

ANNEX N. 2

**Erasmus+ Programme
Mobility for Traineeship
Academic Year 2025/2026**

**Supplement to the call for applications for the awarding of scholarships of the Consortium
“Gaining a Robust Education Across Traineeships” (G.R.E.A.T.) – A.Y. 2025/2026
Project No. 2025-1-IT02-KA131-HED-000314699**

**Deadline for the online submission of applications:
11:59 PM on 05/03/2026**

Useful reference links:

- Application: <http://great.erasmusmanager.it>
- Cost of living in the various destination countries: <https://www.numbeo.com/cost-of-living/>
- List of websites to get in touch with host organisations. Some websites may offer paid services.
It is the student's responsibility to assess the suitability of the service provided:
 - [TEuroBrussels](#), the European Affairs Jobsite
 - [EURES](#), the European Job Mobility Portal
 - [EURODESK](#), information and guidance on EU programmes
 - [GARAGEERASMUS](#)
 - [GLOBAL PLACEMENT](#), Internship Network
 - [Praxis Network](#)
 - [Reconfirm Trainee Portal](#)
 - <https://www.stage4eu.it/>
 - [Euro Brussel](#), European Affairs Job Search
 - [Agence Nationale pour l'Emploi](#)
 - [Germany forum jobline](#)
 - [Careers in Poland](#)
 - [Placement in Portugal](#)
 - [Tecno Empleo](#) (Spain)
 - [Placement Slovakia](#)
 - [Swedish public employment Service](#)

ART. 1 MONTHLY GRANTS TO BE AWARDED

LONG-TERM MOBILITY GRANTS	SHORT-TERM MOBILITY GRANTS
14 grants for long-term mobility (2 months each)	8 grants for short-term mobility

The University of Tuscia will ensure that each student selected as a winner of the selection procedure receives payment of the long-term mobility grant for a maximum period of 2 months; the disbursement of the grant for any additional months/days of extension requested and authorized will be subject to the availability of EU funding. In any case, the entire Traineeship period, including any extension, must not extend beyond the final deadline of 31 July 2027.

ART. 2 ELIGIBILITY REQUIREMENTS

Students may apply for the "Erasmus+ for Traineeship" call who:

- ❖ Are duly enrolled for the academic year 2025/2026 at the University of Tuscia:
 - from the 2nd year onwards if enrolled in a Bachelor's Degree programme or in a Single-cycle Master's Degree programme, and in any case not enrolled more than 2 years beyond the legal duration of the above-mentioned degree programmes;
 - from the 1st year onwards if enrolled in a Master's Degree programme, and in any case not enrolled more than 2 years beyond the legal duration of the above-mentioned degree programme.

For the purpose of achieving the University's objectives, it is not permitted to carry out Erasmus+ mobility for Traineeship after obtaining the degree qualification, even if the application for participation in the call was submitted before graduation. The mobility period must therefore be completed before obtaining the degree qualification.

- ❖ Students who are about to obtain a Bachelor's Degree at the University of Tuscia and intend to carry out Erasmus+ for Traineeship mobility during subsequent enrolment in a Master's Degree programme may submit an application only on condition that they actually enrol in a Master's Degree programme at the University of Tuscia. Failure to enrol in a Master's Degree programme at the University of Tuscia shall result in exclusion from the procedure or, if it occurs after the mobility has been awarded, forfeiture of the benefit.
- ❖ Are enrolled for the academic year 2025/2026 from the 1st year onwards in Specialisation Schools or PhD programmes, subject to authorization by the programme/school coordinator or director. PhD candidates receiving a doctoral scholarship must choose whether to use the increase provided for study periods abroad or the Erasmus+ funding from the European Commission. They may not benefit from both contributions.
- ❖ Meet all the requirements relating to credits and grade point average set out in the following Art. 3 of the annex to the call.
- ❖ Are citizens of a Member State of the European Union or of another country participating in the Programme and temporarily resident in Italy and enrolled at the University of Tuscia;
- ❖ Are citizens of other countries, temporarily resident in Italy and enrolled at the University of Tuscia;
- ❖ Are not, during the same period, receiving a Community grant provided by other Community programmes.

These requirements must be met at the time of submission of the application to this call.

