



## ERASMUS+ KA 131 CALL FOR EU AND NON-EU TRAINEESHIP APPLICATIONS 2025/2026

Project no. 2024-1-IT02-KA131-HED-000228366

**DEADLINE 1st Round: 23 June 2025 - 1 p.m. (for mobility from 04/08/2025)**

**DEADLINE 2nd Round: 3 November 2025 - 1 p.m. (for mobility from 06/01/2026)**

*The International Relations Office will use the masculine for simplification purposes **only**.  
The form is intended to be **inclusive** of all persons addressed by the Call for Applications.*

### **TERMS AND CONDITIONS**

The **ERASMUS+ for Traineeship Programme** (2021-2027) allows students and recent graduates (provided they apply before they obtain their degree) to carry out traineeship in companies, training and research centres both in countries participating in the Programme and in third countries not associated with the Programme (see the call for applications: Destination countries).

The aim is to **acquire specific and soft** skills, also deepening **linguistic knowledge** and supplementing university training in order to facilitate adaptation to the **demands of the labour market** precisely through the acquisition of these skills. In addition, please note that the **European Commission promotes the “Digital Opportunity Traineeships”** which enhances and encourages traineeships open to all subjects, aimed at facilitating the acquisition of digital skills (see the call for applications: Searching for Traineeship Locations). The traineeship period may last **between 2 and 12 continuous months**, depending on what is agreed with the host location.

The University of Modena and Reggio Emilia is offering its students a **total of €617,147 divided between two rounds** for traineeships to be carried out between **4 August 2025 and 31 July 2026**. In particular, the total amount is to be split between the first and second rounds. The amount for each round will be distributed to the Departments/Structures based on the applications received and, where possible, on historical performance data in terms of mobility achieved in previous years. Any remaining funds from the first round will be made available in the second round.

Please note that the information provided in this Call may be subject to subsequent changes and/or additions following communications of new provisions by the National Authorities, the Erasmus+ Indire National Agency, and the University. Any changes will be promptly communicated to the interested parties through institutional channels.

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## **1. APPLICATION REQUIREMENTS**

**The following may apply for the first round:**

- Students who are **regularly enrolled at the time of application** in a Bachelor's Degree, Master's Degree, Single-Cycle Master's Degree, PhD Programme or Specialisation School at the University of Modena and Reggio Emilia (administrative headquarters).
- Students with dual enrolment, provided that they do not apply for Erasmus mobility at both universities **at the same time** (preferring one or the other call).

**The following may apply for the second round:**

- Students who are **regularly enrolled at the time of application** in a Bachelor's Degree, Master's Degree, Single-Cycle Master's Degree, PhD Programme or Specialisation School at the University of Modena and Reggio Emilia (administrative headquarters).
- Those who intend to graduate in the extraordinary session of the academic year 2024/25, without enrolling in the academic year 2025/26, may undertake mobility for traineeship purposes before obtaining their degree **only if the mobility period lasts at least two months and ends before the graduation date**. Otherwise, if the minimum duration requirement cannot be met, the traineeship must be completed after obtaining the qualification.
- Students with dual enrolment, provided that they do not apply for Erasmus mobility at both universities **at the same time** (preferring one or the other call).

**NOTE:** Students enrolled in specialisation schools who wish to apply for the programme must attach to their application form a **letter of authorisation** issued by the **Director of their Specialisation School**, certifying their consent to participate in the mobility programme and its compatibility with their training course.

Students applying for this call may repeat the Erasmus+ mobility experience and benefit from the relevant grants **for a maximum of 12 months per cycle** (24 months for single cycles). By submitting an application, applicants confirm that they have the number of months available as specified above.

**All the above requirements must be met at the time of application.**

The following are not eligible to apply:

- students who have not yet returned any amounts unduly received for previous mobility calls for applications.

Applications stating declarations that are non compliant with the participation requirements shall be considered void.

## **2. LANGUAGE REQUIREMENTS**

A good knowledge of the language(s) of the destination country or of a language accepted by the host company as a “working language” is essential. Good knowledge means the minimum level of language skills required by the host organisation to successfully complete the internship activities. In the absence of indications from the host organisation, the language skills deemed **adequate for carrying out a traineeship** must be **equal to or higher than level B2**, according to the [Common European Framework of Reference for Languages \(CEFR\)](#), and must be indicated in the mandatory Annex 2.

