



Rector's Decree n. 3683

THE RECTOR

- Whereas** the Statute of Libera Università Maria Ss. Assunta, issued by Rector's Decree No. 2582 of 12 May 2022;
- Whereas** the Academic Regulations of Libera Università Maria Ss. Assunta, adopted by Rector's Decree No. 3073 of 18 July 2024;
- Whereas** the General University Regulations, issued by Rector's Decree No. 1717 of 28 October 2016, as subsequently amended and supplemented;
- Whereas** the University Erasmus Regulations, issued by Rector's Decree No. 1901 of 22 March 2018;
- Considering** whereas this Call for Applications is subject to the adoption of the ERASMUS+ 2021–2027 Programme and to the ECHE 2021–2027 Accreditation.

DECREES

The call for the Erasmus+ Traineeship is hereby issued for the award of:

- ✓ **15 Erasmus+ scholarships** for students enrolled in the second year of a Master's degree programme or in the fifth year of a single-cycle Master's degree programme in the academic year 2025/2026, who intend to graduate within the same academic year (by March 2027).
- ✓ **15 Erasmus+ scholarships** for students enrolled in the first year of a Master's degree programme or in the fourth year of a single-cycle Master's degree programme in the academic year 2025/2026, as well as for students enrolled beyond the standard duration of their degree programme, who intend to graduate in the academic year 2026/2027 by March 2028

for carrying out a traineeship mobility period funded by the Erasmus+ Programme - call 2025 (2025-1-IT02-KA131-HED-000313813).

Art. 1_ Purpose and delivery of the programme

1.1_ Objectives

The Erasmus+ Programme is a mobility programme promoted and funded by the European Union that enables students to undertake a traineeship abroad at companies, research and training centres, universities, or other organisations.

The traineeship must be consistent with the learning needs related to the participant's degree programme and with their personal development, and, where possible, it should be integrated into the study programme. The specific content shall be agreed upon with the host organisation.

1.2_ Duration of the mobility

The traineeship must have a minimum duration of 2 months and a maximum duration of 12 months, and it may be funded by the Erasmus+ Traineeship scholarship for a maximum period of 4 months.

The traineeship has to be carried out exclusively in person. Any periods of traineeship undertaken in a virtual format shall not be recognised. The traineeship must be completed before the final degree examination (thesis defence). If the thesis defence takes place before the end of the traineeship, the participant shall be excluded from the programme and required to repay any amounts received.

No interruptions or suspensions of the traineeship are permitted. Traineeship periods of less than 2 months or the cancellation of the mobility shall result in the obligation to repay the full grant or any amount already received by the beneficiary.

The traineeship activities must be completed no later than 30 June 2027.

1.3_ Recognition of activities

A traineeship **lasting a minimum of 3 months** entitles students to the **recognition of 12 ECTS** credits within the credits provided for in their study plan for internship/traineeship activities. The traineeship experience may not, under any circumstances, replace examinations or laboratory activities.

1.4_ Participating Countries

Erasmus+ Traineeship mobility may be carried out at host organisations and institutions located in the following countries:

- **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 Programme:** North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey, and the United Kingdom.

Art. 2_ Identification of the host organisation and eligible institutions

The student must independently identify an organisation willing to host them as a trainee, with which they have already established or will directly establish contact, and which enables them to carry out a traineeship experience consistent and relevant to their study programme.

In order to identify suitable placements for traineeships aimed at the development of digital skills, applicants may consult the available offers on the platform: <https://erasmusintern.org/>

It remains the student's responsibility to independently identify the company where the traineeship will be carried out, provided that the planned activities are consistent with those indicated above.

Application to this call does not require the submission of any language certification; however, students must independently ensure that they possess adequate language skills and any certificates that may be required by the host organisation.

LUMSA may also adopt, even after the selection process has been completed, exclusion measures against candidates who, following verification checks, are found not to meet the admission requirements, or whose status is found to be incompatible with the awarding of an Erasmus+ scholarship.

Eligible institutions:

- Any public or private organisation active in the labour market or in the fields of education, training, youth, research, and innovation. Such organisations may include, for example:
 - regardless of size (including social enterprises);
 - a public body at local, regional, or national level;
 - an embassy or consular office of the EU Member State or of the third country associated with the sending Programme;
 - 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 non-profit organisation, association, or NGO;
- a career guidance or vocational counselling service, or an information service provider;
- a university in an EU Member State that has signed an inter-institutional agreement with LUMSA.

