

ERASMUS+

MOBILITY FOR TRAINEESHIP

PROGRAMME



**Università
degli Studi
di Palermo**



TYPES OF TRAINEESHIP

Mobility for independent Traineeship requires carrying out traineeship activities for a **MINIMUM of 2 months and a **MAXIMUM** of 12 months at Institutions independently found by the candidate student.**

TRAINEESHIP EMBEDDED IN THE CURRICULUM

It provides the recognition of ECTS and can be recorded in the Diploma Supplement

VOLUNTARY TRAINEESHIP

It does not provide recognition of ECTS, but can be recorded in Diploma Supplement

RECENT GRADUATE TRAINEESHIP

It must be done within 12 months of graduation, it does not provide recognition of ECTS but can be recorded in the Diploma Supplement.

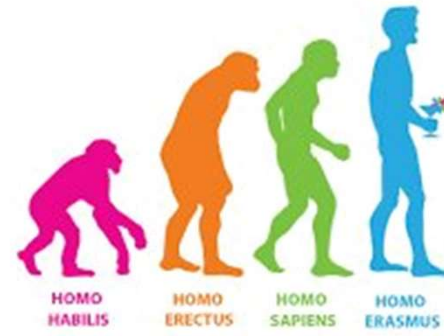
WHO CAN PARTICIPATE?

Students enrolled and in good standing with the payment of University fees

Undergraduate Degree (First cycle)

Master's Degree Single Cycle Degree (Second cycle)

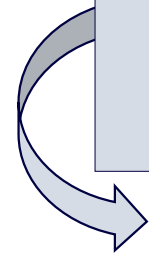
PhD Schools of specialization (Third cycle)



(ex)change your life!

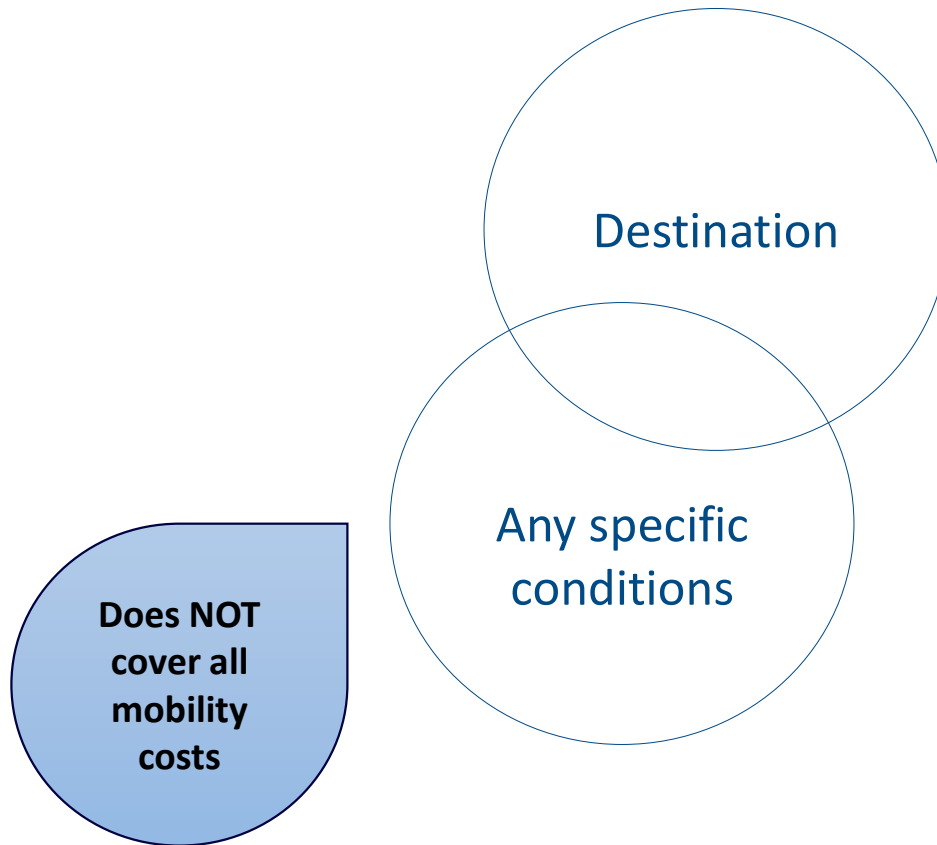
Specific cases:

- undergraduate students
- students who have already benefited from Erasmus+ student status
- students enrolled in the Single Cycle Degree of Medicine and Surgery
- students with citizenship of one of the countries participating in the mobility programs



Check the call for applications!

