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Erasmus+

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ERASMUS+ KA131

CALL FOR MOBILITY FOR TRAINEESHIP A.Y. 2024/2025

**Time limit for the submission of applications on [TURUL](#)
April 5, 2024 1:00 pm**

The contents of this Call for Application are intended as indicative and conditional, pending the outcomes of the 2024 Call and the subsequent signing of the financial agreement between the Erasmus+ National Agency INDIRE and the University of Florence. All activities and related funding under this Call are, therefore, subject to change, which will be made official through subsequent arrangements and communicated to students through the institutional channels.



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PART I – GENERAL INFORMATION AND ADMISSION CRITERIA

Art. 1 - Announcement

Selections are announced for the formation of rankings of eligibility for international mobility under Action 1 - KA131 (hereinafter KA131) Erasmus+ for Traineeship a.y. 2024/2025.

The *status* of winner relates exclusively to the selection of this Call for Applications: the actual performance of the mobility is subject to the student's acceptance by the partner institution, which may define constraints and limitations to the mobility itself.

Art. 2 – Purpose of KA131 Erasmus+ mobility for traineeship

Erasmus+ is the European Union's program for education, training, youth, and sport, in force for the period 2021-2027, established by Regulation (EU) No. 2021/817 of the European Parliament and of the Council of May 2021. Under Action 1 of the Program there is mobility for traineeship purposes, which allows first, second and third cycle students to spend a traineeship period in a European company/university.

Mobility for traineeship purposes allows spending traineeships in companies, training and research centres in one of the countries indicated in Art. 3 Mobility Destinations. Erasmus+ traineeship provides a financial contribution to cover part of the expenses incurred during the traineeship period.

The ERASMUS traineeship mobility period is intended for:

- ✓ First, second or third level students who intend to carry out curricular or extra-curricular traineeship ("*stage*") activities in companies, training and research partner centres of the University located in one of the countries participating in the Programme, indicated in Art.3 Mobility Destinations. This also includes work as a teaching assistant, in the case of future teachers, and research assistant for students and PhD students in any relevant research facility.
- ✓ Recent graduates (first, second or third level), provided that they complete their traineeship within 12 months after graduation.



PLEASE NOTE

The graduate must still be enrolled (not having obtained their degree yet) at the time of applying for this Call for Mobility



The activities to be carried out abroad must be indicated in the *Learning Agreement for traineeship* and must be approved by the competent Course of Study at the University of Florence and by the foreign host institution **before departure**.

At the end of the mobility period, full recognition of the activities positively completed abroad is guaranteed, if agreed in advance in the *Learning Agreement*.

Art. 3 – Mobility Destinations

Art. 3.1 – Destination Countries

Mobility under Erasmus+ for traineeship purposes can take place in one of the following groups of countries:

- ✓ **Programme Countries** which include European Union member states
- ✓ **European Economic Area countries** (Iceland, Norway, Liechtenstein)
- ✓ Candidate countries (Republic of North Macedonia, Serbia, Turkey)



PLEASE NOTE

The legal headquarters of the Host Organisation and the effective location where the traineeship takes place must be in one of these countries. Applications for traineeships in non-EU locations or in the applicant's country of residence are not admissible.

Art. 3.2 – Host Organisation

Without prejudice to the list of countries indicated in Art. 3.1, in the case of student mobility for traineeship purposes, the host organisation may be:

- ✓ any public or private organisation active in the labour market or in the field of education, training, youth, research and innovation. For example, the organisation may be:
 - a small, medium or large public or private company (including social enterprises);
 - a public body at local, regional or national level;
 - an embassy or consular office of the EU Member State;
 - a social partner or other representative of the labour market, including chambers of commerce, craft or professional associations and trade unions;
 - a research institute;
 - a foundation;
 - a school, institute or education centre (at any level from pre-school to upper secondary education, including vocational and adult education);
- ✓ a nonprofit organisation, association or NGO;



- ✓ a body for vocational guidance, career counselling and information services;
- ✓ a Higher Education Institution holding an ECHE.

The following organisations, instead, cannot host a traineeship:

- ✓ institutions and other bodies of the European Union, including the Court of Justice of the European Union and the European Court of Auditors as well as other institutions and inter-institutional bodies performing specialised functions (the full list of these institutions is available at http://europa.eu/european-union/about-eu/institutions-bodies_it);
- ✓ organisations managing EU programmes, such as the Erasmus+ National Agencies, to avoid possible conflicts of interest and/or double funding.

Art. 3.3 – Generic destination seat or individual appointed seat

Without prejudice to what indicated in Art.3.1 and 3.2, the UNIFI candidate may choose one of the following two types of seats to carry out the traineeship:

- ✓ traineeship in a foreign generic destination with which the UNIFI School has signed a letter of intent (so-called Sede Generica), the seats can be found at <https://ammissioni.unifi.it/DESTINATION/> from the *Erasmus+ traineeship generic destination seat menu*
or
- ✓ traineeship in a foreign destination autonomously chosen by the candidate (so-called Sede Nominativa), which must be different from those generic destinations proposed by the UNIFI Schools.
In this case, the candidate must produce a "Nominative Letter of Intent", using the Letter form available on the UNIFI website <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship>, signed by the legal representative of the host organisation (the letter can be sent to the candidate by email).

Art. 3.4 – Destinations for students with disabilities and learning difficulties

So that disability and learning difficulty are not an obstacle to the possibility of facing a period of mobility abroad profitably, the **Unifi Include** service supports students with disabilities throughout their journey abroad and helps interested students to identify the tools, aids and services useful for fully enjoying their Erasmus experience.

It is important for students in disadvantaged conditions to inquire in advance, before the deadline of the Announcement, about the presence of adequate services to support them at the chosen foreign organisation: together with **Unifi Include** and the School's International Relations Service, it is possible to find such information in due time for an informed choice of the foreign destination.

