



Traineeship mobility grants abroad and selection criteria.

The Scuola Superiore Sant'Anna - as the Coordinating Institution of the "Talent at Work" Consortium - issues the following single call for the awarding of Erasmus+ Traineeship grants aimed at carrying out short or long mobility for traineeship abroad, including blended mode.

In detail, the project, allocates to the Consortium (Project No. 2024-1-IT02-KA131-HED-000211681 CUP J51B24000280006) a total Budget of 237,148.00 EURO for Erasmus Traineeship Mobility.

The call is aimed at drawing up three rankings, one for each institution

With a view to increasing optimization of the management of Mobility funds, the three institutions reserve the possibility of funding their own ranking with residual funds from their own allocations of previous calls and/or with their own funds, whether of EU or other nature.

At the same time, it is announced that through the information notice No. 16383 of November 22, 2024, regarding the publication of the D.D. No. 351 of November 18, 2024, concerning the co-financing of international mobility actions of the Erasmus+ Program aimed at students, for the purpose of learning through internships (international traineeships", 49.677.17 € (CUP J51B24000540001), which will be used to finance the present ranking, with priority for mobilities ending by 31/12/2025 and carried out by candidates with incompatibilities for the allocation of EU funds. This contribution constitutes income and is subject to IRPEF taxation.

Art. 1 Purpose

The European ERASMUS+ Program in Support of Education, Training, Youth and Sport, for the period 2021-2027 (Key Action 131) allows I, II and III cycle students to carry out training periods in companies, training centers, research centers, universities and other organizations that are present in one of the countries participating in the Program or in a partner country (for the list of which see Table A in Article 6 of this notice).

It is specified that it will be possible to allocate a maximum of 20 % of the budget dedicated to Traineeship mobilities (for a maximum amount of 40,587.4 Euros) to mobilities to Partner Countries. Mobilities will then be funded, in order of ranking, until this limit is reached. The remaining mobilities, if deemed eligible, may be implemented at 0 grant, or funded from any other sources of funding, if available.

The Program provides a financial contribution (grant) to partially cover the expenses incurred by the beneficiaries during the period of mobility for internship abroad, which may be supplemented by individual institutions on the basis of the Internal Regulations and any ministerial co-financing received.

Art. 2 Application deadlines, Duration of mobility, limitations and compatibility

Mobilities beginning on or after April 22, 2025 will be considered
All mobility must end by July 31, 2026.

It is possible to apply for a mobility already started before 22/04/2025, if the remaining period to be carried out after 22/04/2025 is at least 2 months (60 days). If the grant is awarded, it will only cover the period from 22/04/2025.

Dates for the start of mobilities to Partner Countries should be planned by applicants consistent with the timing of procedures for obtaining entry visas, if required.

Each internship, to be eligible, must involve physical mobility of no less than two months (60 full days) and no more than 12 months (360 days) in the case of long mobility.

It is also possible to apply for short physical mobility lasting between 5 and 30 days. For learners belonging to cycle I and II, it is essential to combine the short physical mobility with a virtual component (the virtual component has no minimum duration and no financial contribution, but the activities carried out are still recognized).

One or more Erasmus+ mobility periods (for study and/or traineeship), up to a maximum of twelve months, are allowed per study cycle.

Periods of mobility for study or traineeship already carried out under the Erasmus+ Program in the same cycle of studies count towards the maximum twelve months described above. Therefore, students who have previously benefited from an Erasmus grant for study and/or traineeship, but who, in the study cycle during which they are applying, still have a minimum remaining period of two months (or 5 days, in the case of short mobility) in which to carry out a traineeship, may also apply. Previous or ongoing Erasmus mobility periods must still be declared in the application form.

Cycles of study are defined as:

Cycle 1: Bachelor's degree;

Cycle 2: master's degree and single-cycle master's degree;

Cycle 3: University Master's degree, PhDs.

