



Call for selection “Erasmus+ Traineeship”

ERASMUS+ Program for higher education students Key Action 1 – Student Mobility for Traineeship

Project EU4EU European Universities for the EU – France

2021-1-FR01-KA131-HED-000006241 for the assignment of N°25 mobility contributions.

2022-1-FR01-KA131-HED-000064459 for the assignment of N°45 mobility contributions.

Academic Year 2022-2023
Online application www.eu4eu.org

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Introduction

Project promoted under the European Union Erasmus + KA1 2022 Program from the University of Lille in Consortium with:

University of Bordeaux
 University of Tours
 University of Caen Normandie
 University of Pau
 CY Cergy Paris University
 University of La Rochelle
 Institut Polytechnique UniLaSalle Beauvais
 Bordeaux Montaigne University
 Sciences Po Lille
 Sciences Po Rennes

Call for the award of maximum 45 scholarships lasting from 60 to 180 days to students enrolled in the first, second or third cycle of studies (undergraduate and graduate, first and second level masters, research doctorate) of any course of study at one of the universities in the Consortium, draw on funds from the Erasmus + project **2021-1-FR01-KA131-HED-00006241 and 2022-1-FR01-KA131-HED-000064459**.

- Deadlines for completing the application: First application phase, “Pre-Registration” (alternative to "Registration", cf. subsequent art. 3.1): 27 October 2022
- Second application phase, “Registration” and “Matching”: 28 November 2022

Art.1 General information

Erasmus+ Traineeship is the EU Program active in the fields of education, training, youth and sport for the period 2021-2027 which supports the international mobility of students and future graduates, with the aim of improving the level of transversal and professional competences, with special reference to their relevance for the labor market and their contribution to the creation of a cohesive society.

The "Erasmus + for Traineeship" scholarships are awarded for the following activities in a foreign host organization:

- curricular traineeships;
- post-graduate traineeships.

Art.1.1 Learning Objective

The expected learning objective for the internships offered by this call and preferential criterion in the evaluation of the application is the development of professional skills useful for:

- seizing EU funding opportunities,
- presenting financing proposals,
- managing and implementing project activities.

The purpose of the Eu4Eu Project is the development of transversal skills, including but not limited to: project management, project design, digital skills, web and graphic design, marketing, communication,

social media management, business and administration, which significantly enrich curriculum profiles and can easily be spent in other professional sectors, raising the prospects of employment for participants.

Art.1.2 Target beneficiaries

The internship is intended for students registered and / or enrolled in the first, second or third cycle of studies (undergraduate, graduate, and post-graduate) of any field of study at one of the partner Universities of the Consortium: University of Bordeaux

University of Tours, University of Caen Normandie, University of Pau, University of Lille, CY Cergy Paris University, University of La Rochelle, Institut Polytechnique UniLaSalle Beauvais, Bordeaux Montaigne University, Sciences Po Lille and Sciences Po Rennes.

The internship must be part of the candidate's study programme and must be covered by an internship agreement.

Art.1.3 Admission requirements and reasons for forfeiture of the scholarship

- Being enrolled in the first, second or third cycle of studies (bachelor's and master's degree, first and second level master's, research doctorate) of any field of study at one of the partner universities of the Consortium.
- Having demonstrable knowledge equivalent to at least level B1 of the English language as required by art. 3.2.
- Having a minimum number of 60 days of mobility per internship available, in accordance with the Erasmus + Program in their course of study and therefore not having already used the maximum number of months of mobility allowed by the Erasmus + Program in their course of study.
- Not being granted other funding for stays abroad disbursed from European Union funds that overlap, even partially, with the Erasmus + internship period.
- Students who intend to carry out the internship during the course of study must maintain the status of "student" for the entire duration of the internship; obtaining the academic degree during the internship will result in the forfeiture of the scholarship and the refund of the sums received.

The absence of any of the aforementioned requirements will result in the exclusion of the candidate from the following phases of the selection. Candidates are admitted to the selection subject to the verification of the prescribed requirements. The National Coordinator may decide at any time, with a motivated resolution, the exclusion from the selection for lack of the admission requirements prescribed by the Call.