For further information, contact Unifi Include at e-mail addresses:

[unifiinclude.dsa\(AT\)unifi.it](mailto:unifiinclude.dsa(AT)unifi.it)

[unifiinclude.disabilita\(AT\)unifi.it](mailto:unifiinclude.disabilita(AT)unifi.it)

specifying in the subject line of the email "Call for Erasmus Traineeship 24/25"



Art. 4 – Duration and type of mobility

The duration of the mobility is predetermined by what indicated within the “Letter of Intent” signed between the University of Florence and the generic destination (Sede Generica), as indicated on page <https://ammissioni.unifi.it/DESTINATION/> in the *Erasmus+ traineeship sede generica* menu.

For the individual appointed seats (Sede Nominativa), chosen by each candidate, the duration of the mobility is predetermined by what indicated within the “Nominative Letter of Intent”.

Any reductions in the number of indicated months must be agreed between the trainee, the foreign organisation and the University of Florence before signing the individual mobility financial agreement (so-called financial contract). Extensions of the period are permitted for proven educational reasons; requests for extensions may be submitted by the trainee only after the start of the mobility, and by the scheduled expiry date as indicated in the agreement duration (the possibility of financing any extension is not guaranteed and will be verified in accordance with the availability of funds).

The 2024/2025 mobility period can take place starting **from July 15, 2024**, and must necessarily **end by 30 September 30, 2025**. The overall duration of the stay at the foreign organisation must be continuous and without interruptions.

Trainees may carry out the mobility period only after:

- ✓ the completion of the selection procedure
- ✓ the acceptance referred to in Article 9 below
- ✓ the approval of the traineeship programme (*Learning Agreement for traineeship*) by the competent teaching bodies
- ✓ the signing of the individual mobility financial contract.

It is possible to undertake one or more Erasmus+ mobilities, alternating or not between study and traineeship as part of one’s university career, up to a maximum of 12 months (360 days) per study cycle (BA, MA, Doctorate). Students enrolled in a single-cycle degree program may undertake up to 24 months of mobility within their study cycle, but up to a maximum of 12 months per announcement.

The duration of the traineeship for recent graduates is within the 12 months maximum of the cycle during which they apply for the traineeship.

Every student who applies to this Call for Applications a.y. 2024/2025 confirms that he/she still has a number of available months that meets the requirement of the maximum number of Erasmus mobility months per study cycle. Each applicant is responsible to verify the number of Erasmus months still available for the relevant study cycle for the purpose of applying to this Call. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if a check reveals evidence of a false statement, the declarant shall forfeit any benefits resulting from the measure issued on the basis of the untrue statement.



Any student, particularly those who are unable to participate in long-term physical mobility for study or traineeship purposes, can combine a shorter physical mobility with a virtual component to take place at UNIFI (so-called **blended mobility**).

Mobility for the purpose of traineeship (wholly abroad or blended), if internal to the study plan, must achieve a minimum of **3 ECTS credits** or, for doctoral students and for recent graduates, be supported by documentary evidence of research or traineeship activity incurred abroad.



PLEASE NOTE

Any periods of Erasmus+ mobility carried out virtually from the country of habitual residence do not count toward the calculation of the maximum months of mobility per study cycle, but do count toward the calculation of the maximum 12 months of mobility per Call. Any periods of mobility carried out virtually from Italy will not be covered by the scholarship.

From the new Erasmus+ Programme 2021-27 two types of mobility are envisaged:

✓ **Long mobility**

Addressed to students of each study cycle (first, second or third), it must have a minimum physical duration of 2 months (60 days) and a maximum duration of 12 months (360 days). Mobility of less than 60 days of physical presence abroad is not allowed, while periods of virtual mobility are allowed if permitted by the foreign organisation. The period of virtual mobility, if envisaged, must in any case be added to the minimum 60 days of physical mobility, otherwise Erasmus status will not be recognized.

or

✓ **Short mobility**

Addressed to students of each study cycle (first, second or third), it must have a minimum physical duration of **5 days** and maximum of **30 days** and must **always** be accompanied by a virtual period (with the exception of short mobilities within the framework of the doctorate, which may also be undertaken without the virtual component, although this is recommended).

Those interested in conducting a *short mobility* should indicate this in the appropriate field when filling out the online application on TURUL. Before the start of the mobility, they must also send to the UNIFI School's International Relations Service the authorization from the foreign organisation to carry out a traineeship *short mobility*.



Art. 5 - Requirements for participation in the Call

Art. 5.1 – Eligibility Requirements for the Call

Applications may be submitted by the University of Florence students who, when applying to the Call for proposal, regardless of their country of citizenship, meet the following requirements:

- ✓ regularly enrolled (including part-time) in a study program at the University (ex DM 509/99 or 270/2004) at the first, second or third level (including doctorates, master courses and specialization schools).
Students enrolled in single courses cannot participate
and
- ✓ possess language proficiency in at least one foreign language in addition to Italian (see Language Requirements section), which, for the purposes of this Call only, doesn't need to correspond to the language of the location(s) listed among the student's preferences.

Students with double enrolment, exclusively at the University of Florence, may only apply for mobility for the course of reference indicated to access the benefits envisaged for the right to study.

Art. 5.2 – Requirements for participation in the mobility

For trainees who intend to carry out their traineeship abroad as students still enrolled at UNIFI, the departure for Erasmus+ mobility for traineeship is subject to regular enrolment at the University of Florence for the academic year 2024/2025. The student must therefore register **full-time** in the A.Y. 2024/2025 before the start of the mobility in compliance with the administrative deadlines as stated in the Manifesto degli Studi 2024/2025.