After arrival abroad, it will be possible to extend the mobility period provided that the entire stay, including the extension, does not exceed the maximum limit described above in total. The extension must be linked to the initial period, without interruption, authorized by the host company/institution and the home school. The subsequent disbursement of an additional contribution by the School of affiliation will take place in relation to available EU, ministerial and/or own funding. The request must be made within one month of the Erasmus end date indicated in the contract and authorized by the Host Company/Facility and the School of affiliation.

Art. 3 Mixed mobility (blended)

Any period of internship mobility of any duration can take the form of mixed mobility, which involves combining physical mobility activities with a virtual component. In such cases, the virtual mobility part can be carried out/planned before, during or after the physical part.

The physical mobility part must meet the minimum duration stipulated in the Program Guide, which is 2 months or, in the case of short mobilities, 5 days.

The part of virtual mobility carried out in the home country does not give rise to any grant and does not count toward the maximum Erasmus mobility period per study cycle.

Art. 4 Host organizations

Traineeship is a training activity that the trainee can carry out at:

- Higher education institutions holding ECHE (Erasmus Charter for Higher Education);
- higher education institutions in a partner country recognized by the relevant authorities;
- Any public or private organization from a program country or partner country active in the labor market or in the fields of education, training, youth, research and innovation

By way of example, the following are eligible as internship sites:

- a small, medium or large public or private enterprise (including social enterprises);
- A public body at the local, regional or national level;
- An embassy or consular office in the sending country participating in the program;
- a social partner or other representative of the business community, including chambers of commerce, artisans' or professionals' orders, and trade unions;
- A research institute;
- A foundation;
- a school, institute or educational center (at any level from pre-school to upper secondary education, including vocational and adult education);
- A nonprofit organization, association or NGO;
- A body for career guidance, career counseling and information services.

In contrast, institutions and other EU bodies, including specialized agencies, are not eligible (the full list is available at https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-pr-orfiles_en); organizations that manage EU programs, such as Erasmus+ national agencies (to avoid possible conflicts of interest and/or double funding). Applications for internships in areas to which the [Ministry of Foreign Affairs](#) advises against travel will not be evaluated.

Art. 5 Recognition of Traineeship Training Activity.

Grants are awarded exclusively for full-time Short or Long Mobility for Traineeship abroad activities, which each institution is required to recognize as an integral part of the student's educational program according to internal educational regulations.

For the purpose of this recognition any (parts of) mobility carried out in virtual mode will be considered in the same way as physical mobility.

Art. 6 Financial contribution

Consistent with what is specified in Art. 2 above, ERASMUS+ mobility student(s) may be awarded:

- a) **a grant for individual support for physical mobility (Erasmus+ EU funds)**, the monthly amount of which is determined in relation to the country of destination of the mobile student(s) and the duration of the mobility. Specifically, funding is distinguished by groups of destination countries grouped by cost of living as follows:

For long mobility (minimum 2 months) Table A:

GROUP	COUNTRIES	CONTRIBUTION
GROUP 1 (HIGH cost of living)	<p>Program countries: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, the Netherlands, Sweden</p> <p>Third countries in Region 13 and 14: Andorra, Monaco, San Marino, Vatican City State Faroe Islands,</p>	500 EUR per month

GROUP	COUNTRIES	CONTRIBUTION
	Switzerland and the United Kingdom	
GROUP 2 and GROUP 3 (MEDIUM and LOW cost of living)	Program countries Czechia, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary.	450 EUR per month
GROUP 4 OTHER PARTNER COUNTRIES EXTRA EU	Third countries not associated with the Program in regions 1 to 12 ¹	700 EUR per month

**For short physical mobility (minimum 5, maximum 30 days
PLEASE NOTE For cycle I and II students, a virtual component must be provided.**

Duration of physical activity	Amount (all program countries)
Until the 14th day of activity	79 EUR per day
From the 15th to the 30th	56 EUR per day

b) **a travel grant (EU Erasmus+ funds)** reserved for students and recent graduates on short-term mobility or long-term mobility to non-EU countries (except Regions 13 and 14) calculated on the basis of distances and the possible use of environmentally friendly means (train, autobus) as follows.