In the case of a traineeship at a university institution (e.g. university laboratories, university libraries, etc.), the activity carried out must be of a professional training nature and NOT of a study nature (e.g. a traineeship at Erasmus/International Offices of universities is eligible). In the case of traineeships at

Italian cultural institutes abroad, schools, Italian Chambers of Commerce abroad, Italian law firms based abroad, or private companies abroad with registered offices in Italy, the principle of transnationality must be ensured (e.g. the trainee acquires know-how different from that which they would acquire through a traineeship in their own country) and included in the letter of invitation (see Art. 6).

Ineligible institutions:

- Institutions and other bodies of the European Union, including specialised agencies (the full list is available at the following address) http://europa.eu/european-union/abouteu/institutions-bodies_it);
- Organisations managing EU programmes, such as Erasmus+ National Agencies (in order to avoid possible conflicts of interest and/or double funding).

Art. 3_ Admission requirements

Applicants eligible to apply:

- **Students enrolled in the second year of a Master's degree programme or in the fifth year of a single-cycle Master's degree programme in the academic year 2025/2026, who intend to graduate within the same academic year (by March 2027).**

Students enrolled for the academic year 2025/2026 at LUMSA in the second year of a Master's degree programme or in the fifth year of a single-cycle Master's degree programme at the time of application to this Call. In order for enrolment to be valid, students must be up to date with the payment of all tuition instalments due prior to the submission of the application. **The traineeship activities must be completed no later than 31 January 2027.**

- **Students enrolled in the first year of a Master's degree programme or in the fourth year of a single-cycle Master's degree programme in the academic year 2025/2026, as well as students enrolled beyond the standard duration of their degree programme, who intend to graduate in the academic year 2026/2027 by March 2028.**

Students enrolled for the academic year 2025/2026 at LUMSA in the first year of a Master's degree programme or in the fourth year of a single-cycle Master's degree programme at the time of application to this Call. In order for enrolment to be valid, students must be up to date with the payment of all tuition instalments due prior to the submission of the application. Prior to departure, students must be duly enrolled for the academic year 2026/2027 at LUMSA and be up to date with the payment of tuition fees for the same academic year. **The traineeship activities must be completed no later than 30 June 2027.**

Non-EU citizens, in addition to being duly enrolled at LUMSA and meeting the above-mentioned requirements, must hold a valid residence permit covering the entire duration of the mobility period, if residing in Italy. In the event of selection, participation in the exchange is always subject to the

issuance of an entry visa for the host country (this procedure must be handled personally by the student well in advance of the planned departure date). To obtain the visa, some countries require students to provide proof of sufficient financial means. The minimum required amount varies and may, in some cases, exceed the total amount of the mobility grants.

It is hereby clarified that:

- Students who have already benefited from an Erasmus+ mobility grant may also apply, provided that the total duration of their mobility has not exceeded twelve months per study cycle, or twenty-four months in the case of enrolment in a single-cycle Master's degree programme
- The mobility is compatible with any other mobility periods abroad promoted by the University, provided that the mobility periods do not overlap.
- The traineeship **must be completed at least 2 months before the awarding of the degree.**
- For mobility periods to non-EU countries, including the United Kingdom, additional costs may apply, including visa-related expenses. Students are required to independently manage all necessary procedures.

Failure to meet any of these requirements shall result in the ineligibility of the application.

Art. 4_ Selection criteria

The selection of candidates for Erasmus+ Traineeship mobility is based on the number of ECTS credits earned (i.e. the number of credits already obtained in relation to the total number of credits that could be obtained by the last available examination session).

In the event of equal scores, priority shall be given to the candidate with the highest weighted average grade, and in the event of further ties, to the youngest candidate in age.

Art. 5_ Application form

The application must be submitted via the mi@lumsa portal (<https://servizi.lumsa.it/Start.do>) (<https://servizi.lumsa.it/Start.do>) starting from **23 June 2026 at 12:00** noon and no later than **30 September 2026 at 23:59**.