- ✓ **All students who will undertake the mobility in the first year of a master's degree program are required to enroll to the a.y. 2024/2025 before the start of the mobility.** Newly BA graduated students must also notify to the Internationalization Unit - International Mobility - their new student ID number, which is different from the one active at the time of applying for mobility.
- ✓ **Students undertaking mobility in years other than the first year of a Bachelor, Master or single-cycle degree programme must enroll in the academic year 2024/2025 before the start of the mobility period and in accordance with the administrative deadlines specified in the Manifesto degli Studi 2024/2025. However, if the mobility period begins before the opening of enrolment for the a.y. 2024/2025, the enrolment for the a.y. 2023/2024 will be considered valid, even if enrolment for the a.y. 2024/2025 must be formalized, through payment of the university tuition fee, in compliance with the administrative deadlines as set out in the Manifesto degli Studi 2024/2025.**
- ✓ Students who won a mobility for the a.y. 2024/2025 and who intend to graduate in the special session of a.y. 2023/2024, their a.y. 2022/2023 enrollment will be considered valid. However, the mobility must be completed by the time the degree is awarded: the final degree cannot be awarded until the



traineeship period abroad is completed and before recognition by the Degree Program Council of the educational activity carried out at the foreign organisation. In case of non-graduation by the a.y. 2023/2024 special session, the student should formalize enrollment to the a.y. 2024/2025, and the activities taken abroad should be registered to the a.y. 2024/2025.

For trainees intending to undertake the traineeship abroad as recent graduates, the traineeship period abroad must be completed within 12 months from the date of graduation, and no later than September 30, 2025.

The Erasmus + traineeship 2024/25 trainee is not eligible for any other EU-funded grant for the year 2024/2025 for the same mobility period.

In order to undertake the mobility, non-EU students must be in good standing with the host institution in terms of residence permit and entry visa. The cost of the visa is borne by the student: it is recommended that students inquire well in advance at the relevant diplomatic offices about entry and stay requirements in the destination country. It should be noted that the possibility of undertaking the exchange is always subject to obtaining an entry visa, the application for which is the responsibility of the student. UNIFI is not responsible in case of procedural noncompliance by the student.

Art. 6 – Language Requirements

The European Commission recommends an adequate knowledge of the language of the destination country (or English for minority language countries). This knowledge must be demonstrated by the student when applying at the receiving institution through a specific certification, the characteristics of which are defined by the receiving institution itself.

UNIFI's language requirement for the participation in this Call is NOT related to the language requirement that the candidate must instead demonstrate to the receiving institution in the timely manner specified by the institution itself.

Art. 6.1 – Language requirements to be met at the time of online application to the Call on TURUL

As stated in Section 5.1, knowledge of at least one foreign language besides Italian is a mandatory condition for applying to this Call for Mobility. Foreign language proficiency must be self-declared and possessed by the applicant when completing the online application on TURUL. The self-declaration of language proficiency (language and level) assumes that:

- a) The applicant is in possession, at the time of participation in this Call for Applications, of a language certification issued by an appropriate external certification body, certifying that he/she has passed a language proficiency test (please note, mere certificates of attendance are not considered valid!). Recognized language certificates are listed in Attachment 1, certifications other than those listed in Attachment 1 may possibly be evaluated for ranking purposes.



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or

b) The candidate falls in one of the certification exemption cases, listed in Appendix 2 to this Call



The candidate should not upload language certificates in TURUL or email them to the offices. When filling out the application on TURUL, each student only needs to indicate, in the appropriate section, the language(s) known and the required information, using the drop-down menu. The University will carry out spot checks on the self-certified information submitted by students, in accordance with Presidential Decree 445/2000, and may request to send by e-mail that certificates issued by external bodies and declared when filling out the application. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if the check reveals the untruthfulness of the information submitted, the declarant shall forfeit any benefits resulting from the measure issued on the basis of the untruthful declaration.

Art. 6.2 – Language requirements of foreign institutions

Foreign institutions may require certified language proficiency with official certificates. It is the candidate's responsibility to verify with the host organisation the existence of specific language requirements and to prepare the necessary documents to prove the required language proficiency within the deadlines set by the host organisation itself.

For any further information, refer to the FAQ published at <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship>.



PART II – SELECTION OF CANDIDATES

Art. 7 – Submission of Application

Art. 7.1 – How and when to submit the Application

The application for the Call can be submitted **exclusively online by logging on to the TURUL application at <https://ammissioni.unifi.it>**. The service will be active until **1:00 p.m. on April 5, 2024**. Beyond that deadline, the link will be deactivated, and students **will no longer be able to fill out the application, close it, or register for the Call. Applications received in a manner and timeframe other than those set out in this article will not be accepted.**

To apply, the student must log into the TURUL application with SPID credentials and choose **only one** of the two competitions of his/her own School

- ✓ *“Selection for the formation of ranking lists for the international ERASMUS+ traineeship mobility a.y. 2024/2025” - Sede generica”*

or

- ✓ *“Selection for the formation of ranking lists for the international ERASMUS+ traineeship mobility a.y. 2024/2025” - Sede nominativa”*

Art. 7.2 – Competition for generic destination “Sede Generica”

The candidate who chooses to compete for the School on a generic destination “Sede Generica”, once logged in to the application with his/her SPID credentials as indicated in Art.7.1, he/she will be able to visualize only the locations with which his/her Course of Study Programme's School of affiliation has signed a letter of intent (so-called generica), the locations are visible on the page <https://ammissioni.unifi.it/DESTINATION/> choosing the menu Erasmus+ traineeship “Sede generica” . In this case, each candidate may indicate, in order of preference, the preferred destinations (from a minimum of 1 up to a maximum of 3; or the maximum number of destinations agreed with the UNIFI School if less than 3). The choice of 3 destinations is NOT compulsory.

