



**CALL FOR APPLICATIONS
FOR INTERNATIONAL MOBILITY PROGRAMMES**

**ERASMUS+ TRAINEESHIP
INTERNSHIPS ABROAD FOR STUDENTS
AY 2026/27**

Deadline: March 2, 2026, at 11:59 PM

PART I - GENERAL INFORMATION

Art. 1 - What is the Erasmus+ Programme

Erasmus+ is the European Union programme in the fields of education, training, youth, and sport that supports the international mobility of students and recent graduates to and from Program countries.

The main objectives of the programme are: to deepen knowledge of a foreign language, to acquire soft skills and transversal competences increasingly demanded by the labor market, and ultimately to contribute to the building of a European society through study and training in intercultural contexts.

Rights and responsibilities of the Erasmus student, as well as guidance on what to expect from the home university and the host institution at each stage of the mobility, are outlined in the Erasmus+ Student Card, available at the following link: <https://www.uninsubria.it/internazionale/mobilita-allestero/programma-erasmus>.

The student selected as a winner of the mobility call will be granted Erasmus+ student status (which does not necessarily include the allocation of a financial grant).

Art. 2 – Eligible Students

A student may apply if they meet one of the following conditions:

1. Regularly enrolled in the 2025/2026 academic year in a Bachelor's (first cycle), Master's or Single-cycle Master's (second cycle), specialization school, Master's program, or PhD course (third cycle).
2. Enrolled in the final year of a Bachelor's degree in 2025/2026 and intending to enroll in a Master's program at our University in 2026/2027, wishing to undertake the Erasmus+ Traineeship as part of their future degree program.
3. Graduating students in the final year of any degree program planning to undertake an Erasmus+ Traineeship before or after graduation (if after, the mobility must be completed within 12 months of graduation and no later than 31 December 2027), provided that at least one graded exam is recorded in their academic record by the application deadline.

At the time of submitting the application, the student must still be enrolled at the University (i.e., not yet graduated), and enrollment must be maintained in one of the University's degree programs for the entire duration of the traineeship.
Therefore, it is not possible to graduate during the traineeship.

According to the Erasmus+ Programme, each participant may undertake multiple Study and Traineeship mobility experiences during their academic career, within the total duration allowed for each study cycle (12 months for bachelor's, master's, PhD, master's programmes, and specialization schools; 24 months for single-cycle master's programmes). By submitting an application to the Erasmus+ call for the 2026/2027 academic year, the participant, after deducting any previous Study or Traineeship mobility periods, confirms that they still have the minimum number of months required by the programme available (2 months, 60 consecutive days).

Participation is not allowed for students whose academic career is suspended for any reason or who are on a study break, for those enrolled as an intermediate/retaking student for more than one academic year, or for those enrolled as a final-year repeating student.

A student simultaneously enrolled at multiple universities must not have been selected for the Erasmus mobility call for the same academic year at another university.

The student must possess a good command of the language of the country where the traineeship will be undertaken, or of the working language required by the host organization (generally English), at a minimum level of B2. To support language development, selected students may benefit from an OLS license provided by the European Union, as well as a free intensive language course offered by the University for French, German, and Spanish. Submission of a formal language certificate or proof to the University offices is not required.

Candidates who do not meet the above requirements will be automatically excluded from the selection process.

Art. 3 - Choice of Destination

Before submitting the Traineeship application, the candidate is responsible for **independently** identifying a single eligible host organization in one of the Program countries and for verifying: the required language proficiency, the schedule of activities, and the instructions and deadlines for submitting the necessary documentation.

For the search of a host organization, the candidate may rely on personal contacts, contacts provided by their local coordinator, conduct an online search, or use the European platform <http://erasmusintern.org/>. Alternatively, the candidate can choose from the organizations listed in the directory available on the University website at <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship> (Useful documents section -> *Suggested Destinations for Traineeship*).

The Destination must be identified before the application deadline, as it is mandatory to attach the Learning Agreement (LA) Part 1, also signed by the host organization, when submitting the application.

Each host organization must respect the principle of **transnationality** (the student must acquire know-how that is different from what could be gained through an internship in their own country).