Art.1.4 Destination Countries

- Erasmus + for Traineeship mobility can be carried out in host organizations and institutions of the Member States of the European Union and other Program Countries listed below:
- Member States of the European Union: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- Non-EU countries participating in the Program: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey.

Art. 1.5 Traineeship period, duration and blended mobility

The internship must take place in the period between January 02, 2023 and May 31, 2024. Internships must have a minimum duration of 60 complete and consecutive days, and a maximum of 180 complete and consecutive days. The jury reserves the right to limit the contribution up to a maximum of 120 days, in the event that the overall budget of the Project does not cover all the required months. During the internship, participants can request an extension of the grant, which will be granted after checking the budget coverage.

In case of containment measures linked to COVID, internships can be carried out with blended mobility, providing for a minimum of 60 days of internship in presence and a period of maximum 120 days at distance, through virtual and online activities.

Art. 1.6 CFU (University Credits)

For students, Erasmus + for Traineeship mobility is an internship experience the recognition procedure of which is carried out in accordance with the regulations and teaching plans of the various study programs and according to the rules and procedures established by each university of reference. Winners are required to find information on the recognition of CFU before departure from the Mobility Coordinator / Coordinator for teaching and / or the internship office / Erasmus office of their home university.

Art. 1.7 Methods of mobility monitoring in itinere and ex-post

A quality monitoring is planned, based on three different moments through web surveys:

1. Entry mobility survey, sent two weeks after the start of the mobility. The survey aims to monitor the quality of the trainee's social-employment placement and detect any critical issues (relationship with tutors and colleagues, relevance of duties, search for accommodation). Filling in the survey is not mandatory, the trainee will only have to fill it in to report any proven critical issues and to request prompt support from the National Coordinator.
2. Outcome mobility survey, sent before the end of the mobility. The survey aims to investigate the quality of the trainee's training path and the project, at the end of the mobility experience. Filling in the questionnaire is mandatory and binding for the purpose of paying the scholarship (see art. 2.3);
3. Follow-up survey, sent at least 5 months after the end of the mobility. The survey aims to investigate the impact of the mobility project at the training and occupational level detected on the trainee in the medium to long term. Filling in the questionnaire is mandatory. Students will receive all the questionnaires at the email address indicated at the time of application and are required to communicate any changes of address.

Art.2 Erasmus+ financial contribution

The financial contributions of Erasmus+ for Traineeship mobility are paid based on the actual duration in days of the internship, certified by the certificate of attendance issued by the Host Organization (Traineeship Certificate). The duration must not be less than 60 days nor more than 180 days.

Any extensions will be financed only in case of availability of funds. The amount of the Erasmus + grants varies depending on whether the destination country belongs to one of the following groups:

- GROUP 1 (high cost of living): **520€** /month. Destination countries: Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.
- GROUP 2 (medium cost of living): **470€**/ month. Destination countries: Austria, Belgium, Cyprus, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain.
- GROUP 3 (low cost of living): **420€**/month. Destination countries: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Republic of North Macedonia, Turkey.

In case of exhaustion of EU funds or simultaneous assignment of other EU funds, or upon specific request of the student and prior authorization from the university, it will be possible to assign to the eligible students, in order of ranking, the status of "Erasmus zero-EU- Grant " which allows to benefit from mobility, without receiving the EU financial contribution.

Art. 2.1 Students and recent graduates with fewer opportunities

Students with fewer opportunities means being a participant in one or more of the following conditions: with needs related to physical, mental or health conditions; with socio-economic disadvantaged conditions. Students with fewer opportunities receive a supplement of the individual contribution assigned for Erasmus + physical mobility of 250 euros / month.

Art.2.2 Tax conditions of the Erasmus+ contribution

International mobility grants are exempt from income tax, according to Articles 79 to 81 ter of the General Tax Code.

