



# MOBILITY PROCEDURE ERASMUS+ TRAINEESHIP CALL 2022

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This is a courtesy translation.

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

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## 1. BEFORE MOBILITY

### 1.1 SPECIAL INSTRUCTIONS FOR COVID-19



#### IMPORTANT!

Before starting your international mobility it is necessary to:

- have read [the Information sheet for outgoing UniTO students a.y. 2022-2023](#);

### 1.2 MOBILITY GRANTS

Based on the call for applications and the [Mobility Agreement](#) (art. 3), mobility grants are composed as follows:

- Monthly grant (EU amounts)**, which varies according to the **country of destination**;
- Monthly supplementary grant for participants in economically disadvantaged situations and/or with fewer opportunities**, based on the ISEE and/or ISEE Parificato or GDP per capita PPP or particular conditions of the Participant;
- Grants for "special needs"**: complementary Community contribution based on real costs for the mobility of Participants with disabilities and/or special needs;
- Travel grants**, to encourage **green** travel with low CO2 emission (such as train, car sharing, bus). Travel grants are provided in accordance with Article 3 of the [Mobility Agreement](#) subject to specific types of mobility and conditions of the Participant and/or the type of journey undertaken (standard/green).

The "A" and "B" contributions will be calculated by multiplying the number of months indicated in the Mobility Agreement by the monthly amount due. At the end of the mobility, the contribution will be recalculated based on the actual start and end dates of the Erasmus stay, multiplying the daily amount by the duration of the mobility, months being considered as 30 days, regardless of their actual duration.

**Therefore, you are invited to plan the period you intend to spend abroad, taking care not to reduce the number of days envisaged by the grant, to avoid, at the end of the mobility period, having to return to the University the amount relating to the days not used.**



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



However, **considering that the minimum stay is fixed in 60 days**, if the stay is reduced up to **5 days** less than stated in the Mobility Agreement, a **rounding up** is envisaged, which means the period will be counted as fully completed.



It will be possible to **combine** your mobility **abroad** with a **virtual** component, involving any type of online activity which meets the objective agreed in the Learning Agreement for Traineeships. **Mobility abroad** must in any case respect the programmed **60 days**, unless the force majeure clause is applied by the Erasmus+ National Agency INDIRE. In the case of mobility carried out partially abroad and partially in virtual mode, mobility will be of the **"blended"** type.

If necessary, a break between the periods of virtual mobility and mobility abroad may be envisaged, provided that the minimum duration of mobility abroad is respected and the activity is completed by **31/07/2024**.



Please note that, in the case of **blended mobility**, a **grant** will be awarded **only for the period of mobility abroad** and in the case of purely virtual mobility no grant will be awarded. As provided for by the European Commission and by the Erasmus+ National Agency INDIRE, in the event that the Participant carries out activities at a distance (virtual) but in the host country, the mobility will be considered as mobility abroad and the Participant will therefore be entitled to the grant.

In the event that COVID-19 restrictions prevent the Participant from carrying out mobility abroad, a period of entirely virtual mobility will exceptionally also be considered eligible for the recognition of training activities. Exclusively virtual mobility may therefore be recognised in terms of ECTS within the career plan, if it falls under type A - curricular traineeship or type B - voluntary extra-curricular traineeship with recognition of supernumerary credits.

### 1.3 MOBILITY PERIOD



The Erasmus+ Traineeship mobility period must be **continuous** and with a **MINIMUM MANDATORY DURATION, under penalty of withdrawal of the grant, corresponding to 2 months (=60 days)**.

**The duration in days will be counted according to the rules of the Erasmus+ programme (Calculator of the Erasmus+ National Agency INDIRE see: "Documents" section on the [Erasmus Traineeship](#) page).**



The mobility period must end by **31/07/2024**.



Please note that, in the case of blended mobility, the mobility abroad must in any case respect the minimum duration of 2 months (= 60 days). A shorter mobility will only be allowed under the authorization of the "force majeure" clause by the Erasmus+ Agency INDIRE (see 1.2 "Mobility grants"). Days are counted based on the actual traineeship start and end dates. The period abroad and any virtual mobility period carried out in the home country (outgoing, virtual or *blended*) must be indicated.