ART. 3 EVALUATION CRITERIA

Reference is made to the 2025/2026 Evaluation Criteria.

ART. 4 CERTIFIED LANGUAGE PROFICIENCY

At the time of submitting the application, candidates must possess knowledge of the language(s) of the destination country – or of a language accepted by the host institution as a “working language” – at a level of B1 of the Common European Framework (CEFR) or higher.

For short-term blended mobility, a specific level of language proficiency may be required depending on the destination (see Art. 7 of this annex).

Students must demonstrate their language proficiency by uploading one of the following documents, under penalty of exclusion from the call:

- an international language certification obtained from international bodies and institutions (the list of certifications recognized by the University of Tuscia can be viewed at the [following link](#));
- a certificate issued by the University Language Centre (CLA) of the University of Tuscia following the relevant test (for information regarding test dates, contact the University Language Centre by email at cla@unitus.it);
- a record of having passed the language exam included in the study plan, downloadable from the GOMP portal (the language must correspond to the official language of the destination country or to the language accepted by the host institution as a “working language”). For Bachelor’s Degree programmes, the language exam passed must be at B1 level, while for Master’s Degree and Single-cycle Degree programmes it must be at B2 level;
- for native speakers, a self-certification of language proficiency (Annex 3);
- a certificate obtained upon completion of courses delivered through the OLS (Online Linguistic Support) Platform;
- a certificate obtained upon completion of courses delivered through the ILO (International Languages Online) Platform of the University of Tuscia.

It is specified that the documentation relating to language proficiency must not be dated more than **THREE YEARS** prior to the deadline of the call.

For the purposes of drawing up the ranking list, in addition to what is indicated in the calculation of the merit score, additional points will be awarded for language proficiency as follows:

Level B2: 1 point

Level C1: 3 points

Level C2: 5 points

Note: in the event that more than one certificate of language proficiency is submitted, please combine the files into a single document in format. If the candidate attaches more than one language certificate, the one relating to the language best known will be evaluated.

ART. 5 INSURANCE COVERAGE

Healthcare

Each beneficiary must independently arrange for health insurance coverage: if the candidate holds the European Health Insurance Card (EHIC), they are automatically entitled to access the National Health Service in all EU member countries (for information, consult the following websites: <http://ec.europa.eu/social/main.jsp?catId=559&langId=it>; www.sistemats.it).

However, coverage provided by the European Health Insurance Card or by private insurance may not be sufficient, particularly in the case of repatriation or specific medical treatment. In such cases, additional private insurance coverage may be advisable.

Civil liability and accident insurance

Insurance coverage (civil liability and accident insurance) is borne by the University.

For activities carried out outside the University premises and limited to the time necessary to perform such activities, the University has taken out the following policies:

- Civil liability – various risks Policy No. 65.185314010 valid from 30/11/2024 to 30/11/2027;
- Accident Insurance for Companies and Groups Policy No. 40773461 valid from 30/11/2024 to 30/11/2027, covering accidents and risks connected with study, teaching, research and training activities that students are authorized to carry out within the framework of the Institution's projects.

In the event of problems related to an accident or other incident with a prognosis of more than 3 days occurring at the host institution abroad, the student must immediately contact the Mobility and International Cooperation Office by sending an email to erasmustraineeship@unitus.it.

ART. 6 HOST ORGANISATIONS AND LETTER OF ACCEPTANCE

The candidate must independently identify, including from the list of organisations hosting trainees within the G.R.E.A.T. Consortium, an organisation willing to host them as a trainee and therefore propose to carry out the traineeship at an institution with which they have established contact independently or through the mediation of a lecturer.

For the purposes of applying to this call, acceptance must be formalized through a letter of acceptance drafted exclusively using the specific template (Letter of Acceptance), completed in all its parts and signed by the legal representative of the host organisation or by the traineeship tutor. It is the student's responsibility to ensure that the Letter of Acceptance has been accurately completed by the host organisation. In the case of incomplete Letters of Acceptance or those drafted using templates other than the one provided, the application will be excluded.

The Letter of Acceptance may not, under any circumstances, be submitted after the deadline of the call. Candidates who do not possess the aforementioned letter before the deadline of the call will not be considered eligible.