Before indicating the preferred destination(s) in the application, the candidate must check the page <https://ammissioni.unifi.it/DESTINATION/> from the Erasmus+ traineeship menu Sede Generica”:

- Notes included in the information sheets of each destination <https://ammissioni.unifi.it/DESTINATION/> which contain useful information on the profile of the trainee required and the type of traineeship offered.
- if included, the *disciplinary sector of the agreement* (ISCED code) within which the foreign activity is envisaged (the coding of the ISCED codes is attached to the Announcement);



- *level* (I cycle = Bachelor's degree and single-cycle Master's degree; II cycle= Master's degree and first-level post graduate degree; III cycle= doctorate, specialisation schools, second-level post graduate degree) requested to the trainee by the Host Institution;
- *any study course reserves*, indicated with the name of the UNIFI study course, indicating the study courses for which that specific mobility flow is reserved;
- *level of linguistic knowledge* required by the Host Institution (see Art.6);



PLEASE NOTE

The destinations indicated in the call for applications as well as the number of available places and the language requirements may be subject to change on the basis of decisions made by the host Institution, not known at the time of publication of the call for applications. **It is important for applicants to be informed that all data, as published, are to be considered conditional, and that the possibility of undertaking the period abroad is always subject to acceptance by the host organisation.**

When filling out the application, each applicant is required to specify the following information in the 'Internship programme abroad' section (for the first destination only):

- ✓ the type of traineeship he/she intends to carry out abroad (whether curricular, voluntary, recent graduate)
- ✓ the activity to be carried out at the foreign destination, if already known at the time of application
- ✓ the number of CFUs credits envisaged (information not required in the case of postgraduate traineeships)

After completing the application, each candidate is invited to consult the status of his/her admission to the Call by logging in TURUL <https://ammissioni.unifi.it> and verifying in the section "your competitions" ("I tuoi concorsi") if the application was successful. Please note that TURUL application needs a few hours to update the operations performed. **Any problem must be reported through the "request assistance" service of the computer application.**

Art. 7.3 – Competition for individual appointed destination "Sede Nominativa"

The candidate who chooses to apply for the School competition on a generic destination, once logged in to the application with his/her SPID credentials as indicated in Art. 7.1, fills in the online application as requested by the Turul application, entering the data of the foreign destination as reported in the "Nominative Letter of Intent". In order to be eligible, the candidate must produce a "Nominative Letter of Intent", using the form available at: https://www.unifi.it/upload/sub/studenti/erasmusplus/2425/letter_intent_nominativa.pdf

The letter must be signed by the legal representative of the host organisation, sent by the foreign office to the student by email, and then sent by the student to the International Relations Service of his/her School <https://www.unifi.it/cmpro-v-p-5218.html>



PLEASE NOTE

It is not possible to choose as an individual appointed destination a seat already listed among the generic destinations of the School

Provided that the applicant is requested to submit his/her application online by the deadline of this Call (**April, 5 2024 at 1:00 p.m.**), he/she can send his/her "Nominative Letter of Intent" by email to the School's International Relations Service also after the deadline of the Call but **no later than April 12, 2024** (the subject of the email must be marked as "Nominative letter of intent for Erasmus + traineeship mobility 2024/2025"), under penalty of exclusion from the Call. The "Nominative letter of intent" must not be delivered in person or sent by post, it is sufficient to send it by email to the School's International Relations Service.

The application for the participation in the Call for mobility for Traineeship for individual appointed destination "Sede Nominativa", will be accepted by the International Mobility Office only after the candidate has sent the "Nominative Letter of Intent" by email to the School's International Relations Service.



PLEASE NOTE

The assistance and support help desk for the online application will be open during working days and hours from the date of publication of the Call **until 1:00 p.m. two days prior to the deadline** for applications referred to in paragraph 7.1 of this Call.

Art. 8 – Selection of candidates

1. The eligibility ranking shall be made on the basis of the following criteria:

a) evaluation of the candidate's career

The two elements that contribute to the calculation of the career-related score are:

- regularity in studies (**for a maximum of 35 points**);
- profit (**for a maximum of 35 points**).

Different factors are taken into account in the calculation of the career-related score, depending on whether the student is enrolled in bachelor's degree, master's degree, single-cycle master's degree, or III level courses.

- ✓ **For students enrolled in bachelor's degree, master's degree (excluding first year) and single-cycle master's degree programs:**



- regularity in studies is calculated on the basis of the number of credits related to exams **passed and registered in the student's career by February 19, 2024** corresponding to the years of enrolment;
- profit is calculated on the basis of the weighted average.
- ✓ **For students enrolled in the first year of master's degree programs**
 - regularity in studies is calculated on the basis of the number of credits related to exams passed and registered in the student's career **by February 19, 2024** corresponding to the years of enrolment;
 - profit is calculated on the basis of the bachelor's degree mark.
- ✓ **For those enrolled in the third cycle**, profit is calculated on the basis of the master's degree mark (in case of Level I Post graduate degree, the graduation score of the three-year access pathway will be considered).



PLEASE NOTE

Exams registered on ESSE3 **after February 19, 2024**, even if taken by February 19, 2024, will not be considered for scoring purposes. It is the responsibility of the student(s) to check, on his/her personal On-Line Services page, that the exams are correctly registered by that date. Only CFUs taken or recognized in the current career are considered.

If a student is spending a mobility in the current a.y. 2023/24 and the mobility is still ongoing whilst applying to the Call, he/she cannot apply for recognition of the activities taken abroad until the ongoing mobility is completed.

Applicants are advised to check on their GCS page that they meet the requirements for participation in the competition, in particular with the payment of the tuition fees.