The organizations where the traineeship can be carried out are:

- Public or private companies of small, medium, or large size (including social enterprises)



- Public bodies at local, regional, or national level (including universities)
- Embassies and Consulates of countries different from the student's home country
- Italian Chambers of Commerce abroad
- Training and research institutions or centers, and their laboratories
- Foundations
- Healthcare institutions and hospitals, and their laboratories
- International Relations offices at foreign universities
- Schools/institutes/educational centers (at any level, from pre-school to upper secondary education, including vocational and adult education)
- Non-profit organizations, associations, or NGOs
- Organizations providing career guidance, professional counseling, and information services

The countries participating in the programme are: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary.

Additionally, EFTA/EEA countries: Iceland, Liechtenstein, North Macedonia, Norway, Serbia, and Turkey.

United Kingdom

In accordance with the provisions of the Erasmus+ Programme, although the United Kingdom is not part of the European Union, it is possible to carry out a mobility there. Students must verify the UK entry regulations by gathering in advance the necessary information for the possible issuance of a visa, health insurance coverage, and documents required for lawful residence abroad. They will also have to consider additional costs related to visas, health insurance, and any other fees required for entry into the United Kingdom or for acceptance by the host institution, which cannot under any circumstances be reimbursed by the home university.

Switzerland

For Switzerland, the Erasmus+ Traineeship financial grant will be paid based on the actual period of stay abroad of the selected candidate. If the host destination is within 100 km of the registered office of the University of Insubria (Varese), the candidate, in order to be entitled to the grant, must provide proof of actual stay in the city or nearby the office (e.g., rental contract, certificate of accommodation at a residence or other facility).

Art. 4 Duration and Conditions

The Traineeship must have a minimum continuous duration of 2 months (equal to 60 days, according to the calculation methods provided for by the Erasmus+ programme) and a maximum duration of 12 months (360 days). For PhD students in short-term mobility, this must be between 5 and 30 days.

For the A.Y. 2026/2027, the mobility period must take place
between 01/06/2026 and 31/12/2027.

Mobility can begin only after the Mobility Agreement has been signed by both the student and the Officer Responsible for the International Relations Office.

A graduating student may participate only if they are **regularly enrolled at the time of submitting the application**; furthermore, the traineeship must take place either before the thesis defense or after graduation (it is not possible to graduate during the traineeship).

In the case of post-graduation mobility, the return must still occur within 12 months of obtaining the degree.

A student who has already completed their studies may include the mobility experience in their CV and, in the event of later enrollment in a study program, may request its recognition.

Respecting the total number of months allowed per study cycle, a student may apply in the same academic year for both Erasmus+ Study and Erasmus+ Traineeship mobility: if selected for both, since overlapping periods are **not allowed**, the student must carefully organize the two experiences so that they take place consecutively without any overlap, even partial.

Art. 5 - Contents of the Internship Project - Learning Agreement 1st part

- During the mobility, only practical activities consistent with and in line with the Academic Regulations of the student's study program are allowed, such as: internships at public or private organizations, practical training in a laboratory or hospital department, or thesis preparation (provided it is listed as independent from the final exam and carries its own credit weight).
- The candidate must agree on the content of the traineeship training project with the Erasmus+ Coordinator of their study program (see **Documents** on page <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship>) and with a Tutor from the host institution, and formalize it by completing and signing the Online Learning Agreement (OLA) – *Learning Agreement_1st part*. To submit the OLA, the student must access the online platform using their university credentials at: <https://learning-agreement.eu/>. If the host organization requires an official nomination before signing the Learning Agreement 1st part, the student must request it promptly from the International Relations Office.

Please note: It is not possible to carry out study activities during the Erasmus+ Traineeship mobility period. In that case, it is necessary to participate in the specific call for Erasmus+ Study.

Art. 6 - Mobility Grant

The European Community funds mobility based on the destination country, as indicated by the Erasmus National Agency (see note *). An additional contribution from the University is added to reach the amount specified in the following table, which varies according to the score obtained from the Erasmus+ formula (as indicated in Art. 14) and the student's level of study.