Art. 2.3 Methods of payment of the scholarship

- The contribution will be paid in two installments:
- The payment of the first installment (equal to 70% of the total) will be arranged by the National Coordinator at the beginning of the internship period, usually within 30 days following the upload to the Portal of the "Letter of Arrival" at the host organization ("Host Organization"), provided that the student has already signed the Grant Agreement referred to in the following art. 4.4.
- The payment of the second installment (equal to 30% of the total) will be disbursed at the end of the internship, within 30 days from the completion of the last of the following activities: delivery of the complete final internship documentation (complete Learning Agreement); online submission of the EU Survey; online submission of the Survey Mobility Outcome EU4EU - European Universities for the EU (see art. 1.7).

Art. 3 Application and Host Organizations

Art. 3.1 Application procedure

Applications must be submitted exclusively online through the EU4EU Portal (www.eu4eu.org - "Portal") starting from October 04, 2022.

For more information on the documents and procedures mentioned in this Call, please refer to the "Guidelines" available on the homepage of the Portal.

The submission of the application form is divided into two distinct phases:

- the "Pre-registration" (from from October 04, 2022 to October 27, 2022) or, alternatively, the "Registration" (from October 28, 2022 to November 28, 2022), and
- the "Matching" with the Host Organizations (from November 03, 2022 to November 28, 2022).

Students who complete the "Pre-registration" will have the advantage of obtaining the additional score provided by the following art. 4.1 and will be able to participate in the "Matching" phase from the first useful day. They will therefore have greater opportunities to intercept and apply with the Host Organizations of their interest. Students who do not "pre-register", will "register" when the Matching phase has already begun, and will have to wait for their profile to be approved in order to start the Matching. The approval of the profile during the "Matching" phase would take up to 5 working days.

Art. 3.2 Pre-registration and Registration

To complete the Pre-registration (from from October 04, 2022 to October 27, 2022), or alternatively the Registration (from October 28, 2022 to November 28, 2022) on the Portal, the candidate must complete and submit the application form online, uploading the following documentation to his/her profile :

- Curriculum vitae in English (.pdf format, with the following file name "CV_Name- Surname")
- Motivational letter for participation in the Call in English (.pdf format, with the following file name "ML_Name- Surname")
- One of the following documents proving the level of English language equal to or better than B1 dating from up to two years earlier, which will be verified by the Evaluation Commission referred to in the following art. 4.2:
 - Language certificates (Cambridge, TOEFL, IELTS, Trinity ESOL, etc.);
 - Certificate issued by the English Language Center of the University;
 - Certificate issued by an English language school;
 - University study plan certifying the passing of the English language exam or the English proficiency test;
 - Link-URL to his/her own English language Video CV.

N.B Uploading a Certificate certifying knowledge of a language other than English DOES NOT replace the English language certificate required as an admission requirement for this Call. Any additional language certificates will be considered a plus and will be assessed during the selection phase in the attribution of the score relating to language skills (see following article 4.1).

During this phase, the candidate must digitally sign the "Declaration of Compliance", which self-certifies the correctness and truthfulness of the information declared.

Candidates will receive the results of the Pre-registration and Registration via email at the email address indicated in the application form. Candidates who have completed this first phase on schedule and who meet the formal requirements for participation (see Article 1.3) will receive an email notification for access to the Matching phase.

Art.3.3 Matching phase

To successfully complete the application, during the Matching phase, candidates must upload the "Letter of Availability" signed by the legal representative or internship tutor of the Host Organization and by the candidate himself on the Portal. The Host Organization sends the Letter of Availability to the candidate. The candidate must sign it and upload it to the Portal. The Portal will automatically generate an email notification of the upload of the Letter of Availability and subsequent completion of the application.

Late, incomplete, non-compliant applications or application including declarations that do not comply with the participation requirements will be considered null and void. Applications to Host Organizations that are not eligible or suitable to participate will also be excluded (see articles 3.5 and 3.6). Communications in this and all other selection phases (assignment of scholarships, takeover of suitable candidates and internship management) will only be made by e-mail.

The completion of the application occurs with the upload of the Letter of Availability to the Portal by the deadline of November 28, 2022.

