GUIDELINES TO PARTICIPATE IN "UNIVERSITIES FOR EU PROJECTS"

For Hosting Organizations

ERASMUS PLUS KA1

Mobility for Individuals in Higher Education

INDEX

1. GENERAL INFORMATION ABOUT 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,** which includes 3 organizations and 15 Italian Universities. The Consortium is officially accredited from 2018 by the Italian National Agency INDIRE.

a) The Consortium is composed by:

- 🌐 **SEND.** Job Agency and International mobility center that implements 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 start-ups.

b) Fifteen Universities from 9 Italian Regions, from south to north, where young innovators are trained thanks to study 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 their competences though a "on the job" experience especially concerning their future profession and their field of studies and to raise their employability. On the other side the project aims to creates 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:

- The development of a multiservices platform (**SEND Mobility Platform**) to facilitate the matching between organizations and candidates;
- Provide 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 acquired and developed during the mobility experience;

- 🌐 Online Linguistic Support
- 🌐 A clear system for monitoring and evaluation each mobilities and project activities

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

2. ELIGIBLE CRITERIA FOR HOSTING ORGANIZATION

The **basic** and **fundamental criteria** to participate in "**Universities for Eu projects**", and become an hosting organization are:

- 🌐 be a **public and private organizations/enterprises/companies, Higher Education Institutions and Research Institutes** officially registered in your country etc.. Agencies, bodies or institutions of the European Union are not eligible hosting organizations.

- 🌐 be based in one of the **27 UE member** states plus **Island, Liechtenstein, Macedonia, Norway and UK**

- 🌐 operate in the field of **Social Innovation**

Furthermore, your organization should be **interested** and **motivated** in hosting international trainee, by offering a valuable traineeship experience to students and /or recent graduates in the field of Social Innovation. You should also be aware and prepared about your **role** and **responsibilities** as hosting organization (see the par. 5).

Hosting an international trainee doesn't require only responsibilities, but it can also bring **benefits** and a **positive influence** to your organization, staff and working environment.

3. BENEFITS TO BECOME AN HOSTING ORGANIZATION

Why should your organization host an international trainee? Hosting not only gives the trainee an amazing opportunity to learn about life and work in your country, to raise his/her employability within the European labor market and to promote his/her professional self-awareness, but it also brings different benefits to your organization as well.

All the trainees, who participate in "Universities for EU projects" are **I, II III cycle of studies University students** or **recent graduates** enrolled in one of the **15 Italian Universities**, member of SEND Mobility Consortium. They attend or have attended degree courses in different sectors related to the **Social Innovation** filed such as Biology, Law, Architecture, Engineering, Social Sciences, Political Sciences, Languages, Literature etc... This can give your organization the guarantee that you host a **qualified, passionate and motivated** person in his/her field of studies, and your employers may also learn from him/her. Moreover, a pre-selection, made by SEND, the project coordinator, makes easier to run into a **young talents** and **innovators,** that may become your future employer.

Most of the hosting organizations, that already joined "Universities for EU projects", speak very well about this experience which influence positively their working environment. Indeed, young trainees have usually a **fresh attitude** and **new/innovative ideas** which can invigorate your organization. Furthermore, since they come from another country, they can also feed your working environment with his/her **different culture**, **languages** and **perspectives**.

In other words, to host an international trainee is an **affordable** choice for your organization that give you the chance to **internationalize** your work and your office, to **invest in new human resources**, to **challenge your employers and last but not least** to **improve your organization know-how**. Look at the **"Testimonials"** to read about organizations and student' experience and benefits within the project.

You can take advantage from all the benefits described above, by following and implementing **few and simple steps**.

4. STEPS TO BECOME AN HOSTING ORGANIZATION

To become a hosting organization within the "Universities for EU projects" it is very easy. It is enough to follow and implement few and simple steps.

The first step is to visit **SEND Mobility Platform** and **register your organization** by filling an easy online form. This action takes no more than **15 minutes**!

