



MOBILITY PROCEDURE ERASMUS+ TRAINEESHIP CALL 2021

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The documents referred to below are published on the University portal page www.unito.it - Internationality - Studying and working abroad - Erasmus+ - [Erasmus Traineeship](#)

MOBILITY GRANTS

On the basis of the call provisions and the Mobility Agreement, the mobility grants consist of the following items:

- A. Monthly grant of basic amount (EU amounts), which varies depending on the country of destination**
- B. Monthly supplementary contribution for economically disadvantaged participants, based on ISEE indicator (Annual household income indicator);**
- C. Supplementary EU contribution based on real costs for the mobility of disabled students and students with special needs;**
- D. Specific contribution "TOP-UP TRAVEL GREEN" to support ecological travel.**

Contributions "A" and "B" will be determined by multiplying the number of months in mobility by the monthly amount. At the end of the mobility, the contribution will be recalculated on the basis of the actual start and end dates of the Erasmus stay, multiplying the daily amount by the duration of the mobility. To calculate the mobility period, on the basis of the Erasmus+ Programme, months are considered as 30 days, regardless of their actual duration.

It is therefore advisable to plan your stay abroad, taking care not to reduce the number of days provided by the grant, in order to avoid having to return to the University at the end of the mobility period the sums relating to the days not used.

To plan the mobility period, the participant is invited to use **Erasmus+ National Agency calculator** (available on the [Erasmus Traineeship page](#)).

However, for mobility periods that fulfil the **minimum eligible duration (60 days)**, if the length is reduced to a maximum of 5 days compared to what indicated in the Mobility Agreement, the duration will be rounded up and the period will be considered as fully completed.

It will be possible to combine the mobility abroad with a virtual component, involving any type of online activity that meets the objective of the mobility for Traineeship agreed in the Learning Agreement for Traineeships. The mobility abroad must in any case fulfil the minimum eligible



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duration foreseen by the programme (**60 days**), unless the National Agency Erasmus Plus INDIRE applies the force majeure clause.

In the case of mobility carried out partly abroad and partly online (from the country of residence), the mobility will fall into the category of a “blended mobility”. If necessary, a period of interruption between the mobility abroad and the virtual mobility can be considered, provided that the minimum eligible duration of the mobility abroad is fulfilled and all activities are completed by the **30th September 2023**.

Please note that, in the case of blended mobility, a grant will be awarded only for the period spent abroad and in the case of purely virtual mobility (from the country of residence), no mobility grant will be awarded. As foreseen by the European Commission and by the Erasmus Plus National Agency INDIRE, if the participant carries out the academic activities online but from the host country, the mobility will be considered as a mobility abroad and the participant will therefore be entitled to receive the grant due.

If the Participant is unable to carry out the mobility abroad due to COVID-19 related restrictions, a period of entirely virtual mobility will exceptionally be considered eligible for the recognition of academic activities. An exclusively virtual mobility period may therefore be recognised in terms of CFUs within the career plan, if it falls under type A - curricular internship or type B - voluntary extra-curricular internship with recognition of extra credits.

THE MOBILITY AGREEMENT

Before leaving for the mobility period, each Participant **MUST** fill in and send to the International Mobility Office a copy of the signed Erasmus Traineeship Mobility Agreement. **PLEASE NOTE: do not fill in the Mobility Agreement by hand, but use the editable pdf function.** You can download the Mobility Agreement from the [Erasmus Traineeship](#) page, sign it and send it in attachment to this [Google form](#). Instructions on how to fill in the form are available on the [Erasmus Traineeship](#) page. The Mobility Agreement has to be sent **TOGETHER WITH** the Learning Agreement for Traineeships. **Both documents must be duly completed and signed.** Subsequently, a countersigned copy of the Mobility Agreement will be sent to the Participant via email by the International Mobility Office.

The payment will be made by crediting a bank account (including "Bancoposta") **in the name or joint name of the Participant. The IBAN code indicated by the Participant must refer to an Italian/European Banking Institute.** The payment of the grant will be issued after the International Mobility Office receives a signed copy of the Mobility Agreement and of the Learning Agreement for Traineeships. For all Erasmus+ Traineeship grant winners, the payment of the grant will be issued starting from the 25th day of the month if the Mobility Agreement is sent to the International Mobility Office by the 1st working day of the same month; for agreements sent from the 2nd working day onwards, the payment will take place starting from the 25th day of the following month. This timing does not apply to the months of August, December and January, for which payment is made in the following month.



For international mobility towards Institutions (Universities) located in Faroe Islands, United Kingdom and Switzerland, it is necessary to have an Inter Institutional Agreement signed. Students selected for the previously mentioned destinations have to get in touch with the International Mobility Office of their School 2 months before their departure in order to conclude the stipulation of the Inter Institution Agreement in due time (before the start of the mobility).