Art. 3.4 Search for the Host Organization

Candidates can propose a Host Organization independently or select one from the Portal database. The latter will only be available to candidates admitted to the second application phase, i.e. the Matching phase. The candidate will proceed to contact the Host Organizations or will be contacted by them to arrange the selection interviews. All Host Organizations present on the Portal will already be in possession of the requirements to participate. It will be the responsibility of the candidate who wants to propose a Host Organization not registered on the Portal to ensure that it registers on the Portal at least 24 hours before the end of the Matching phase, in order to allow the National Coordinator to evaluate the registration of the Host Organization, to approve it if necessary, to allow the Host Organization to create the Letter of Availability and send it to the student once signed, and finally to enable the student to sign it and upload it to the Portal. In the event that the proposed Host Organization does not meet the eligibility and suitability requirements provided (see articles 3.5 and 3.6), its registration on the Portal will not be approved and consequently the Host Organization will not be considered eligible for this Call.

Art. 3.5 Eligibility Requirements of Host Organizations

As per definition provided by the 2022 version of the "Programme Guide" of the European Commission, the Host Organization hosting the internship will be:

- any public or private organization of a country participating in the program active in the labor market or in the field of education, training, youth, research and innovation. For example, such an organization can be:
 - a public or private enterprise, small, medium or large (including social enterprises);

- a public body at local, regional or national level;
- or an embassy or consular office of the EU Member State or third country associated with the sending programme;
- a social part or another representative active in the labour market, including chambers of commerce, orders of artisans or professionals and trade union associations;
- a research institute;
- a foundation, a school, an institute or an educational center (at any level, from pre-school to upper secondary education, including vocational and adult education);
- a non-profit organization, association or NGO;
- a body for career guidance, career advice and information services;
- a HEI from an EU Member State or a third country associated to the programme holding a CEIS or a HEI from a third country not associated to the programme, recognised by the competent authorities and having signed inter-institutional agreements with its partners from the EU Member States or third countries associated to the programme, prior to the mobility.

The following types of organizations are not eligible as Host Organization for internships of students in mobility: EU institutions and other bodies, including specialized agencies (the full list is available at [http://europa.eu/european -union / abouteu / institutions-bodies_it](http://europa.eu/european_union/abouteu/institutions-bodies_it)); organizations managing EU programs, such as Erasmus + National Agencies.

Host organizations must be formally registered in the country of mobility.

Host Organizations must be based in one of the countries participating in the Erasmus + Program as specified below:

- Member States of the European Union: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- Non-EU countries participating in the Program: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey.

N.B: Students cannot carry out the internship in the same country in which their home university is located.

Art. 3.6 Suitability Requirements of Host Organizations

At the sole discretion of EuGen, only those Host Organizations deemed suitable in terms of: organizational reliability, presence and availability of the tutor, adequacy of the logistical conditions, consistency of the tasks foreseen in the internship offer with the [objectives and values of the European Union](#) enshrined in the [Lisbon Treaty](#) and the [EU Charter of Fundamental Rights](#), compliance with the precepts of the [European Quality framework for Internships](#), will be admitted to the Portal database.

Art. 4 Scholarships selection and assignment

Art. 4.1 Selection Criteria

The selection procedure will take place through the evaluation of the following indicators:

1. Presence of focus in EU project management, highlighted in the Letter of Availability (maximum 15 points);
2. Consistency of skills and experiences acquired in the training and professional field expressed in the CV and in the motivation letter with the expected training objective (see Article 1.1) and with the internship duties expressed in the Letter of Availability (maximum 50 points);
3. Assessment of language skills, as shown by the certification of English language and any other languages held by the candidate (maximum 15 points).

Furthermore, to encourage the presentation of applications as soon as possible and facilitate the selection of Host Organizations in the general interest of all Program participants, the following scores will be assigned:

- 5 points to each candidate who completes the Pre-registration by 27 October 2022;
- 5 points to each candidate who completes the Matching phase by 14 November 2022.

In the event of two or more candidates with the same score, the priority in the ranking will be established based on the order of arrival of the applications as resulting from the online application system.