It is possible to find the before mentioned form in the page **"Registration Hosting Organizations"** of the platform. The online form includes different sections that should be duly filled:

- **General Information** about your organization (Official legal name, name in English, address, country, contact person's details etc...);

- **Experiences of your organization**: in this section you can identify and describe the main business and activities of your organization and provide also more information about your experiences in hosting students/trainees. Furthermore, you can describe your involvement in the Social Innovation field, the main topic of the project (in order to know better what Social Innovation is, see the section of the platform dedicated to this topic under "Library");

- **Traineeship offer/s:** in this section you can describe the traineeship/s you intend to offer

and the basic/professional competencies you require from the trainee/s, as well as the competencies they may develop and the equipment/financial contribution your organization provide during the traineeship. You have the possibility to add **max. 3** different traineeship offers.

- 🌐 **Last Questions:** in this section you can provide information to the trainee about your city and your country such as cultural events, traditional fests, concerts, leisure activities. Furthermore, you can specify if you support the trainee in finding his/her accommodation or you can suggest some reliable websites where it is possible to find good and cheap flats and apartments in your city.

Please try to be **as much detailed as possible** in filling the above-mentioned form, in order to facilitate the matching with your suitable candidate/s. For further information about registration see the **"Guide for Registration".**

After the registration, the administrator will include the profile of your organization in the **database** provided by the SEND Mobility Platform. This list of vacancies and hosting organizations will be visualized by the selected candidates, to **facilitate the matching** between your offer the most suitable trainee/s. Hosting organizations will be then **contacted directly by the candidates** and you will have time to consider their **CVs** and **Motivation letter** and to fix a **skype interview.**

Whenever you want you can have access to your organization profile with the credentials used during the registration. This will allow you to update your form and your traineeship offer/s.

It may happen that you won't be contacted by our candidates. This means that in that specific moment nobody it is interested in your traineeship offer. Anyway, if you are registered on the platform, you can be contacted when the next call is opened by SEND and new candidates are selected.

The Consortium normally open for every academic year **2/3 calls** for students and recent graduates When candidates are looking for hosting organizations, you'll receive an **email as reminder** to the address indicated in the form. The email will invite you to look at your profile and update your traineeship position/s.

If you want to cancel your registration on the platform, you should send an email to mobility@sendsicilia.it, by confirming your cancellation and explaining the reason of your decision.

5. STARTING AND DURATION OF THE TRAINEESHIP

To activate the traineeship the student selected will ask you to sign and fill in the Learning Agreement, which must be **approved by the sending and the hosting organizations**.

This document includes three parts: Before, During and After the Mobility.

- **"Before the Mobility"** you should indicate the traineeship activities, monitoring and evaluation and if you foresee for the trainee a financial contribution.

- **"During the Mobility"** this part must be filled and signed by your organization, just in case you want to extend the traineeship period or modify the activities of the traineeship.

- **"After the Mobility**" is the last part of the document also called "Traineeship Certificate". This part must be filled and signed by your organization at the end of the traineeship.

Traineeships may 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. Once the trainee is arrived at destination and starts his/her traineeship, trainee will ask you to fill and sign his/her **letter of arrival**.

Concerning the starting date of the traineeship this depends on each call for students. When a call is opened, SEND normally establishes a period where students can leave and starting their traineeship abroad.

Generally, SEND opens calls around **Spring and Autumn.** In the section **"News"** of the Platform it is possible to see when a call for students and recent graduates is opened, in order to know when you can host one of our trainees.

From 2020 due to Covid-19 pandemic, **virtual and blended mobility are also eligible activities**. 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.

6. ACTORS, ROLES AND RESPONSABILITIES

Different actors are involved in the traineeship for HEI students and recent graduate, 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 **evaluate**s the mobilities,

    5. **gives general support** to the organizations and the trainees.

    6. **takes care of all documentation t**hat 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 lability 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. 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.**

6. **Fill the evaluation questionnaire foreseen by the project.**

7. 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 Erasmus+ grant is compatible with any form of financial contributions provided by the hosting organization, but it is not compatible with other UE grants/funds.

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.**

8. 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!