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Università Vita-Salute  
San Raffaele



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# Erasmus+ Traineeship Call – Abstract

eU

Academic Year 2024–2025

**Università Vita-Salute San Raffaele**

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Numero Verde 800 339 033

P. IVA 13420850151 – Cod. Fisc. 97187560152 – N° REA MI-1511742

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## **Faculty of Medicine and Surgery**

Master's Degree in Medicine and Surgery

International Medical Doctor Program

Master's Degree in Biotechnology and Medical Biology

Master's Degree in Dentistry and Dental Implantology

Bachelor's Degree in Physiotherapy

Master's Degree in Rehabilitation science for healthcare professionals

Bachelor's Degree in Nursing

Master's Degree in Nursing and Midwifery

Bachelor's Degree in Obstetrics

## **Faculty of Philosophy**

Bachelor's Degree in Philosophy

Master's Degree in Philosophy of the Contemporary World

Master's Degree in Theory and History of the Arts and the Image

## **Faculty of Psychology**

Bachelor's Degree in Psychological Sciences and Techniques

Bachelor's Degree in Political Sciences and Global Strategies

Master's Degree in Psychology

## **PhD programmes and Postgraduate Schools**

**Important notice: This is an abstract of the Italian Competition Call Rector's Decree n. 8813 which is the only version with legal validity. This version is merely for information purposes and may not be exhaustive.**

## GENERAL INFORMATION

The Erasmus+ Traineeship Programme that is part of the 131 Key Action of the Erasmus+ Programme promotes exchange and gives students the opportunity to conduct an internship in companies, training centres, research centres or other organisations in 26 European Union Member States and in the non-EU countries participating in the Programme (Iceland, Liechtenstein, Norway, Turkey, Serbia and the Republic of North Macedonia) that are called *Programme Countries*.

Starting from the new Erasmus+ 2021–2027 Programme the United Kingdom and Switzerland are *Partner Countries*. In order to carry out the Erasmus+ Traineeship mobility in the United Kingdom and Switzerland it is necessary to sign the Erasmus+ inter-institutional agreement beforehand. It will not be sufficient to provide us with the Traineeship Company Agreement form/acceptance letter only. All the requirements indicated in this call for applications for *Programme Countries* apply also to the students planning to carry out their Erasmus+ Traineeship mobility in the UK and Switzerland. The mobilities to and from the Swiss Confederation will be funded by the Swiss universities.

The Programme allows students to spend a period of training abroad. The training period abroad can last from a minimum of 2 months/60 days to a maximum of 12 months per one study cycle. The mobility period and the return procedures must be completed by 30th September 2025.

The students with disabilities, in accordance with the regulations in force and subsequent amendments, are required to notify the Inclusion Office ([inclusione@univr.it](mailto:inclusione@univr.it)) of their conditions promptly via e-mail by the closing date of the call for applications.

### Academic Coordinators for the Erasmus+ activities:

- Faculty of Philosophy: **Dr. Giovanni Crea** - [crea.giovanni@univr.it](mailto:crea.giovanni@univr.it) and **Prof. Francesca Pola** - [pola.francesca@hsr.it](mailto:pola.francesca@hsr.it)
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- Master's Degree in Nursing and Midwifery: **Dr. Giulia Villa** - [villa.giulia@hsr.it](mailto:villa.giulia@hsr.it)
- International Medical Doctor Program: **Prof. Stefano Partelli** - [partelli.stefano@univr.it](mailto:partelli.stefano@univr.it)
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- Master's Degree in Biotechnology and Medical Biology: **Prof. ssa Paola Panina** - [panina.paola@hsr.it](mailto:panina.paola@hsr.it)
- Master's Degree in Dentistry and Dental Implantology: **Prof. Silvio Abati** - [abati.silvio@hsr.it](mailto:abati.silvio@hsr.it); **Prof. ssa Simona Tecco** - [tecco.simona@hsr.it](mailto:tecco.simona@hsr.it); **Prof. Marco Esposito** - [esposito.marco1@hsr.it](mailto:esposito.marco1@hsr.it); **Prof. Roberto Rotundo** - [rotundo.roberto@hsr.it](mailto:rotundo.roberto@hsr.it)
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- Master's Degree in Rehabilitation science for healthcare professionals: **Dr. Elisabetta Sarasso** - [sarasso.elisabetta@hsr.it](mailto:sarasso.elisabetta@hsr.it) and **Prof. Federica Agosta** - [agosta.federica@univr.it](mailto:agosta.federica@univr.it)
- Bachelor's Degree in Psychological sciences and techniques: **Prof. Giuseppe Pantaleo**, **Prof. Serena Borroni**, **Prof. Chiara Brombin** and **Dr. Maria Giovanna Scarale** - [commissione.erasmus.psicologia@univr.it](mailto:commissione.erasmus.psicologia@univr.it)
- Bachelor's Degree in Political Sciences and Global Strategies: **Prof. Giuseppe Pantaleo**, **Prof. Serena Borroni**, **Prof. Chiara Brombin**, **Dr. Mara Grasseni** [mara.grasseni@unibg.it](mailto:mara.grasseni@unibg.it) and **Dr. Maria Giovanna Scarale**
- Master's Degree in Psychology: **Prof. Antonio Malgaroli**, **Prof. Serena Borroni**, **Prof. Chiara Brombin** and **Dr. Maria Giovanna Scarale** - [commissione.erasmus.psicologia@univr.it](mailto:commissione.erasmus.psicologia@univr.it)
- Bachelor's Degree in Obstetrics: **Dr. Martina Caglioni** - [caglioni.martina@hsr.it](mailto:caglioni.martina@hsr.it)