Travel distances	In case of non-ecological travel	In case of green travel
Between 10 and 99 km:	28 EUR per participant	56 EUR per participant
Between 100 and 499 km:	211 EUR per participant	285 EUR per participant
Between 500 and 1 999	309 EUR per participant	417 EUR per participant
Between 2 000 and 2 999	395 EUR per participant	535 EUR per participant

¹For an inclusive list of countries, see the [Guide to the Pro g ramma 2024](#) pp. 76-77.

Travel distances	In case of non-ecological travel	In case of green travel
Between 3 000 and 3 999	580 EUR per participant	785 EUR per participant
Between 4 000 and 7 999	1188 EUR per participant	1188 EUR per participant
8 000 km or more:	1735 EUR per participant	1735 EUR per participant

In the case of green travel, up to a maximum of 4 additional days for travel may be considered, which should be taken into account when calculating individual support.

Trainee(s) assigned to a stay under the Erasmus+ Program who benefit from the European Union grant may not be assigned for the same period any other EU grant, while grants from other sources (university co-funding, ministerial, etc.) may contribute to the co-funding of traineeship periods.

Special provisions for the Scuola Normale Superiore

Long-mobile students will receive a supplementary contribution from the School of € 560 until funds are exhausted. The composition of this contribution may include any dedicated ministerial funds. This contribution constitutes income and is subject to IRPEF taxation

Students awarded the above supplementary grant will not be eligible for further funding from the School during the same period for the same or other activities

Any grantees who intend to attend conferences or symposia in a country other than the destination country must promptly notify the Internationalization Service, which will terminate the Erasmus+ Internship Mobility Grant for the days of absence from the Host Institution.

Special provisions for the Scuola Superiore Sant'Anna

For the Scuola Superiore Sant'Anna, the Program provides a financial contribution (grant) to partially cover the expenses incurred by the beneficiaries during the period of mobility for traineeships abroad, which may be supplemented by the School on the basis of internal Regulations. With regard to "Erasmus traineeship stays" for ordinary students, funded by the Scuola, the grant awarded may be combined with the Scuola funding obtained in calls for Soggiorni Fuori Sede or for purposes related to Placement activities, as indicated in Deans' Order No. 2 of February 5, 2025, except for "Soggiorni EELISA"

The Erasmus+ Traineeship grant is compatible with the doctoral scholarship increment for periods of mobility abroad, provided that the doctoral scholarship and the bonus are not financed by European funds.

Special provisions for the Scuola IMT Alti Studi Lucca

The Erasmus+ Traineeship grant or its equivalent, if any, funded through ministerial, university or project co-funding is compatible with the doctoral scholarship increase for periods of mobility abroad.

Art. 7 Supplementary support for pupils with fewer opportunities

Student(s) and recent graduate(s) may submit a valid ISEE entitling them to the Right to University Study benefits by 17/03/2025 (expiration date of this announcement) to their home institution. If the indicator is less than € 27,726.79, according to the indications published by the National Authority (MUR) (Directorial Decree No. 318 of 14-03-2024), such student/s and recent

graduate/s are configured as belonging to the category with fewer opportunities and therefore are entitled to a supplementary amount (from EU Erasmus+ funds), amounting to **€ 250 per month for long physical mobility**, in addition to the contribution referred to in Art. 6 point a.

Pupils with fewer opportunities in short-term physical mobility will be entitled to the following total supplementary amount:

DURATION	SUPPLEMENT TO INDIVIDUAL CONTRIBUTION
Short-term mobility For a period between 5 and 14 days	100 EUR
Short-term mobility For a period between 15 and 30 days	150 EUR

Art. 8 Support for Special Needs for physical, blended or virtual mobility (See All. III Convention)

Any special needs brought about by special physical, mental or health conditions may be reported by candidates to the Reference Office of their home institution in order to enable their institution to request, where possible, additional financial support to cover the expenses of the candidate and/or any accompanying person.

These supports may also help cover costs directly related to the implementation of mobilities carried out in a blended mode.

The manner in which this request can be made, as well as the necessary documentation, will be communicated to those directly concerned by the Office of Reference.