Type of degree programme	Erasmus+ Formula Score	Grant awarded
Bachelor's degree <i>or</i> Single-cycle master's degree	greater than or equal to 24.5	Grant A (650€/month)
	less than 24.5 and greater than or equal to 22.5	Grant B (500€/month)
	less than 22.5 and greater than or equal to 18	No Grant (0 grant)*

Type of degree programme	Erasmus+ Formula Score	Grant awarded
Master's Degree	greater than or equal to 25.5	Grant A (650€/month)
	less than 25.5 and greater than or equal to 23.5	Grant B (500€/month)
	less than 23.5 and greater than or equal to 18	No Grant (0 grant)*

Type of degree programme	Graduation grade point average	Grant awarded
Third Cycle Student (Master's, PhD, or Specialization) without scholarship	greater than or equal to 105/110	Grant A (650€/month)
	less than 105/110 and greater than or equal to 100/110	Grant B (500€/month)
	less than 100/110	No Grant (0 grant)*

* A student receiving a **0 grant** will undertake the mobility period at their own expense but will still enjoy **Erasmus+ student status**.

For PhD students in short-term physical mobility, the grant is calculated as follows:

GRADUATE STUDENTS in short-term physical mobility	Up to the 14th day	Day 15 to 30
	€ 79,00 / day	€ 56,00 / day

In the event that the funds allocated by the Erasmus+ National Agency are insufficient, the International Relations Committee will adjust the amount of the grant, awarding funding to eligible students in order of ranking **until the available funds are exhausted**.

It should be noted that the grant is provided as a contribution towards costs abroad; it is therefore **not intended to cover the student's entire expenses** nor to reimburse any costs incurred in the event of non-departure, whether due to personal or family reasons, health issues (personal or family), force majeure, decisions or regulations of the host institution, or errors resulting from failure to consult the information provided by the Office and/or the host institution.

Please note: the student benefiting from an Erasmus contribution will not be able to take advantage of other financial contributions funded by the European Union for the academic year 2026/2027 at the same time.

Art. 7 - Supplementary Contribution, TOP UP MO

For participants in disadvantaged economic situations and/or with fewer opportunities, the amount of the contribution may be increased in the event of:

- certified disability in the Esse3 system (exemption H)

- b) student with ISEE year 2025 (uploaded to the Esse3 system) up to € 27,948.60
- c) Student with minor children
- d) working student (if the worker has a contract in force during the mobility)
- e) Professional Student Athlete
- f) student orphaned of at least one parent
- g) student son of victims of terrorism or organized crime.

For conditions a) and b), the university will extract the data directly from the Esse3 system, therefore, the student will not have to produce any documentation on the matter; while the conditions from c) to g) can be self-certified by the student who must use the self-certification form attached to the call for applications. Self-certification is allowed only for situations that can be directly verified by the University (i.e. produced by other public bodies), otherwise they must produce appropriate documentation and attach it to the online application.

For **long-term mobility** (2-12 months) the supplementary contribution (top up) is € 250.00/month.

For **short-term physical mobility** (5-30 days) the additional contribution (top up) is equal to:

- € 100.00 for physical mobility of 5-14 days
- € 150.00 for a period of 15-30 days.

Art. 8 - Travel Grant

For all funded mobility periods, a **travel grant (TRAVEL TOP-UP)** is also provided, which will be increased for those who travel to and from the destination using a **green mode of transport** (eco-friendly travel), such as: train, car-sharing (only with a proper car rental agreement), bus, or bicycle.

This one-time grant, paid at the end of the mobility, is calculated based on the distance in kilometers between the University's main campus (Varese) and the host institution, as shown in the following table:

Travel distance	Eco-friendly travel	Non-Eco-Friendly Travel
10 - 99 km	56,00€	28,00€
100 - 499 km	285,00€	211,00€
500 - 1999 km	417,00€	309,00€
2000 - 2999 km	535,00€	395,00€

The green travel grant will be awarded at the end of the Erasmus mobility period, after verification of the travel documents. Students who complete their round-trip journey to the host institution using an eco-friendly mode of transport must **keep all proof of travel expenses** (both outbound and return) and submit them to the International Relations Office at the end of their mobility.

