

U.R.I.

## THE RECTOR

- HAVING REGARD TO** the ECHE 2021-27 attributed to the University by the European Commission;
- HAVING REGARD TO** the Financial Agreement No.2021-1-IT02-KA131-HED000006888 whereby the Erasmus+ National Agency INDIRE has awarded the University of Naples Federico II, for the academic year 2021/2022 (whose duration has been extended to the whole month of October 2023) a grant for Erasmus+ Traineeship activities of € 362,000;
- HAVING REGARD TO** The approval of the Erasmus+ 2022-23 application and the allocation of €518,650 to the University for Traineeship mobility activities;
- HAVING REGARD TO** the beginning of the selection procedure for the awarding of scholarships for the 2022-24 period, the amounts of which will be allocated to the above-mentioned projects;

## DECREES

### Art. 1 – SUBJECT

The call for applications hereby published is to award Erasmus+ mobility grants for traineeships lasting from **two to six months**, to be completed between **1 October 2022 and 31 July 2024**. Activities must take place exclusively in the following countries: the 27 Member States of the European Union, the 3 countries of the European Economic Area (Iceland, Liechtenstein, Norway), and the candidate countries Republic of North Macedonia, Serbia and Turkey.

Students regularly enrolled, for the current academic year, in one of the degree courses of the University of Naples Federico II are eligible for the selection, with the aim of carrying out traineeship or thesis preparation activities within companies, training institutions, academic institutions and other organisations.

In accordance with Article 5 of this call for applications, candidates must independently select the institution where they want to complete the traineeship period.

### Number of available grants by department:

<u>AGRICULTURE SCIENCES</u>	<u>20</u>
<u>ARCHITECTURE</u>	<u>40</u>

<u>BIOLOGY</u>	<u>30</u>
<u>ECONOMICS, MANAGEMENT AND INSTITUTIONS</u>	<u>25</u>
<u>PHARMACY</u>	<u>40</u>
<u>PHYSICS</u>	<u>20</u>
<u>LAW</u>	<u>20</u>
<u>CHEMICAL, MATERIALS AND PRODUCTION ENGINEERING</u>	<u>35</u>
<u>CIVIL, BUILDING AND ENVIRONMENTAL ENGINEERING</u>	<u>30</u>
<u>ELECTRICAL AND INFORMATION TECHNOLOGY ENGINEERING</u>	<u>40</u>
<u>INDUSTRIAL ENGINEERING</u>	<u>70</u>
<u>STRUCTURES FOR ENGINEERING AND ARCHITECTURE</u>	<u>20</u>
<u>MATHEMATICS</u>	<u>15</u>
CLINICAL MEDICINE AND SURGERY, NEUROSCIENCES REPRODUCTIVE SCIENCES AND DENTISTRY, PUBLIC HEALTH, ADVANCED BIOMEDICAL SCIENCES, <u>TRANSLATIONAL MEDICINE</u>	<u>30</u>
<u>MOLECULAR MEDICINE AND MEDICAL BIOTECHNOLOGY</u>	<u>30</u>
<u>VETERINARY MEDICINE AND ANIMAL PRODUCTION</u>	<u>20</u>
<u>CHEMICAL SCIENCES</u>	<u>20</u>
<u>ECONOMICS AND STATISTICS</u>	<u>20</u>
<u>POLITICAL SCIENCES</u>	<u>30</u>
<u>SOCIAL SCIENCES</u>	<u>10</u>
<u>EARTH, ENVIRONMENT AND RESOURCES SCIENCES</u>	<u>10</u>
<u>HUMANITIES</u>	<u>30</u>

## **Art. 2 – ELIGIBILITY REQUIREMENTS**

Eligible for selection are the citizens of countries participating in the programme and foreign citizens who:

- are students regularly enrolled in degree courses at the University of Naples Federico II
- have a certified knowledge of English or another functional language for the performance of activities at a B1 level minimum.

Through the Erasmus+ Program students may benefit from the Erasmus grant more than once, for a maximum of 12 months per study cycle, regardless of the number and type of mobility (for study and/or traineeship purposes). For students enrolled in

single-cycle degree programmes combining Bachelor's and Master's degrees, the maximum number of months is 24.

Students may carry out the traineeship, **which must in any case be completed by 31 July 2024**, even after graduating,

as long as:

3. **at the moment of submitting the application to participate in the selection, candidates are still regularly enrolled in a degree course at the University;**
4. **the final qualification, i.e. the degree, is obtained before the departure for the foreign country (during the mobility period students may not change their status in any way, i.e. they cannot graduate)**

### **Art. 3 - SUBMISSION OF APPLICATION**

The application form must be completed exclusively through the use of an electronic procedure starting from **04 July 2022 and no later than 11.59 p.m. (23:59) on 28 July 2022.**

### **CAREFULLY FOLLOW the instructions in attachment 1**

Failure to submit the application by the deadline and in the manner specified in this article shall constitute grounds for exclusion from the selection.