FINANCIAL CONTRIBUTION



All information about calculating the due contribution for the mobility can be found in the “Contributions” Sheet, which is an integral part of the call.

HOW TO APPLY?

Attachment 1: **Application form**

+ **Receipt of completion of the online form** available at the following links:

- <https://forms.office.com/e/rvnyyqq7MD> (from 29/01/2025 to 28/02/2025)
- <https://forms.office.com/e/9neqQ8euaH> (from 01/03/2025 to 31/03/2025)

+ **Acceptance Letter** signed by the host Institution (Attachment 2)

+ **Learning Agreement for Traineeship** signed by the student, the host Institution and the Coordinator of the Study course/PhD programme the student is enrolled to (Attachment 3)

All the attachments must be sent in PDF format. The request must be sent to mail-protocollo@unipa.it. The email **subject** should be **"SMP_2024_25"** (**Independent Traineeship application**) and it should be addressed to dott.ssa Valentina Campanaro (U.O. Outgoing Students).



Applications that are not complete and/or not sent according to the described methods will not be accepted.





Università
degli Studi
di Palermo



HOW TO FIND THE HOST INSTITUTION

Art. 4



The traineeship can be done in Institutions based in countries of the European Union, in third countries associated with the Erasmus+ Programme and third countries not associated with the Erasmus+ Programme of the Regions 13 and 14.



Eligible Institutions are public or private organizations active in the labour market or in the field of Education, Training, Youth, Research and Innovation.



For support in identifying the host institution, the free platform www.erasmusintern.org, sponsored by the Erasmus+ National Agency INDIRE, is available. A list of host institution is available [here](#).



Università
degli Studi
di Palermo



Learning Agreement for Traineeship (LAT)

«BEFORE THE MOBILITY»



Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female /Undefined]	Study cycle ² and registration number	Field of education ³
						Matricola: _____ <input type="checkbox"/> 1° ciclo: laurea triennale <input type="checkbox"/> 2° ciclo: <u>laurea magistrale</u> , master 1° livello, laurea a ciclo unico <input type="checkbox"/> 3° ciclo: dottorato, <u>master 2°</u> livello, scuola di specializzazione	
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	UNIVERSITA' DEGLI STUDI DI PALERMO I PALERMO 01	DIPARTIMEN TO DI... CORSO DI STUDIO IN	IPALERMO01	Piazza Marina, 61 90133 PALERMO	ITALIA	INSERIRE NOME COGNOME E EMAIL DELLA CONTACT PERSON DI SCUOLA/DIPARTIMENTO	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

«TRAINEE» → Personal data of the candidate
 «FIELD OF EDUCATION» → ISCED under which mobility
 flow is expected
 ⇒ Check https://ec.europa.eu/education/international-standard-classification-of-education-isced_en to find out your
 study Course's ISCED or Field of Study)

«SENDING INSTITUTION» → Information about University
 of Palermo
 ⇒ Fill in only the highlighted fields: Department, study
 Course, Contact person of School/Department

«RECEIVING ORGANISATION/ENTERPRISE» → Information
 about the Institution or company you have chosen to do
 your traineeship. You should have all the information to
 fill in this section.



Università
degli Studi
di Palermo



Learning Agreement for Traineeship (LAT)

«BEFORE THE MOBILITY»

Before the mobility

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the physical component: from [day,month/year] to [day,month/year]	
If applicable, planned period of the virtual component: from [day,month/year] to [day,month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the <u>traineeship</u> (including the virtual component, if applicable):	
Traineeship in digital skills ⁸ : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ⁹ in _____ [indicate here the main language of <u>work</u>] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Traineeship period:
2 to 12 months

Read the compilation
notes carefully!



Università degli Studi di Palermo



Learning Agreement for Traineeship (LAT)

«BEFORE THE MOBILITY»

Table B - Sending Institution

Please use only one of the following three boxes:¹⁰

1. DA COMPILARSI SE IL TIROCINIO È CURRICULARE

The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. DA COMPILARSI SE IL TIROCINIO È VOLONTARIO

The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. DA COMPILARSI SE IL TIROCINIO SARÀ SVOLTO DOPO IL CONSEGUIMENTO DEL TITOLO

The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

In the case of Traineeship embedded in the curriculum it is mandatory to indicate the number of credits that will need to be validated at the end of the mobility.

Please note: UniPA is not yet authorised to issue the Europass Mobility Document

WHAT TO REMEMBER?



Check how to apply and make sure to have all the necessary formal requirements.

Remember that the host Institution must sign the acceptance letter and the LAT.