ATTENTION: top ups, both travel and fewer opportunities, can NOT be assigned to those who carry out zero-grant mobility

PART II - SUBMISSION OF APPLICATION AND SELECTION

Art. 9 - Submission of Applications and Deadlines

Students who meet the requirements set out in Article 2 may submit their application **exclusively online** by accessing the following link: <https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php> during the period indicated below:

Opening of the call	November 17, 2025, 12:00 PM
Closing of the call	March 2, 2026, at 11:59 PM (This deadline is strict and non-extendable)

Before submitting the application, students must attach:

- the OLA (downloaded from the appropriate portal) or the *Learning Agreement_1st part* in pdf, duly signed by the 3 parties (student, Erasmus coordinator, host institution) as proof of acceptance by the foreign destination (**mandatory**)
- any self-declaration for fewer opportunities on the appropriate form attached to the call for applications (**optional**).

The exclusion of the candidate from the selection will be automatically carried out in the event of an *incomplete Learning Agreement_1st part*, without all the required signatures or not correctly attached to the online application.

Important: Neither self-certifications nor documents will be accepted after the deadline of the call; only self-certifications and documents attached online to the application for participation in the call will be considered valid.

It is recommended to submit the application as soon as possible, avoiding the last few days and without waiting for any career update: the system that manages the procedure, being connected to ESSE3, for the calculation of the Erasmus+ formula will take into account all the exams passed by the date indicated in the call for applications (art. 10).

It is also not necessary to submit documents or a hard copy of the online application to the International Relations Office.

Art. 10 - Selection Procedure and Ranking

The selection of candidates for the first and second cycle will be based exclusively on the Erasmus+ formula:

$(0.7 \times M) + [(0.3 \times R) \times 30]$	
M	Weighted average calculated considering all exams, both within and outside the study plan, taken by 28 February 2026 and extracted from the Esse3 transcript.
R	Ratio between credits already earned and credits required, specifically: <ul style="list-style-type: none"> - the numerator is the sum of credits acquired by 28/02/2026; - the denominator is a fixed number based on the year of enrollment: 1st year = 30 2nd year = 90 3rd year = 150 4th year = 210 5th year = 270 6th year = 330



Both in-study plan and out-of-study plan activities will be considered, while activities marked in Esse3 as **excluded from the average** or **extra credits** will be disregarded (see the instructions on how to identify these activities in the transcript). → www.uninsubria.it/sites/default/files/2025-09/Erasmus_formula.pdf booklet)

The formula takes into account all activities recorded in the transcript with a date of 28/02/2026 or earlier. Grades and credits dated after 28/02/2026, as well as self-certifications or partial exam results, will not be considered.

For students enrolled in a PhD programme (third cycle), the total score will be given by the average of degree grades or the single-cycle Master's degree grade converted to a 30-point scale.

After the deadline, a merit score will be calculated to create a ranking, which will be published on the University website (see <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship>), on 17/03/2026 at 4:00 PM.

The student, who with the Erasmus+ formula obtains a score of less than 18, will be *ineligible*.

In the case of students with the same score, priority will be given in the ranking to the student with the highest average; in the event of a further tie, priority will be given to the student of legal age.

Students who obtain a score below 18 according to the Erasmus+ formula will be considered *ineligible*. In the case of students with equal scores, priority in the ranking will be given to the student with the higher average grade; if still tied, priority will be given to the older student.

Students placed in a successful position on the ranking and assigned a destination will be awarded the mobility grant indicated in Art. 8, based on the score obtained from the Erasmus formula.

However, being listed as a winner in the ranking does not automatically entitle a student to undertake mobility abroad; the actual assignment of the host institution will depend on the subsequent verification of compliance with constraints/requirements (e.g., calculation of remaining mobility months).

To accept or decline the mobility, students must log in to the <https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php> platform within the deadlines indicated below:

Student Acceptance/Withdrawal	from March 17, 2026, at 5:00 PM to March 22, 2026, at 11:59 PM
Automatic Withdrawal (if the student has not responded by March 22)	starting March 23, 2026

In case of **acceptance**, students must simultaneously and mandatorily indicate the chosen semester (first semester, second semester, full AA based on the dates indicated in LA part 1).

