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GUIDELINES TO PARTICIPATE IN “UNIVERSITIES FOR EU PROJECTS”

For Students

ERASMUS PLUS KA1

Mobility on Individuals in Higher Education field



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1. GENERAL INFORMATION ABOUT THE PROJECT

The project “**Universities for Eu projects**”, is a Ka.103 Mobility of Individuals in the field of Higher Education project, financed by the Erasmus+ program. The project is promoted and managed by **SEND Mobility Consortium**, a Consortium of 3 organizations and 15 Italian Universities, officially accredited from 2018 to 2021 by the National Agency INDIRE.

The Consortium is composed by:

- **SEND**. Job Agency and International mobility center, 13 years’ activity, realizing mobility programs in the perspective of active policies for employability and professional development.
- **GaragErasmus Foundation**, the first official network of the ERASMUS generation developed in collaboration with the European Commission.
- **Consorzio Arca**, a business incubator, founded in partnership with the University of Palermo to support the creation of innovative enterprises.

Fifteen Universities from 9 Italian Regions, from south to north, where young innovators are trained thanks to study, degree and post graduate courses:

1. **UNI Venice**
2. **UNI Padua**
3. **UNI Parma**
4. **UNI Ferrara**
5. **UNI Macerata**
6. **UNI Marche**
7. **UNI Florence**



8. UNI Pisa

9. UNI Rome Tor Vergata

10. UNI Cagliari

11. UNI Naples Federico II

12. UNI of Salento

13. UNI Catania

14. UNI Kore Enna

15. UNI Palermo

The main objective of the project is to develop a **strategic alliance** among **Higher Education Institutes** and the **labor market in Europe**, offering opportunities for **mobility, traineeship** and **training** for students and recent graduates in the field of **Social Innovation**. This allows on one side to guide the students and recent graduates within the European labor market, to develop “on the job” their competences especially concerning their future profession and their field of studies and to raise their employability; on the other side to create a **quality “mobility system”** within the field of the Social Innovation, which Universities and hosting organizations can benefit from.

In the view to create a quality “mobility system”, the Consortium implements different activities, addressed to students, Universities and hosting organizations, such as:

- Development of a multiservice platform (**SEND Mobility Platform**) to facilitate the matching between organizations and candidates;
- Preparation and useful information;
- General support for hosting organizations and participants;
- A path for the competencies self-assessment, useful to promote the self-awareness of the competencies acquire and develop during the mobility experience;
- Online Linguistic Support



- A clear system of monitoring and evaluation of each mobilities and project activities

Thanks to the funds of the “Universities for EU projects”, the Consortium usually grants for every academic year around **180 traineeships** abroad for students and recent graduates and involves more than **200 European companies and organizations**.

2. ELIGIBLE CRITERIA FOR STUDENTS

The **basic and fundamental criteria** to participate in the “Universities for Eu projects”, and become a trainee are mainly:

- be a **student** of one of the 15 Italian Universities which are member of SEND Mobility Consortium;
- be enrolled in the **I, II, III cycle of studies** in one of the before mentioned Universities;
- have **Italian citizenship** or have a valid **European/Schengen residence permit**;
- have at least **B1 level in English**;
- not have done **more than 10 months out of 12 in Erasmus** for each study cycle;
- be **motivated** in doing a traineeship abroad in the field of **Social Innovation**;

All eligible criteria are detailed in each call for participants published by the Consortium.

Furthermore, there could be some **eligibility and preferential criteria specific for each Universities** of the Consortium. Even these criteria are normally detailed in each **calls for participants** addressed to the students. Every academic year SEND Mobility Consortium usually opens 2 or 3 calls (visit the section “**News**” of the SEND Mobility Platform to see if a call is open!!).



3. BENEFITS TO BECOME A TRAINEE WITH “UNIVERSITIES FOR EU PROJECTS”.

Why should you apply for a traineeship within “Universities for EU projects”? Doing a traineeship abroad with SEND Mobility Consortium, not only give you an amazing opportunity to **learn about life and work in another country**, to **raise your employability** within the European labour market and to **promote your professional self-awareness**, but it also provide you different **services** useful to improve the quality of your mobility experience.