Since the participant may carry out a **maximum of 12 months mobility per study cycle (24 months for students enrolled in single-cycle Master's degree courses or graduates of single-cycle courses)** regardless of the number and type of mobility periods carried out (Erasmus for study and/or Erasmus for Traineeship), the duration of the Erasmus+ Traineeship mobility must consider the months already used in order not to exceed this limit. In the case of mobility as a graduate student, the months for Erasmus for study and/or Erasmus for Traineeship/Placement already used up must be included.

Should the Participant, due to force majeure or other reasons, need to temporarily **interrupt** its stay abroad or finish it early, the UNITA and International Mobility Office should be contacted for instructions.

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

#### 1.4 THE MOBILITY AGREEMENT

Before the start of the mobility period, the Participant **MUST** complete and send to the UNITA and International Mobility office the duly completed and signed [Erasmus Traineeship Mobility Agreement](#). The Mobility Agreement is the document required to **receive the grant** and is available online in the "Istruzioni per la mobilità Call 2022" section of the [Erasmus Traineeship](#) page.

**PLEASE NOTE: DO NOT fill in the agreement by hand, but use the editable PDF!**

Download the [PDF Mobility Agreement](#) from the [Erasmus Traineeship](#) page: fill in and sign the document and send it via the following link [Google form](#). Instructions for filling in the form are available on the [Erasmus Traineeship](#) page.

**The duly completed and signed Mobility Agreement must be sent at the SAME TIME as the Learning Agreement for Traineeships.**

Thereafter, a copy of the Mobility Agreement countersigned by the UNITA and International Mobility Section will be emailed to the Participant.

Payment will be made by crediting your **bank account** (including "Bancoposta") in the Participant's name or joint name. The **IBAN** code indicated by the Participant must refer to an **Italian/European Bank**.



The grant will be paid into your account based on the office receiving the Mobility Agreement within the following timeframe:

- payment will be made indicatively from the 25th day of the month if the UNITA and International Mobility Office receive the Agreement by the 1st working day of the same month;
- for Agreements received from the 2nd working day onwards, payment will take place 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 anyway.

The **FIRST PAYMENT** consists of:

- **100% of ITEM A** - monthly grant per country of destination (for all Participants);
- **100% of ITEM B** - monthly supplementary grant for Participants in economically disadvantaged situations and/or with fewer opportunities, if applicable;
- **100% of ITEM D** - Art. 3 of the Mobility Agreement - Type 1.1 "Standard Travel Grant", if due.

At the end of the mobility and of the administrative closure of the Erasmus Traineeship, if you have **travelled green** to reach your Erasmus destination, any **eventual BALANCE** will be paid upon presentation and verification of your travel expense receipts proving your "green trip", corresponding to:

- the difference between the "Standard" Travel Grant already disbursed and the "Green" Travel Grant or
- the "Travel Green" TOP-UP.

PLEASE NOTE: the provision of travel grants is subject to specific types of mobility and conditions of the Participant and/or the type of travel undertaken (standard/green), as specified in Article 3 of the Mobility Agreement.

## 1.5 LEARNING AGREEMENT FOR TRAINEESHIP

The Traineeship Learning Agreement is the "traineeship contract" where you list your mobility traineeship activities (*Table A*), the type of traineeship, the ECTS, (*Table B*), as well as host Institution information (*Table C*).

**The completion of the Learning Agreement is a fundamental step in preparing Erasmus mobility and will respect those principles enshrined in the Erasmus Charter for Higher Education.**

The mobility may be recognised as an integral part of the study programme (type A: *curricular traineeship*), or it may take place during the course of study with supernumerary credits or without credit recognition or even after graduation (type B: *extra-curricular traineeship*).