Check that the dates of the Traineeship comply with the limitations of the call.



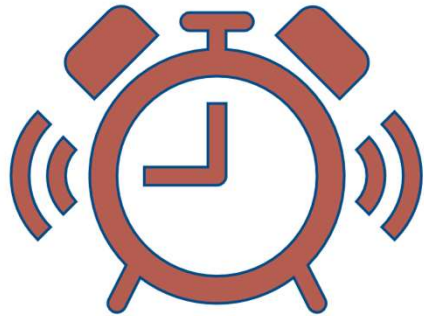
Check if you need a Visa or Residence Permit for your destination.



Università degli Studi di Palermo



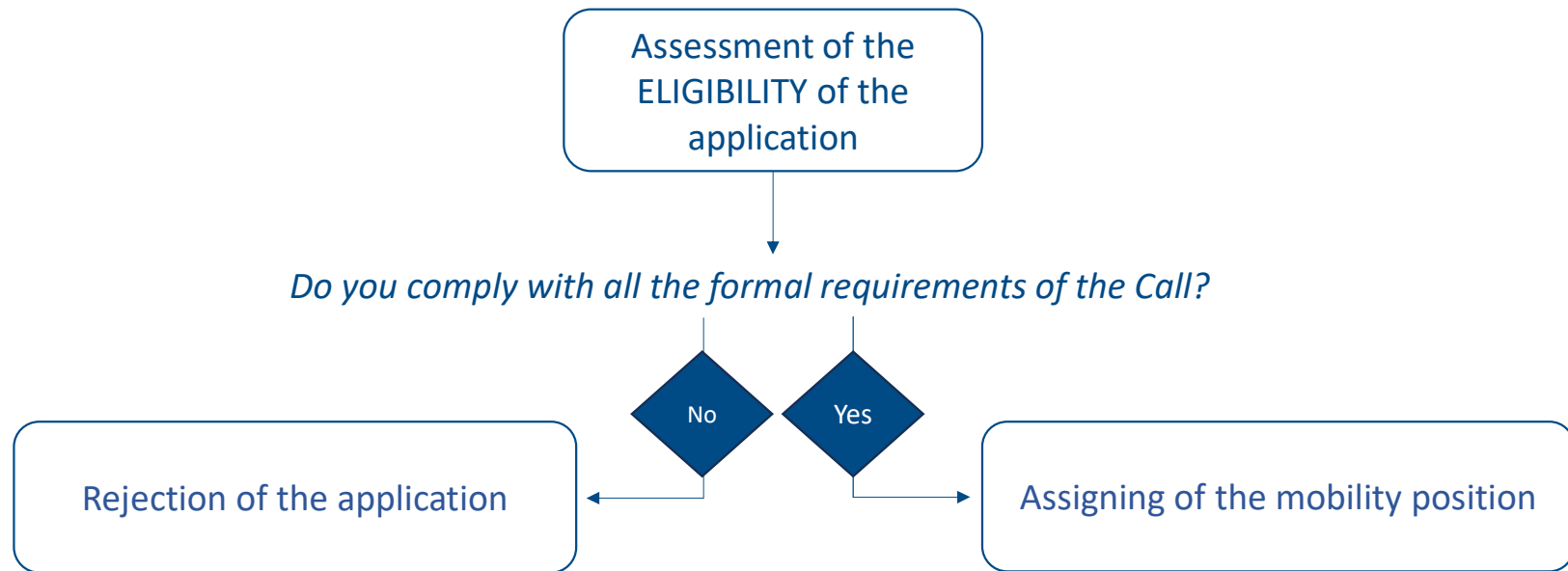
WHEN IS THE CALL DEADLINE?



The mobility will be financed until the available budget is sold out.

	Receipt of the application	Link Microsoft Forms	Evaluation of the application	Publishing of the remaining budget
FIRST TIME FRAME	From 29/01/2025 To 28/02/2025	https://forms.office.com/e/rvnnnqg7MD	Until 31/03/2025	Until 31/03/2025
SECOND TIME FRAME	From 01/03/2025 To 31/03/2025	https://forms.office.com/e/9neqQ8euaH	Until 30/04/2025	Until 30/04/2025

HOW IS SELECTION MADE?



The result will be updated and made visible on the page dedicated to the Erasmus+ Traineeship Mobility.
N.B.: A merit ranking will not be drawn up. The assignment of the place will be attributed to the candidates in order of receipt of applications until the budget is exhausted.

