



Rectoral Decree n. 3078

THE RECTOR

- WHEREAS The Statute of the Libera Università Maria Ss. Assunta issued by decree Rector's Decree No. 2582 of May 12, 2022, published in the Official Gazette No. 119 of May 23, 2022, and subsequent amendments and additions;
- WHEREAS The provisions of Article 30 of The University Teaching Regulations of the Libera Università Maria Ss. Assunta adopted by Rector's Decree No. 1055 of September 18, 2012 and subsequent amendments;
- WHEREAS The General Regulation of the University, approved by Rector's Decree No. 1717 of October 28, 2016, and subsequent amendments and additions;
- WHEREAS The University Erasmus Regulation adopted by Rector's Decree No. 1901 of March 22, 2018;
- CONSIDERING That this call is contingent upon the adoption of the ERASMUS+ Program 2021/2027 as well as the ECHE Accreditation 2021/2027;

DECREES

Call for applications

for the allocation of 30 scholarships funded under the ERASMUS+ Program (Key Action 1) for mobility activities for the purpose of Traineeship to be carried out abroad during the academic year 2024/2025, and aimed at students who: will enroll in the academic year 2024/2025 in the first or second year of a master's degree program or the fourth or fifth year of a single-cycle master's degree program and who will complete the internship by July 2025.

DEADLINE FOR APPLICATIONS 31/10/2024 11:59pm



ERASMUS+ CALL

MOBILITY FOR TRAINEESHIP

ACADEMIC YEAR 2024 – 2025

Art. 1

1.1 The Erasmus+ program

The Erasmus+ is the mobility program funded by the European Union, which allows university students to spend a period of study or traineeship abroad at a host university or an institution. In this way, the Erasmus+ program allows students to actively participate in the construction of an increasingly united Europe by gaining cultural experience abroad, getting to know new higher education systems, improving their knowledge of at least one other language, and meeting young people from other countries.

In addition to the Erasmus+ mobility for study, there is a second form of mobility that allows students to complete a training period abroad in companies, research and training centres, universities or other organizations in one of the program countries or in one of the partner countries.

The scholarships for the Erasmus+ for Traineeship are allocated to carry out the following activities in a foreign institution:

- A) educational and career guidance;
- B) curricular traineeship.

1.2 Entry requirements

The candidate, in order to carry out Erasmus+ mobility for traineeship must be enrolled in the academic year 2024/2025 in the first or second year of a master's degree program or the fourth or fifth year of a single-cycle master's degree program and be in line with the tuition fees for the academic year 23/24 during the submission of the application. The call is valid for:

- (a) Enrolled students in LUMSA who will carry out the traineeship during their academic path and before graduation.
- (b) Enrolled students in LUMSA who will carry out the traineeship after their graduation, provided that the application was submitted prior to graduation.

Students with non-EU/EEA citizenship are required to have an Italian residence permit.

In case of winning, the possibility of undertaking the mobility is always subject to the issue of an entry Visa in the Country of destination (a practice that must be followed independently and well in advance of the date of departure). It should also be noted that in some Countries, in order to obtain a Visa, students are required to certify the availability of financial resources.



1.3 Duration

The traineeship must have a minimum duration of 2 months and a maximum duration of 12 months. For both categories, mentioned in the art. 1.2, activities must end no later than July 31st, 2025. Moreover, for the (b) category, the traineeship must end no later than 12 months from the graduation.

Students who have already carried out Erasmus+ mobility for study or Traineeship may also apply for the Call, provided that the number of months of mobility, added to those previously carried out in the same study cycle, does not exceed 12 months for master's degrees and 24 for single-cycle degrees.

Students, with the exception of those who are graduated, must be enrolled at LUMSA for the entire duration of the mobility, and therefore must continue to pay tuition fees for the academic year related to that mobility period.

1.4 Eligible activities

The traineeship should be coherent with the student academic path and their learning needs and, where possible, should be integrated into the study curriculum.

1.5 Eligible destinations

A traineeship can take place in "any public or private organization in a program country or partner country active in the labor market or in the field of education, training, youth, research and innovation" with the exception of international organizations (e.g., UN, Unicef, etc.) and EU institutions and other EU bodies, including Specialized Agencies (the full list is available at: https://european-union.europa.eu/institutions-law-budget/institutions-andbodies/institutions-and-bodies-profiles_it).

The Countries where is possible to undertake the mobility are:

- The member states of the European Union: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden.
- Third Countries associated with the program: North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey.

In addition, it is not possible to carry out the mobility where the students have the residency in.