Students who have not made any choice by the deadline indicated will be considered **to have automatically withdrawn**. Withdrawal is **irrevocable**, both during the acceptance window and, in case of initial acceptance, for any subsequent withdrawal for any reason. It results in exclusion from any further reassignments, including available destinations, and the loss of all rights to Erasmus+ mobility for the 2026/2027 academic year.

IMPORTANT: The non-EU student selected in the call must take immediate action to obtain a VISA (to be requested from the Embassy/Consulate of the destination country).

Selected candidates are advised to check the expiration date of their travel document and, if it expires during the mobility period, to request its renewal promptly before departure.

PART III - AFTER SELECTION

Art. 11 - Nomination of Students to Erasmus+ Destinations

After the publication of the rankings, **only at the request of the student concerned (who must also provide the e-mail references of the institution to be contacted)**, the International Relations Office will contact the foreign destinations to officially communicate the name of the student (*Nomination*) and the semester in which the mobility will begin, as indicated by the student at the time of acceptance of the mobility.

Art. 12 - Signing the Erasmus+ Mobility Agreement and Bank Details

Before the start of the mobility, the student and the University sign the *Erasmus+ Mobility Agreement* which governs both the financial support, if applicable, and the insurance coverage. Without signing the *Erasmus+ Mobility Agreement*, the student **is not authorized to depart** and will not receive any financial and/or insurance coverage. The start and end dates of the mobility, which the student must declare at least 1 month before departure, are essential for the agreement.

The start date must coincide with the first day of training activities at the foreign destination. The end date must coincide with the last day of training activity at the foreign destination, according to the calendar established with the same.

At the same time as signing the Mobility Agreement, the student must **update their bank details** in their personal Esse3 profile. The student may provide an IBAN linked to the University Card, their personal bank account, or a joint account in which they are a holder.

Art. 13 - ZERO (0) GRANT Mobility

A student who is successfully ranked, deemed eligible, and assigned a destination but does not receive a financial grant will still be recognized with Erasmus+ student status, even if undertaking the mobility with a *zero grant* (similarly to students in specialization schools or doctoral students with a scholarship), and will cover all related expenses independently.

A student on *zero-grant* mobility is still required to sign the Erasmus+ Mobility Agreement (without which they are not authorized to depart and are not covered by insurance) and to comply with all other obligations in the same way as students receiving financial support.

Art. 14 - Calculation and Payment of the Financial Contribution

Except for the travel top-up, the financial contribution is calculated on a daily basis, using a commercial year of 360 days (where all months, including February, are considered 30 days); the total contribution is therefore divided by 30 and multiplied by the number of days actually spent abroad.

This financial contribution is conditional upon signing the Erasmus+ Mobility Agreement. One month before departure, the selected student must:



1. Communicate the start and end dates of the mobility according to the instructions received via email or on the International Relations Office website.
2. Sign and submit the Mobility Agreement prepared by the International Relations Office, which will indicate the exact amount of the financial contribution calculated based on the dates provided by the student.
3. Update the payment IBAN in their Esse3 profile, which will be used for the transfer of the contribution.

On the first actual day of mobility, usually coinciding with arrival at the host institution, the student must send to erasmus@uninsubria.it the Statement Period Form, showing the start date, stamp, and signature of the host institution.

The financial contribution will be paid via bank transfer in two installments:

- First installment: 70% of the total contribution, to be paid within 120 days of receipt of the Statement Period Form duly signed by the host institution.
- Second installment: remaining 30% (recalculated), at the end of the mobility, after submitting the Transcript of Records (ToR), the Statement Period Form with the end date, and completing the Participant Report.

During the initial period, until the first installment is paid, the student must cover their own living expenses independently.

No payments will be made by the University in the months of August, December and January.

Art. 15 - Renewal of Enrolment for A.Y. 2026/2027

Please note that students participating in the programme must maintain active enrollment at their home university for the entire duration of the mobility and remain up to date with tuition and fees according to the deadlines set by the University. Exceptions are graduating students who apply for postgraduate E+ Traineeship mobility.

