



UNIVERSITÀ DEL PIEMONTE ORIENTALE

DIVISIONE PRODOTTI  
SETTORE DIDATTICA  
E SERVIZI AGLI STUDENTI

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## **Erasmus + Program for Traineeship aa 2022/2023**

### **VADEMECUM FOR THE MOBILITY STUDENT**

This Vademecum aims to define the steps that each Erasmus + mobility student for Traineeship will have to follow, with a particular attention to the documents required from the Erasmus and Foreign Students Office. For that, all the students are invited to read carefully the following information.

We remind you that the credits carried out by the students must be considered as curricular and have to be registered in the academic year of reference.

#### **How to apply**

**Deadline: 28th July 2022 – 10:30 am**

This call is open to students enrolled in a:

- bachelor degree
- master degree
- single-cycle master degree

#### **Required documentation**

In order to apply you need to send the following documents to [domanda.erasmus@uniupo.it](mailto:domanda.erasmus@uniupo.it)

- Application form duly signed
- bank details (please fill in the appropriate form, available on our website);
- foreign language level (certification or self-certification form available on our website);
- Transcript of records complete with total earned CFU and weighted average;
- Learning agreement for Traineeship (if available);
- Letter of acceptance from the host institution (if available)

The traineeship can last from a minimum of 2 months to a maximum of 6 months.

Every student can repeat the Erasmus mobility up to a maximum of 12 months abroad for each cycle of studies (or a maximum of 24 months abroad for each single-cycle master degree).

**The internship must be completed by 30<sup>th</sup> September 2022.**

### **Erasmus grant**

In the following table, you can find the monthly grant, based on ISEE and on the cost of living in the receiving country (Gruppo 1 – high cost of living; gruppo 2 – medium cost of living; gruppo 3 - low cost of living: you can check the group each country is a part of on the official call published on our website).

<b>Contributi economici spettanti per mobilità internazionale studenti 2022/2023 - Traineeship</b>						
	<b>Tot. Gruppo 1</b>		<b>Tot. Gruppo 2</b>		<b>Tot. Gruppo 3</b>	
1 FASCIA ISEE FONDO GIOVANI	€	1.100,00	€	1.050,00	€	1.000,00
2 FASCIA ISEE FONDO GIOVANI	€	1.000,00	€	950,00	€	900,00
3 FASCIA ISEE FONDO GIOVANI	€	900,00	€	850,00	€	800,00
4 FASCIA ISEE FONDO GIOVANI	€	850,00	€	800,00	€	750,00
5 FASCIA ISEE FONDO GIOVANI	€	750,00	€	700,00	€	650,00
6 FASCIA ISEE FONDO GIOVANI	€	650,00	€	600,00	€	550,00
7 FASCIA ISEE FONDO GIOVANI	€	550,00	€	500,00	€	450,00

The disbursement of the scholarship due will take place in two tranches: 70% of the scholarship will be paid approximately within one month from the time of actual departure, while the balance will be financed upon the return of all students (keep in mind that the program ends on September 30th of each academic year).

Each student chooses the receiving institution for himself: it can be a public or a private organization, an enterprise, a university, a laboratory... Keep in mind that EU institutions are NOT eligible.

Each student must inquire about the rules for entering the host country and for any additional health insurance needed.

### **Ranking, waivers and other rules**

The ranking will be published on our website [www.uniupo.it](http://www.uniupo.it).

Within 7 days from the publication, all the students eligible for an Erasmus mobility for Traineeship must fill out a form to confirm their acceptance. Otherwise, they will be considered waivers.

During the period of stay abroad, the student has the opportunity to return to Italy for short periods (3-4 days) for personal reasons.

On this occasion, however, you will not be able to carry out exams and / or other educational activities.

The student who decides to renounce the scholarship is required to notify the Erasmus and Foreign

Students Office of the University of Eastern Piedmont by sending a formal and motivated withdrawal by email to the address [domanda.erasmus@uniupo.it](mailto:domanda.erasmus@uniupo.it).

If the student cancels his mobility after receiving the Erasmus grant, he must return the entire sum.

Keep in mind that each student chooses the receiving institution for himself: it can be a public or a private organization, an enterprise, a university, a laboratory... Keep in mind that EU institutions are NOT eligible.