Students with non-EU citizenship are also recommended to check the validity status of their residence permit, which must remain valid for the entire duration of the mobility abroad, so to allow them to return to Italy without any complication.

b) language proficiency

As stated in Art. 5.1, knowledge of at least one foreign language other than Italian is a mandatory condition to apply for this Call for Mobility. The self-declaration of possession of the language proficiency declared in the online application on TURUL (language and level) implies that:

- a) The applicant is already in possession, when applying online on TURUL, of a language certificate issued by a competent external certifying body, certifying that he/she has successfully passed a language proficiency test (please note, simple certificates of attendance are not considered valid). Recognized language certificates are listed in Annex 1; certifications other than those listed in Annex 1 may possibly be evaluated for ranking purposes

Or

- b) The candidate is in one of the exemption cases listed in Annex 2 of the Call for Applications.



PLEASE NOTE

The applicant must list, via the drop-down menu in the Languages section, all the languages for which she/he requests for evaluation (whether they are certificates issued by external bodies, or knowledge related to the exemption cases listed in Annex 2, including passing the language test as part of the university course). Scores will be awarded **ONLY** to the languages declared by the applicant when filling out the application.

For each language declared by the applicant, it will be considered **only** the highest level. No scores are awarded for the knowledge of the Italian language.

The maximum score awarded for language proficiency is **15 points**, even in the case of multiple languages. For each language it will be awarded:

Language proficiency Certificate	Score
C2 (or mother tongue)	10
C1	9
B2	7
B1	5
A2	2
A1	1

The University will carry out spot checks on the truthfulness of the data self-certified by students, pursuant to Presidential Decree 445/2000. Without prejudice to the provisions of Article 76 of D.P.R.445/2000, if the check reveals the untruthfulness of the contents of the declaration, the declarant will lose any benefits resulting from the measure incurred on the basis of the untruthful declaration.

2. In case of a tie, preference shall be given to the youngest candidate.

Art. 9 - University ranking, acceptance of the destination and departure date

Art. 9.1 – Competition for individual appointed destination “Sede Nominativa”

For the purposes of the ranking, a "**winning**" student is defined as a student who has an assigned destination; an "**eligible**" student is defined as a student who has not been assigned any destination.

Assignment of students to receiving Institutions is done in descending score order taking into account the preferences expressed. If there are no available seats left within the indicated destinations, the student shall not be assigned any seat.



The rankings, one for each School, complete with merit scoring, destination and number of proposed months, will be announced starting from May 6, 2024 at <https://ammissioni.unifi.it>.

All the procedures related to the selection process, including rankings and any shortlist, will be available to students on the section "your competitions" ("*i tuoi concorsi*"). **The student will not receive any personal communication.**

To view the assigned destination, the student must log in to <https://ammissioni.unifi.it> within the deadlines indicated on the section "your competitions" ("*i tuoi concorsi*"), and proceed as follows:

- ✓ In case the first destination indicated in the application of has been assigned, the student must compulsorily accept the assigned destination

! Please Note: Students who do not accept the location they indicated as their first destination are automatically excluded from the ranking as dropouts for Erasmus mobility for Traineeship a.y. 2024/2025.

- ✓ If the assigned destination is different from the first chosen destination, the student may:
 - A. accept the proposal;
 - or
 - B. select the option "*I want to remain on the ranking list*" pending a possible new assignment by sliding the ranking list, in the event that he/she does not wish to accept the proposed destination. The destination, which is not accepted by the student, will not be reassigned to him/her in the sliding list.

! Please Note: Students assigned to a destination other than their first election are still required to complete an operation (A or B), otherwise they will be automatically excluded from the ranking as dropouts for Erasmus mobility for traineeship a.y. 2024/2025.



PLEASE NOTE

Each candidate **will have 3 working days (including the day of publication and the day of closing of the acceptance/rejection of the assigned destination) starting from the publication of the ranking/shortlist** in order to accept or reject the assigned destination at the first ranking or in the subsequent shortlist.

When accepting the destination, each student is required to indicate the duration in months of his/her mobility.

Attention! The number of mobility months indicated by each student when accepting the destination in Turul is binding for the calculation of the assigned scholarship months reported on the financial contract (see art. 4 Duration and type of mobility).

The estimated departure date, also to be indicated in Turul when accepting the destination, is approximate and may be changed later (when signing the financial contract).



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The rankings, one for each School, will proceed by shortlisting until the allocation of the available places **in relation to the preferences expressed by the candidates when applying for the Call**. Information on the rankings, shortlists, timing and procedures will be made available through the application at <https://ammissioni.unifi.it> on the page dedicated to the selection for this Call.

The final acceptance of the applicants' mobility is the responsibility of the Host Institutions, to which the Schools' International Relations Services will submit the *curriculum* of each candidate, informing the latter of any acceptance

Art. 9.2 – Competition for individual appointed destination “Sede Nominativa”

The publication of the list of successful candidates for a mobility towards an individual appointed destination “Sede Nominativa” will be announced starting from May 13, 2024 at <https://ammissioni.unifi.it>.

The winners of the individual appointed destination “Sede Nominativa” competition, must formalise their acceptance by completing and signing the acceptance form available at <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship>, which must be sent to the International Relations Service of their School <https://www.unifi.it/cmpro-v-p-5218.html> by the deadlines indicated on the webpage publishing the list of winners.

Winners who do not sign the acceptance form will be considered to have withdrawn, without further communication.



PLEASE NOTE

Method of acceptance ONLINE on Turul for winners of a generic seat “Sede Nominativa”!

Method of acceptance WITH FORM TO BE SENT BY EMAIL TO THE SCHOOL'S INTERNATIONAL RELATIONS OFFICE for winners of an individual appointed destination “Sede Nominativa”!

The final list of winners of the *Erasmus+ traineeship 24/25 mobility*, including the destinations and the months allocated to each winner, will be announced once the shortlists of all the Schools for the generic destination “Sede Generica” competition have been completed, by Decree of the Rector and publication on the University website <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship> **starting from June 2024**.