Art. 16 - University Insurance Coverage and National Health Care

The University has taken out the following insurance policies (against accidents and for civil liability): Accident Policy No. 408966321 and Liability Policy No. 420270430 in favor of the duly enrolled student; full insurance coverage is available on the Erasmus Forms page.

Graduate students departing for E+ Traineeship mobility, even if no longer enrolled at the University at the time of departure, will be covered by insurance for the period strictly related to their Traineeship and only in the activities provided for by *the Learning Agreement part 1*.

The University does not provide health insurance. For this purpose, the student may use the Regional Services Card, which functions as a European Health Insurance Card (EHIC/TEAM).

Before departure, the student can also check the extension of the national health coverage in the host country by consulting the interactive guide: "Se parto per..." available on the Ministry of Health website at the following link: <https://www.salute.gov.it/new/it/tema/assistenza-sanitaria-paesi-extra-ue/se-parto-perguida-interattiva/?tema=Cure+nell%27Unione+Europea>

Art. 17 - Impossibility to carry out Mobility due to Force Majeure

A student selected for mobility to a country that becomes inaccessible due to force majeure (unforeseeable situations or events that may endanger their safety or prevent the normal conduct of academic activities):

- will not incur any penalties or sanctions
- may request reassignment to other available destinations within their degree programme.

PART IV - DURING THE ERASMUS+ PROGRAMME

Art. 18 - Compatibility with the Erasmus+ Programme

During the mobility, students may:

- submit the study plan
- submit their graduation application, provided that the defense takes place after the end of the mobility period;
- apply for University scholarships and for scholarships under the Right to Education program;
- submit their ISEE declaration and pay tuition fees
- take an exam at our University, being absent from the foreign destination only for a limited period (3 days)

Art. 19 - Extension of Erasmus+ Mobility

In the event that the activity at the foreign destination justifies it, up to one month before the scheduled end date, the student may request an extension of the mobility without interruption at the host institution.

For the E+ Traineeship, an additional internship, laboratory or thesis research activity may be indicated, which must be included in the student's study plan and assessable in credits.

After obtaining approval from both the local coordinator and the host coordinator, the student must fill in and send to the erasmus@uninsubria.it the *Request for extension of the E+ period* form (available in the [Forms section](#) of the website) with the 3 signatures along with the modified OLA containing the additional activities to be undertaken.

The extension must comply with the repeatability rules of the mobility and cannot go beyond December 31, 2027. Only one extension request can be submitted and authorized, and it will not be funded with additional financial support.

Even if not funded, during the extension the student will retain Erasmus+ student status: the student is therefore guaranteed both insurance coverage and academic recognition (with validation of the additional activities completed during the extension, in accordance with *the LA 3rd part* and the contents of the OLA).

Art. 20 - Modification to the Online Learning Agreement (OLA)

During the mobility, starting from the first day of the program or from the confirmation of acceptance of the extension, it is possible to modify the OLA on the dedicated portal, provided that the changes are agreed upon both with the Erasmus+ Mobility Coordinator at the home university and with the coordinator at the host institution.

Art. 21 - Interruption due to Change of Location

Change of location is allowed, under the following conditions:

- the student presents a valid reason to support the request
- no more than 45 days have passed since the start of the mobility at the first foreign destination (including public holidays)
- The change takes place without interruption of the mobility period (with a margin of tolerance of 5 days for logistical and/or travel reasons).

The new destination may be in a different country, as long as it is part of the Erasmus+ Programme.

PART V - CONCLUSION OF ERASMUS MOBILITY

Art. 22 - Conclusion of Erasmus+ Mobility

The conclusion of the mobility requires the following documents and procedures:

- *Final Statement period form* in which the foreign destination officially certifies both the start date and the end date of the mobility. The International Relations Office verifies the actual period completed abroad by the student and, if necessary, requests the return of any unused portions of the grant.
- *Learning Agreement part 3* (certification of the activities carried out during the mobility) issued by the foreign destination
- *EU Participant Report*, an online questionnaire on the Erasmus+ experience. Students who have completed their mobility will receive a notification via email directly from the European platform.

The recognition of activities carried out abroad is **not automatic**: upon returning, the student must submit a request directly to the International Relations Office.