The language of the traineeship may not be the main language of the host country, but also the language of everyday use in the workplace.

*For example, for a location in Finland, the working language will be English.* In this case, the applicant will only have to prove knowledge of English.

### **3. DESTINATION COUNTRIES**

Erasmus+ Mobility for Traineeship can be carried out at host organisations and institutions located in: **the Member States of the European Union, Non-EU Countries participating in the Programme and Non-EU Countries not participating in the Programme.**

**Member States of the European Union:** Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden.

**Non-EU countries participating in the programme:** North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey.

**Non-EU countries not participating the Programme:** all countries not included in the above categories.

If the University considers it unsafe to send mobility students to the destination country or their stay there, the mobility period may be changed, interrupted or cancelled. Students are invited to carefully assess the risks involved in carrying out Erasmus mobility, taking note of the security measures adopted by the destination country and the university).

**The host institution may be:**

- any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation such as:
  - a small, medium or large, public or private business (including social businesses);
  - a public or private entity at local, regional, or national level;
  - an embassy or consular office;
  - a social partner or other representative of the world of work, including chambers of commerce, orders of craftsmen or professionals and trade unions;
  - a research institute;
  - a foundation;
  - a school, an institution or an educational establishment (at any level, from pre-school to upper secondary education, including vocational and adult education); or a non-profit organisation, association or NGO; or a body for vocational guidance, career counselling and information services; or an institution of higher education/university.

The following organisations **are not eligible**: EU institutions and other bodies, including specialised agencies; organisations managing EU programmes, such as Erasmus+ national agencies.

In cases of doubt, the final assessment of the institution's eligibility will be referred to the ERASMUS+ NATIONAL AGENCY.

Students with non-Italian citizenship and enrolled in Unimore are eligible for mobility at a company in their country of origin/citizenship, but they will not be given priority in the grant award process.

#### **4. FINDING A TRAINEESHIP LOCATION**

The applicant will have to **find the host institution himself/herself**. In order to choose the host institution independently, students will be able to use, where possible, the mediation of a teacher or the support of the Department Internship Offices, some of which could give their students some traineeship opportunities, as well as providing information on the university credit recognition when preparing the Learning Agreement. Once the host company has been identified, the selected applicant/student must submit the company's letter of acceptance to the International Relations Office (**at least three weeks before the start of the placement**).

**However, it is not compulsory to have the letter of acceptance when applying for the call**, although some departments may consider it useful for selection purposes.

**DIGITAL TRAINEESHIPS** Digital skills are aimed at developing high technological competences and horizontal skills. Student traineeships are considered 'digital skills traineeships' when the trainee will carry out activities such as: digital marketing (e.g. social media management, web analysis); digital graphic, mechanical or architectural design; development of mobile applications, software, scripts or websites; installation, maintenance and management of computer systems and networks; cybersecurity; data analysis, mining and visualisation; programming and training of robots and artificial intelligence applications. General customer service, order processing, data entry and office tasks do not fall into this category. **To find institutions that are suitable for traineeships aimed at developing digital skills, offers are available on the platform <https://erasmusintern.org/digital-opportunities>.**

It is also the applicant's responsibility to verify the existence of special requirements set by the host (e.g.: application within a certain deadline not compatible with the timing of the traineeship, additional documents, language certifications, etc.). Non-EU citizens must have a residence permit and subsequently an entry visa for the country of destination (this must be obtained by the student well in advance).

**NOTE:** Students must find out autonomously about any rules governing entry to the host country and it is their responsibility to gather information in advance and to obtain documents allowing entry and stay in the country of destination.

#### **5. DURATION OF TRAINEESHIP AND FINANCIAL CONTRIBUTION**

The duration of the period of stay abroad can be of two types:

1. **Erasmus LONG MOBILITY** for 1st, 2nd and 3rd cycle studies: this can be carried out by participants at a company/organisation for a **minimum mandatory duration of 2 months, which must in any case be continuous**.

2. **Erasmus SHORT MOBILITY only for PhD STUDENTS and RECENT GRADUATES:**
  - **PhD students** may undertake a short mobility programme lasting a minimum of 5 days and a maximum of 30 days, which must be continuous (physical mobility).
  - **Recent graduates must add a virtual component to the physical component** (always in compliance with the mandatory minimum duration of 5 days up to a maximum of 30 days to be carried out continuously).