PART III – BEFORE THE MOBILITY

After the online acceptance phase of the destination, the winning interns will receive support from the Schools' International Relations Services (<https://www.unifi.it/cmpro-v-p-5218.html>), through Q&As sessions online and/or in presence, so to organize the period abroad according to the following mandatory steps:

Art. 10 – Registration at the receiving Institution

After the online acceptance phase, the School's International Relations Service <https://www.unifi.it/cmpro-v-p-5218.html> sends the nomination of the winning students to the receiving Institution. Candidates then must send the required documents to the receiving Institution within the deadlines, including any language certificates specifically required by the host organisations.

The host organisation is ultimately responsible for the final acceptance of the trainee's application, based on the compliance with its own internal requirements and procedures.

Art. 11– Instructions to fill in the Learning Agreement for Traineeship

In order to obtain the recognition of the activities taken abroad, and to benefit from the grant, the traineeship activities must be indicated within the *Learning Agreement for traineeship* upon evaluation of the coherence between the traineeship program to follow abroad and the degree or qualification to be obtained at the University of Florence (in case of curricular traineeship). The aforementioned activities must be approved **prior to departure** both by the competent structures of the University of Florence and by the host institution.

The *Learning Agreement for traineeship* must indicate both the activity to be taken abroad and the corresponding UNIFI activities to be recognized upon the trainee return from mobility.

In the case of an experimental traineeship in preparation for the final thesis, it is necessary to enclose to the learning agreement a letter from the lecturer/ tutor in Florence, whose form is available at <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship>

Please note that there may be restrictions or prerequisites at the UNIFI Study Course level concerning the activities to take abroad, each School also may have internal Regulations governing student mobility within the courses pertaining to that School. It is therefore strongly recommended to contact the Schools' International Relations Services for more details <https://www.unifi.it/cmpro-v-p-5218.html>
The host organisation is ultimately responsible for the approval of the traineeship activities to be carried out abroad.



Art. 12 – Signing of the Financial Contract (individual Erasmus mobility agreement)

Before the departure, it is **MANDATORY** to sign the financial contract (individual Erasmus mobility agreement). It is not possible to sign the contract if the Learning agreement has not been approved yet.

The financial contract will indicate, for each trainee, the amount of the Mobility Grant as deliberated by the Academic Bodies. Each trainee will receive guidance on completing and signing the contract to his/her institutional email name.surname@edu.unifi.it

Before departure, it is essential to be in compliance with the conditions listed in Art.5.2

Art. 13 – OLS Online Language Support

Starting from July 1, 2022, the European Commission activated a new language learning service: the Online Language Support, an online learning hub that includes different themes and multiple services including language learning pathways, use of new technologies, sharing spaces.

Language learning is one of the goals of the Erasmus+ program for the protection of linguistic diversity and the development of intercultural skills.

Students selected for an Erasmus mobility towards a Program country who undertake a mobility of more than 14 days have the opportunity to take an initial language assessment test in the language of mobility, and to have access to online courses, except in cases where a language is not available.

In addition, with the new OLS, it is possible to choose one or more languages, with no restrictions on the number of courses to be taken. Full details on how to use it can be found at https://www.erasmusplus.it/istruzione_superiore/mobilita/online-language-support/

Art. 14– Insurance coverage

Primary health insurance is provided by the student's national health insurance also while in another European Union country through the European Health Insurance Card (EHIC). EHIC coverage may not be sufficient abroad, especially in the case of a specific medical procedure, so it is necessary for the student to always inquire their ASL (local health authority) about the specific health care conditions provided in the host country, and/or the need to subscribe a private insurance.

Erasmus students are also covered by the insurance policies underwritten by the University of Florence **for third-party liability and accidents**, which are also valid for those traveling abroad. Activities ascribable to leisure time, including those organized by associations or agencies that require an individual participation, are excluded from the insurance policies. For more details, check the relevant webpage <https://www.unifi.it/vp-4165-assicurazioni.html>



PLEASE NOTE

Trainees who undertake mobility as students enrolled at UNIFI must continue paying fees at the University of Florence even during their stay abroad.



PART IV – UPON RETURN FROM MOBILITY

Art. 15 – Documents upon return

At the end of the mobility period the trainee must:

- ✓ send the **STATEMENT PERIOD (ARRIVAL/DEPARTURE)** to the Internationalization Unit - International Mobility (mail: [outgoing.erasmus\(AT\)unifi.it](mailto:outgoing.erasmus(AT)unifi.it)) **within 15 days after the conclusion of the mobility period**. The certificate is issued by the host Institution at the end of the traineeship period abroad, provides the documentary evidence of the activities and certifies the exact period of stay at the host institution;



PLEASE NOTE

Failure to submit the statement of arrival/departure will invalidate the Erasmus status and lead to the full return of the grant

- ✓ **those who have carried out a curricular traineeship, within 30 days from the end of the mobility period**, must submit to the International Relations Office of the School <https://www.unifi.it/cmpro-v-p-5218.html> the request for recognition of the credits achieved abroad, along with the **TRANSCRIPT OF WORK issued by the foreign organisation** relating to the activities carried out abroad in accordance with the *Learning Agreement*. Any delays from the trainee in submitting the request for recognition of the traineeship undertaken abroad, if not attributable to the trainee, must be agreed upon between the trainee and the School's International Relations Service;
- ✓ **in the case of an experimental traineeship in preparation for the final thesis**, submit to the School's International Relations Service <https://www.unifi.it/cmpro-v-p-5218.html> the *Confirmation of degree-related research mobility*, available at <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship>
- ✓ fill out the **MANDATORY EU Survey**, an online survey developed by the European Commission, to access which the student will receive a no reply email after the end of the mobility upon registration on the European portal by the Offices. The student will receive a no reply email to his/her institutional e-mail address (@edu.unifi.it) with the relevant link and access keys for the completion of the online **EU Survey Report**. The Report may be divided into two parts in case, at the time of its completion, the recognition of the activities taken abroad has not yet been done.



