



Rectoral Decree n. 3454

THE RECTOR

- WHEREAS** Having regard to the Statute of the Libera Università Maria Ss. Assunta, issued by Rectoral Decree of 12 May 2022, No. 2582, published in the Gazzetta Ufficiale No. 119 of 23 May 2022;
- WHEREAS** Having regard to the Academic Regulations of the Libera Università Maria Ss. Assunta, adopted by Rectoral Decree of 18 July 2024, No. 3073;
- WHEREAS** Having regard to the General Regulations of the University, issued by Rectoral Decree of 28 October 2016, No. 1717, and subsequent amendments and additions;
- WHEREAS** Having regard to the University Erasmus Regulations, issued by Rectoral Decree of 22 March 2018, No. 1901;
- CONSIDERING** that the Erasmus+ Programme is a mobility programme promoted and funded by the European Union, allowing university students to spend a study or traineeship period at a university or institution in another country. Alongside the Erasmus+ mobility for study, there is also a second form of mobility which allows students to undertake a training internship abroad at companies, research and training centres, universities, or other organisations in one of the programme countries or in one of the partner countries;
- CONSIDERING** that this call for applications is subject to the adoption of the Erasmus+ Programme 2021–2027 and to the ECHE Accreditation 2021–2027;

DECREES

A comparative evaluation procedure is hereby announced for the awarding of **20 scholarships** to carry out a **traineeship mobility experience funded by the Erasmus Programme** – Call 2024 (2024-1-IT02-KA131-HED-000211587).

Art.1 – Procedures and Duration of the Mobility

The traineeship must have a minimum duration of 2 months and may last up to a maximum of 12 months. **The Erasmus+ scholarship may cover a mobility period of up to 4 months.** The traineeship must be consistent with the participant's learning objectives related to their degree programme and personal development, and, where possible, should be integrated into the student's study plan. The specific contents of the traineeship shall be agreed upon with the host organisation.

All traineeship activities must be completed no later than 30 JUNE 2026.

To ensure the validity of the traineeship, the student must be up to date with the payment of all tuition fees and university contributions for the academic year corresponding to the mobility period.

Recognition

Completion of the traineeship for a minimum period of 3 months entitles the student to the recognition of 12 ECTS credits, exclusively within the credits allocated in the student's study plan for the internship/traineeship activity.

Any additional credits earned beyond this amount will be considered as extra credits (soprannumerari).

The traineeship experience cannot be used as a substitute for examinations or laboratory courses.

Eligible Destinations

A traineeship can be carried out at:

- Any public or private organization active in the labour market or in the fields of education, training, youth, research, and innovation. For example, such an organization may be:
 - A public or private enterprise, of small, medium, or large size (including social enterprises);
 - A public body at the local, regional, or national level;
 - An embassy or consular office of an EU Member State or of a third country associated with the sending programme;
 - A social partner or other representative of the world of work, including chambers of commerce, professional or craft associations, and trade unions;
 - A research institute;
 - A foundation;
 - A school, institute, or educational centre (at any level, from preschool to upper secondary education, including vocational and adult education);
- A non-profit organization, an association, or an NGO;
- An organization for career guidance, vocational counselling, and information services;
- A university in an EU Member State that has signed an interinstitutional agreement with LUMSA.

Not eligible as host organizations for student mobility traineeships are EU institutions and other EU bodies, including specialized agencies (the full list is available at https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_it); organizations managing EU programmes, such as National Erasmus+ Agencies (to avoid potential conflicts of interest and/or double funding)

Art. 2 – Eligibility Requirements

Applications may be submitted by students enrolled in:

- The 2025/2026 academic year, for the first or second year of a Master's degree, or for the fourth or fifth year of a single-cycle Master's degree, and who are up to date with the payment of tuition fees and contributions

The traineeship **must be completed at least 2 months before the degree is awarded.**

Students who have already participated in Erasmus mobility for study or traineeship may also apply, provided that the total number of months spent on Erasmus traineeships, combined with any previously completed during the same cycle of study, does not exceed 12 months for Master's degrees and 24 months for single-cycle degrees.

Students holding non-EU/EEA citizenship must possess a residence permit if they are present in Italy.

It should also be noted that, in case of selection, the possibility of undertaking the mobility is always subject to the issuance of an entry visa for the destination country (a procedure that must be managed independently and

well in advance of the departure date). Additionally, some countries may require students to demonstrate the availability of financial means in order to obtain the visa.

Any costs for obtaining a visa, if required for certain destinations, are the responsibility of the student.

Art. 3 – Selection Criteria

The selection of candidates for the Erasmus Traineeship mobility is carried out by assigning a score:

- **Based on the GPA** (calculated as the weighted average of exams taken and recorded by the last available exam session);
- **Based on the credits earned** (Calculated as the number of credits already earned relative to the total credits obtainable by the last available exam session);
- **Based on the total credits accumulated during the student's academic career by the last available exam session, multiplied by 0.03. For Master's students, the 180 credits earned for the completion of the Bachelor's degree are also taken into account.**

In the event of a tie in the candidate's score, the younger student will be given priority.

The International Relations Office will publish the list of students eligible for the scholarship by 30 November 2025.

Art. 4 – Application

The application must be submitted through the mi@lumsa portal (<https://servizi.lumsa.it/Start.do>) from **30/10/2025 at 12:00 PM** until **17/11/2025 at 11:59 PM**.

