or co-holders, are exempt.

The contribution must be returned if the minimum duration of 2 full and continuous months is not respected.

2.2. With regard to the two modalities a) + b) as per Article 2.1, the following is also specified for the purpose of allocating the Erasmus+ scholarship:

- notwithstanding the fact that the contribution is paid for an internship with a minimum duration of 2 full and continuous months as per EU regulations, the Ca' Foscari University of Venice will be able to guarantee economic coverage for the first 3 full months and zero days of internship carried out in the country of the host entity. To calculate the financing, you can use the Grant Calculator, the calculation tool provided by the European Union, available on the web page: <http://www.unive.it/pag/11694>
- in the event that the internship lasts more than 3 months, the intern can carry out his/her internship in the "zero grant" mode, maintaining the status of Erasmus+ student in the months exceeding the third

2.3. It is possible to request an extension of the internship, in agreement with the host entity and subject to approval by the Internships Abroad Unit, provided that the request is made during the last month of the internship.

The financing for the months of a possible extension, such as for the months exceeding the third agreed upon in advance, is subject to the approval of the Internships Abroad Unit according to the financial availability.

2.4. The starting and ending dates must be agreed upon in advance with the host entity and the Internships Abroad Unit, which will use the Grant Calculator to calculate the monthly payments.

In accordance with the Italian law, internships for recent graduates cannot last longer than 6 months.

2.5. The period of internship is to be understood as continuous (at least 25 hours per week). Failure to complete the minimum period foreseen by the programme (i.e., 2 months) will result in the total return of the scholarship.

In case of closures for holidays or for other reasons by the host entity, the beneficiary must inform the staff of the Internships Abroad Unit to define the methods of recovery of the period, in order to respect the minimum stay required by the call for applications and not to lose the scholarship of mobility.

National holidays must not be made up for.

2.6. Internships must start between 1<sup>st</sup> February 2025 and 30<sup>th</sup> April 2025.

2.7. Ca' Foscari University of Venice guarantees its beneficiaries insurance coverage for civil liability towards third parties and accidents at work. Contracts relating to insurance coverage for accidents and third-party liability cover only the accidents that occur during the activities of internship.

### Art. 3 – Host entities

3.1. Activities of internship can be carried out at the following host entities, with registered offices in one of the countries foreseen by the Erasmus+ Internship Programme:

- institutions, businesses and/or private companies
- public bodies
- universities, provided they have an ECHE-Erasmus Charter for Higher Education (<https://erasmus-plus.ec.europa.eu/document/higher-education-institutions-holding-an-eche-2021-2027>), including offices, laboratories, libraries, etc.<sup>1</sup>
- training centres
- research centres/institutes
- foundations/associations
- chambers of commerce
- museums
- NGO/Onlus
- Primary, secondary and language schools<sup>2</sup>

3.2. The following are NOT eligible:

- bodies, offices and institutions that manage Union programmes, including National Agencies and European Agencies
- European Union institutions ([https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en))

3.3. Host entities must be present in one of the countries participating in the programme, namely: Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway, Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Holland, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovak Republic, Republic of Serbia, Slovenia, North Macedonia, Turkey

3.4. To search for the host entity, the candidate may use one of the following methods:

- autonomous research
- search among the affiliated bodies through the link <https://www.unive.it/pag/17186/> > Elenco aziende convenzionate. It is up to the candidate to independently search for the contacts of the institution to send his/her application.
- examining the internship offers available at this link <https://www.unive.it/pag/17186/> > Internships Abroad Offers. It is up to the candidate to independently search for the contacts of the institution to send his/her application.

In all cases, at the time of submitting the application, the student must attach only one official confirmation of acceptance by the host entity (letter on headed paper with or without stamp or formal email), in which there is an indication of:

- the details of the contacts of the tutor,

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<sup>1</sup> Internships carried out at universities, International Relations Offices of higher education institutions, laboratories, libraries, etc. of Higher Education Institutes must be understood correctly as professional training internships and NOT as study. This must be clearly indicated in the work plan (Learning Agreement for Internship), specifying that it is not an activity already foreseen in other European Union programmes, in order to avoid conflicts of interest and/or double financing.

<sup>2</sup> See previous note.