LEARNING AGREEMENT FOR TRAINEESHIPS

The mobility falls under type A, curricula placement or type B, extra-curricular placement. Type A is recognised as part of the degree programme. Type B can be carried out during the degree programme and be recognised with extra credits; alternatively, it can be carried out without recognition in the career. Type B Traineeship can also be carried out after graduation.

The type of mobility (type A or type B) declared in the application form is binding and must correspond to the type of mobility actually carried out and resulting as such at the end of the mobility period, otherwise the grant received will have to be returned.

BEFORE the start of the mobility period, the Participant must contact the Department Tutor to fill in the "Learning Agreement for Traineeships" - section "**Before the mobility**" - i.e. the programme of activities for the traineeship, which will be personalised on the basis of the actual project to be carried out.

This document must be approved and signed by the Degree Programme Coordinator ([Responsabili didattici per la mobilità internazionale dei CDS](#)), the Host Institution and the Participant. In addition, in the case of type A placements, the Participant and the Degree Programme Coordinator ([Responsabili didattici per la mobilità internazionale dei CDS](#)) must agree on the mode of recognition of the activities.

The document, duly filled in and signed, must be sent, before departure and TOGETHER WITH the Mobility Agreement, to the Mobility Office in attachment to this [Google form](#). Instructions on how to fill in the form are available on the [Erasmus Traineeship](#) page.

Any substantial change, during the trainee's stay at the Host Institution/Organisation, must be agreed on, always in writing, by all three parties using the appropriate section of the Learning Agreement for Traineeships (*During the Mobility* section).

ONLINE LINGUISTIC SUPPORT (OLS)

The Erasmus+ programme offers students on mobility online linguistic support, called Online Linguistic Support - OLS (or similar language support training application issued by the European Commission), in the language of the host country or in the vehicular language used for the placement.

The OLS programme entails:

- an initial language proficiency assessment, issuing a score in line with the CEFR (Common European Framework of Reference), to be carried out close to the start of the mobility;



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- an interactive language course, personalised according to the initial level assessed;
- a final language level assessment, to be carried out at the end of the Erasmus+ period where progress is evaluated.

The credentials for accessing the OLS course will be provided following receipt of the completed and signed Mobility Agreement.

PLACEMENT PERIOD

The Erasmus+ Traineeship mobility period must be **continuous** and must end by 30th September 2023, **for a compulsory 2 month minimum period (=60 days), otherwise the grant will be withdrawn.**

Please note that, in the case of *blended* mobility the period abroad must always comply with the minimum eligible duration of 2 months (60 days according to the Erasmus+ programme counting methods (Erasmus+ National Agency Calculator available on the Erasmus Traineeship page - Documents Section). Any mobility shorter than 60 days will be recognised only if the force majeure clause is implemented by INDIRE Erasmus+ National Agency.

In the event that the Participant carries out part of the mobility abroad and part of the mobility in the country of residence (blended mode), he/she will have to return the contribution only for the days of mobility carried out in the country of residence. Should the Participant, on the other hand, carry out virtual activities but from the host country, the mobility will be considered as mobility abroad and the Participant will therefore not have to return any amount.

Days are counted according to the actual start and end dates of the placement period. The mobility period spent abroad and any virtual mobility period spent in the country of residence (physical, virtual or *blended* mobility) must be indicated.

Please note that, since the participant may carry out a maximum of 12 months of mobility for each study cycle (24 months for those enrolled in a 5/6 postgraduate degree programme) regardless of the number and type of mobilities carried out (Erasmus+ Mobility for Studies and/or Erasmus+ Mobility for Traineeship), the duration of the Traineeship period must take into account the months already used in order not to exceed this limit.

If the Participant is planning to carry out the mobility for Traineeship after graduation, he/she must take into account the maximum eligible period of mobility for the degree programme just completed.

In the event that the Participant, for reasons of force majeure or other reasons, needs to **interrupt** her/his stay abroad for a period of time or conclude the mobility early, he/she should contact the International Mobility Office and follow their instructions.

The **closure** of the Host Institution for a short holiday period **is not usually considered as an interruption of the mobility period**; in case of prolonged closure (e.g. summer holidays), please contact the International Mobility Office for instructions.



EXTENSION

Following the start of the mobility, the participant may request an extension of the mobility period, which must be authorized in writing by the Degree Programme Coordinator ([Responsabilità didattici per la mobilità internazionale dei CDS](#)) and the Host Institution. Authorisations for extensions must be received by the International Mobility Office **at least 15 days before the end of the mobility period** set out in the Mobility Agreement. It should be noted that the Erasmus+ Traineeship stay, including any extensions, must be continuous and, in any case, cannot exceed a total of 12 months per study cycle (or 24 months for students enrolled in a 5/6 years postgraduate degree programme), also taking into account any other mobility periods already spent abroad for Mobility for Studies and/or Mobility for Traineeship within the Erasmus+/LLP Erasmus programme. Furthermore, mobility must end by **30th September 2023**.