1.6 Health Coverage

For health insurance coverage while abroad in EU countries, Iceland, Liechtenstein, Norway, it is generally sufficient to have a valid European Health Insurance Card (EHIC) issued by the Ministry of Health.

Info:

<https://www.salute.gov.it/portale/cureUE/dettaglioContenutiCureUE.jsp?lingua=italiano&id=624&area=cureUnioneEuropea&menu=vuoto>



Those who will carry out their mobility in Turkey, the United Kingdom, Serbia or Macedonia will have to make their own health insurance coverage before their departure.

Students from non-EU countries and non-residents in Italy, if they are not in possession of the European Health Card, must open a private health insurance policy that is valid throughout Europe.

In addition, LUMSA provides liability and accident insurance for the duration of the traineeship, as required by current regulations. The terms and conditions of the insurance can be asked to International Relations Office.

Art.2

2.1 European Union scholarship

EU funding for students on Erasmus+ Traineeship Mobility is to be considered as a contribution to the increased expenses associated with the stay abroad.

The Erasmus+ program for traineeship can be subject to changes in case of force majeure situations or health emergencies that may be agreed upon with the National Agency.

Trainees will benefit from a monthly amount (approximately 450€), depending on the Country of destination as well as the months of the actual stay abroad. Funds are established according to the cost of living of the Countries.

Il pagamento della borsa Erasmus viene generalmente effettuato in due tranches: il primo, pari al 70% del totale della borsa di studio successivamente all'invio del documento che certifica l'arrivo presso l'ente ospitante ed il secondo dopo la conclusione del periodo di mobilità e solo dopo la verifica della corretta e completa documentazione di fine soggiorno e la compilazione del Report Finale che verrà inviato dalla Commissione EU.

The Erasmus scholarship is generally delivered in two tranches: the first, equal to 70% of the total amount is paid upon submission of the document certifying the arrival at the host institution. The second tranche will be paid at the end of the mobility period (stated by the Certificate of Permanence) and after verification of the correct and complete documentation and submission of the final report sent by the EU Commission.

In accordance with the Community provisions in force at the date of publication of the present call, **the calculation of the mobility grant for traineeship will be made in days**, according to the note of the Erasmus+ National Agency of 17 September 2014 Prot. no. 21484/ERASMUSPLUS/KA1. The actual calculation of the grant amount **will therefore be based on the certificate of attendance presented by the student at the end of the mobility period**.

Students are in charge of any Visa costs according to the destinations.



Please note that the Erasmus+ scholarship can cover up to 3 months' mobility for which 12 CFUs will be recognized to the student.

Please note that the scholarships will be allocated according to the financial resources that LUMSA will receive from the Erasmus+ National Agency on behalf of the European Commission, the amount of which, for the academic year 2024/2025, has not been disclosed yet. Additional scholarships may be allocated if further funds will be available. In this case, appropriate notice will be published on the website.

Any mobility that cannot be funded may be activated in zero grant mode (without a scholarship).

2.2 Students with disabilities and learning difficulties

In order to ensure equal opportunities for participation in the Erasmus+ Program, the European Commission fund **additional grants** to students with needs related to physical, mental or health conditions. The availability of those grants will be notified directly to the students according to the guidelines provided by the European Commission.

Art. 3

3.1 Submission of the application

The application must be submitted through the mi@lumsa portal (<https://servizi.lumsa.it/Start.do>) from **22/07/2024 at 12:00 pm** and no later than **31/10/2024 at 11:59 pm**.

In order to complete the application properly, students must:

- complete the online form following the provided guide at pag. 8
- upload the invitation **letter from the host institution (only in PDF format) using the template in Annex 1 of this call or the one provided by the institution if it contains the same information.**
- fill in the "Additional Information" area indicating the assumed graduation session (month + year).

The application process is entirely online and therefore any paper submission to the International Office is not required.

3.2 Finding an institution, required Skills, and selection criteria

The candidate should independently, or with the help of a Professor, contact an organization willing to host them as a trainee in order to undertake a work experience congruent with their educational background.

The International Relations Office does not ask for any language certificate, however the candidate must ensure all the skills and certificates the host institution may require.

The Erasmus Traineeship Mobility undertaken in the academic year 2024/2025 is intended for students who will enroll at LUMSA in the academic year 2024/2025 for the first or second year of a Master's



degree program or for the fourth or fifth year of a single-cycle degree program and who will carry out the traineeship by July 31st 2025.

PLEASE NOTE: Payment of the tuition fee for the academic year 2024/2025 must be received no later than the deadline for this call.