In order to complete the application correctly, applicants must:

- Complete all fields of the online application form in accordance with the instructions provided in the Guide published together with this Call;
- obtain and attach the approval from the Erasmus Coordinator of their degree programme, who will assess the proposed traineeship;

- attach the invitation letter, duly signed and stamped by the host organisation, in PDF format, using the LUMSA template or the template provided by the host organisation, provided that it contains the same required information;
- complete the “Additional Information” section by indicating the expected graduation session (month + year).

The application procedure is entirely online; therefore, no paper submission of the documentation to the International Office is required.

Should any clarification be needed, the relevant email address is: erasmuslumsa@lumsa.it

Art. 6_ Commission

The Selection Committee, composed of three members and appointed by Rector’s Decree or by the Rector’s delegate for Internationalisation, shall draw up the ranking list of candidates in descending order based on the points awarded. The ranking lists will be published on the following webpage: <https://lumsa.it/it/erasmus-per-traineeship>

Art. 7_Provisions for selected students

The International Relations Office will publish the list of students eligible for the scholarship by **15 October 2026**

The award of the scholarship shall be subject:

- to the selected student's acceptance of the traineeship conditions established by the host organisation;
- to the signing of the Traineeship Agreement and the Learning Agreement for Traineeship by all parties concerned;
- to the selected student's obtaining any required residence permits and visas, where applicable.

Each participant is responsible for independently obtaining, in a timely manner and prior to the start of the mobility period, information regarding any application procedures or deadlines established by the Host Organisation. Participants are also responsible for contacting their supervisor or designated contact person at the Host Organisation well in advance in order to agree on the activities to be carried out and to complete the Learning Agreement for Traineeship.

Any changes to the mobility period abroad with respect to the dates indicated in the invitation letter submitted at the application stage may result in adjustments to the grant allocation. Therefore, such changes must be communicated and duly justified in writing by the Host Organisation.

Before departure, participants will be provided with a Certificate of Permanence, which must be signed by the Host Organisation on the first day of the traineeship to certify the start date and on the last day of the traineeship to confirm the end date of the mobility period.

At the end of the traineeship, the Host Organisation shall certify the successful completion of the traineeship, including a description of the activities carried out. For this purpose, the Host Organisation must complete and sign the “After the Mobility” section of the Learning Agreement for Traineeship or issue a specific certificate containing such information and confirming the completion of the traineeship.

Art._8 EU Grant for Selected Students

8.1 Grant Amounts

The European Union funding awarded to students participating in the Erasmus+ Traineeship mobility programme is intended as a contribution towards the additional costs associated with a stay abroad. The grant consists of a monthly amount, calculated according to the cost of living in the host country and the actual duration of the mobility period abroad¹.

The Erasmus+ Traineeship grant is available exclusively for physical mobility carried out on-site at the Host Organisation and cannot be awarded for remote traineeships.

DESTINATION	INDIVIDUAL MONTHLY GRANT
<p>GROUP 1 (High cost of living): Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, the Netherlands, Norway and Sweden.</p> <p>Third countries not associated to the Programme belonging to Regions 13 and 14.[1]</p>	€ 550,00/per month
<p>[1] Region 13: Andorra, Monaco, San Marino, Vatican City State.</p> <p>Region 14: Faroe Islands, United Kingdom, Switzerland</p>	
<p>GROUP 2 (medium cost of living): Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia and Spain.</p>	€ 500,00/per month
<p>GROUP 3 (Low cost of living): Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey and Hungary.</p>	€ 500,00/per month

¹In accordance with the European regulations in force at the date of publication of this Call for Applications, the Erasmus+ Traineeship mobility grant will be calculated on a daily basis, pursuant to the note issued by the Erasmus+ National Agency on 17 September 2014 (Prot. No. 21484/ERASMUSPLUS/KA1).

For the purpose of determining the final amount of the mobility grant, the Certificate of Permanence submitted by the student at the end of the mobility period shall be considered the official and binding document.

Mobility beneficiaries will receive an additional European Union contribution for travel (Travel Grant), the amount of which is determined according to distance bands (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>), based on the distance between LUMSA – Rome or Palermo campus (default point of departure) and the city of destination.

The travel contribution is paid only if the mobility period has been effectively carried out and certified by the Host Organisation.