Note: Mobility must be planned in line with the participant's academic path and the results to be achieved, and authorised by the relevant teaching bodies before the start of the mobility.

Mobilities, both LONG and SHORT, will be permitted **from 04/08/2025 and must all end by 31/07/2026**. **Please note that for those who will carry out the mobility in the first round, it will be mandatory to communicate the start date of the traineeship no later than 15/10/2025, under penalty of forfeiting the ranking.**

Traineeship mobility for recent graduates must begin and end **no later than 12 months after graduation and no later than the periods indicated above.**

The **grant amount** is set based on the destination country and on the months/days of the actual stay abroad. It is made of a contribution for mobility, where applicable. The amount due is calculated based on the following:

1. Mobility type (Long mobility or Short mobility for PhD students and recent graduates);
2. Country of destination;
3. Type of travel.

Long mobility - grants differ based on the following groups of target countries:

Group 1 (high cost of living) €500.00	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Netherlands, Sweden.  Faroe Islands, Switzerland, United Kingdom. Andorra, Principality of Monaco.
Group 2 (medium/low cost of living) €450	Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain.  Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary.
Group of Non-EU countries not participating in the programme €700.00	All countries not included in Groups 1, 2, and 3

The funding will be guaranteed for a **maximum of six months**. For months exceeding the period covered by the financial contribution, the beneficiary may continue the internship on a “zero grant” basis, retaining all rights associated with Erasmus+ student mobility status, but without receiving any financial contribution, unless additional funds become available. Funding will be guaranteed for a maximum of six months.

The traineeship must be carried out on a continuous, full-time basis.

Short mobility - funding is determined by the duration of physical mobility and travel:

from the 1st to the 14th day of mobility:	€79.00 per day
from the 15th until the 30th day of mobility	€56.00 per day

- The daily allowance for individual support will be granted for a maximum of 2 days of travel (**for green travel\***, up to 6 days of travel may be recognised).

### **Travel contribution and green travel**

The Erasmus+ 2021-27 Call 2024 programme provides for the possibility of granting an ad hoc travel allowance calculated on the basis of mileage bands according to the criteria established by the Erasmus+ Programme - **Link for calculating distance:** <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator> - for the purposes of calculating the contribution due, the place of departure is always Modena.

The grant is only available for the following cases:

- all long-term physical mobility **only** to third countries not associated with the programme
- all short-term physical mobility

<b>Kilometre ranges</b>	<b>Green travel Amount per participant</b>	<b>Non-green travel amount per participant</b>
<b>10 to 99 km</b>	€56	€28
<b>100 to 499 km</b>	€285	€211
<b>500 to 1999 km</b>	€417	€309
<b>2000 to 2999 km</b>	€535	€395
<b>3000 to 3999 km</b>	€785	€580
<b>4000 to 7999 km</b>	€1188	€1188
<b>8000 km or more</b>	€1735	€1735

The daily allowance for individual support will be granted for a maximum of 2 days of travel.

\*Students who opt for **green travel** (return journey by bus or train) will receive the green travel allowance according to the amounts in the Table and the individual support allowance for the days of travel – up to a maximum of six – if necessary to reach their destination and return (up to three days for the outward journey and three for the return journey).

The green travel allowance and related individual support will be granted upon presentation of receipts for expenses incurred, proving the actual green travel and the time needed to reach the destination and return.

**NOTE:** In the case of mixed travel, green and non-green, the allowance will only be paid if the green component of the journey is greater than the non-green component (greater distance in kilometres).

Additional grants are also available for students with “**fewer opportunities**” including:

- those who have an ISEE not exceeding €27,948.60 / ISPE €60,275.87 as defined by the Ministerial Provisions for access to grants for students with fewer opportunities for the academic year 2025/26.
- students with certified physical, mental and health problems;
- refugees and migrants
- students with minor children
- working students<sup>1</sup>;
- caregiver students
- students who are professional athletes
- students who have lost at least one parent
- students who are children of victims of terrorism and organised crime.

These grants are intended to facilitate more equitable access to educational opportunities and to promote full academic and social participation. Students will be required to provide proof of belonging to one of the categories according to the times and methods that will be communicated by the International Relations Office.