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As well known, participation in an international mobility program allows university students to spend a training period in a foreign university, offering the opportunity to take courses, use university facilities and obtain recognition for the activities undertaken. However, this training opportunity implies the commitment from the students to adhere to all the procedures, organizational arrangements and timetable of activities determined by the host Institution so to maximize the outcomes but also to allow a proper and efficient management of training and administrative activities by all the Parties involved. Therefore, it is important to emphasize that trainees intending to undertake a mobility program should evaluate not only its contents but also the academic and administrative regulations governing it to ensure its compliance.



PART V – MOBILITY FUNDING

Art. 16 – Financial support for mobility

Financial support for mobility (so-called Mobility Grant) does not cover all the expenses but must be considered as a **contribution** to the increased expenses related to the stay abroad. The grant will be awarded to the winning students, respecting the order of the merit list in the competition for generic destination “Sede Generica”, based on the deliberations of the University Academic Bodies.

! The Erasmus mobility grants funding is subject to the allocation of funds by the National Agency Erasmus+ INDIRE, subsequent to the publication of this Call. In the event that the financial coverage is not sufficient to cover all the scholarship months, the number of financed months may be reduced in proportion to the duration of the mobility (in months) specified in the financial contract signed by the student before departure. It is up to the Academic Bodies to define the criteria, methods and amount of the contribution for the a.y. 2024/2025 by next July 2024, based on the Call 2024 funding that will be allocated to the University by the Erasmus+ National Agency INDIRE and the Ministry of University and Research. Following the deliberations of the Academic Bodies, the relevant Offices will inform students through publication at <https://www.unifi.it/p10034.html#comunicazioni>

The Erasmus+ grant is not compatible with other EU-funded grants for the same mobility period. Any incompatibility still allows participation in this Call for Applications, but the mobility must be done without an Erasmus+ contribution (zero grant).

Art. 16.1 – Long mobility Grant

The **Long mobility** grant is articulated as follows:

- ✓ **a mobility grant funded by the European Commission (so-called Erasmus grant)**, the monthly amount of which is determined by the Erasmus National Agency INDIRE. The monthly amount of the grant varies depending on the country of destination:

GROUP	LIVING COST	AMOUNT	COUNTRIES
Gruppo 1	ALTO	€ 500 per month	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, Lichtenstein, the Netherlands, Norway, Sweden



Gruppo 2	MEDIO	€ 450 per month	Cyprus, Greece, Estonia, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain
Gruppo 3	BASSO	€ 400 per month	Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, Serbia, North Macedonia, Turkey.

- ✓ a possible supplement funded by the European Commission or from the Ministry of Economy and Finance (pursuant to Law 183/1987) based on merit and social and economic conditions (ISEE).

The amounts will be allocated according to the availability of funds according to guidelines to be defined later in agreement with the National Authority and following strict regulations deliberated by the Academic Bodies by next July 2024.

The supplement will be granted to the students **based on the ISEE value** declared for the reduction of the all-in contribution for the a.y. 2023/2024, according to the deadlines and directions indicated in the Manifesto degli Studi a.y. 2023/2024 art.13.4. Students who do not notify the value of their ISEE according to the terms and deadlines indicated in the Manifesto degli Studi a.y. 2023/2024, will be classified in the maximum ISEE range. The ISEE range entitled to the supplementary contribution for Erasmus+ mobility for study a.y. 2024/2025, will be deliberated by the Academic Bodies by next July 2024.

This supplement to the EU grant, if available according to the University's allocation of funds, will not be paid to students opting for short mobility.

Art. 16.2 – Short mobility Grant

The **Short mobility** grant provides the following dedicated grants that replace - and are NOT in addition - to those provided for a Long mobility and is articulated as follows:

DURATION OF PHYSICAL MOBILITY	GRANT AMOUNT	TOP-UP based upon merit and social and economic conditions (ISEE)
1st to 14th day of mobility	€ 79 per day	100 euro <i>una tantum</i>
15th to 30th day of mobility	€ 56 per day	150 euro <i>una tantum</i>

Art. 16.3 – Top up Green Travel

A top-up contribution (€50.00 lump sum) for the so-called **green travel**, i.e., for reaching the host Institution by sustainable means of transportation with less environmental impact (e.g., train, bus, carpooling, etc.), has been introduced with the new Erasmus+ 2021-27 program. The top-up, **subject to the availability of funds and after the allocation of the EU funds to the University**, will eventually be awarded for all the mobilities which have not already benefited from any travel reimbursement. Interested students should keep green travel receipts/ tickets,



pending the procedure to be followed, which will be indicated by the Offices at https://www.unifi.it/vp-10034-erasmus-plus.html#studenti_unifi.

Art. 16.4 – Supplementary EU contribution for students with special needs

Students with special needs related to physical, mental or health conditions may apply to the Erasmus National Agency INDIRE, through their university, for additional EU special needs funds, which are granted as a reimbursement of the actual costs incurred by students with special needs during their mobility (not lump sum). For this purpose, interested students are required to notify their needs to the School's International Relations Service when accepting the mobility. The School Service will activate Unifi Include service <https://www.unifi.it/vp-12229-unifi-include.html> in order to provide support to students in filling out the application according to the deadlines indicated in the 'Circular on EU Funds for Students and Teachers with Disabilities in mobility', which can be found on the website of the Erasmus+ National Agency https://www.erasmusplus.it/istruzione_superiore/mobilita/inclusione/. The grant will be disbursed to eligible applicants upon application to the Erasmus National Agency and subsequent availability of funds.