As far as the **Master's Degree in Dentistry and Dental Implantology** is concerned, only **2 students** per year may be admitted to the Programme.

For more information:

**Erasmus+ Office**

Phone: 02.91751580/606/668

[erasmus.medicina@univr.it](mailto:erasmus.medicina@univr.it) (students enrolled in the Biotechnology, Physiotherapy, Nursing degree programmes, International Medical Doctor Program, Medicine and Surgery, Dentistry and Midwifery degree programmes)

[erasmus.psicologia@univr.it](mailto:erasmus.psicologia@univr.it) (students enrolled in the Psychology degree programmes)

[erasmus.filosofia@univr.it](mailto:erasmus.filosofia@univr.it) (students enrolled in the Philosophy degree programmes)

## SECTION 1 GENERAL INFORMATION

There are 2 types of the Erasmus+ Traineeship mobility:

**Long Mobility** – the period abroad lasts from a minimum of 2 months/60 days to a maximum of 12 or 24 months for a single cycle degree programme.

**Short Mobility** – available for the PhD students only; this kind of mobility lasts from a minimum of 5 days to a maximum of 30 days and there should be a virtual part of the mobility as well; it may be carried out in *Programme Countries* only. The short mobility must be authorised by the partner university. The mobility and the return procedures must be carried out between **1st June 2024 and 30th September 2025**.

The eligible students will benefit from **the status of the Erasmus+ student** that includes the following conditions:

- Recognition of the activities carried out abroad by the Board of the degree course or the faculty Board;
- Exemption from the payment of the tuition fees at the host university/host institution; the tuition fees for the 2024-2025 academic year at the UniSR must be paid;

## SECTION 2 FUNDING

**The Erasmus+ Traineeship mobility cannot last less than 2 months/60 days.**

The final amount of the grants for the mobility period is determined by the exact number of days of the mobility indicated and certified by the host university in the Certificate of Attendance, multiplied by the amount per day/month depending on the country of destination.

In case of an incomplete month, the financial contribution is calculated by multiplying the number of days in the incomplete month by a unit cost of 1/30 of the monthly amount up to the number of monthly payments agreed in the grant agreement

**Regardless of its actual length, each month is considered to last 30 days.**

**No extended period will be covered by the EU funding. Should the UniSR have any residual/extra funding after having covered the mobilities of students without financial support (so-called “zero grant”), these may be given to the students who decide to extend their mobility periods.**

**The amount of funding for the Erasmus+ mobility is defined every year by the European Commission. It is possible that the funds we receive are not enough to cover all the scholarships. The grants will be assigned starting from the students who have obtained the highest score in the ranking. Should there be two or more students with the same score, the youngest student will prevail.**

The grant consists of:

- **EU Funds** – the amount of this financing depends on the destination country and the group it belongs to:

### GROUP 1 (HIGH cost of living): 500€/month

Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Luxembourg, Sweden, Liechtenstein, Norway, the Netherlands.

Third countries not associated to the Programme from region 13:

Andorra, Monaco, San Marino, Vatican City

Third countries not associated to the Programme from region 14:

the United Kingdom, Switzerland\*, Faroe Islands.

### GROUP 2 (AVERAGE cost of living) 450€/month

Greece, Spain, Cyprus, Estonia, Latvia, Malta, Portugal, the Czech Republic, Slovenia, Slovakia.

### GROUP 3 (LOW cost of living) 400€/month

Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, Republic of North Macedonia, Turkey, Serbia,

\*The mobilities carried out in Switzerland are financed directly by the Swiss government. No EU funds will be given.