Integration of the mobility grant for all countries:

Long Mobility - €250 per month

Short Mobility - €100 one-off for a period between 5 and 14 days **or** €150 one-off for a period between 15 and 30 days of mobility.

Funding may be requested from the National Agency for students with **special needs** relating to physical, mental or health conditions who are grant recipients. The winners will be notified directly of the availability of the special needs grants by means of a special circular letter. Students with disabilities or DSAs should also report their status to the International Relations Office ([studentmobility@unimore.it](mailto:studentmobility@unimore.it)) and to the Office for the Reception of Students with Disabilities and SLDs - ([disabilita@unimore.it](mailto:disabilita@unimore.it)).

## **6. INSURANCE COVER AND TRAVEL DOCUMENTS**

To the benefit of students, the University provides insurance coverage against injury and civil liability against damages claimed by third parties, with validity also during the mobility period and exclusively for carrying out authorised institutional activities. Assigned students will be issued with the relevant documentation by the International Relations Office.

Students must comply with the host country's entry and residence rules and inquire about any visa and health insurance requirements, as well as when and how they can be issued. Any costs, including entry and subsistence

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<sup>1</sup> A working student is defined as a person who is engaged for a period of not less than six months in a year, on a non-occasional basis, in any documented activity of employed, self-employed or professional work, in the public or private sector.



costs, are the student's responsibility. For mobility in the UK, please consult the information on the UK Government website: <https://www.gov.uk/>

Non-EU students must, in addition to a residence permit, obtain an entry visa for the country of destination. It is advisable to start these practices well in advance.

## **7. HOW TO APPLY AND INFO DAY**

Applicants must complete the online application form – by accessing the [Reserved Area](#) with their University credentials – and attach their **Curriculum Vitae and the mandatory Annex 2. Students enrolled in specialisation schools** must also attach a **letter of authorisation** from the Director of the School, certifying their consent and the compatibility of the mobility with their educational programme (**Specialisation Schools Annex**). Applications must be submitted according to the following deadlines:

- **no later than 1 p.m. of 23 June 2025** – DEADLINE 1st Round (for mobility from 04/08/2025).
  - **no later than 1 p.m. of 3 November 2025** – DEADLINE 2nd Round (for mobility from 06/01/2025)
- The online application can be submitted starting from 13/10/2024.

**Those who apply for the second round and are eligible with a contribution or status in the first round rankings will be removed from the latter.**

After logging in, applicants shall:

1. verify that they are properly enrolled. Any irregular situations must be rectified by the deadline of the call for applications. There is no guarantee that requests to the relevant topic will be dealt with on the same day, so any problems reported on the day of the deadline may not be resolved in time for the submission of the application
2. select “Mobility Calls for Applications” in the left-hand side menu (under “International Mobility”) and choose the Erasmus Traineeship 2025/26 Call for Applications
3. attach their Curriculum Vitae and the mandatory Annex 2 and, for those enrolled in Specialisation Schools, also the Specialisation Schools Annex.
4. once you have completed the form, print it out as a PDF file (registration receipt for the call for applications). After printing out the application receipt, it will no longer be possible to modify or remove the application. No copy of the application or other documentation needs to be handed in to the Erasmus offices or Erasmus delegate teachers.

Applications that are incomplete or submitted after the deadline, not filled out properly or not meeting the requisites set in the call for applications shall be discarded.

The following documents are an integral part of this call for application: **“Online application guide”, the MANDATORY ANNEX 2 and the Specialisation Schools Annex.**

For further information please contact the International Relations Office

E-mail - [studentmobility@unimore.it](mailto:studentmobility@unimore.it)

Call centre - Mondays, Wednesdays and Fridays: 9:30 a.m. to 1 p.m.

Online desk: Tuesdays and Thursdays 10:30 a.m. to 1 p.m.

Telephone: 059/2056568 - 059/2056571 - 0522/522212

#### INFODAY ERASMUS+ TRAINEESHIP 2025/26

An Infoday is also planned, which will be held online for both the first and second rounds. The link will be made available on the [website](#).

It is advisable to read the call for applications before attending the information meeting for a better understanding.