Art.4.2 Evaluation Committee

With a subsequent resolution signed by the University of Lille, National Coordinator, the Evaluation Committee will be appointed. This will be composed of two experts in international mobility programs of the National Coordinator, and an external collaborator of the National Coordinator expert in European planning. The Committee will evaluate the candidates with unquestionable judgment and draw up a single merit ranking. Candidates who obtain the minimum score of 50/80 will be deemed suitable. All suitable candidates who achieve a useful position in the ranking will be awarded the mobility grant until all the available scholarships are assigned.

Art 4.3 Communication and publication of the results

The results of the selection will be communicated to the candidates on their e-mail address indicated in the application form and published on the Project web page www.eu4eu.org and on the websites of the Consortium Universities no later than December 16, 2022.

Art. 4.4 Acceptance of the Erasmus+ contribution

Successful candidates must formalise their acceptance of the grant on their profile on the Portal, in accordance with the procedures they will receive by e-mail together with the admission notice. In case of non-acceptance by the deadline indicated in the admission communication, the mobility scholarship will be deemed as waived.

The definitive assignment of the contribution is subject to the upload to the Portal - by the winners - of the "Learning Agreement for Traineeship" prepared by the students with their home university and the chosen Host Organization. Subsequently, the winners will receive by email a copy of the financial agreement or "Grant Agreement". The latter must be signed by the winner and sent to the National Coordinator in the manner that will be indicated in the admission notice.

Art. 4.5 Waiver of the Erasmus+ contribution

Accepting the Erasmus + internship is a serious commitment made by the candidate. Any cancellations made before or during the mobility must be communicated in writing and duly justified for serious and proven cases of force majeure, to the National Coordinator at italianconsortium@eu4eu.org and to the Host Organization. The minimum internship period at the Host Organization, necessary for the recognition of mobility and to be eligible for an Erasmus grant, is 60 days, unless otherwise specified by the Indire National Agency. The interruption of mobility before said period will result in the refund of the amount received in accordance with the provisions of the Indire National Agency, unless proven cases of force majeure occur.

Art. 4.6 Scrolling of the ranking

In case of renouncement by the winners, the ranking of suitable candidates will be scrolled, the suitable candidate placed in the position immediately following that of the renouncer in the final ranking will take over. The rankings will be scrolled also if additional funding becomes available. If the rankings are exhausted and there is a residual availability of contributions, the deadlines for the submission of applications may be reopened.

The candidates concerned will be notified of the scrolling via email, as well as on the Project web page www.eu4eu.org and on the websites of the Consortium Universities. It is understood that, in case of scrolling of the ranking, the mobility grant will be assigned upon acceptance by the student as indicated in art. 4.3 and upon written confirmation by the Host Organization of its willingness to postpone, where necessary, the expected start date of the internship and its duration.

Art.5 Extraordinary application procedure

In the event that at the publication of the merit ranking there are remaining unassigned scholarships, one or two extraordinary application windows will be opened until the scholarships are exhausted and in any case no later than 31 December 2023.

To participate in the extraordinary application procedure, interested candidate must register on the Portal and complete their profile by uploading all the required documentation (see Article 3.2). Once registration is complete, candidates will be able to immediately access the Matching phase and find the Host Organizations. The applications received will be evaluated according to the selection criteria provided (see art. 4.1).

Students pre-registered between Octobre 04, 2022 and October 27, 2022 will also have direct access to the Matching phase of the extraordinary procedure.

With a subsequent provision of the President of EuGen, National Coordinator, the Evaluation Committee will be appointed (see art. 4.2) for the preparation of the merit ranking that will be published at the end of each extraordinary application window.

The opening of the extraordinary procedure window, if any, will be communicated with a notice of the President of EuGen.

Art. 6 Preparation for departure

Art. 6.1 Third party liability and accident insurance

The insurance for accidents and responsibility in the workplace, which the student automatically benefits from when enrolling at the University, is extended, in the same way, for the entire period of internship abroad at the host institution. The policies and information are published on the web page of the individual universities. The aforementioned insurance covers only internship activities and does not include coverage of risks associated with the exercise of the medical profession and health facilities. Unless otherwise indicated by each university, students of the health area will be responsible for finding such insurance independently. For any details, candidates can contact the Erasmus / International Relations or Placement Offices of the home university.