**Please be informed that the maximum period of the Erasmus+ mobility that may be financed is 6 months.**

#### • “Green” Travel Top-up

The students who decide to travel to and from the Erasmus+ host university/institution destination with a sustainable means of transport (e.g. train or bus) will be awarded € 50.00 top-up and the grant for up to 4 additional days for the journey. To obtain this, the proof of travel, such as tickets or receipts, must be submitted within 30 days from the end of the mobility.

The EU grants for the Short Mobility (*Programme Countries* only) for the PhD students will be paid on a daily amount basis.

<b>Short Mobility</b> for a period between 5 and 14 days
<b>79 euro</b>
<b>Short Mobility</b> for a period between 15 and 30 days
<b>56 euro</b>

• **MUR Supplementary Grants** – Ministerial supplements may be given to the students who are enrolled within the normal duration of the course of study increased by one year, including those enrolled in the PhD programmes (if there are no incompatibilities with the regulations or with the PhD calls)

Grants may only be awarded to the exchange students who meet the requirements established by this call and comply with the economic conditions indicated below.

The mobility periods must be aimed at obtaining a degree, must be carried out within the framework of agreements or conventions signed by the University with partners with a suitable profile and must be recognised in the student's career in compliance with the European guidelines. The Erasmus+ Traineeship Postgraduates candidates are not eligible for this kind of funding.

The amounts of the MUR Supplementary grant are determined in relation to economic status according to the table below:

ISEE	Monthly amount for the Erasmus+ scholarship integration
ISEE ≤ 13.000	€ 650
13.000 < ISEE ≤ 21.000	€ 600
21.000 < ISEE ≤ 26.000	€ 550
26.000 < ISEE ≤ 30.000	€ 500
30.000 < ISEE ≤ 40.000	€ 450
40.000 < ISEE ≤ 50.000	€ 400

The maximum mobility period that the students can receive the MUR Supplementary grant for is 6 months.

### Assessment of economic and asset status

The students' economic conditions are identified on the basis of the Indicatore della Situazione Economica Equivalente (Equivalent Economic Situation Indicator) for subsidised benefits for the right to university study (hereinafter ISEE universitario) provided for by the D.P.C.M. (Decree of the President of the Council of Ministers) of 5th December 2013 no. 159 and subsequent amendments and additions.

#### Family unit

The students' family unit is defined in accordance with the modalities specified in the President of the Council of Ministers' Decree of 5th December 2013, no. 159 and subsequent amendments and additions.

#### Independent student

The student is considered independent when both of the following requirements are met:

- residence outside the family unit, for at least two years from the date of the submission of the single substitute statement referring to the family unit, in accommodation not owned by one of its members;
- income from employment or assimilated employment, declared for tax purposes for at least two years, not less than €9,000.00.

If both of the above-mentioned conditions are not met, the student cannot be considered independent.

The economic and asset conditions of foreigners or Italian students resident abroad are defined on the basis of the provisions indicated in article 8 paragraph 5 of the President of the Council of Ministers' Decree 159/2013.

The students who would like to participate in the call for applications must present the ISEEU that should be requested from the Tax Assistance Centre (CAF CISL). All the information and contacts are available at the following link: <https://www.unisr.it/servizi/borse-di-studio/agevolazioni-premi-merito>

The economic and patrimonial conditions of foreigners (students) coming from the non-EU countries are assessed in accordance with the procedures indicated in the Legislative Decree n° 286 of 25th July 1998, as amended (art. 4, par. 3 and 39) and by the Presidential Decree n° 394 of 31st August 1999 (art. 46, par. 5).

The economic and patrimonial conditions of the family units of foreigners (students) must be certified with appropriate

documentation issued by the competent authorities of the country in which the income was generated and must be translated into Italian by the Italian diplomatic authorities competent for the territory.

In the case of those countries in which there are particular difficulties in issuing the certification attested by the local Italian Embassy, the same must be issued by the competent foreign diplomatic or consular representations in Italy and legalised by the Prefectures in accordance with art. 33 of the Presidential Decree n° 445 of 28th December 2000.

For the foreigners (students) coming from particularly poor countries, the economic condition is assessed on the basis of a certificate issued by the Italian Representation in the country of origin certifying that the student does not belong to a family having a high income and a high social level.

The students are in any case obliged to declare any income and assets held in Italy by their family units in accordance with the President of the Council of Ministers' Decree 159/2013 with the ISEE certification for subsidised benefits for the right to university study.

All the foreigners (students) and the Italian students resident abroad must present the copies of the following documentation for the assessment of their family economic/wealth conditions:

- document certifying the composition of the family unit;
- income produced in 2022 (calendar year) by each member of the family unit;
- documentation on the buildings owned by the family units with an indication of the square metres owned as at 31 st December 2022;
- proof of the movable assets owned by the family unit in 2022.