Through the **SEND Mobility Platform** you can take advantages from different services (see also “Instructions to use the platform_ For Students”):

- Information about the **preparation** to your mobility experience
- A **matching system** to easily find your suitable hosting organization
- **Training on Social Innovation**
- **Competences self-assessment and evaluation** of your traineeship

Moreover, the **Testimonials of the Platform** will provide you with further information on mobility experiences previously done by our participants, as well as information about hosting organization. This is a further opportunity to choose the right traineeship for you!

Besides this multiservice platform other services are guaranteed by the Consortium, such as:

- Linguistic preparation and assessment through the **Online Linguistic Support**
- **Support in preparing your documents** required before, during and after your mobility (i.e. Grant Agreement, Learning Agreement)



🌀 **Helpdesk** via email and telephone (see the contacts below)

Most of the students, that already joined “Universities for EU projects”, speak very well about this experience which **influence positively their personal and professional life**.

At professional level you have the chance to improve and develop “**on the job**” **competences related to your field of studies** and your **cross-sectorial competences** such as organizational and communication competences, intercultural competences, team working, problem solving, sense of initiative, creativity etc... All these competences are useful to **enrich your Cv and resume** and therefore to **raise your employability** into the labor market in Europe and in Italy. Moreover, you can **wide your network** with professionals and organizations working in other European countries, thus making easier to get a **job offer** in another country.

At personal level you have the chance to be in touch with another culture, which can develop your **adaptability** and **flexibility** in life and can **wide your perspectives**. Furthermore, it can help you in developing **new and innovative ideas for your personal future projects**.

4. STEPS TO BECOME A TRAINEE

To become a trainee within the “Universities for EU projects” it is very easy. It is enough to follow and implement few and simple steps.

If you have the eligible criteria described in par. 2, the **first step** is to **see if a call for participants is opened** (visit the section “News” of SEND Mobility Platform to see the opened calls). If a call is opened this means that you can apply for a traineeship. The **second step** it to **register your profile** by filling the online form on Send Mobility Platform.

It is possible to find the before mentioned form in the page “Registration Students” of the platform. The online form includes different sections that should be duly filled:

🌀 **Personal Data;**

- **Personal Contacts;**
- **Academic background** in this section we ask you to provide information about your curriculum studiorum
- **Experiences and Interests** in this section you can identify and describe your main interests and experiences regarding your field of studies and the field of Social Innovation. (in order to know better what Social Innovation is, see the section of the platform dedicated to this topic under “Library”);
- **Your Traineeship** in this section you can describe the type of traineeship you wish to do (i.e. country of destination, type of entity, competences you want to develop, position etc...)
- **Annexes** in this section you can upload the documents required to apply for the traineeship (carefully read the call to know which annexes you must attach to your application). All the documents must be in pdf or in mp4 format.

Please fill in properly the e-form and check if you have attached all the annexes required by the call. This may influence your selection!!!

After the registration, the **third step is the selection phase**. SEND staff gathers all the applications and select the candidates according to the documents and e-forms submitted. After the selection the results are officially published and the platform administrator gives to the selected candidates the access to the “**Reserved Area**”. This means that they can see the list of the hosting organizations and the related traineeship offers.

From now on the **fourth step** can start: the **searching for the hosting organization**. Selected candidates can directly contact the suitable organizations for them. On the other side, hosting organization considers their Cvs and Motivation Letters and may ask to fix an online interview. Once the selected candidate has found the hosting organization, he/she have to communicate this information to SEND. Then he/she can start with the **preparation procedures to the mobility**.



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5. TYPE OF TRAINEESHIPS

In general, with an Erasmus mobility for traineeship it is possible to do 3 different type of traineeships:

1. **Embedded Traineeship** > this activity is mandatory to get the final degree and it is normally recognized in the students' curriculum studiorum through ECTSs;
2. **Voluntary Traineeship** > this traineeship can be done voluntary without any recognition of ECTSs by the University. By the way, even this type of traineeship is officially recognized through a Traineeship Certificate issued at the end of the mobility;
3. **Post-graduation Traineeship** > this type of traineeship is normally done after graduation by recent graduates. For recent graduates it is possible to do an Erasmus traineeship by 12 months from their graduation and they must apply for a call of participants when they are still students enrolled in one of the University of the Consortium.