Each student must also inquire about the rules for entering the host country and for any additional health insurance needed.

### **Before from the departure**

Before the departure, each student will have to send to the Erasmus And Foreign Students Office, at the e-mail [domanda.erasmus@uniupo.it](mailto:domanda.erasmus@uniupo.it), the following documents:

- Financial contract, received in advance via e-mail;
- Learning Agreement - Before the Mobility <sup>1</sup> ;
- Liberatoria studenti/studentesse in mobilità internazionale;
- OLS;
- First university fee payment's receipt.

For the staying in the foreign country, make sure to be in possession of the following documents:

- Identity document, valid for expatriation and not expired;
- European Sanitary Card (TEAM), not expired.

### **During the period abroad**

There is a unique but very important step you must not forget arriving at the receiving institution:

- The first day of Work, the students will have look for they responsible there and to make him/her stamp and sign the **Letter of Confirmation** , in which has to be indicate the date of the student's first working day, so that the Erasmus And Foreign Students Office may proceed with the monthly payments calculation

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<sup>1</sup> Before departure it is fundamental to report the activities to be carried out in your Learning Agreement



**N.B.:** The days of stay will be counted from the date indicated in the Letter of Confirmation, therefore **it will be taken as valid only and exclusively the date indicated on the document and not the one of the arrival in the foreign country** (e.g. airline tickets...).

This document must be completed and sent to the Erasmus and Foreign Students Office, to the email: **domanda.erasmus@uniupo.it**, not later than 5 days after arrival at the host structure.

- It is possible to request an **extension** of your Erasmus period, **for a maximum of 6 months**, by filling in the appropriate form <sup>2</sup>, which will have to be approved from Reference Professor at UPO and by the institution host. The request has to be sent to the Erasmus and Foreign Students Office, to the mail [domanda.erasmus@uniupo.it](mailto:domanda.erasmus@uniupo.it).  
The payment of any additional period, which can be financed exclusively with community quota, it is subject to the availability of funds, therefore, it is not certain and will be under the form of a refund, so it will be given at the end of the academic year.

### **At the end of the Internship period**

Before coming back, it will be necessary again to stamp and sign the **Letter of Confirmation** (in the Departure section), by filling in with the date of the last day of work at the hosting institution.

Students will also have to ask their Tutors for an evaluation about their work and work experience. The evaluation of the institution must be handed over to the Erasmus and Foreign Students Office with the remaining original documentation.

At the end of the internship period, students must submit all the documentation concerning the internship to the Erasmus and Foreign Students Office within 10 days of the end of the internship.

The Beneficiaries will have to send their aforementioned documentation scanned in way clear and readable at the address [domanda.erasmus@uniupo.it](mailto:domanda.erasmus@uniupo.it):

- Letter of Confirmation
- Learning Agreement for Traineeship, entirely filled in;
- It is required, if possible, the opinion signed by the host institution in addition to the one already included in the Learning Agreement - After the Mobility.

### **Beneficiary Module**

The Beneficiary Module platform, after the return, automatically sends a link in English for the compilation of a (quick) questionnaire. It is **mandatory** to fill it out as soon as possible, as the link has a duration of only 7 days.

<sup>2</sup> online at the page <https://www.uniupo.it/it/internazionale/studenti/vuoi-andare-allestero/tutto-erasmus/modulo-e-useful-documents>



### **Specifications on the scholarship**

With the dates indicated in the Letter of Confirmation, the Erasmus and Foreign Students Office will calculate the effective period of stay. You will need to return any unused trading days.

The period of mobility can't be less than 2 months (60 days). The maximum period eligible is 6 months. In order not to incur in the total refund of the contribution it is necessary to have curricular credits recognized.

### **Financial contribution**

The grant will be granted as follows:

- 70% of the scholarship will be credited approximately within one month from the date of departure;
- The remaining 30% will be credited at the end of the academic year, upon the return of all students, after the end of the Program. Any extensions will be included in this payment.

For any other doubt please contact:

**Ufficio Erasmus e Studenti Stranieri**

**Via Duomo, 6 – Palazzo del Rettorato – 13100 Vercelli**

**Tel: 0161 261 551-552**

**Email: [domanda.erasmus@uniupo.it](mailto:domanda.erasmus@uniupo.it)**