The income declared by the foreigners (students) should not be less than €6,079.45 which corresponds to the minimum means of subsistence that must be proven in order to apply for an entry visa to Italy for study purposes. This value constitutes the minimum threshold for the evaluation of the requirements relating to economic conditions.

### How to apply for the MUR Supplementary Grant

The candidates may apply for the ministerial supplementary grant as indicated in section 6 of the present call for applications at the same time as they send their application for admission to the Erasmus+ Programme, attaching to their application by 10th May 2024 the following documents: the university-purpose ISEE issued after 1st January 2024 and a copy of the Dichiarazione Sostitutiva Unica (D.S.U.) – Single Substitute Statement signed by the declarant in the pdf format.

The foreigners (students) and the Italian students residing abroad must submit the ISEEU issued after 1st January 2024 and the documentation indicated above for the assessment of the family's economic/wealth conditions.

The ministerial grants ranking will be drawn up, in ascending order, based on the university-purpose ISEE/ISEEU indicator.

In case of a tie, the student with higher score in the Erasmus+ ranking will prevail.

The ranking will be published on the institutional website [www.unisr.it](http://www.unisr.it) by 7th June 2024. The grants are awarded until the funds are finished.

Once assessed and approved by the Erasmus+ office, 50% of the total amount the student should receive will be paid after the departure, and in any case not before the publication of the ranking. The second part of the grant will be paid once the mobility is over and the student back.

The students who, by 30/09/2025, do not obtain the recognition in their career of at least 3 CFU credits, will be required to return the whole amount of the funding.

Before paying the second part of the funds, the Erasmus+ office will check the exact mobility period the students stayed for abroad. Should it turn out that the students received a higher amount of money, they will be asked to return it.

- **Grants for the students with disabilities.**

In order to allow the students with disabilities to participate in the Erasmus+ Programme, some additional EU funds are provided. The additional grant is provided in order to cover the special needs' costs. The students who would like to take advantage of the grant – with the disabilities recognised and inserted in the ESSE3 platform – will have to apply for it. The evaluation of the applications will be done by the National Agency INDIRE.

- **Increase of the grant for the students with socio-economic disadvantaged.**

In order to facilitate the planning of mobility activities, the beneficiary higher education institutions may decide to give a part of the EU funds received from the National Agency for students' mobility activities (KA131) in the Erasmus+ 2024 Call as the grant for the students with socio-economic disadvantaged conditions.

In order to select beneficiaries, the higher education institutions must consider ISEE certificates presented by the applicants. The selection process must be fair, consistent, transparent, documented and made available to interested parties, if necessary.

This kind of grant cannot be cumulated with the above-mentioned ministerial grants (Ministerial Decree No. 289 of 25-03-2021. General guidelines for the three-year planning of the university system for the following years 2021-2023).

### SECTION 3 ECONOMIC ASSESSMENT

In order to evaluate the economic conditions, the UniSR will make use of the possibilities provided by the applicable provisions of law, in particular by Legislative Decree of 29th March 2012, n. 68, art. 10, by the decree of the President of 28th December 2000, n. 445, art. 71 and Decree Law of 31st May 2021, n. 78, art. 38, converted with amendments by Law 30th July 2010, n. 122, also asking any useful documentation to verify the truthfulness of the statements made (Mod.730, Mod. Unique, VAT returns, etc.).

Should the statements be not true, the benefits awarded will be revoked and the sanctions provided for by Articles 75 and 75 of DPR n. 445/2000, art. 10 of Legislative Decree 68/2012 and art. 38 of Decree 78/2000, with amendments by Law n. 122/2010 will be applied. The adoption of disciplinary and proceedings – if deemed by the extent of the crime – will be applied.

### SECTION 4 GENERAL ADMISSION REQUIREMENTS

In order to apply for the Erasmus+ Traineeship mobility, the students must meet the following requirements:

1. **Be regularly enrolled at the UniSR** – at least in the first year of the Bachelor's degree, Master's degree, PhD Programmes, Postgraduate Medical Schools (Residential Schools) at the moment of the mobility;

**The near-graduate students may apply for the Erasmus+ Traineeship Programme only** (no Erasmus+ Study mobility for them). They need to apply for the Erasmus+ Traineeship mobility during the last year of their degree course. The mobility must be carried out within 12 months from the graduation (Erasmus+ Traineeship Postgraduate Programme).

2. **Renew the enrolment/registration for the 2024-2025 academic year** and pay the instalments within the deadlines set by the UniSR.