- the proposed activities and aims of the placement,
- the foreign language used for the internship (which the candidate must therefore certify as per art. 4.2-c),
- the period of internship

The Internships Abroad Unit does not provide a standard model of the document: it is up to the candidate to make sure that it contains all the details required in the previous paragraph.

3.5. The eligibility of host entities and internship projects proposed by individual candidates will be subject to evaluation by the Internships Abroad Unit, which reserves the right not to accept proposals deemed inadequate.

3.6. If the candidate wins the call, he/she must then send the Agreement to the Internships Abroad Unit, according to the indications he/she will receive at the start of the internship<sup>3</sup> and in any case within 1 month from the starting date of the internship.

It is not possible to change institution once you have won the selection, unless there are serious reasons attributable to the institution itself, which must be discussed with the staff of the Internships Abroad Unit.

#### **Art. 4 – Admission requirements**

4.1. The following categories of beneficiaries can participate in the call for applications: students, graduands and PhD students/graduands. Graduands at all levels will have to carry out the internship as a new graduate.

4.2 For all three categories mentioned above, the following requirements apply, which must be met at the time of submitting the application:

a) be citizens of one of the European Countries or participants of the Erasmus+ Programme, or non-EU citizens but regularly enrolled at Ca' Foscari

b) not be taking advantage of other study or training grants provided by the European Union at the same time

c) have a good certified knowledge (at least level B2) of the foreign language required by the institution for the internship (in the written confirmation, the institution must specify the language used for the internship). The main language of the internship cannot be Italian, since it is a mobility abroad, which also implies the improvement of one's language skills in the language of the host country or the vehicular language of the internship. The language skills must be certified at the application stage, in one of the following ways:

- i. International certification (also obtained through study/training programmes abroad carried out in the University period)
- ii. Certificate issued by the University Language Centre (CLA)
- iii. Open Badge issued by the University Language Centre (CLA). In this case, please attach the pdf file containing all the details and not only the CLA badge image since it does not contain the name of the person to whom it was assigned
- iv. Certification issued by a collaborator and linguistic expert (CEL) or a professor of Ca' Foscari University of Venice attesting the level of language knowledge attained through one or more exams successfully passed and recorded
- v. Study plan (downloadable in the Dedicated Student's Area) reporting the language exams and/or eligibility tests successfully passed with a clear indication of B2 or higher language knowledge

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<sup>3</sup> For the stipulation of the Convention / Agreement, see: <http://www.unive.it/pag/7198/> > Before the Training period > Convention

- vi. OLS certification (language *assessment*) obtained following a previous Erasmus + internship or study mobility programme
- vii. ONLY IN CASE ENGLISH IS THE LANGUAGE REQUIRED TO ACCESS THE INTERNSHIP: enrolment in a Bachelor's/Master's Degree Programme course fully taught in English at Ca' Foscari University of Venice
- viii. ONLY IN CASE ENGLISH IS THE LANGUAGE REQUIRED TO ACCESS THE INTERNSHIP: university title obtained following a Bachelor's/Master's Degree Programme course fully taught in English

d) demonstrate consistency among the course of study followed, the internship programme and the activities proposed by the host entity (also as indicated in the relevant communication)

e) the Erasmus+ training period for internship must fall within the maximum total of 12 months available to each student for each single study cycle. The financing received under the previous Erasmus Mundus and LLP-Erasmus programmes, both for study and placement, whether they have been provided by the Ca' Foscari University of Venice or by another University, for example following a transfer during this study cycle, also contribute to the counting of the 12 months

f) students enrolled in single courses are not admitted

g) not be older than 32 at the time of the beginning of the internship

#### 4.3 - STUDENTS ENROLLED IN BACHELOR'S DEGREE/MASTER'S DEGREE PROGRAMMES

For those who apply as a "student" it is necessary to meet the following requirements, in addition to those listed in art. 4.2, at the time of submitting the application:

a) be regularly enrolled as a student in a Bachelor's Degree or Master's Degree Programme at Ca' Foscari University of Venice for the academic year 2024/2025, maintaining the status of "student" for the entire duration of the internship, under penalty of forfeiture of the scholarship and the refund of the amount received;

b) have not yet completed the curricular internship, or have the opportunity to recognise the mobility abroad with career credits (i.e.: credits for internship, supernumerary, free choice or in lieu of an exam or seminar or laboratory). The Internships Abroad Unit will transmit the credit recognition to the Student Career Service only after they have received the final documents. In the event of recognition of supernumerary credits, it is the beneficiary's responsibility to inquire, before the beginning of the internship, on the procedure to be followed for changing his/her study plan at the didactic secretariat or campus of reference.