**BEFORE** the start of mobility, the participant must discuss with the [Reference professor for International Mobility](#) for his/her degree programme how to fill in the [Learning Agreement for Traineeships](#) - **Section "Before the mobility"**, which will be tailored to the actual project, the participant's degree programme (CdS) and in accordance with the [Guidelines for the recognition of teaching activities abroad](#).

In the context of the Call 2022, the Department of Foreign Languages, Literatures and Modern Cultures, the School of Humanities and the School of Legal, Political and Economic-Social Sciences have identified tutors to approve the Traineeship Learning Agreement: for further information the Participant should consult art. 1.6 of the relevant Erasmus Traineeship Call.

The participant is required to check if there are any restrictions by his/her own Degree programme and/or special provisions (please refer to the Programme Regulations and consult the [Reference professor for International Mobility](#) or another figure with this role belonging to one of the above-mentioned Structures).

The Learning agreement must be approved (signed) by the **UniTo** [Reference professor for International Mobility](#) (or another figure with this role belonging to one of the above-mentioned Structures), by the host institution and by the participant.

Moreover, in the case of type A traineeships, the trainees must agree on the modalities for the academic recognition of the traineeship directly with their Reference professor for International Mobility of their university degree programme at UniTo (or other figure with this role belonging to one of the above-mentioned Structures).

**The duly completed and signed Learning Agreement for Traineeships must be sent via the [Google form](#) link to the UNITA and International Mobility Office prior to departure and together with the [Mobility Agreement](#). Instructions on how to fill in the form are available on the [Erasmus Traineeship page](#).**

During the trainee's stay at the Host Institution, any fundamental change must be agreed by all three parties in writing, using the appropriate section of the **Learning Agreement for Traineeships** (*During Mobility* section).

#### 1.6 ONLINE LINGUISTIC SUPPORT (OLS)

The Erasmus+ programme offers the service **Online Linguistic Support - OLS**, in the host country's language or in the placement's vehicular language.

The OLS programme provides:

- an initial language CEFR (*Common European Framework of Reference*) assessment, to be carried out before the mobility;
- an interactive language course tailored to that CEFR level;
- a final assessment of progress at the end of the Erasmus period.



Before mobility the Participant is invited to assess their host country language skill or that of the vehicular language online on the OLS portal. Further guidance will be provided by the UNITA and International Mobility Section via email.

## 2. DURING MOBILITY

### 2.1 EXTENSION

**Once the mobility has started**, the Participant may request an extension period: such an extension must be authorised in writing by both the University tutor and the Host Institution Tutor. The UNITA and International Mobility Office must receive the extension authorisation **at least 15 days before the end date outlined in the Mobility Agreement**.

The Erasmus+ Traineeship, including any extensions, must be continuous and, in any case, may not exceed **12 months per study cycle (24 months for students enrolled in single-cycle master's degree courses or recent graduates of single-cycle courses)**, also considering any other mobility periods already spent abroad for study or Traineeship within the Erasmus+/LP Erasmus programme. Furthermore, mobility must end by **31 July 2024**.

If there is budget available, the extension period may be funded up to a **maximum of 90 days**; in the event of a lack of funds, the extension may still be approved but without additional funding ("zero-grant" period).

## 3. CLOSURE OF THE MOBILITY PERIOD

### 3.1 FINAL DOCUMENTATION

At the end of the Traineeship, the Participant **MUST** obtain from the Host Institution The [Learning Agreement for Traineeships](#) - "After The Mobility" Section ("*Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*"). This document must be duly completed and signed by the Receiving Organisation/Enterprise and the dates certified of the actual period of the traineeship carried out according to the "Before the mobility" section of the Learning Agreement. There must be indication of **when the mobility was carried out face to face and when remotely**.

**Within 30 days from the end of the Erasmus+ Traineeship period**, the Participant must send to the UNITA and International Mobility Office the sections "Before the mobility" and "After the mobility" of the [Learning Agreement for Traineeships](#) - including any eventual *changes* to the Learning Agreement.





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The Learning Agreement for Traineeships issued by the host Institute at the end of the mobility period must certify the actual start and end dates of the mobility indicating how long, in the case of *blended* mobility, the mobility spent abroad was and how long the virtual period spent in the country of origin was.