3. **Be regularly enrolled in the 2023-2024 academic year.**

4. The the students who are enrolled in the following degree programmes: **Master's Degree in Medicine and Surgery, International Medical Doctor Program, Master's Degree in Dentistry and Dental Implantology must have an average grade of at least 26/30 at the moment of the application.** As far as the PhD students are concerned, they must be regularly enrolled (no extension period)

5. **Not have benefited from the whole available period of the Erasmus+ mobility;**

Students can benefit from:

- a 12-month mobility (for Erasmus+ Study or Erasmus+ Traineeship) for each study cycle;
- a 24-month mobility (for Erasmus+ Study or Erasmus+ Traineeship) for single-cycle degree courses.

6. **Candidates can be:**

- a EU citizens;
- b Citizens of one of the countries participating in the Erasmus+ Programme (Iceland, Liechtenstein, Norway, Turkey, Serbia and Republic of North Macedonia);  
**N.B.** Students who are citizens of one of the countries associated the Erasmus+ Programme cannot carry out the mobility in their country of origin.
- c Citizens of other countries but enrolled in an Italian higher education institution;
- d Citizens of the **Republic of San Marino**, (the students can benefit from the status of the Erasmus+ student but cannot receive any EU grants);
- e Citizens of the other countries but recognised officially as a refugee in Italy;

7. **Students must not benefit from any other kind of EU funding for international mobility** while benefitting from the EU funds for the Erasmus+ mobility.

**The students enrolled in the PhD Programmes**, if eligible, may participate in the Erasmus+ Traineeship Programme. The mobility should be agreed and approved by the Coordinator/person in charge of the programme/curriculum.

The students may obtain grants only if they do not benefit from any other PhD scholarships and if the EU funds are enough to cover all the mobilities of the Bachelor's and Master's degree students.

**The students enrolled in the Postgraduate Schools**, if eligible, may participate in the Erasmus+ Traineeship Programme. The mobility may be carried out only if approved by the Head of the Postgraduate School. The students may obtain the grant only if they do not benefit from any scholarship and if the EU funds set by the National Agency are enough to cover the mobilities of the Bachelor's, Master's degree and PhD students (with no grants) The students enrolled in the Postgraduate Schools (Medical Area), may apply for the Erasmus+ Programme Traineeship even if they are registered in the previous academic year but in regular position with respect to the Postgraduate School regulations.

Please be informed that the students who are carrying out the Erasmus+ Traineeship mobility will not be allowed to graduate before the mobility period is over.

**The Erasmus+ Traineeship mobility may be carried out by the recent/new graduates (Erasmus+ Traineeship Postgraduate)** considering that:

- The internship must be carried out within 12 months from the graduation;
- The students apply for the Erasmus+ Traineeship (Postgraduate) mobility during their last year of the degree course.

#### ONLINE LINGUISTIC SUPPORT

Online Linguistic Support (OLS) is designed to help Erasmus+ participants improve their command of the language in which they will be working or studying so that they can make the most of the experience. The EU Academy is an EU-owned online hub containing high-quality educational resources and valuable information, produced directly by the EU institutions. The mission of the EU Academy is to provide a modern and engaging learning environment that can promote and enhance the quality of knowledge application on EU issues in a simple, intelligent, and stimulating way. Participants will be able to take language courses in any of the languages available on the language support service, with no limitation on the number of languages and units of study.

Link to the EU Academy: <https://academy.europa.eu/>

#### SECTION 5 HOST INSTITUTIONS

The institutions where the students may carry out the Erasmus+ Traineeship mobilities are the following ones:

- Institutions of higher education with an ECHE;
- Public or private organisations;

For example:

- A small, middle-sized or big enterprise/company;
- research institutes;
- foundations;
- non-profit organisations.

#### SECTION 6 ADMISSION PROCEDURES

The students who would like to carry out the Erasmus+ Traineeship mobility must apply for the mobility exclusively online from 8th March 2024 until the midnight of 10th May 2024 on the website [www.unisr.it](http://www.unisr.it) by accessing the reserved Intranet area (Menu -> "Erasmus+ Traineeship 2024/2025 Call").

In order to apply for the Erasmus+ Traineeship mobility, the following documents must be attached (in the pdf format):

1. **Application Form** – fully filled in and signed; the form is available and may be downloaded from the Intranet (shared folder – Comuni, Programma Erasmus+, Moduli);
2. **Company Agreement Form** – a form in which the host university/institution declares its willingness to host the trainee and briefly describes the content and objectives of the internship. The form must be duly signed and stamped by the host institution/organisation. Should the host organisation issue a letter of intent or acceptance letter to confirm its willingness to accept the application, this will be considered admissible. The Company Agreement form may be downloaded from the Intranet (shared folder – Comuni, Programma Erasmus+, Moduli).
3. **Language certificate** of the destination country at the level indicated by the host university/institution, if required. In the case of bilingualism, the student must indicate the two languages on the application form;

Should the students meet the requirements to request the ministerial supplementary grant, they are asked to attach the following documents:

- ISEE certificate for subsidised benefits for the right to university study, issued after 1st January 2024 pursuant to the President of the Council of Ministers' Decree 159/2013;
- Dichiarazione Sostitutiva Unica (D.S.U.) – Single Substitute Statement signed by the declarant;
- For the foreigners (students) and the Italian students residing abroad: ISEEU.