c) for students of a Bachelor's Degree Programme: have acquired and registered at least 72 credits and have a weighted average of the marks equal to or greater than 25/30 (rounding-off is not foreseen);

d) for students of a Master's Degree Programme: have acquired and registered at least 24 credits and have a weighted average of the marks equal to or greater than 25/30 (rounding-off is not foreseen).

Important: students of Digital Management and Comparative International Relations must also comply with the provisions of the respective internship regulations issued by their Degree Programme;

e) have not used or not using more than 10 monthly payments in the study cycle to which he/she belongs, for study and/or placement, within the LLP/Erasmus and Erasmus+ Programme;

f) it is not possible to change the status indicated in the application phase, once you have been selected (i.e.: those who apply as a "student" must remain so for the entire duration of the internship and cannot graduate in the meantime, under penalty of cancellation of the internship and the return of the eventual scholarship);

g) some degree programmes require specific preconditions to carry out a traineeship, in addition to the requirements of the present call. Please read carefully the online chart<sup>4</sup> and contact the relevant Campus in case of any doubt.

#### 4.4 – NEW GRADUATES

For those who intend to carry out the internship as a "new graduate" it is necessary to apply as a "graduand student" (NOT after obtaining the degree title).

Therefore, at the time of submitting the application, it is necessary to meet the requirements listed in art. 4.2 and the following ones:

a) be regularly enrolled as a student in a Bachelor's Degree or Master's Degree Programme at Ca' Foscari University of Venice and have submitted or submit the degree application according to the deadlines of the University Academic Calendar;

b) have not used or not be using more than 10 monthly payments in the study cycle to which he/she belongs to, for study and/or placement, within the LLP/Erasmus and Erasmus+ Programme;

c) the candidate must start and finish the internship after obtaining the qualification and within the deadlines of this call for applications. He/she cannot enrol in a university level course of study in the meantime;

d) it is not possible to change the status indicated in the application phase, once you have been selected (i.e.: those who apply as a "graduand student" must first obtain the qualification and then start the internship, under penalty of cancellation of the internship and the return of the scholarship).

#### 4.5 – PhD STUDENTS AND GRADUATES

For those who intend to carry out the internship as a "PhD student", at the time of submitting the application it is necessary to meet the following requirements, in addition to those listed in art. 4.2:

a) be regularly enrolled as a student in a PhD course at Ca' Foscari University in Venice for the academic year 2024/2025, maintaining the status of "PhD student" for the entire duration of the scholarship, under penalty of forfeiture of the scholarship and the refund of any contribution received;

For those who intend to carry out the internship as a "PhD graduate", at the time of submitting the application it is necessary to meet the following requirements, in addition to those listed in art. 4.2:

a) be regularly enrolled as a student in a PhD course at Ca' Foscari University in Venice and have submitted the PhD degree application according to the deadlines of the University Academic Calendar.

For both categories mentioned above:

c) have not used or not be using more than 10 monthly payments in the study cycle to which he/she belongs, for study and/or placement, within the LLP/Erasmus and Erasmus+ Programme;

d) it is not possible to change the status indicated in the application phase, once you have been selected.

### Art. 5 – Submitting the Applications

5.1. The application, together with the attached documentation, must reach the Internships Abroad Unit **by 10:00 am (CET) on 21/10/2024**, using only the application form available on the following web page,

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<sup>4</sup> <https://docs.google.com/spreadsheets/d/1m0cmG1qcsXRYNceDCGcpM328FX-Sx5LyIvw6u5nxOfU/edit#gid=0>



<http://www.unive.it/pag/11694>, by logging in with the university account [matricola@stud.unive.it](mailto:matricola@stud.unive.it) and the relative password.