In case of budget availability, the extension period can be financed up to a maximum of 90 days; in case of lack of funds, the extension can still be approved but without additional contributions ("zero-grant" period).

FINAL DOCUMENTATION

At the end of the Traineeship period, the Participant **MUST** obtain from the Host Institution/Organisation the Traineeship Learning Agreement - "**After Mobility**" section ("Table D - Traineeship Certificate by the Host Institution/Organisation"). This document must be duly completed and signed by the Host Institution/Organisation and certify the actual placement period carried out in accordance with the "Before the mobility" section of the Learning Agreement. **The mobility period carried out face to face and, if applicable, the mobility period carried out remotely must be indicated separately.**

CLOSURE OF THE MOBILITY PERIOD

In order to begin the administrative process of recognition of the Traineeship activity, the Participant must provide the International Mobility Office with the Learning Agreement for Traineeships - sections "Before the mobility", "After the mobility" and "Changes" (if applicable), within 30 days from the end of the Erasmus+ Traineeship period.

The document must be submitted in one of the following ways:

- **forwarding of the email received directly from the partner with the completed and signed document attached**
- **the completed and signed document is sent directly by the partner.**

The Learning Agreement for Traineeships issued by the Host Institution at the end of the mobility period must duly certify indicate the actual start and end dates of the mobility period, indicating



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the mobility period abroad and any online activity carried out from the country of residence (face to face, virtual or *blended* mobility).

The recognition of the academic activities successfully completed and included in the Learning Agreement for Traineeships is guaranteed at the end of the Traineeship period; as per the rule of the National Agency Erasmus Plus INDIRE, this recognition can be refused only if the Participant does not reach the learning outcomes required by the Host Institution/Organisation or does not meet the conditions set out by the parties involved in the recognition.

Therefore, in cases where recognition of credits is expected (curricular traineeships and/or traineeships with recognition of extra CFU), the Participant must also submit the **CFU Recognition Request Form**: the form must be duly filled in for the relevant parts and **sent by email in word/odt format to the International Mobility Office (internationalexchange@unito.it)**, who will forward it to the Department of reference for recognition in the student's career of the traineeship undertaken abroad. It should be noted that the participant is also required to fill in the fields relating to the corresponding examinations recognised in the career (**Code - Exam Description - SSD - CFU**): the necessary data can be obtained from the *Piano Carriera*, in accordance with what has been established in the Learning Agreement for Traineeships together with the Degree Programme Coordinator ([Responsabili didattici per la mobilità internazionale dei CDS](#)). Recognition of the Traineeship activities is carried out by the International Mobility Evaluation Committee of the students' School/Department of reference.

In addition, if the participant has made an **environmentally friendly journey**, in accordance with article 4 of the Call for Students Mobility for Traineeship 2021 of the School/Department of reference, he/she must send to the International Mobility Office (internationalexchange@unito.it) **supporting evidence** certifying the **environmentally friendly journey** and the time needed to reach the destination. This evidence must be sent together with all documentation collected at the end of the Erasmus+ Traineeship mobility period (LAT in its latest version and the CFU Recognition Request Form, if applicable). In the absence of the aforementioned **supporting evidence (receipts/proof of expenses)**, it will not be possible to pay the **TOP-UP Travel Green** contribution.

For placements that will end after 15th September 2023, the Participant must in any case provide the International Mobility Office with all the final documentation by 15th October 2023.

For the final closure of the mobility, the Participant must also submit online the **Mobility Report (EU SURVEY) within 30 days of receipt of the request for completion**, which the International Mobility Office will send by email following approval of the closure documentation submitted.

WITHDRAWING FROM THE ERASMUS+ FOR TRAINEESHIP PROGRAMME AND RETURNING THE GRANT

The period of mobility abroad must last a minimum of **two months (60 days)**. Participants who spend abroad a shorter period will have to return the full amount.



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In the event that, for unexpected and justified reasons, the Participant decides to withdraw from the programme, he/she must formalise this by promptly informing his/her Department at UniTo and the International Mobility Office by email.

If financial contributions have already been paid, the participant must return the amount received following the procedure the International Mobility Office will communicate to the Participant on his/her institutional email address. The refund must be made within 10 days of receipt of such communication. Where applicable, on the basis of the Fees and Contributions Regulations in force, if the Participant does not repay the amount requested within the timeframe communicated by the Institute, a career block will be imposed.