MOBILITY CONTRACT

outgoing.students@unipa.it



studentusername@community.unipa.it

Student's signature



outgoing.students@unipa.it

PROVISION OF THE GRANT



Paid in instalments:

- Advance 70%
- Balance 30%

Estimated according to the duration and destination of the mobility.

Payment will be made only to the student's account or prepaid card.

See the condition: Art. 7

INSURANCE

- Personal injury
- Third party liability

Health Card –
EHIC

- ✓ First aid treatment and hospitalization in EU countries
- ✗ specialist medical examinations
- ✗ medical treatment
- ✗ repatriation

If you don't have the
Health Card - EHIC



Go to your Local Health Office, bring your **Mobility Agreement** with you, and apply for the issue of the replacement certificate.

INSURANCE

- ⇒ Check if the Host Institution requires supplementary health insurance
- ⇒ Consider taking out a private health insurance anyway depending on the country of destination
- ⇒ If your destination country is Extra-UE, it's mandatory to take out a private supplementary health and repatriation insurance



outgoing.students@unipa.it

Contact person





Università
degli Studi
di Palermo



Learning Agreement for Traineeship (LAT) «DURING THE MOBILITY» e «AFTER THE MOBILITY»

After the Mobility

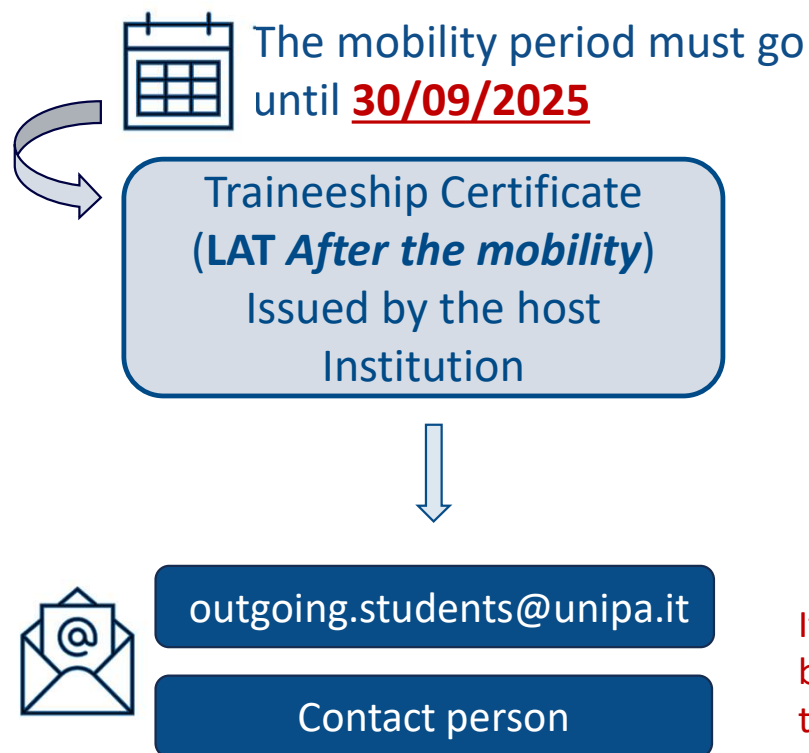


<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] to [day/month/year] Start date and end date of physical component: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name, signature and stamp of the Supervisor at the Receiving Organisation/Enterprise:

The section «DURING THE MOBILITY» can be completed, signed and sent to outgoing.students@unipa.it within a month from the beginning of the mobility.

The «AFTER THE MOBILITY» section certifies the internship, the actual dates of the mobility, the related activities and its learning outcomes. It must be completed in all its parts and signed by the host entity.

AFTER THE MOBILITY



Actual dates may differ from
scheduled dates



If the duration estimated on the basis of the actual dates is less than the duration put in the contract you will have to return part of the received grants

RETURN OF THE GRANT

You will have to return the total grant in the case of:

- Abandonment
- Withdrawal
- Revocation of the mobility
- Under two months abroad stay
- Shorter mobility period than stated in the contract (partial refund for days not completed)

The **Traineeship certificate (LAT After the mobility)** is the only document valid to certify the duration of the period.



Università
degli Studi
di Palermo



OTHER USEFUL INFORMATION

Mobility Survey



At the end of the mobility



Automatic sending from the ECAS application to your email



Online compilation and signing

THANK YOU FOR YOUR ATTENTION



CONTACTS:

outgoing.students@unipa.it



Valentina Campanaro
Melania Ferrara
Ornella Guarino



<https://www.unipa.it/mobilita/studenti-unipa-outgoing/erasmustraineeshipautonomo/>



**Università
degli Studi
di Palermo**



Erasmus+