Art. 9 Target audience and how to participate

Contributions are reserved for students from the 3 University Institutions regularly enrolled in the following Courses:

- a) Ordinary courses;
- b) Postgraduate/PhD courses whose administrative location is one of the three institutions. N.B. Ph.D. students with EU-funded fellowships (e.g. PNRR) should refer to the specifications in Art. 10 to this announcement
- c) Level I or II master's degree courses.

An Erasmus Traineeship grant will be available to students who:

- Are undergraduate or graduate students (not more than 12 months after graduation) however selected during their final year of study
- are students of the Postgraduate/Doctoral Courses (including the period after the three-year period, dedicated to the preparation of the Thesis, based on the specific provisions provided by each University Institution).
- Are alumni/ae of Level I and Level II University Master's Courses, in good standing with the educational objectives of the training course attended.

And further that:

- are not benefiting in the same period from a community contribution under other programs;
- know the language of the host country (or English, where used as a vehicular language).

Erasmus+ Traineeship mobility can also be carried out after the end of the regular course of study up to twelve months after the degree is awarded. In this case, the mobility must be carried out entirely before or after the degree is awarded, which cannot take place during the period abroad.

Limitations for the Scuola Normale Superiore

To be eligible to apply for an internship under this call, you must be **enrolled in the third, fourth or fifth year of the regular course** or in the **second, third or fourth year of the advanced course at the time of application**

Art. 10 Incompatibility with other funding

Doctoral fellowships funded with EU and national funds, particularly under the EU-funded National Recovery and Resilience Plan (PNRR) - NextGenerationEU and the National Plan Complementary to the PNRR (PNC), are incompatible with the Erasmus+ funds referred to in this selection. Doctoral students holding the aforementioned grants will still be able to apply and may be placed on the ranking list with a 0-grant Erasmus mobility (no grant), may possibly benefit from funds provided specifically by the MUR and, alternatively, university funds if available.

Special provisions for the Scuola Normale Superiore

Students with community-funded doctoral fellowships may apply and will be able to activate the zero-grant position and apply for the doctoral fellowship increase while still obtaining the additional SNS grant.

Special provisions for the Scuola IMT Alti Studi Lucca.

Students with doctoral fellowships financed by EU funds can apply and if they are placed in a useful position in the ranking list they can receive a contribution equivalent to that provided by the Erasmus+ program, under the same conditions, for the same destination and duration. This contribution constitutes income, is subject to IRPEF taxation, and will be paid in 2 installments (50% of the total at the beginning and 50% in adjustment after the end of the mobility).

Application procedure

The application must be submitted, together with the required documentation, **no later than:**

MONDAY, MARCH 17, 2025 12:00 p.m.

According to the methods described in detail below:

For the Scuola Superiore Sant'Anna - the application form is available at the webpage dedicated to the call for applications. https://www.santannapisa.it/it/in_ternazi

For information: Dr. Claudia Ambrogi - U.O. International Relations - P.za M. della Libertà, 33 - 56127 Pisa - E-mail: erasmus@santannapisa.it- Tel. 050 883712

For the Scuola Normale Superiore - the submission of the application must be made through the Esse3 platform by the above deadline by attaching the following documents made available by the Internationalization Service to the dissemination of the notice:

- the "Application Form for the Erasmus+ Traineeship Call for Applications," containing the detailed project of the traineeship with express reference to its consistency with the course of study pursued and the future career developments of candidates and applicants.

-A letter of intent drafted and **compulsorily signed** by a person in charge at the host institution, indicating all the references of the location where the candidate intends to do the internship period, according to the "Traineeship Proposal Form - Acceptance letter" template;

For each application, under penalty of exclusion from selection, the document "*Evaluation of internship project abroad*" must also be received by the Internationalization Service. This document must be filled out and signed by a faculty member of the School of the candidate's or applicant's choice pertaining to his or her own disciplinary area and sent by the faculty member himself or herself to the email address support.letters@sns.it by the deadline of the call for applications.

For Scuola IMT Alti Studi Lucca - the application must be submitted online through the link <https://forms.gle/QD2yViNHXNe1AFwK9> and you must also get your Advisor's approval by e-mail.