Participants who spend abroad a period shorter than the one stated in the Mobility Agreement, will be required to repay the amount not due, calculated according to the procedures indicated in Article 5 of the Traineeship Mobility Agreement.

In case of an early return due to force majeure before having completed the minimum period, it is necessary to contact the International Mobility Office who, in turn, will contact the Erasmus Plus National Agency INDIRE for instructions.

The Participant must return the entire amount of the contribution and will not have any recognition of the internship carried out abroad if he/she does not present the documentation relating to the mobility period, as indicated in Article 5 of the Traineeship Mobility Agreement.

In the case of mobility carried out entirely online from the country of residence, the Participant will be required to repay the contribution, but the recognition of the training activities included in the Learning Agreement for Traineeships will be guaranteed.

HEALTH CARE ABROAD

In the case of mobility in one of the EU Member States, Iceland, Liechtenstein, Norway and Switzerland, basic health insurance coverage is usually provided by the national health service through the European Health Insurance Card (EHIC). However, the coverage of the European Health Insurance Card may not be sufficient, especially in case of repatriation or specific medical intervention. For those travelling to these countries, a private supplementary insurance is therefore recommended. Non EU-nationals, even if in possession of TEAM, do not have similar health coverage outside of Italy. They must therefore stipulate a private health insurance policy.

In the case of mobility outside of the above-mentioned countries, the winner must stipulate adequate private insurance that meets the requirements for the stay in the country, as established by the competent authorities in situ, and that provides adequate insurance coverage especially in need of specific medical intervention.

The winner is also required to verify the conditions relating to the ongoing COVID-19 health emergency.

For further information, please consult the following websites:

- [Ministero della Salute – Assistenza sanitaria Paesi extra UE](#)
- [Unione Europea - Copertura sanitaria](#)



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With regard to the COVID-19 health emergency, it is recommended that you refer to the indications on the institutional portal of the Ministry of Foreign Affairs and International Cooperation - [MAECI](#) - and on the "[Viaggiare Sicuri](#)" website to determine the safety status of each country. It is also advisable to consult the "[Re-open EU](#)" website.

INSURANCE COVERAGE AND OBLIGATIONS IN CASE OF ACCIDENT AND/OR DAMAGE CAUSED TO THIRD PARTIES

In the various countries involved in transnational Traineeship mobility, there are different arrangements with respect to civil liability insurance (coverage of damage caused by the student during the academic activities) and insurance protection for accidents during the academic activities, which the Participant is required find out about before the period of mobility.

However, the University of Turin's insurance coverage for third party liability and accident insurance coverage for academic activities is extended to include the mobility abroad (including the authorized extension).

More information is available on the portal at www.unito.it» Università e Lavoro » Tutela, sicurezza e salute» [Assicurazioni](#)

Participants are required stipulate their own insurance policies in addition to those indicated above.

The circular of the National Agency LLP Italy concerning the insurance protection of students and graduates in Traineeship mobility is also available below.

Circular on insurance protection for Italian students in ERASMUS Traineeship mobility

In view of the many questions received by the National Agency on the insurance protection of Italian students who go abroad for Erasmus Traineeship mobility, here are the indications provided in October 2010 by the Office of Extranational Insurance Relations at the National Institute for Insurance against Accidents at Work (INAIL):

'As is well known, internships or work placements are defined by Italian law - pursuant to Presidential Decree 156/99, which amended and supplemented Presidential Decree 567/96 - as educational activities, including for the purposes of ordinary INAIL insurance cover on behalf of the State. Therefore, since the aforementioned decree entered into force, the accident insurance cover of persons engaged in traineeships promoted by schools or universities is ensured through this special form of "management on behalf of" the State, provided for by the combined articles



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127 and 190 of Consolidated Act no. 1124/65 and regulated by Ministerial Decree of 10 October 1985.

Moreover, it is necessary to distinguish between traineeships carried out in EU countries and those carried out in non-EU countries.

In this regard, according to the Community regulations set out in Regulations 1408/71 and 307/99, it is possible to speak - in this case - of a special system which is most similar to the system for so-called "seconded" workers (Article 14(1)(a) of EEC Regulation 1408/71). (Art. 14, paragraph 1, letter a) of EEC Regulation no. 1408/71), for which, if the posting takes place in an EU country and does not exceed 12 months, unless an extension of another 12 months is granted, the legislation of the country in which the posting company is based applies: therefore, in the case of a traineeship or internship promoted by a university or a promoting body, the normal insurance cover already provided by the university concerned will apply.

On the other hand, if the internship is promoted in non-EU countries with which there is no social security convention, given the principle of territoriality, the intern must be insured by the university in the country where the internship takes place'.