5.2. The following documentation must be attached to the application form:

- Motivational letter in Italian and translated into the language required for the internship, in which there is an emphasis on the interests, attitudes and consistency between the candidate's academic training and the internship project
- Curriculum Vitae in Italian and translated into the language required for the internship<sup>5</sup>
- Language certification of at least a B2 level referring to the foreign language required for the internship
- Letter/Email of acceptance from the Host Entity
- Letter/Email from the supervising teacher for recognition of supernumerary credits<sup>6</sup> (in case the "student" candidate has already registered the credits of a previous career internship)
- Any other language and/or IT certifications, training courses, etc.

### **ATTENTION**

*Candidates will automatically be excluded if their applications:*

- are sent in after the deadline;
- are incomplete or incorrect;
- are not drawn up on the specific forms prepared by the University;
- contain false statements.

An application can be submitted only once, under penalty of cancellation of the application itself. It will not be possible to modify or cancel the application submitted after it has been presented. It is not possible to change institution once you have won the selection, unless there are serious reasons attributable to the institution itself, which must be discussed with the staff of the Internships Abroad Unit.

## **Art. 6 – Selection of candidates**

6.1. Applications will be assessed by a special commission appointed with Executive Determination which will draw up the rankings of the suitable candidates (winners and reserves) within about one month from the closing date of the call for applications.

In case the number of eligible candidates exceeds the number of grants available, an interview will be scheduled to appoint the winners.

The present call has been translated from Italian into English: in the event of any kind of question and/or difference, the Italian version shall prevail over the English translation.

6.2. The criteria for the evaluation of the applications will be as follows:

- a) weighted average at the time the application is submitted;
- b) number of training credits accrued and registered at the time the application is submitted;
- c) assessment of the motivational letter;
- d) assessment of the motivational letter;
- e) certified language skills;
- f) IT skills;
- g) priority will be given to those who have never benefited from international mobility scholarships, for study or internship

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<sup>5</sup> The following resume formats will be accepted: European format, chronological resume, infographic resume.

<sup>6</sup> The candidate must contact the Campus or the Students' Office of the Department of the course of study he/she is enrolled in. At this stage, a prior authorisation is sufficient; if the scholarship is won, refer to art. 4.3



## **Art. 7 – Assignment of the Erasmus+ internship**

7.1. Once notified by email, the WINNERS will be considered automatically confirmed.

7.2. In case of renunciation, the beneficiary student is required to promptly notify the Internships Abroad Unit within the times and in the manner communicated.

In case of late renunciation, except for reasons of force majeure duly certified in writing, the winner is not allowed to apply for subsequent internship calls abroad in the same academic year.

7.3. The internship must take place exclusively in the period indicated in art. 2.6.

7.4. The assignment of the internship is always subject to:

- the winner's acceptance of the conditions of this call for applications and of the internship regulations
- transmission of start-up documents (LAT-Learning Agreement for Internship and Financial Agreement)
- obtaining any visas/residence permits for the intern

7.5. Beneficiaries will be required to take an initial language test made available by the Erasmus+ programme and to attend the Safety Course according to the regulations in force.

## **Art. 8 - Processing and confidentiality of personal data**

8.1. Pursuant to and for the purposes of Regulation (EU) 2016/679 (GDPR), containing the General Data Protection Regulation, both parties, in their capacity as data controllers, hereby acknowledge that the personal data of the legal representatives and the Contact Persons of the agreement indicated in Article 4 above shall be processed exclusively for the performance of all operations and activities related to this agreement and to comply with legal requirements concerning the management of the agreement. The data shall be kept for the entire duration of the agreement itself and thereafter within the terms provided for ordinary prescription. The processing will be carried out in automated and/or manual form, using methods and tools in compliance with the security measures set out in Article 32 of the GDPR, by specially authorised persons, in compliance with the provisions of Article 29 or by external persons appointed as data processors pursuant to Article 28 of the GDPR who carry out instrumental or ancillary activities. Apart from these cases, the data will not be communicated to third parties or disseminated, except in cases specifically provided for by national or European Union law.

## **Art. 9 – Reference office and contacts**

9.1. For further information please refer to:

Ca' Foscari University of Venice  
Career Service Office – Internships Abroad Unit  
Email: [erasmus.placement@unive.it](mailto:erasmus.placement@unive.it)  
Website: <http://www.unive.it/pag/11694>  
Opening hours: <https://www.unive.it/pag/10598/>

Signed by the Rector  
Prof.ssa Tiziana Lippiello