At the end of the Traineeship period, and if successfully completed, the recognition of the training activities indicated in the Learning Agreement for Traineeships and envisaged in the Participant's study plan, is guaranteed. As envisaged by the Erasmus+ National Agency INDIRE, such recognition may only be refused if, according to the host institution or those involved in the assessment, the Participant has underperformed.

Therefore, where credits earned abroad are recognised (curricular traineeships and/or traineeships with supernumerary ECTS), the participant must also submit the [CFU RECOGNITION REQUEST FORM](#): the participant must fill in the form and **email it in word/odt format to the UNITA and International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it))**, who will then forward it to the offices in charge at relevant Department/School to have the credits for their activity abroad recognised. The Participant is required to fill in the items relating to those training activities recognised in his/her Career Plan (Code - Examination Description - SSD - ECTS): the necessary data can be found in the Career Plan, in accordance with what has been established with the [Reference professor for International Mobility](#) (or another person in charge if the student is affiliated to one of the bodies mentioned in section 1.5 of this document).

**The ECTS Recognition Request Form must be approved by the student's UniTO Department's International Mobility Commission, ONCE the UNITA and International Mobility office has submitted the file.**

Furthermore, if, pursuant to art. 3 of the mobility agreement, the participant has **travelled ecologically**, they must send to the UNITA and International Mobility office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)) their **expense receipts as proof** of their green trip as well as the time taken to reach their destination. This documentation must be sent at the same time as the documentation for the end of the Erasmus Traineeship mobility period (Learning Agreement for Traineeships in its latest version and eventual CFU Recognition Request Form). In the absence of the aforementioned proof of expenditure, the **"Green" Travel Grant** and any eventual **TOP-UP Travel Green** contributions will NOT be disbursed.

For the final mobility closure, the Participant must also submit the **online EU SURVEY questionnaire within 30 days of receipt of the request**. The invitation to complete it will be sent via an automatic email directly from the European Commission's portal. **The completion of the EU Survey is MANDATORY.**





Should the Participant fail to submit the mobility documentation, as indicated in Article 5.3 of the Erasmus Traineeship Mobility Agreement, **they shall return the entire grant** and **will not receive any recognition of the activity carried out in mobility**.

### 3.2 PLACEMENT RECOGNITION

Once the dossier is proved complete (i.e. receipt of all the documentation indicated in item 3.1 "Final Documentation" above), the UNITA and International Mobility Office will forward the dossier to the relevant offices in charge at their Hubs in order to initiate recognition of the mobility activities, if applicable (not for university graduates and for placements without CFU recognition).

**The International Mobility Commission of the relevant Department/School will approve the ECTS Recognition Request Form.**

This commission shall transmit the ECTS Recognition Request Form to the relevant Student Secretariat. Finally, the relevant Student Secretariat will proceed with the ECTS updating of the mobility training activities.

**The University of Turin, in accordance with the [Guidelines for the recognition of educational activities carried out in mobility](#), guarantees the recognition of activities carried out abroad, as long as they are coherent with the academic pathway and agreed upon in the Learning Agreement.**

### 3.3 POSSIBLE BALANCE OR RETURN OF GRANT

At the end of the mobility and upon receipt of the final documentation, **the UNITA and International Mobility office will verify the actual duration of the mobility** as set out in the **Learning Agreement for Traineeships - "After the mobility" section**, and will proceed with the eventual **payment of the balance** (the difference between the amount of the "Standard" Travel Grant already paid and the amount due for the "Green" Travel Grant or the "Travel Green" TOP-UP), if due.

Please note that, as provided for in Article 3.4 of the [Mobility Agreement](#), mobility months, regardless of their duration, will count as 30 days. In the case of incomplete months, the financial contribution is calculated by multiplying the number of days of the incomplete month by 1/30 of the monthly unit cost. At the end of the mobility period, the amount of the grant will be recalculated based on the actual start and end dates of the Erasmus stay, counting the number of days of mobility spent abroad multiplied by the daily amount: in this regard, we invite you to stick to the mobility period declared when signing the Mobility Agreement.