To correctly complete the application, students must:

- Fill in all fields of the online form following the instructions attached to this call for applications;
- Complete the "Additional Information" section, indicating the expected graduation session (month and year).

The application procedure is entirely online, and therefore no paper documentation needs to be submitted to the International Office.

For any clarifications, please refer to the following email address: erasmuslumsa@lumsa.it

Art. 5 – Finding the Host Organization and Required Skills

The candidate must independently find an organization willing to host them as a trainee, with which they have independently made or will make contact, and which allows them to carry out a work experience relevant and consistent with their academic programme.

No language certification is required, but the candidate must independently ensure that they have adequate language skills and possess any certificates that may be required by the host organization.

The University may, even after the selection, take measures to exclude candidates who, following verification, do not meet the eligibility requirements or whose situation is incompatible with the award of an Erasmus scholarship.

Art. 6 – Provisions for Selected Students

The award of the scholarship will be subject to the following conditions:

- To the acceptance of the host organization's traineeship conditions by the selected student;
- To the signing of the Traineeship Agreement and the Learning Agreement for Traineeship by the parties involved;
- To the obtaining by the selected student of any required residence permits and visas, if applicable.

By **10th January 2026**, the selected students must:

- Submit the invitation letter from the host organization, strictly in PDF format, using either the LUMSA template or the host organization's template, provided it contains the same information;
- Verify whether an agreement is already in place between the host organization and LUMSA, or inform the International Office of the need to sign a new agreement, which will then be arranged by the office;

The invitation letters of the selected candidates will be reviewed by the Erasmus coordinators of the respective degree programmes, who will assess the consistency of the proposed traineeship.

If the evaluation is positive, the candidate will receive an email from the International Relations Office to proceed with the completion of the administrative procedures.

It is the responsibility of each participant to independently and promptly obtain information, prior to the mobility, regarding any deadlines or application procedures established by the host organization.

It is also the participant's responsibility to contact their reference person at the host organization in due time, in order to agree on the specific activities to be carried out and to complete the Learning Agreement.

Any changes to the mobility dates abroad, compared to those proposed in the invitation letter submitted during the application phase, may result in modifications to the grant allocation. Therefore, such changes must be communicated and justified in writing by the host organization.

Art. 7 – Selection Committee

The Committee, composed of three members, will draw up the merit ranking list in descending order based on the scores awarded to the candidates.

The ranking list will be published on the following page: <https://lumsa.it/en/node/13092>

Art. 8 – European Union Grant Awarded to Selected Students

The EU funds granted to students participating in Erasmus+ Traineeship mobility are to be considered as a contribution towards the additional expenses related to their stay abroad.

The grant consists of a monthly amount, determined according to the destination country of the student and the actual duration of the stay abroad¹.

As provided in the 2024 Programme Guide for student and recent graduate mobility for traineeships, the European Commission has set the top-up to the individual Erasmus+ mobility grant at €150.00/month.

¹According to the EU regulations in force at the date of issue of this call, the calculation of the mobility grant for Traineeship purposes will be done in days, in accordance with the note from the National Erasmus+ Agency dated 17 September 2014, Prot. n. 21484/ERASMUSPLUS/KA1.

For the final calculation of the grant amount, the certificate of Permanence submitted by the student at the end of the mobility will be considered authoritative.

DESTINATION	INDIVIDUAL GRANT / MONTH	TRAINEESHIP TOP-UP / PER MONTH	TOTAL
Mobility to GROUP 1 Countries ²	€ 350,00/per month	€ 150,00/ per month	€ 500,00/ per month
Mobility to GROUP 2 ³ and GROUP 3 countries ⁴	€ 300,00/ per month	€150,00/ per month	€ 450,00/ per month

The Erasmus grant payment is generally made in two tranches: the first, equal to 70% of the total grant, after submitting the document certifying arrival at the host institution; and the second, after the completion of the mobility period, and only after verification of the correct and complete end-of-stay documentation and the completion of the Final Report, which will be submitted to the EU Commission.

Art. 9 – Contributions for students with disabilities and learning difficulties

In order to ensure equal opportunities for participation in the Erasmus+ Programme, an additional monthly contribution (top-up) to the European Union grant, set at €250, is provided for students with disabilities and learning difficulties.

Art. 10 – Insurance Coverage

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

For info:

<https://www.salute.gov.it/new/en/tema/healthcare-european-union/>

Those undertaking their mobility in Turkey, the United Kingdom, Serbia, or North Macedonia must independently arrange private health insurance before departure. Non-EU students and those not residing in Italy, if not in possession of the European Health Insurance Card, must take out private health insurance valid throughout Europe.

In addition, the student must independently arrange liability and accident insurance for the entire duration of the internship, as required by current legislation.

² GROUP 1: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Third countries not associated with the Region 13 Programme: Andorra, Monaco, San Marino, Vatican City State. Third countries not associated with the Region 14 Programme: Faroe Islands, United Kingdom, Switzerland

³ GROUP 2: Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain.

⁴ GROUP 3: Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary..

Art.11 –Responsible for the Procedure

Pursuant to Law No. 241 of 7 August 1990, as subsequently amended and supplemented, the officer responsible for the procedure referred to in this call is Dr. Claudia Cogoni, International Relations Office (Directorate of Academic Services for Students – Dr. Bruna Marro), Via di Porta Castello 44 – 00193 Rome, email: c.cogoni@lumsa.it – Tel. 06-68.422.985.

Rome, 29 October 2025

The Rector
Prof. Francesco Bonini