Candidates applying for short-term blended mobility (see Art. 7 of this annex) are exempt from submitting the Letter of Acceptance.

ART. 7 SHORT-TERM BLENDED MOBILITY

The programme allows participation in a short-term blended mobility for traineeship, referred to as "Short Term". This modality must be blended mobility, meaning it must combine physical mobility activities (from 5 to 30 days) with a mandatory virtual component that precedes or follows the physical mobility.

The following short-term blended mobilities are available:

❖ **Destination: Manhattan Institute of Management (MIM) - New York, United States of America**

Duration of physical mobility: 2 weeks

Available places: 3

Language requirement: knowledge of English at level B2 or higher is required.

Open to students enrolled in the following Master's Degree programmes:

- LM-37 Languages and Cultures for International Communication
- LM-62 Political Science, International Security and Public Communication
- LM-76 Circular Economy
- LM-77 Administration, Finance and Control
- LM-77 Marketing and Quality

IMPORTANT: Considering the international political situation and the recent entry restrictions decided by the United States government, particularly regarding the issuance of the J One visa, which is currently to be considered impossible to obtain, **this destination is reserved for**

students holding citizenship of one of the Member States of the European Union, who must apply for ESTA authorization at their own expense.

❖ **Destination: Italian-Hellenic Chamber of Commerce (CCIE) - Athens, Greece**

Duration of physical mobility: 2 weeks

Available places: 3

Language requirement: knowledge of English at level B2 or higher is required.

Open to students enrolled in the following Master's Degree programmes:

- LM-2 Archaeology and History of Art, Protection and Enhancement
- LM-89 Archaeology and History of Art, Protection and Enhancement
- LM-37 Languages and Cultures for International Communication
- LM-76 Circular Economy
- LM-77 Administration, Finance and Control
- LM-77 Marketing and Quality

❖ **Destination: Italian Chamber of Commerce in Chile (CAMIT) - Santiago de Chile, Chile**

Duration of physical mobility: 2 weeks

Available places: 2

Language requirement: knowledge of Spanish at level B1 or higher is required.

Open to students enrolled in the following Master's Degree programmes:

- LM-37 Languages and Cultures for International Communication
- LM-62 Political Science, International Security and Public Communication
- LM-76 Circular Economy
- LM-77 Administration, Finance and Control
- LM-77 Marketing and Quality

IMPORTANT: Considering the recent visa issuance restrictions decided by the Government of Chile, **this destination is reserved for students holding citizenship of one of the Member States of the European Union.**

Candidates applying for short-term blended mobility:

- are exempt from submitting the Letter of Acceptance;
- must attend an interview with the Selection Committee.

ART. 8 APPLICATION PROCEDURE

Applicants from the University of Tuscia must, by 11:59 PM on 05/03/2026:

- complete the online application form (including the exams passed up to the time of application submission and the grades obtained), available on the website of the G.R.E.A.T. consortium at <http://great.erasmusmanager.it>;
 - upload in PDF format the required documentation certifying language proficiency (see Art. 4 of this annex);
 - upload their Curriculum Vitae;
 - upload the Letter of Acceptance from the host organisation (see Art. 6 of this annex).
- Candidates applying for short-term blended mobility (see Art. 7 of this annex) are exempt from submitting the Letter of Acceptance.

Failure to upload one of the required documents (language proficiency certificate, curriculum vitae, Letter of Acceptance from the host organisation) in the application form will result in exclusion from the selection process.

Please note that:

- when completing the application, it is mandatory to indicate the number of months already spent abroad under Erasmus mobility, if any;

- any Erasmus mobility periods carried out virtually from the country of habitual residence starting from the academic year 2020/2021 will NOT be counted for the purpose of calculating the maximum number of Erasmus mobility months per study cycle;
- each candidate may submit ONLY ONE application;
- students enrolled in Master's programmes (postgraduate professional courses) or Single Courses are not eligible to participate in the selection;
- no hard copy documentation is required.