The graduate student will not be able to apply for recognition since his or her career has already ended but will be able to mention the mobility experience in his or her CV; In the event of subsequent enrolment in a degree programme of the University, he/she may request recognition of the activities carried out.

AFTER the documents *Attestazione periodo/Statement period form* and *Learning Agreement part 3* have been received by the Office, the student will fill out the *Recognition Form* for the activities completed abroad, in accordance with the *Online Learning Agreement / LA part 1* (and its amendments) and the *Learning Agreement part 3*.

Art. 23 – Recalculation of the Grant and Payment of the Balance (Second Instalment)

Only after the Office has received by email *the Statement period form* and the *Learning Agreement part 3* by e-mail and after the student has completed the Participant Report, will the recalculation of the grant actually due be carried out.

The funding is in fact calculated (and partially paid) before departure on the basis of the dates planned and communicated by the student in order to issue the Mobility Agreement; however, since the final amount of the grant must be calculated on the actual days spent at the host institution, a recalculation will be carried out at the end of the mobility, taking into account the dates indicated on the Statement Period Form.

If the actual number of mobility days is lower than those indicated in the Mobility Agreement, the second installment will correspond to the difference between the recalculated total contribution and the amount already received; otherwise, the student will receive the remaining 30% of the total grant provided for in the Mobility Agreement.

Payment, where applicable, will be made within 90 days of completion of the *participant report*.

ATTENTION: The amount of the second installment may in any case be adjusted based on the actual availability of the required funds.

Art. 24 - Refund of Financial Contribution and Penalties

The Erasmus+ Programme requires significant financial investment from both the European Union and the University and must therefore be undertaken by students seriously and in compliance with the established rules; in cases of non-compliance, measures and penalties are provided.

Type of measure	The student will be subject to penalties if:
Career block until full repayment of the financial contribution	<ul style="list-style-type: none"> • Upon return, does not complete the <i>Participant report</i>
Career block until full repayment of the financial contribution (if already received) and payment of a €200.00 penalty	<ul style="list-style-type: none"> • Returns from mobility before completing the minimum required period (60 consecutive days)
Career block until payment of the penalty of €200.00	<ul style="list-style-type: none"> • After accepting the mobility, without a relevant and documented reason, the student ceases communication and fails to comply with the instructions and deadlines set by the host institution • After accepting the mobility, without a valid and documented reason, the student withdraws less than one month before the start date indicated in the Mobility Agreement • Accepts participation in the free language course offered by the University but attends less than 80% of the lessons

	<ul style="list-style-type: none">• Accepts participation in the free language course offered by the University but later decides to withdraw from mobility
Block on recognition of activities carried out abroad	<ul style="list-style-type: none">• Fails to deliver the original <i>Statement of Period form</i> within 15 days of the end of mobility

PART VI - CANDIDATES WITH SPECIAL NEEDS

Art. 25 - Candidates with Special Needs

The University particularly encourages the participation of students with disabilities in all forms of mobility. Following the University's selection procedures, the National Erasmus+ Agency may award each successful candidate (who, at the time of enrollment, submitted the supporting documentation) an additional grant to cover costs related to documented special needs (e.g., adapted accommodation, specific learning materials, personal assistant).

The National Erasmus+ Agency notifies the University's International Relations Office when the evaluation procedure for awarding the additional grant opens. The Office then informs the successful students, who can submit their application for the extra contribution. To apply, the student must provide an estimate of the additional costs required for the mobility.

The additional grant is based on **actual** expenses incurred; therefore, the student is required to keep all payment receipts. Once the cost evaluation phase is completed, the National Erasmus+ Agency sends a communication to the University, which, after verifying the receipts, will proceed with the payment.

PART VIII - FINAL PROVISIONS AND USEFUL LINKS

Art. 26 - Erasmus Without Paper (EWP) Digitization Process

The rules set out in this call may be subject to changes as a result of the Erasmus Without Paper (EWP) digitalization process. The University of Insubria will provide appropriate and timely communication to all eligible students.

Art. 27 - Final Notes, References and Useful Links

The only official communication channel between students and the University is the University email account (username@studenti.uninsubria.it).