Art. 6.2 Health insurance

Mobility students are required to make their own arrangements for adequate health insurance cover during their stay abroad, in accordance with the procedures laid down by the host country.

If the applicant holds the European Health Insurance Card (EHIC), he/she is automatically entitled to benefits from the National Health Service in all EU countries. However, the coverage of the EHIC or private insurance may not be sufficient. It may therefore be advisable to take out additional private insurance.

Art. 6.3 Online Linguistic Support

The Erasmus+ Program requires the selected candidate to undergo a mandatory online test of their language skills before and after the mobility, for the learning language identified as the working language with the Host Organization in the Learning Agreement for Traineeship.

Before the internship, the candidate will receive the credentials to access the OLS, take an entrance test and follow the language course for its level. Completing the online assessment before departure is a prerequisite for mobility, except in duly justified cases.

The language test and the related course will be assigned in the first working language indicated by the Host Organization in the Learning Agreement for Traineeship, (the available languages are: German, English, Spanish, French, Italian, Dutch, Portuguese, Bulgarian, Czech, Danish, Estonian, Greek, Croatian, Latvian, Lithuanian, Hungarian, Polish, Romanian, Slovakian, Slovenian, Finnish, Swedish, Irish, Maltese).

If the candidate obtains in the placement test an evaluation between C1 and C2 in the working language, he/she will be able to choose to attend the online language course in another of the available languages.

Art. 6.4 Entry into the host country

The student must independently seek information about any rules governing:

- entry into the host country, by contacting the relevant diplomatic representations in Italy in good time;
- health care in the host country, by contacting their local health authorities or diplomatic representations.

The legislation and regulations governing the entry of non-EU students into the countries participating in the Program are linked to the nationality of the students: it is the students' responsibility to seek information well in advance and obtain the documents that will allow entry and stay in the country of destination.

Art. 6.5 Departure preparation package

EU4EU makes available to all students who have obtained the scholarship a departure preparation package, containing updated information, links to websites, social network channels, manuals, guides, documents, videos on the following topics: participation in the EU4EU internship; tools available to all Erasmus students; live and work in Europe; travel sustainably; EU 2021-2027 planning and programming.

Art. 7 Other provisions

Art. 7.1 Activities and financing

The activities and funding provided for in this Call are subject to the actual signing of the Erasmus + 2022/2023 agreement between the Erasmus + Indire National Agency and EuGen-European Generation, National Coordinator, for the allocation of EU funds. It should also be noted that the information contained in this Call may undergo changes and / or additions on the basis of subsequent updates and provisions by the Indire Erasmus + National Agency.

Art. 7.2 Controls

The National Coordinator proceeds to carry out checks, even on a sample basis, in all cases in which well-founded doubts arise on the veracity of the self-certifications. The lack of truthfulness of the information declared or self-certified constitutes a reason for exclusion / forfeiture, without prejudice to the other consequences provided for by law.

Art. 7.3 Responsible for the procedure

The person in charge of the procedure for the scope of the competence of the University of Lille is Ms Véronique Level, Head of the Direction of International Mobility and Erasmus+ Institutional Coordinator of the University of Lille, e-mail address: Veronique.level@univ-lille.fr

Art.7.4 Treatment of personal data

The processing of personal data is regulated by the new European Regulation no. 679 of 27.4.2016 - GDPR (General Data Protection Regulation) as well as by the national legislation in force.

Art. 7.5 Helpdesk and contacts

To consult the Call and fill in the online application form, please visit the website www.eu4eu.org. For any further information, candidates can send an e-mail to the following e-mail address: eu4eufrance@univ-lille.fr. Candidates will also be able to follow all the updates on the Project which will be periodically published on the following social channels:

Facebook: <https://www.facebook.com/EU4EUnetwork/>

LinkedIn: <https://www.linkedin.com/showcase/eu4eu-european-universities-for-the-eu>

Instagram: <https://www.instagram.com/eu4eunetwork/>