Distance Bands	Green Travel – Amount	Non-Green Travel – Amount
Between 10 and 99 KM	56 Euros per participant	28 Euros per participant
Between 100 and 499 KM	285 Euros per participant	211 Euros per participant
Between 500 and 1999 KM	417 Euros per participant	309 Euros per participant
Between 2000 and 2999 KM	535 Euros per participant	395 Euros per participant
Between 3000 and 3999 KM	785 Euros per participant	580 Euros per participant
Between 4000 and 7999 KM	1188 Euros per participant	1188 Euros per participant
8000 KM or more	1735 Euros per participant	1735 Euros per participant

Green travel refers to the use of sustainable means of transport such as bicycle, bus, carpooling and train. Unit travel contributions for sustainable transport (green travel) are eligible provided that such means are used for the majority of the outbound and return journey (in terms of distance travelled).

In the case of the use of sustainable transport (green travel), a self-declaration signed by the student must be submitted. The University reserves the right to request any receipts or supporting documentation confirming the actual use of green transport.

8.2_ Payment Method

The payment of the Erasmus+ Traineeship grant, including the travel contribution, is made in two tranches:

- The first tranche, amounting to 70%, shall be paid within 30 calendar days following the signing of the Financial Agreement by both the student and LUMSA.
- The balance payment, based on the actual number of days of mobility completed, shall be paid after the end of the mobility period and only upon verification of the correct and complete final documentation, as well as the submission of the Final Report/Survey, which will be sent by email by the European Commission.

In accordance with the European provisions in force at the date of publication of this Call, the calculation of the Erasmus+ Traineeship mobility grant shall be made on a daily basis, pursuant to the note issued by the Erasmus+ National Agency dated 17 September 2014 (Prot. No. 21484/ERASMUSPLUS/KA1). For the purpose of determining the final amount of the mobility grant, the Certificate of Permanence submitted by the student at the end of the mobility period shall be considered the official reference document.

Art. 9_ Support for Students with Disabilities and Learning Difficulties

An additional monthly contribution (top-up) to the European Commission grant, set at €250, is provided for students with disabilities and learning difficulties.

In order to ensure equal opportunities for participation in the Erasmus+ Programme, the European Commission may fund an additional grant consisting of a 100% reimbursement of eligible actual costs incurred. This contribution is based exclusively on real costs incurred and directly linked to participants with fewer opportunities and their accompanying persons.

Participants must submit all supporting documentation of expenses (receipts, invoices, tickets, etc.), documentation certifying their condition in a certified true copy, as well as the application form. The University will complete the online estimation of additional costs through the participant's application. The National Agency will assess applications submitted within the established deadlines. The International Relations Office will be responsible for informing students of the procedures and timelines for submitting the request.

Art. 10_ Repayment of the Erasmus+ Mobility Grant

The International Office will proceed to request the full or partial repayment of the mobility grant and/or any additional supplementary contributions in the following cases:

- the student has not completed at least 2 months of stay abroad; the actual duration shall be determined on the basis of the Certificate of Permanence;
- failure to submit, within 30 days from the end of the mobility period, the documentation required by the National Agency as specified in the Financial Agreement.

Art. 11_ Tuition Fees

During the Traineeship mobility period abroad, the beneficiary student shall continue to pay the tuition fees required by LUMSA.

Art. 12_ Insurance Coverage

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

For information:

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

Should the student be required to extend their insurance coverage, they may consult the following link.:
https://backoffice.lumsa.it/sites/default/files/file/3564/2025-11/Infografica-studenti-LUMSA_0.pdf

Those who undertake their mobility in Turkey, the United Kingdom, Serbia or North Macedonia must independently arrange, prior to departure, private health insurance coverage.

Non-EU students and students not residing in Italy, if not in possession of a valid European Health Insurance Card (EHIC), must take out private health insurance valid throughout the entire European territory.

The student must also independently arrange liability and accident insurance coverage for the entire duration of the traineeship, in accordance with the applicable regulations.

Art. 13_ Personal Data Processing

The personal data collected for participation in the Call will be processed for the purposes described in the information notice available at the following [link](#), drafted in accordance with Article 13 of Regulation (EU) 2016/679 on the protection of personal data (“GDPR”). For further information regarding the University’s data processing activities, data subjects may contact privacy@lumsa.it.

Art. 14_ Procedure Officer

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

Rome, 18 June 2026

The Rector
Prof. Francesco Bonini