

CALL FOR THE ALLOCATION OF ERASMUS MOBILITY GRANTS+ FOR TRAINEESHIP Academic Year 2025/2026

Deadline for applications: 15/04/2025

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1. Objectives of the Erasmus+ Programme

With Regulation No. 2021/817, the European Parliament established the Erasmus+ Programme to support education, training, youth and sport. The mobility actions provided by the Erasmus+ Programme make it possible to live cultural experiences abroad, to get to know new higher education systems, to improve one's knowledge of at least one other language and to meet young people from other countries, thus actively participating in the construction of an increasingly united Europe. In particular, 'Key Action 1 - Individual Mobility for Learning Purposes' includes measures for **traineeships abroad**. More specifically, the measure called 'Erasmus+ Mobility for Traineeships', which is the subject of this call, aims to encourage the mobility of students and graduates, allowing them to spend a period of traineeship (from 2 to 12 months) in a company or traineeship site located in one of the countries participating in the Programme.

INFORMATION ON THE ERASMUS+ PROGRAMME CAN BE FOUND AT
https://www.uninettunouniversity.net/it/programma_erasmus.aspx

2. Aims of Erasmus mobility for traineeships

The Erasmus+ mobility scheme for traineeships is intended for students and doctoral candidates who intend to carry out traineeships in companies, training and research centres and host institutions in one of the countries participating in the programme, i.e:

- 1) the Member States of the European Union (**excluding Italy**): Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Finland, Germany, Estonia, France, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden;
- 2) third countries associated with the programme and partner countries: Andorra, Monaco, San Marino, Vatican City State, Faroe Islands, Switzerland, United Kingdom

Candidates residing abroad will not be able to carry out the traineeship in a company or office located in Italy, nor in a company or office located in their country of residence

Offices and bodies managing Community programmes, Community institutions (including European Agencies), national diplomatic representations of the student's home country and present in the host country such as embassies or consulates are excluded from traineeship mobility

On the other hand, other representations or public institutions such as cultural institutes, schools, etc. are to be considered as "companies", i.e. as suitable venues for the traineeship, provided that the principle of transnationality is guaranteed (i.e. the trainee acquires different skills from those he/she would acquire with a traineeship in his/her own country) and the principle of relevance to his/her future professional profile. Traineeships at higher education institutions (such as universities, academies, etc.), not necessarily signatories of an agreement for Erasmus+ Study Mobility with the International Telematic University UNINETTUNO, including their international relations offices, may also be admitted, provided that 1) the activity carried out is strictly professional training and NOT study, 2) it is clearly expressed in the trainee's work plan and 3) it is not already envisaged in the framework of other Community programmes, in order to avoid possible conflicts of interest and/or double funding.

In order to obtain recognition of traineeship activities and benefit from Erasmus+ status and contributions, these activities must be indicated in the work programme (Learning Agreement for Traineeship), which must be submitted to the University bodies for approval.

Erasmus+ mobility for traineeships can also be undertaken by recent graduates, normally within 12 months of obtaining their degree, provided that the student applies while still enrolled at the International Telematic University UNINETTUNO.

The companies where the internship is to be carried out must be identified independently by the students and undergraduates.

It is not possible to guarantee a priori that a traineeship carried out the Erasmus programme will be qualifying, as this depends solely on the professional association with which the student intends to register.

3. Requirements for participation in the call for applications (students on Bachelor's or Master's degree courses)

Students who, irrespective of their country of nationality and on the deadline date of this call are eligible to apply:

- a) are duly enrolled at the International Telematic University UNINETTUNO for the academic year 2025/26 e:
 - declare their intention to maintain their registration for the entire period of the traineeship,or
 - intend to carry out the traineeship period after graduation and within 12 months from the date of graduation, but not later than 31 July 2026
- b) have a good knowledge of the language of the host company's country or of a language accepted as 'vehicular' by the host company;
- c) are not enrolled in individual courses;
- d) do not benefit, in the same period, from another EU contribution under other mobility programmes.

Students who are enrolled in the third year of a first-cycle degree course and who plan to graduate in the academic year 2024/25 and enrol in a Master's degree course at UNINETTUNO in the academic year 2025/26 may apply for a mobility grant to be carried out during the first year of a Master's degree course (second cycle). Any grant will be forfeited in the event of non-enrolment in the Master's degree course. The application may only be submitted to the host university after enrolment in the master's degree course.