Each candidate is allowed to submit only ONE application. It is possible to indicate more than one Erasmus+ Traineeship mobility destinations but it will be necessary to provide the Traineeship Company Agreement Form for each. The host institution where the students will carry out the mobility should be decided and announced 30 days before the scheduled mobility period.

In order to participate in the selection process, the students must prove that they have agreed a traineeship project with the eligible host institution. The students can look for the host institution on their own or they can be supported by the teaching staff or by the Erasmus+ Academic/Departmental Coordinator for Erasmus+.

#### ATTENTION:

**All the applications that turn out to be incomplete (lacking of information or signatures) or unreadable will not be taken into consideration. It will not be possible to alter/modify the**



information indicated in the application. All the deadlines must be respected.

## SECTION 7 SELECTION PROCEDURES

There is only one call for applications for the Erasmus+ Traineeship mobility but the rankings will be prepared individually for each degree programme or faculty.

At the end of the application phase, a list of the eligible candidates will be drawn up for each destination indicated.

The selection will be based on:

- **The arithmetic average;**
- **The ratio between the ECTS/CFU credits obtained so far and the ECTS/CFU credits that could be obtained by the end of the first semester of the 2023-2024 academic year for each degree course. As far as the Bachelor's Degree in Nursing students are concerned, the ratio will be based on the achievable number of credits (and not expected).**
- **Year of the degree course the students are enrolled in;**
- **Language certificate** (if required by the host university/institution).

For the students enrolled in the PhD programmes and Postgraduate Schools, separate rankings will be published.

The selection will be based on:

- **the mark obtained at the graduation from the Master's degree programme;**
- **if two or more students have the same mark, the year of enrolment in descending order will prevail;**
- **if two or more students are enrolled in the same year, the younger student will prevail.**

**The final rankings will be published by 24th May 2024 on the University website, section Erasmus+:**

<https://www.unisr.it/servizi/internazionale/erasmus-traineeship>

**The students will not be contacted via e-mail nor by telephone.**

The eligible students will have to confirm their participation in the Erasmus+ Traineeship mobility or withdraw from the Programme within 3 working days from the publication of the rankings. They will be asked to send the **Acceptance or Withdrawal form** (available on the Intranet, shared folder - Comuni, Mobility Opportunities, Erasmus\_Program) in pdf format at the following e-mail address: [erasmus.application@unisr.it](mailto:erasmus.application@unisr.it).

**The students who do not send the Acceptance form within 3 working days from the publication of the rankings will be removed out automatically.**

**All the forms may be found on the Intranet:** Shared folder - Comuni, Mobility Opportunities, Erasmus\_Program

**The students who do not accept the position by the deadline will be automatically removed from the list without further notice.**

## SECTION 8 WITHDRAWAL

If the selected students decide not to participate in the Erasmus+ Programme anymore, after having sent the Acceptance form within 3 working days, they will have to communicate their decision via e-mail and send the Withdrawal form (Shared folder - Comuni, Mobility Opportunities, Erasmus\_Programme) **by 30th June for all the mobilities scheduled for the first term or for the whole academic year and by 15th December for all the mobilities scheduled for the second term** at the following e-mail address: [erasmus.application@unisr.it](mailto:erasmus.application@unisr.it). The students who decide to withdraw from the Erasmus+ Traineeship mobility will have to inform the Erasmus+ Academic/Departmental Coordinator about their decision. Furthermore, it will be necessary to make an appointment with the Erasmus+ Academic/ Departmental Coordinator.

Finally, the students will have to inform the host university/host institution about their decision including the following e-mail address: [erasmus.application@unisr.it](mailto:erasmus.application@unisr.it) in carbon copy.

Should the students fail to comply with these obligations, even after a reminder and except for serious and proven reasons, they will not be allowed to re-apply for the Erasmus+ mobility next year. Furthermore, it will be reported to the Academic Secretariat who will inform the President of the Board of Studies.

The students will be allowed to withdraw from the Erasmus+ Traineeship Programme also after departure but if the mobility period lasts less than 2 months/60 days they will not receive any grants

Possible interruptions of the mobilities due to force majeure may happen. The Erasmus+ National Agency INDIRE will assess the documents and give further instructions on how to proceed.