For information: Dr. Daniela Giorgetti - Doctoral and Higher Education Office - Internationalization and Careers Service Section - Piazza S. Ponziano 6 - 55100 Lucca - E-mail: erasmus@imtlucca.it - Tel. +39 0583 4326562.

Art. 11 Selection

Applications submitted will be evaluated by the Commission appointed by Decree of the Rector of the Coordinating Institution of the Consortium and composed of representatives of the three partner institutions.

The composition of the Commission will be announced by the deadline for submission of applications in the dedicated section of the 3 Institutions' website (www.sns.it, and www.santannapisa.it).

The individual candidate is given the opportunity to submit only one application. Rankings will be made by each of the three institutions taking into account the criteria below.

In light of the applications submitted, funding will be allocated among the three institutions in proportion to the budget requested by the respective applicants for physical mode mobility.

Evaluation of applications for relevance will be done by scoring based on the following parameters:

For Scuola Sant'Anna and Scuola IMT Alti Studi Lucca**A. Course of study**

Type of Course	Score
Ordinary Courses	4
PhD/Philosophy courses	3
University Master's degrees	2

B. Course year - in order to prioritize experiences aimed at preparing for the test for the final degree will be given the following assessment.

N.B. The course year in which the applicant is in on the date of application will be decisive:

Course year	Score
Ordinary courses: 1 - 2 years (1-2-3 years for Medicine)	1
Ordinary courses: 3 years (4 years for Medicine)	3
Ordinary courses: 4 years (5 years for Medicine)	5
Ordinary courses: 5 years (6 years for Medicine)	8
PhD 1 year	0
PhD 2 year	4
PhD 3 years (For PhDs lasting 4 years)	6
PhD final year or otherwise in progress	8
Master	1

C. Mobility proposal

Evaluation	Score
Traineeship Agreement completed and signed by the host institution and for Scuola Sant'Anna also by your mentor of reference(ANNEX A)	6
Documented acceptance by the host institution/company (email, letter etc...)	3
Only indication of destination without acceptance and/or traineeship Agreement	0

- D. **Destination:** 7 points for mobilities to a destination country other than one's home country and 0 points for mobilities to the home country;
- E. **Erasmus+ grant:** 3 points for student(s) who have not used an Erasmus+ grant (or equivalent) during the current study cycle and 0 points otherwise;
- F. **Other mobility experiences:** 3 points will be awarded to students who have not had mobility periods abroad of more than 2 months during the current course of study. (NOT VALID FOR SCUOLA SUPERIORE SANT'ANNA)
- G. **Long mobility:** 6 points for mobility of at least 180 days (6 months) (NOT VALID FOR SCUOLE SUPERIORE SANT'ANNA)

In case of a tie, the criterion of the candidate's younger age will be a preference.

PLEASE NOTE: It will be possible to anticipate or postpone the implementation of the mobility, possibly changing its duration, although the request for extension does not give a guarantee of being able to receive the proportional increase in the grant.

It will be possible to change their destination 1 time, in agreement with the Tutor/Advisor of reference, the student/ae will send notice of the change of destination and the reasons for it to the Erasmus Office of reference of their Institution, copying the Advisor/Tutor for approval.

N.B. You will only be able to change your destination within the category you selected during application: Programme Countries or Partner Countries.

Special provisions for the Scuola Normale Superiore

Applications from students/trainees of the Scuola Normale Superiore will be sorted into a single merit list where students/trainees who have not done Erasmus+ mobility for internships in the current study cycle will be ranked at the top of the list in order of score while students/trainees who have already done Erasmus+ mobility for internships in the current study cycle will be ranked at the bottom of the list in order of score.

Conducting short-term mobility (lasting from 5 to 30 days) is not considered as a disadvantage criterion for pupils who intend to apply for long-term mobility.

Mobility to non-EU countries will be allowed to allocate up to 20% of the EU contribution received by the School. When this limit is reached, funds will be allocated in ranking order to applications to EU countries only until they are exhausted.