Each student may benefit from an Erasmus mobility grant for a maximum total of 12 months for each cycle of study (first cycle: three-year degree, second cycle: master's degree and first-level master's degree, third cycle: doctorate and second-level master's degree). Students who have already carried out mobility for study and/or training purposes for a total of 10 months or more in the course of the study cycle during which they intend to carry out the mobility may not apply.

The Erasmus+ Programme provides for the possibility of undertaking the mobility period for traineeships **within one year of obtaining the degree** (Bachelor's degree, Master's degree), **provided that the student applies before the date of obtaining the degree.**

4. Duration of the traineeship

Traineeships must have a minimum duration of 2 months. In order to enable as many students as possible to enjoy work experience abroad, grants are awarded for a maximum period of 6 months. The mobility must be **completed by 31 July 2026.**

5. Financial Contribution

Erasmus student grants are an incentive to promote international mobility, so they are not grants that cover all expenses, but are to be considered as a contribution to the costs associated with the stay abroad. A mobility carried out in virtual mode is therefore not entitled to any contribution, whereas in the case of *blended* mobility the contribution will only be paid for the part of the mobility carried out in presence.

The amount of the EU contribution granted for the academic year 2025/26, as established by the INDIRE National Agency, depends on the country of destination, according to the following table:

Destination	MONTHLY contribution
GROUP 1: HIGH COST Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Partner Countries: Andorra, Monaco, San Marino, Vatican City State, Faroe Islands, Switzerland, United Kingdom	500 €/month
Group 2: AVERAGE COST Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Bulgaria, Croatia, Lithuania, Poland, Romania, Serbia, Turkey, North Macedonia	450 €/month

Erasmus financial support is incompatible with other EU grants from other EU-funded programmes/actions. The Erasmus grant does not constitute income.

The amounts indicated in the table are flat-rate and independent of the costs actually incurred by the participant. No justification must be produced by the student in support of the contribution received.

At the end of the period abroad, the International Mobility Office will check the actual duration of the mobility period on the basis of the dates certified by the host institution; a stay of less than 2 months does not entitle the student to a grant. Should the difference between the number of days stipulated in the Financial Agreement and the actual number of days exceed 5, the grant amount will be recalculated. In the event that the amount already received exceeds the amount for which the student has accrued entitlement, the student will be required to repay the difference. Any extension of the mobility period must be requested by the student to the International Mobility Office no less than 1 month before the end of the mobility period.

6. *Blended* mobility

The possibility of blended mobility is foreseen. *Blended* mobility involves the combination of a physical mobility with a virtual (distance) component. The financial contribution will only be paid for the period carried out in presence, which may not be less than 2 months. Physical mobility may precede or follow virtual mobility.

Periods of virtual mobility do not count towards the maximum 12 months of mobility per study cycle (only the period of physical mobility is therefore taken into account).

IMPORTANT: *Blended* mobility can be activated subject to the host organisation's availability. The student cannot decide independently to carry out *blended* availability.

7. Students with fewer opportunities

The Erasmus+ Programme promotes inclusion where disadvantage limits or prevents participation in transnational activities. According to the [National Provisions 2024](#) for Italy, students and graduates with fewer opportunities are defined as those with one or more of the following conditions: *students with certified physical, mental and health problems; economic disadvantage sanctioned by ISEE (according to the indications contained in the Directorate Decree 318 of 14/03/2024); individuals from migrant backgrounds and refugees, national or ethnic minorities; students with minor children; students who work; students who are professional athletes; students who are orphans of at least one parent; students who are children of victims of terrorism and organised crime. In addition, students enrolled in all fields of study that are under-represented in mobility programmes and female students enrolled in STEM courses may be considered a preferential but not exclusive criterion.*

Students fewer opportunities receive a supplement to the individual contribution allocated for Erasmus+ physical mobility, which amounts to €250 per month, regardless of the destination.

8. Modalities and deadline for submitting applications

The deadline for submitting applications is **15/04/2025**.