Scholarships will be awarded on the basis of the following criteria and priorities:

- those who intend to carry out and complete the traineeship before their graduation (category a) art.1.2) have the priority rather than those who will carry out the traineeship after graduation (category b) art. 1.2);
- When the status of the applicant is equal, chronological order (date and time of receipt of the online application) will be considered.

The International Relations Office will publish the list of eligible students for the scholarship approximately by November 10th, 2024.

The invitation letters of the selected candidates will be submitted to the Erasmus coordinators of their degree program who will evaluate the consistency of the proposed traineeship. If successful, the candidate will receive an email from the International Relations Office to finalize the administrative procedures.

The final allocation of grants will be subject to:

- On acceptance of the host institution's traineeship conditions by the selected student;
- when the Traineeship Agreement and Learning Agreement for Traineeship will be signed by the parties involved;
- when the student has obtained his/her residence permits and visas, if required;

Even after selection, the University can exclude, upon verifications, students that don't meet admission requirements or whose position is incompatible with the allocation of an Erasmus scholarship.

Art. 3.3 Provisions for selected students

An agreement between the host institution and LUMSA must be signed prior to departure and the Learning Agreement for Traineeship (a document provided by the LUMSA International Relations Office to the selected student) must be completed. The agreement is only valid once signed by the parties involved, and subsequently the insurance coverage for traineeship will be assured.

The Learning Agreement for traineeship must be completed in all its parts, signed by the student, the Erasmus LUMSA coordinator and the contact person of the host institution before departure and sent to the LUMSA International Relations Office before the start of the mobility. It is not possible to start the mobility if the Learning Agreement is not duly signed by all parties and sent to LUMSA International Relations Office.

It is the responsibility of each participant to find out about the deadlines and application procedures set by the host institution well in advance of the mobility. It is also the responsibility of each participant



to contact his or her contact person at the host institution in order to agree on the details of the activities to be carried out and to complete the Learning Agreement.

Any changes in the dates of the mobility that differ to the one proposed in the Letter of Invitation submitted during the application, could lead to changes in the allocation of funds and, therefore, they should be reported and justified by the host institution.

Art. 4 Amendments

This Call for Proposals may be modified on the basis of concrete indications from the Erasmus+ National Agency, INDIRE, and such modifications will be communicated and distributed through the usual channels (website, e-mail, etc.).

Art. 5 Responsible for the procedure

Pursuant to the Law No. 241 of August 7, 1990, and subsequent amendments and additions, the person responsible for the procedure of this call is Mrs. Pasqua Tamponi, International Relations Office, Via di Porta Castello 44 - 00193 Rome, e-mail: p.tamponi@lumsa.it- erasmuslumsa@lumsa.it - Tel. 06-68.422.975

Rome, 19/07/2024

Il Rettore
Prof. Francesco Bonini



GUIDE TO THE CORRECT SUBMISSION OF THE APPLICATION FORM

The compilation of the application and the submission of all documents necessary for the participation in the call must be done **EXCLUSIVELY ONLINE** by following these steps:

1. Click on the following link to start your application: <https://servizi.lumsa.it/Start.do> and log in with your login credentials;
2. Click on the top right of the menu and select "International Outgoing Mobility" and then "Mobility Calls".
3. Select "EXCHANGE PROGRAMS" and click on "Bando di Mobilità per Traineeship 2024/2025"
4. A summary of all the steps of your application is available once you have entered the Call for Mobility page.
ATTENTION: It is very important to follow all steps and make sure there is a green tick confirming the steps are correct.
5. To begin the application, you must click on "fill out the form" on the right at the bottom of the main page.
6. Check the two items related to the requirements to participate in the call;
7. Select item "1" from the drop-down menu marked "ERASMUS TRAINEESHIP 2024/2025" And click on "Enroll."
8. Enter, in the "More Information" field, the session in which you plan to graduate (month + year)
9. Once you are certain that the data entered is correct, proceed by attaching the letter of invitation from the host institution, written on letterhead and/or stamped, duly completed and signed. The document must be uploaded compulsorily in PDF format and cannot exceed the size of 5MB;

DO NOT WORRY, even if you have uploaded the mandatory attachment the lock related to the "upload enrollment attachments" activity will always remain open.

10. Cliccare sul bottone "ISCRIVIMI AL BANDO E STAMPA RICEVUTA" per generare il modulo di candidatura da voi compilato in formato PDF.
11. The submission of the application can be considered complete.

PLEASE NOTE: The PDF form, that will be automatically generated once the process is completed, should NOT be signed or sent to the International Office. It will only be a proof for the applicant of correct submission of the application.