Art. 16.5 – Regional Agency DSU Contribution

Students awarded with an Erasmus mobility and holders of a scholarship from the Regional Agency for the Right to Study can receive an additional contribution that consists of an all-in amount related to the months spent abroad. For any further information, it is necessary to contact the Regional Agency for the Right to Study <https://www.dsu.toscana.it/sedi-e-contatti>



PLEASE NOTE

All the mobility periods carried out virtually from Italy will not be covered by any contribution.

Art. 17 - Return of financial contribution

The payment of the trainee mobility grant is generally split into two *instalments*, the first one just after the signing of the financial contract, the second one after the conclusion of the mobility and upon delivery of all the end-of-mobility documents.

Mobility grants are linked to studies and/or activities carried out abroad.

The trainee must return **the full amount** of the grant provided in the following cases:



- ✓ withdrawal from the mobility period: if the student wishes to withdraw from the mobility, and therefore not to depart for the a.y. 2024/2025, he/she must give notice by email to outgoing.erasmus(AT)unifi.it. Withdrawal from the mobility is IRREVERSIBLE.
- ✓ stay less than the mandatory minimum period of 60 days (full refund). Exceptions are short mobilities and early returns for serious reasons (force majeure, subject to evaluation by the Erasmus National Agency INDIRE);
- ✓ non-completion of any activity abroad and non-achievement of **at least 3 ECTS credits (in the case of curricular traineeship it will be taken into account the number of credits registered in the student career)**, according to the agreed Learning Agreement;
- ✓ for those enrolled in III Level courses, or those undertaking a post graduate traineeship, failure to submit documented traineeship activities carried out abroad.

Grants received are subject to the obligation of a **partial return** in case of the period abroad reduction compared to what stated in the financial contract (return of the amount corresponding to the days of mobility not carried out abroad).



PLEASE NOTE

The grant is calculated on the basis of the actual days of mobility spent abroad according to the dates stated by the host organisation university within the Attendance Certificate (certificate of arrival/departure), even if they are different from the dates specified in the financial contract. Only the certified mobility within the Attendance Certificate is funded. It is preferable to inquire about the criteria adopted by the host organisation in advance to avoid unpleasant misunderstandings.

On the webpage <https://www.unifi.it/p10034.html#comunicazioni> students can find the Erasmus Mobility Period Calculator, which shows the exact duration in days of the period spent abroad.

At the end of the mobility period, following the relevant procedures for the recognition of the activities carried out abroad, UNIFI will verify the actual period spent abroad based on the dates stated in the certificate of arrival/departure and the presence of ECTS credits earned abroad correctly registered in the student career (or documented research thesis activity or doctorate), and will calculate the due amount of the grant, which can be credit or debit.



PART VI – FINAL PROVISIONS

Art. 18 - Processing of personal data

In compliance with the principles of legality, fairness, transparency, adequacy, relevance and necessity set forth in Art. 5, paragraph 1 of the GDPR (EU Regulation 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data, which provides for the protection of individuals with regard to the processing of personal data as a fundamental right) the University of Florence, as Data Holder, will process the personal data provided by candidates when registering for the selection procedure, exclusively to allow the procedure to be carried out in compliance with the relevant legislation in force. The information for the processing of personal data is published on the University website at *Home page* → *University* → *Data Protection*, at the following link: <https://www.unifi.it/vp-11360-protezione-dati.html>.

Art. 19 - Responsible for the procedure and contacts of the organizational unit

Pursuant to Law No. 241/90 and the University Regulations on Administrative Proceedings, the Responsible person in charge of the proceedings is Dr. Maria Orfeo - Director of the Educational Services Area.

For any **information related to this Call for Applications**, students can:

- ✓ use the facilities provided by the TURUL application under "*request assistance*" (attention, the assistance service will be active until 1 p.m. on April 3, 2024)
- ✓ call the Internationalization Unit- International Mobility Office tel. 055 275 6973 on Mondays, Tuesdays and Wednesdays from 9.30-12.30, Thursdays from 14.30- 17.00.

For any **information regarding receiving organisations of the competition for generic destinations “Sede Generica” and the Learning Agreement for Traineeship drafting**, candidates can:

- ✓ contact the Schools' International Relations Services for support (the list of International Relations Services can be found at <https://www.unifi.it/cmpro-v-p-5218.html>);
- ✓ contact the School's Erasmus Delegate for any information regarding the activities to be carried out at the partner organisations (the name of the Erasmus Delegate can be found at <https://www.unifi.it/cmpro-v-p-5218.html>).
- ✓

Students with **disabilities** or **SpLDs** can receive support for the application procedure and for the mobility arrangements by contacting the Unifi Include service <https://www.unifi.it/vp-12229-unifi-include.html#dsa>



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Art. 20 – Informative sessions organized by the Schools

The contents of the Erasmus Traineeship a.y. 2024/2025 Call for Application will be discussed and explained more in depth during the informative sessions organized by each School.

Attendance at the meetings is strongly recommended for proper participation in this Call for Application.

More information about the dates of the informative sessions can be found in the International Mobility section on each School's [website](#).

Art. 20 – Final Rules

The Call for Application will be published on the University's official Bulletin board and also posted on the website (<https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship>) and at <https://ammissioni.unifi.it>

For any matter not expressly regulated in this Call for Application, please refer to the information published on the University website <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship> and at <https://ammissioni.unifi.it>

Further information on the Erasmus+ Program is available at:

- ✓ European Commission page <https://erasmus-plus.ec.europa.eu/>
- ✓ Erasmus+ National Agency INDIRE page <https://www.erasmusplus.it/>
- ✓ UNIFI page <https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html>
- ✓ UNIFI page <https://www.unifi.it/vp-10034-erasmus-plus.html#traineeship>

Florence,

The Director of Educational Services Area
Dr. Maria Orfeo

The Rector
Prof. Alessandra Petrucci