Within the ranking list, scores will be assigned based on the following parameters:

a) Evaluation of SNS teacher(s) - up to a maximum of 75 points out of 100

Evaluation criterion	Score
Resources of the host company or institution adequate to carry out the proposed Traineeship program	Min. 5 -Max. 25
The programmed activity provides an opportunity to acquire knowledge, skills and abilities that are complementary and compatible with the academic curriculum as a function of the subsequent professional career	Min. 5 -Max. 25
Traineeship program is consistent with the academic curriculum	Min. 5 -Max. 25

b) Course year - up to a maximum of 25 points out of 100

In order to give priority to experiences aimed at acquiring skills for the future careers of candidates and applicants, the following assessment will be given:

Year of enrollment when applying	Year of enrollment during mobility	Score
Ordinary courses: 1st - 2nd year	Ordinary courses: 1st - 2nd year	Application not allowed
Ordinary courses: 3rd year	Ordinary courses: 3rd and 4th years	15
Ordinary courses: 4th year	Ordinary courses: 4th and 5th years	15
Ordinary courses: 5th year	Ordinary courses: 5th and f.c.	25
PhD 1st	PhD 1st	Application not allowed
PhD 2nd year	PhD 2nd and 3rd year	15
PhD 3rd year (or 2nd for 3-year PhD)	PhD 3rd and 4th year (or 2nd and 3rd for 3-year PhDs)	15
PhD last year	PhD final year and f.c.	25

In case of a tie, preference will be given to applicants with the youngest age.

Art. 12 Language Preparation

Applicants should note that the level of language proficiency required for the successful completion of the internship will be the subject of agreement with the host institution and will be included in the Learning Agreement for Traineeship.

As result, regardless of whether or not they possess it at the time of application, each applicant must commit to the level of competence required before departure for the internship: the new portal [OL S](#) Eu/academy is active for trainees/ae who will carry out an Erasmus+ mobility period abroad: assignees will receive appropriate e-mail communication with access credentials.

Rankings and acceptance of Erasmus+ Traineeship grants.

Rankings will be made available on the websites of the 3 institutions (www.sns.it, www.imtlucca.it and www.santannapisa.it) and/or via email to applicants.

Each institution will manage their respective rankings through downgrading in the case of renunciations

In the case of exhaustion of the rankings and resources still available, or of new resources becoming available during the life of the project and within the limits of the deadlines indicated by the National Agency Erasmus+ INDIRE, this call for applications may be reopened to assign additional mobility in order to fully utilize the resources. In this case the already appointed selection committee will be used.

Art. 13 Insurance during the

During the mobility period, the student(s) will benefit from the insurance coverage provided for off-site activities, to be determined according to the specific modalities identified by the home institution.

It will be the responsibility of the candidates to ascertain that the policies provided by the home institution or purchased directly are adequate to the standards required by the host institutions or entities.

Art. 14 Head of Proceedings

The person in charge of the competition procedure under this notice is Dr. Elisa Zanobini, Head of the Internal and External Relations Area - Scuola Superiore Sant'Anna - Piazza Martiri della Libertà, 33 - 56127 Pisa - tel. 050/883550, e-mail: elisa.zanobini@santannapisa.it.

Art. 15 Data processing and confidentiality

Pursuant to EU Reg 2016/679 on the protection of personal data and Legislative Decree 196/2003 as amended, it is hereby notified that the processing of personal data of candidates,

carried out exclusively for institutional purposes, will be based on principles of correctness, lawfulness and transparency, accountability and minimization, in order to protect their confidentiality, as per the information pursuant to Art. 13 et seq.

The candidate agrees that the three Institutions will publish the selection ranking list on their respective websites on the official notice board. The International Relations Office of the three institutions can be referred to for any further information.

Art. 16 Information

For more information, interested parties can consult the section of their home institution's website or contact the Erasmus+ service contacts at their home institution.

Art. 17 Final Provisions

Please note that the information provided in this Call for Proposals may be subject to subsequent changes and additions as a result of the Erasmus+ National Agency communicating new arrangements for the 2024 edition. Any changes will be promptly communicated via the website and/or by email to all interested parties.