6. STARTING AND DURATION OF THE TRAINEESHIP

With "Universities for EU projects" it is possible to activate traineeships which last **min. 2 and max. 3 months**. It is possible to extend the traineeship only one month before the end of the mobility. In this case the grant of the extra month/s will be guarantee by SEND if there are available funds in the moment of the request.

To extend the traineeship the student must fill the part "**During the Mobility**" of his/her "Learning Agreement. This document must be **approved by the sending (University) and the hosting organizations**.

Concerning the starting of the traineeship this depends on the opened calls for students. When a call is opened, SEND normally establishes a period (about 3 months) where students can leave and starting their traineeship abroad.



Generally, SEND opens calls in Autumn and Spring. In the section “**News**” of the Platform it is possible to see when a call for students and recent graduates is opened.

From 2020 due to Covid-19 pandemic, **virtual and blended mobility are also eligible activity**. The virtual part of the traineeship does not have limit of duration, while the physical one must respect the time limit indicated above. These activities are fully recognized through ECTS and Certificates, but only for the virtual part it is not guarantee the financial support.

8. ACTORS, ROLES AND RESPONSABILITIES

Different actors are involved in the traineeship for HEI students, who have different role and responsibilities:

- 🌐 **INTERMEDIARY ORGANIZATION:** SEND is the intermediary organization within the “University for Eu projects”. The organization deals with all the phases of the mobility:
 1. **selects** the candidate/s,
 2. **provides tools** to facilitate the **suitable matching** between the hosting organizations and the participants,
 3. **prepares the trainees** before their departure,
 4. **monitors** and **evaluates** the mobilities,
 5. **gives general support** to the organizations and the trainees,
 6. **takes care of all documentation** that the participant needs to do his/her traineeship abroad such as the Learning Agreement and the Grant Agreement,
 7. **manages the grants** for traineeship,
 8. **is directly in contact** with the sending organizations,

SENDING ORGANIZATION: the 15 Universities who belong to the SEND Mobility Consortium have the role of sending Institutions. This means that they have the following responsibilities

towards their students, selected to participate in the “Universities for EU projects”:

1. assign a **University tutor** who can provide support to the student,
2. **agree** with the student and the hosting organization the **Learning Agreement**,
3. **sign** and **approve** the Learning Agreement,
4. **approve the extension** of the traineeship,
5. **recognize the credits** to the participants according to the European Credit System,
6. provide an **accident and liability insurance** which covers the whole period abroad,

🌐 **HOSTING ORGANIZATION:** hosting organizations are all the eligible bodies/entities (see par. 2) who decide to host one of our selected students or recent graduates. The organization must be registered on the SEND Mobility Platform. They should guarantee to the trainee a **quality traineeship experience**, which allow them to develop their skills and acquire new competences in their field of studies. The main responsibilities of the hosting organizations are the following:

1. assign a **tutor** and if it is available a **mentor** to give support to the student on the job and in his/her life out of the office,
2. **agree** with the student and the sending organization the **Learning Agreement** (tasks, learning results and objectives etc...),
3. sign the **Letter of Arrival** which attests the starting of the traineeship,
4. **approve the extension** of the traineeship,
5. issue and sign the **Traineeship Certificate at the end of the mobility**.



8. COSTS

All costs are covered by the project. Participants are granted by “UNIVERSITIES FOR EU PROJECTS” funded by the ERASMUS + _Higher Education individual mobility programme. The Grant covers **travel, subsistence and insurance costs** through a **monthly lump sum** which includes a basic contribution plus a contribution for traineeship. In case the trainee has disadvantaged economic conditions, he/she will receive 100 euro/month more.

The **total amount** depends on the **duration** of the traineeship (number of months) and on the **country of destination**. The monthly contributions are calculated following the guidelines established by the Erasmus+ program.

The **insurance** is covered by the sending Institutions, which normally provide an insurance for all their students and recent graduates even for activities abroad related to their studies. The insurance normally covers **accidents** during the work and the travel and the **liability to third parties**.

9. CONTACTS

For further information don't hesitate to contact the Project Coordinator of SEND, **Sara Paolazzo** via e-mail: mobility@sendsicilia.it or by telephone: +39 0916172420.

Participate in “Universities for Eu projects” and
Be Part of Social Innovation!