The Decree announcing the public selection is published in the University's online notice board: <https://www.uninsubria.it/albo-line>.

Any communication or change will be promptly published on the reference webpage and communicated via email.

This is an unofficial translation provided for informational purposes only. For matters concerning the implementation of the call, dispute resolution, and all legal purposes, the Italian version shall prevail as the only valid document.

For information:

- **general**, consult the page <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship>



- **administrative**, contact the International Relations Office, e-mail: erasmus@uninsubria.it tel. 0332.219361 - 031.2383217
- **didactic-academic** (OLA content, courses/activities, recognition, etc.), contact the Erasmus+ Coordinator of your degree program

Art. 28 - Processing of Personal Data

This call for applications refers to the "University Regulations for the international mobility of students and teachers", issued by Rector's Decree no. 6645 of 03.06.2004, amended by Rector's Decree no. 9/2013 of 08/01/2013, which entered into force on 24/01/2013 and is published on the University website.

With regard to the processing of personal data, the University undertakes, pursuant to EU Regulation 2016/679 on the Protection of Personal Data (GDPR), to respect the confidentiality of the information provided by the candidate: all data provided will be processed only for the purposes of managing the selections and subsequent phases of the project, within the framework and for the institutional purposes of the Public Administration. Candidates are invited to consult the specific "Information on the processing of personal data of candidates for selection procedures for participation in international mobility programmes" available on the website at [page https://www.uninsubria.it/protezione-dati-personali](https://www.uninsubria.it/protezione-dati-personali)

Please note that, according to art. 71 of Presidential Decree 445 of 28 December 2000, the Administration will proceed to carry out appropriate checks, including sample checks, and in all cases in which well-founded doubts arise about the veracity of the substitute declarations.

Art. 29 - Officer Responsible for the Procedure

Officer responsible of the procedure: Dr. Luca Gallo, Head of the Internationalization Service, telephone 0332.219341; e-mail luca.gallo@uninsubria.it

The General Manager
Dr. Antonio Romeo



E+ TRAINEESHIP SUMMARY SHEET

Minimum period	2 months , 60 days (5 days in case of short-term physical mobility)
Maximum period (including any previous experience)	<ul style="list-style-type: none">• 12 months for Bachelor's Degree, Master's Degree, Specialty School, Doctorate• 24 months for single-cycle Master's Degrees• 30 days in case of short-term physical mobility
IMPORTANT	Enrolment in one of the University's degree programmes must be maintained for the entire duration of the internship. It is not possible to obtain the degree during the mobility.
Departure	No earlier than 01/06/2026
Re-entry	no later than 31/12/2027
Destination	The Destination must be identified before the deadline of the call for applications since it is mandatory to attach the <i>signed LA part 1</i> to apply .
Activities covered by mobility	<p>Only practical activities consistent and compliant with the study plan:</p> <ul style="list-style-type: none">- Internships in public/private organizations- Training internship in the laboratory or hospital ward- Carrying out thesis research activities, approved by the supervisor, ONLY IF in the study plan/teaching system it is indicated as autonomous with respect to passing the final exam and has a weight in credits <p>Before departure , the candidate is required to find, at the didactic secretariat and/or Internship Office, precise information on the study plan and on the recognition of the credits</p>
Minimum credits to be obtained <i>at the foreign destination</i>	<p>No minimum expected</p> <p>Credits are certified by the foreign destination: the <i>LA 3rd part</i>, issued at the end of the mobility, will officially certify the activities carried out and possibly the number of credits acquired by the student, in accordance with the activities included in the OLA / <i>LA 1st part</i></p>
Expiration Date Application form	02/03/2026
Link to the online procedure to participate	https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php
Attachments to be submitted	<ul style="list-style-type: none">• <i>Learning Agreement 1st part</i> with the 3 signatures (student, Erasmus contact teacher, host institution coordinator)• possible top-up for fewer opportunities (with certification required)
Publication of the ranking	17/03/2026 at 4 PM
Acceptance/ Withdrawal of mobility	from 17/03/2026 at 5 PM to 22/03/2026 at 11:59 PM