### 8. CRITERIA AND RESULTS OF APPLICANT SELECTION

Applications received will be evaluated on the basis of the documentation attached to the online application by the committees of the departments to which the applicants belong and, for those enrolled in programmes/PhD programmes/specialisation programmes, by the Director of the relevant school. The selection criteria used to evaluate applications are defined independently by the individual boards. They are based on the following elements:

- Career assessment based on regularity of studies and profit
- Previous experience abroad
- Language skills
- Content of the training programme and its relevance to the degree programme – **if already defined**
- Motivation and objectives
- Any other information provided by the student in their application via their CV

The individual Boards are required to establish the determination and percentage weighting of the individual criteria identified for selection purposes, so as to ensure that candidates are treated in accordance with the principles of impartiality, transparency and equal opportunities.

Applicants who do not have a letter of acceptance from a company by the deadline of the call for applications **may still apply** for a traineeship and the corresponding grant.

Some Departments may provide motivational interviews or send motivation letters to the purpose of selection. Only in this case, the dates and methods in which the selection interviews will be carried out will be communicated by the Department. The International Relations Office will be able to provide information only if it has received communication. **It must always be the student's care to check with the respective teachers terms and methods of any interview - see teachers' boards and/or Department websites.**

To the purpose of the selection, please note that priority will be given to students enrolled in the last years of university programmes, also considering any credits obtained, as well as to students who have not previously carried out a traineeship with the assignment of learning credits, and to PhD students with no grant within the limits of ministerial financing.

In accordance with the Regulation for the academic recognition of periods of mobility abroad, it is appropriate to proceed on the basis of the principle of full recognition of mobility experiences, as stated in the Erasmus Charter for Higher Education (ECHE). The choice of activities to be included in the Learning Agreement, aimed at the acquisition of skills consistent with the profile of the student's degree programme, will determine the number of university credits acquired in career for a specific activity - Internships/Free choice activities/Preparation of thesis abroad (only for Master's Degree Programme and to be verified with the relevant

Department/Degree programme) or other - at the end of the mobility programme. For students who carry out the traineeship before obtaining the qualification, the recognition of the training activities carried out abroad must take place in compliance with the Learning Agreement (and/or any amendments approved) and will subsequently be acquired by the Registrar's Offices for registration within the career. It should be noted that in order to obtain the recognition of the activity and the related credits, students must follow the procedure provided by the Department/Degree Programme they are enrolled in. This also applies to the recognition of the activity of preparing theses abroad and the related credits, which must take place at the end of mobility for the correct transcription in the career before dissertation of the thesis.

Rankings containing the list of eligible students - either with grant or status - will be posted exclusively on the University [WEBSITE](#) by **15/07/2025 – 1st Round (for mobility from 04/08/2025) and 01/12/2025 - 2nd Round (for mobility from 06/01/2026)**.

The Office will send an email communicating that the list has been posted only to the official email address (@students.unimore.it) and shall not be responsible for any reception failure - for instance if the email goes into the spam folder. Therefore, students are responsible for monitoring the above-mentioned website.

In case an eligible student with grant renounces, the Office will re-assign the grant based on the rankings order. In case of sliding of the ranking, eligible applicants initially with the status will be entitled to the grant, in order of ranking, until exhaustion of the number of monthly payments.

**Those who apply for the second round and are eligible with a contribution or status in the first round rankings will be removed from the latter.**

**Reassignments** of rankings will be made:

- 1st Round - until **31/10/2025**. By 15/10/2025 all beneficiaries must give notice of the start date of the placement, otherwise they will be disqualified.
- 2nd Round - until **30/04/2026**.

### **CHECKS**

Please note that pursuant to Art. 71 of Presidential Decree no. 445 of 28/12/2000, the Administration will perform any suitable or random checks, as well as any checks required in the event that reasonable doubts arise about the truthfulness of self-certification statements.

### **PERSON IN CHARGE OF THE PROCEDURE**

Pursuant to Art. 4 of Law 241 of 7 August 1990 'New rules on administrative procedures and the right of access to administrative documents' the person in charge of the procedure is Antonio Sblendorio - International Relations Office - e-mail [studentmobility@unimore.it](mailto:studentmobility@unimore.it).

### **PERSONAL DATA PROCESSING**

On personal data processing, the University of Modena and Reggio Emilia will operate in accordance with the Annex "Privacy Policy", pursuant to Art. 13 of the EU general regulations 679/2016 on data protection.

**The General Director**

Luca Chiantore

Digitally signed in accordance with Italian Legislative Decree  
no. 82/2005