## SECTION 9 FURTHER PROCEDURES AFTER HAVING ACCEPTED THE EXCHANGE PLACE

All the students who are getting prepared for the Erasmus+ Traineeship mobility are asked to inform the Erasmus+ office about the e-mail address and phone number they currently use.

The students who have been assigned the exchange place must prepare the Learning Agreement for Traineeships and submit it to the Erasmus+ office. The Learning Agreement for Traineeships must be agreed with and approved by the Erasmus+ Academic/Departmental Coordinator. **As far as the students enrolled in the Postgraduate Schools (Medical Area), the document must be signed by the Tutor/Supervisor or the Head of the School before the scheduled mobility period.**

**The Learning Agreement for Traineeship must be signed by the students, by the Academic/Departmental Coordinator**

**and by the Supervisor abroad. Once signed by all three parties, it should be sent to the Erasmus+ office.**

#### **BEFORE THE MOBILITY**

Before the mobility starts it is necessary to carry out all the steps listed below in a chronological order. For all the students who are enrolled in the Master' degree in Medicine and Surgery and would like to carry out their thesis internship during the Erasmus+ Traineeship mobility period, it will be essential to contact their possible UniSR supervisor to check the feasibility of the project.

- Contact the host institution and get informed about the application documents and deadlines;
- **Plan the training activities that will be carried out during the mobility in advance;**
- **Define the Learning Agreement for Traineeships.** The Learning Agreement for Traineeships must be agreed with and approved by the Erasmus+ Academic/Departmental Coordinator (each degree course has its own one). Making an appointment with the Erasmus+ Academic/Departmental Coordinator in order to choose/decide on the activities that will be carried out abroad and how the activities will be recognised once the mobility is over will be mandatory.

**It is important that the contents of the training activities that can be carried out during the Erasmus+ Traineeship period abroad are agreed with the Professor who is the Erasmus+ Academic/Departmental Coordinator and who will also check that the activities included in the documents are – at least in part – curricular so as to allow the students to be eligible for the European Commission and Ministerial funds indicated in this call for application. TO THIS END, IT WILL THEREFORE BE MANDATORY TO MAKE AN APPOINTMENT WITH ONE'S ERASMUS+ ACADEMIC/DEPARTMENTAL COORDINATOR.**

- **Sign the grant agreement before the mobility starts.** The students must confirm the start and end dates of the Erasmus+ Traineeship mobility period sending an e-mail to the following e-mail address: erasmus@unisr.it by:
  - **by 22nd July 2024 for all the Erasmus+ Traineeship mobilities scheduled for the first term or/and for the whole academic year;**
  - **by 6th December 2024 for alle the mobilities scheduled for the second term.**

The Erasmus+ Traineeship mobility dates cannot be changed after these deadlines. The students who do not confirm their Erasmus+ Traineeship mobility periods will be considered as if they had withdrawn from the Erasmus+ Traineeship mobility. The Erasmus+ Traineeship mobility start and end dates are necessary for preparing the grant agreement. If the grant agreement is not signed before the Erasmus+ Traineeship mobility starts, the students will not be authorised to begin the activities and will not receive any grant, where applicable, or insurance cover. During

the appointment with the Erasmus+ Office, all the necessary documentation will be provided to confer the status of the Erasmus+ student at the host university and to make their stay abroad valid.

- **Contact the ASL (National Health Service)** for more information about health care in the EU countries and to find out how healthcare is organised in the host country. Should it be necessary, the students can buy personal insurance.
- **Renew the enrolment for the 2024-2025 academic year at UniSR** within the deadline set by the University and, in any case, before departure.

#### **SECTION 10 PROCEDURES TO BE FOLLOWED UPON RETURN**

Once the Erasmus+ Traineeship mobility is over, the students will have to provide the Erasmus+ office with the following documents:

- **Learning Agreement for Trianeeship/After Mobility Form** with the internship evaluation and the exact number of working hours the students carried out;
- The formal request in order to have the Erasmus+ Traineeship and the mobilities carried out abroad recognised – in Italian: “Richiesta Convalida delle attività didattico-scientifiche Programma Erasmus+” that must be filled in correctly and signed; on the basis of this document the activities carried out abroad may be recognised and the ECTS/CFU credits assigned.

**The documents must be sent within 30 days from the Erasmus+ Traineeship mobility end date.**

The activities carried out abroad will be subject to the final review and approval by the degree course of faculty Board. As far as the Postgraduate Schools (Medical Area) are concerned, the approval of the activities will be done by the Postgraduate Board.