ART. 9 EVALUATION CRITERIA, RANKING LIST, ORIENTATION DAY

For the purpose of drawing up the ranking list, in addition to what is indicated in the calculation of the merit score, the following additional points will be awarded:

LONG-TERM MOBILITY

Traineeship project (0 - 20 points) based on the content of the traineeship project described in the Letter of Acceptance and the consistency of the proposed traineeship with the academic path. The Selection Committee will assess the consistency of the traineeship project with the candidate's academic profile. If, at the application stage, the candidate has submitted a traineeship and related Letter of Acceptance proposing activities that are completely inconsistent with their academic path, they may be excluded from the selection, at the unquestionable discretion of the Committee. The possible award of 0 (zero) points for the traineeship project by the Selection Committee will result in exclusion from the selection.

SHORT-TERM MOBILITY

Selection interview (0 - 10 points).

The University Evaluation Committee, appointed for this purpose, will assess the documentation uploaded by the candidates and will supplement the ranking list based on the criteria of language proficiency and the traineeship project (for long-term mobility) or the selection interview (for short-term mobility).

In the event of equal scores, priority will be given to the candidate who has not previously benefited from Erasmus+ mobility with or without financial support. In the event of further equality, priority will finally be given to the younger candidate (Law 16/06/98 No. 191, Art. 2).

The ranking list will be published on the [website of the G.R.E.A.T. consortium](#) and on the [Erasmus+ webpage](#) of the University of Tuscia website.

Successful candidates will receive an email from erasmustraineeship@unitus.it including the documentation for acceptance of the grant, which must be completed, signed and returned to the same email address within seven days.

Failure to submit acceptance - or submission beyond the established deadline - will result in forfeiture of the right to the grant.

In the event of withdrawal, eligible candidates further down the ranking list will be given the opportunity to take over.

In order to facilitate the mobility process, the Mobility and International Cooperation Office will organise an online orientation meeting with the selected candidates to explain the procedures necessary for mobility, and candidates are strongly encouraged to attend. The invitation will be sent by email.

Administrative reference office:

Mobility and International Cooperation Office - Via S. Maria in Gradi n. 4, 01100 Viterbo

Dr. Melissa Elefante, tel.: 0761 357992, e-mail: erasmustraineeship@unitus.it

Office hours: Monday – Tuesday – Thursday – from 10:00 a.m. to 12:30 p.m.

ART. 10 ADDITIONAL UNIVERSITY CONTRIBUTION WITH MUR FUNDS
Director's Decree No. 351 of 18 November 2024. National co-financing
for the international mobility of the Erasmus Programme - Universities.

Subject to the availability of funds, the Erasmus+ grant may be supplemented by a contribution from MUR funds, as national co-financing of the European "Erasmus+" programme.

ART. 11 PROCESSING OF PERSONAL DATA

The personal data provided by candidates will be processed for the purposes of managing the selection procedures and the subsequent phases of the project, within the scope and for the institutional purposes of the Public Administration, as provided for by the Personal Data Protection Code – Legislative Decree 30 June 2003, No. 196 and subsequent amendments and additions.

The application constitutes a substitute declaration of certification (Art. 46 Presidential Decree 28.12.2000 No. 445); therefore, false declarations, in addition to resulting in exclusion from the programme, are subject to criminal penalties pursuant to Art. 76 of Presidential Decree 28.12.2000 No. 445.

ART. 12 OFFICIAL RESPONSIBLE FOR THE PROCEDURE

Pursuant to Law 7 August 1990, no. 241 and subsequent amendments and integrations, the person responsible for the procedure, for the procedures of exclusive competence of the University of Tuscia, is Dr Carlo Contardo, Head of the International Mobility and Cooperation Office, Via S. Maria in Gradi 4, 01100 Viterbo, e-mail address: carlocontardo@unitus.it.

ART. 13 FINAL PROVISION

For matters not expressly provided for in this call, the provisions set out in the legislation referred to in the premises of the decree publishing the call, as well as the laws currently in force on the subject, shall apply insofar as compatible. In the event of interpretative discrepancies between the English and Italian versions of this call, the Italian version shall prevail.

This call has been prepared with the support of the European Commission and the Erasmus+ National Agency Indire; however, its content does not necessarily reflect their position and does not render them in any way responsible.

Viterbo, 23/01/2026

THE RECTOR
Prof.ssa Tiziana Laureti