To apply, please fill in the application form available at the following link:
<https://forms.gle/y24qVhLTw39xdevD6>

The following documents must be attached to the application:

- 1 - Copy of a valid identification document
- 2 - Copy of tax code
- 3 - Registration certificate with examinations and dates to be downloaded from the Esse3 administration office (does not apply to doctoral students)
- 4 - Letter of Motivation (Annex 2)
- 5 - Curriculum vitae [Europass model](#)
- 6 - Any certificates attesting knowledge of foreign languages
- 7 - Possible letter of acceptance from the host company or organisation (Annex 1)

Any inaccuracy in the self-certified or declared information will constitute grounds for exclusion. The University accepts no responsibility for the non-receipt of the application in the manner and within the time set, nor for events attributable to third parties, fortuitous events or force majeure.

Once the application has been submitted, no changes can be made.

Applications received after the deadline indicated in the call may still be considered, in the order in which they are received, until the available funds are exhausted.

9. Selection committee

The members of the Selection Committee in charge of assessing the applications were appointed by Rectoral Decree No. 8/2025.

10. Modalities for the selection of candidates

Only candidates whose applications have been submitted in accordance with the procedures indicated in this notice, and which are accompanied by all the required documents, will be admitted to the selection process.

When applying, the student may indicate the desired duration of the mobility (minimum 2, maximum 6 months). Depending on the funds available, the selection committee will decide on the number of available grants and the maximum duration of the mobility period that successful applicants may benefit from.

20% of the funds earmarked for work traineeship mobility will be reserved for doctoral students. In the event that no applications for mobility from doctoral students are received, the entire sum earmarked for internship mobility will be made available to students on the bachelor and master degree courses.

The selection committee will evaluate the applications of the aspiring scholarship holders. Applicants will be assigned a score on a 100 basis consisting of the following five addendums:

IN THE CASE OF STUDENTS ON BACHELOR'S AND MASTER'S DEGREE PROGRAMMES:

- up to 20 points to the fraction of credits obtained compared to the credits for the year no of the course;
- up to 35 points to the fraction in thirtieths of the average of examinations passed by 31/0/2025, weighted in relation to credits;
- up to 10 points to the level of knowledge of the language used in the host establishment, possibly attested by certificates and attestations attached to the application;
- up to 25 points to the CV and motivation letter;
- up to 10 points if the applicant has already identified a host company (the company's letter of acceptance must be submitted, Annex 1).

IN THE CASE OF DOCTORAL STUDENTS:

- up to 30 points for the motivation letter;
- up to 40 points for the curriculum vitae;
- up to 15 up to points to the level of knowledge of the language used in the host establishment as demonstrated by certificates and attestations attached to the application;
- up to 15 points if the applicant has already identified a host company/organisation (the company's letter of acceptance must be submitted, Annex 1).

At the end of the selection phase, the Selection Committee will draw up a single merit list and will proceed to assign the destinations to each candidate ranked in a useful position.

An application is eligible if it scores a total of 50 points or more. Students scoring less than 50 points will therefore not be able to take over the ranking even in the event of withdrawals by students with higher scores.

The University may, even after the selection, take exclusion measures against students who may have been found not to meet the requirements.

Within **ten working days** after the application deadline, the single merit rankings will be published on the page:

https://www.uninettunouniversity.net/it/erasmus_modulistica.aspx.

The publication will serve as official communication to the interested parties. No home communications will be sent.

Within **five working days** of the publication of the rankings, the winners must confirm their acceptance or rejection of the grant by email to erasmus@uninettunouniversity.net . After this deadline, winners who have not communicated their acceptance will be considered to have withdrawn, and the rankings will be automatically adjusted. It is therefore essential to pay the utmost attention to the deadlines and procedures envisaged for the acceptance of the grant awarded. If a student is a winner on more than one ranking list (traineeship, study), he/she may only accept one place. Such acceptance will result in automatic disqualification from the other rankings.

The companies where the internship is to be carried out must be identified independently by the students and undergraduates.

Once the mobility grant has been accepted, the student is required to complete the Learning Agreement, which must be approved by the International Mobility Office, the competent Faculty Council and the host institution or company. The Learning Agreement is the form that defines the work programme that will be carried out at the host location, and indicates how the activities carried out will be recognised on the student's transcript. The Learning Agreement will form an integral part of the Financial Agreement.