Please note that if the mobility abroad is shorter than that envisaged in the Mobility Agreement, **the balance of the amount due to the Participant will be recalculated on the basis of the actual period of mobility, as resulting from the Learning Agreement for Traineeships - Section "After the mobility".**



In order to check the actual duration of the mobility period, please use [the the Erasmus+ National Agency INDIRE calculator](#).

Should it be necessary to proceed with the partial or total return of the Erasmus grant, the UNITA and International Mobility office will send a specific communication indicating how and when to return it.

**PLEASE NOTE:**

- According to the provisions of the European Commission and the Erasmus+ National Agency INDIRE, **ONLY mobility periods abroad will be funded** and therefore:
  1. if you have carried out a *blended mobility*, you will only receive the contributions due for the actual days of mobility abroad;
  2. if your entire mobility was spent abroad, you will receive grants for that whole period.If the host organisation provided on-line activities, but you decided to go to the foreign country anyway, the mobility will be considered as a **mobility abroad**. As a result, you will be entitled to your grants for the entire period of mobility **abroad** in the host country.
- If you do not repay within the timeframe communicated by the office the amount of any grant that you may not be entitled to, **your career will be blocked**.

### 3.4 GROUNDS FOR PARTIAL/TOTAL REPAYMENT OF THE GRANT

The mobility period abroad must last at least 2 months (=60 days). If the mobility duration is less than 60 days the Participant shall be required to **repay the full amount** (see Art. 5.3 of the Erasmus+ Traineeship Mobility Agreement).

Should the Participant be forced to return home earlier than the period abroad indicated in the agreement, they shall be required to **repay the amount not due**, calculated as indicated in article 5 of the Erasmus+ Traineeship Mobility Agreement.

In the case of return due to force majeure before having completed the minimum period, you must contact the UNITA and International Mobility office, who in turn will contact the Erasmus+ National Agency INDIRE for further instructions.

### 4. REFUSING THE ERASMUS TRAINEESHIP MOBILITY GRANT

If, for unforeseen and justified reasons, the Participant decides to refuse their grant, they shall formalise it by promptly emailing their Department ([Polo Office](#)) and the UNITA and International Mobility office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)).



If the grant has already been disbursed, the Participant shall return it following the procedure sent via the institutional email address of the UNITA and International Mobility office. The refund shall be made within 10 days of receipt of said communication. Based on what is established by the Fees and Contributions Regulations in force, if the Participant does not proceed with the restitution of the requested amount within the timeframe communicated by the Institute, **a career block will be ordered.**

## 5. INSURANCE

During the Erasmus+ mobility period (including any authorised extension), the Participant will keep the same University of Turin insurance coverage for **third party civil liability** and **accident** coverage for the **planned traineeship**, based on the contracts stipulated by the University with the insurance companies.

The **certificate relating to the policy guaranteed to all students** can be downloaded from the University portal [www.unito.it](http://www.unito.it) at the following path: Home - University and Work - Protection, safety and health - [Insurance](#) and can be sent to the host Institution if a copy is requested.

Any additional cover outside Erasmus mobility academic activity must be taken out directly by the student with a private insurance company.

**Regarding the COVID-19 pandemic, UniTo recommends checking the safety conditions of the country of destination.** Participants are required to check with their local health authority (ASL) and the host country for any eventual further measures to be taken.

As indicated in Art. 6 of the Mobility Agreement, in case of mobility

- in one of the **EU Member States, Iceland, Liechtenstein, Norway and Switzerland, private supplementary health insurance is recommended;**
- **outside the above-mentioned countries, health insurance cover is COMPULSORY.**

The Participant **MUST** get information about the requirements for health insurance in the host country and have adequate insurance cover especially in case of the need for specific medical intervention.

For further information please refer to the [information sheet for UniTO outgoing students a.y. 2022-2023](#) ("Focus on University insurance coverage" and "INAIL coverage").