Please be informed that the mobility must last at least 2 months/60 days. If the mobility lasts less than 2 months/60 days, students will have to return the whole amount of the grant.

Furthermore, once the mobility is over, the students will receive the e-mail with the invitation to complete the EU SURVEY (Individual Report); it should be completed within 30 days. Completing the EU Survey is mandatory.

#### **SECTION 11 PRIVACY POLICY – PROCESSING OF PERSONAL DATA**

**Vita-Salute San Raffaele University**, with registered office in Milan, Via Olgettina 58, tax code 97187560152 (hereinafter the “**University**”) undertakes to constantly protect the personal data of data subjects, in accordance with the provisions of Reg. (EU) 2016/679 (hereinafter the “**Regulation**” or “**GDPR**”) and of Italian Legislative Decree no. 196 of 30 June 2003 (hereinafter the “**Data Protection Code**”).

#### **DATA CONTROLLER AND DATA PROTECTION OFFICER**

The Data Controller is Vita-Salute San Raffaele University. In accordance with the provisions (i) of the Regulation (see article 37) and (ii) of the CODAU University Administration Association Guidelines, the University has designated GSD SISTEMI E SERVIZI S.C.A.R.L. as its Data Protection Officer (hereinafter "DPO").

The professional nominated by GSD to serve as DPO is Gabriele Tettamanti.

The DPO is at data subjects' service for any information regarding the University's personal data processing operations.

The contacts of the Data Controller and DPO are as follows:

Data Controller's email: [titolare.privacy@univr.it](mailto:titolare.privacy@univr.it)

DPO's email: [privacy@univr.it](mailto:privacy@univr.it)

#### **CATEGORIES AND TYPES OF DATA PROCESSED AND PURPOSES OF THE PROCESSING**

The personal data which you contribute - personal details, contacts, data concerning your academic/educational career, financial data and health data (all together defined as "Personal Data") - are processed for purposes relating solely to the process of selection for and admission to the university course for which you have applied.

Data will be processed in accordance with art. 6, para 1, point e) of the GDPR and, with regard to health data, in accordance with art. 9, para 2, point g). Except for your special categories of data, your personal data may be disseminated through the online publication of the student rankings. You will never be publicly identified by means of your name and/or surname; only your ID code (pre-registration number) will be used.

#### **COMPULSORY NATURE OF THE CONTRIBUTION OF DATA AND STORAGE TIMES**

The contribution of the Personal Data requested is compulsory and in case of failure to contribute them it will be impossible to proceed with the selection process.

The Personal Data acquired will be stored for a period of 1 year from the end of the selection, after which your data will be completely anonymised.

#### **DATA PROCESSING PROCEDURES**

Personal Data are processed using manual and automated tools, by methods strictly correlated to the relative purposes, by means of appropriate security measures and for the period of time required by the current regulatory framework.

#### **DISCLOSURE OF DATA**

Your Personal Data will not be disseminated. This will, however, not apply if the disclosure or dissemination of your Personal Data is required, in accordance with the law, by public authorities for the purposes of defence, security or the prevention, investigation or repression of crimes, or by public entities (government bodies, ministries, Inland Revenue, pension and welfare institutions, public health surveillance organisations and the police) in accordance with legal obligations. The aforesaid will usually operate as independent Data Controllers for their respective processing operations.

#### **DATA PROCESSOR**

Your Personal Data may be disclosed to the providers of services strictly related to and necessary for the Data

Controller's operations, normally acting as data processors under art. 28 of the GDPR. The full list may be requested from the Data Controller at any time by writing to the contacts provided above.

#### **AUTHORISED PROCESSORS**

Your Personal Data may be processed by staff of the departments assigned to pursue the purposes set out above, who have been specifically authorised to process them and have received appropriate operating instructions in accordance with the provisions of art. 29 of the GDPR.

#### **TRANSFER OF PERSONAL DATA**

Personal data acquired by the University will not be transferred outside the EU.

#### **RIGHTS OF DATA SUBJECTS**

Data subjects are entitled to apply to the University, at any time, for access to their personal data, or for their rectification or erasure, or to object to their processing in the circumstances envisaged by art. 20 of the Regulation, and are entitled to request the restriction of processing in the circumstances covered by art. 18 of the Regulation, and to obtain the personal data concerning them in a structured, commonly used, machine-readable format (portability) in the circumstances envisaged by art. 20 of the Regulation.

Requests must be sent in writing, by email to the Data Controller and the DPO.

Data subjects are entitled at all times to lodge a complaint with the competent supervisory authority (Italian Personal Data Protection Authority), under art. 77 of the Regulation, if they believe that their data are being processed in breach of the current law.