The deadline for submission to the International Mobility Office of the Learning Agreement completed and signed for acceptance by the host company/institution is **30 November 2025**. After this deadline, the student will be considered as having withdrawn and the rankings will be adjusted.

The Financial Agreement (Grant Agreement), stipulated between the student and the International Telematic University UNINETTUNO, defines the duration of the mobility action, the amount of the

grant and the modalities of its disbursement. The eligibility for the grant and the stipulation of the financial agreement will take place after the definition and approval of the Learning Agreement. The status of Erasmus student and the ownership of the related Erasmus grant will only be acquired following the stipulation of the aforementioned Financial Agreement.

The start and end dates of mobility must be agreed with the University's International Mobility Office. Under no circumstances may mobility extend beyond **31 July 2026**. Any extension of the mobility period must be requested by the student to the International Mobility Office no less than 1 month before the end of the mobility.

The timely completion of the Participant Report and the submission of all required documentation at the end of the mobility is a prerequisite for receiving the financial contribution.

11. Student workers

Working students can participate in the Erasmus call for applications. Before submitting the application, the student worker must inform his/her employer of his/her intention to participate in the Erasmus programme and of the orientation period during which he/she will be absent from the workplace due to Erasmus mobility. The student worker must state in the application that he/she has made the aforementioned communication to his/her employer.

When accepting the mobility grant, the student worker must enclose a declaration from his/her employer authorising the student to participate in the Erasmus mobility programme. The University shall have no responsibility for the relationship between the student worker and his/her employer.

12. Procedural and logistical information

The student must find out from the foreign host organisation or company and/or the competent diplomatic representations about the procedures required for entry (e.g. the obligation to apply for an entry visa, the relevant timeframes and procedures) and temporary residence in the foreign country (e.g. how to apply for a residence permit/temporary residence permit). Please consult <https://www.viaggiaresicuri.it/>

Each student must check the arrangements for health cover by applying to their local health authority, as the European Health Insurance Card (EHIC) may cover medical care and hospitalisation costs in different ways and to different extents depending on the country of destination.

The University's insurance cover for third party liability and accidents covers the performance of teaching activities abroad. This coverage is guaranteed only if you are regularly enrolled at the International Telematic University UNINETTUNO.

For all good purposes, we would like to point out the [special page set up by the Ministry of Health](#).

13. OLS language support

All selected students will be offered the opportunity to follow an online language course in the language of the host country or in the language used to follow the courses. The course will be delivered via the OLS platform specially set up by the European Commission. Following the examination, students will receive notification of the outcome of the assessment from the service provider

14. Processing of personal data

Personal data provided with applications to participate in the competition will be processed in compliance with the provisions and principles of fairness and protection of confidentiality set out in EU Regulation 2016/679. Such data will be processed exclusively for the institutional purposes of the University and, in particular, for all the fulfilments related to the execution of this call for applications. The data controller of the personal data is the International Telematic University UNINETTUNO. In relation to the processing of the aforementioned data, the interested parties may exercise their rights as per the above-mentioned legislative decree. For further information interested parties may contact the International Mobility Office, International Telematic University UNINETTUNO, Corso Vittorio Emanuele II n° 39, 00186 - Rome; e-mail: erasmus@uninettunouniversity.net.

Rome, 11/03/2025

The Rector
Prof. Maria Amata Garito

Link to the application form: <https://forms.gle/y24qVhLTw39xdevD6>

For information please contact International Mobility Office
erasmus@uninettunouniversity.net
tel. 334 5609198



Annex 3 - DECLARATION OF THE HOSTING ORGANISATION

Student

Name _____
 Matriculation number: _____
 Faculty _____

Hosting organisation

Name, address, website: _____

 Type of organisation (private or public company, law firm, non-profit organisation etc.):

 Name of supervisor, phone number, email address:

Information about the internship

Brief description of the proposed activity: _____

Purpose the internship _____

Starting date and ending date of the internship _____

Number working hours per week _____ (min. 30 hours/week)

Financial allowance granted by the hosting organisation (sum/month and the type of allowance, for example scholarship, allowance for accommodation, local transportation, allowance for food etc.)

Date and stamp: _____

Signature of the supervisor _____