Language proficiency **MUST** be demonstrated by means of the following documents:

3. certification issued by international organisations and/or institutions recognised by the MIUR (<https://www.miur.gov.it/enti-certificatori-lingue-straniere>)
4. level certificate issued by the University Language Centre (CLA)
3. proficiency level certificate issued by foreign universities where the student has carried out a period of Erasmus studies.

**CERTIFICATES ISSUED BY LANGUAGE LECTURERS OF THE DEGREE COURSE, OR THE MERE RECORD OF LANGUAGE EXAMS INCLUDED IN THE DEGREE COURSE WITHOUT THE SPECIFIC INDICATION OF THE CEFR-LEVEL ACHIEVED WILL NOT BE ACCEPTED. THE OLS ASSESSMENT (Online Linguistic Support - Erasmus+) WILL NOT BE ACCEPTED.**

The following are exempt from submitting the above documents:

1. students enrolled in the LM37 class degree or already in possession of the L11 class degree;
  2. students attending degree programs offered in English at the Federico II University.
- Since the procedure requests the compulsory upload of a document, students being in these two conditions will have to upload the declaration in attachment 2.**

#### Art. 4 - SELECTION

The selection of winners is the sole responsibility of the departments/schools, and is based on the following formulas:

BACHELOR'S DEGREE (LT) AND SINGLE-CYCLE DEGREE (Combined Bachelor's and Master's - LMCU)

$$Score = Average Marks * \frac{Actual CFUs}{Expected CFUs} 100\alpha$$

MASTER'S DEGREE (LM)

$$Score = \frac{\left(\frac{VLT}{110} 30\right) * 180 + Average Mark * Actual CFUs}{180 + Expected CFUs} 100\alpha$$

Where VLT is the final grade of the Bachelor's degree

Actual CFUs (university credits) correspond to those recorded as of 1 September 2022, the date on which the academic data of candidates will be downloaded.

Expected CFUs are, by convention, the maximum number of credits that students can have in the year of enrolment according to the following example scheme:

EXPECTED CFUs YEAR OF ENROLMENT						
	1	2	3	4	5	6
LT	60	120	180	-	-	-
LMCU	60	120	180	240	300	360
LM	60	120	-	-	-	-

Each department may determine, if it wishes to apply it, the " $\alpha$ " factor, and/or add additional evaluation criteria to the objective score generated by the formulas above.

This information will be published on the websites of the respective individual departments.

#### Art. 5 – HOST INSTITUTIONS

The host institution may be, by way of example:

- a public or private organisation operating in the labour market or in the fields of education, training and youth;
- a local, regional or national public body;
- a social part or other labour representative, including chambers of commerce, associations of craftsmen or professionals and trade unions;
- a research institute;
- a foundation;
- a non-profit organisation, an association or an NGO;
- a body providing vocational guidance, career counselling and information services;
- a Higher Education Institute or University.

The following types of organisation are not eligible as host institutions for student traineeships:

- EU institutions and other EU bodies, including specialised agencies (the full list can be consulted at [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en));
- organisations in charge of EU programmes, such as ERASMUS+ National Agencies.

#### **Art. 6 – SEARCH FOR HOST INSTITUTIONS**

Candidates must select the host institution autonomously. By way of example, they may use the following tools:

- Universities with which the Federico II has entered into Erasmus agreements for study purposes;
- Departments' Erasmus webpages;
- Creation of an account on the following website: [www.erasmusintern.org](http://www.erasmusintern.org). By clicking on "sign up" and ticking the option "I'm looking for an internship", candidates can create their own profile and find the company/organisation that is best tailored to their study course goals and future career opportunities;
- Other databases belonging to the University;
- Any source and/or search tool (social media, personal contacts, intermediary agencies, etc.);
- On the website at the following link: <http://www.eaecnet.com>, accessing the International Internships section, where vacancies for internships abroad are posted on a regular basis;

#### **Art. 7 - PUBLICATION OF THE RANKINGS**

The rankings will be posted on the websites of each Department by **20 September 2022**.

#### **Art. 8 – FURTHER OBLIGATIONS AND FILLING OF VACANCIES**

Having identified the host organisation, the students selected must draw up a carefully designed work/traineeship plan (**learning agreement for traineeship - LAT**) before

their departure. Once approved by the Erasmus Delegate within the Department or by any other person in charge appointed by the Department and by the host institution, the LAT must be sent within 45 days prior to the planned date of departure, and, in any event, all students must submit it to the International Relations Office by 30 November 2023, according to the procedures subsequently outlined.

**Once the LAT has been submitted to the International Relations Office, the place/company where the traineeship is held may not be modified in any way.**

#### **Art. 9 - ERASMUS AGREEMENT**

Selected students, before leaving, will have to sign the Erasmus financial agreement following instructions which will be provided by the International Relations Office.

#### **Art. 10 - DURATION OF THE ERASMUS MOBILITY PERIOD AND FINANCIAL SUPPORT**

The date of departure (**which may not be before 1 October 2022**) and the period to be spent abroad must be established in agreement with the host organisation and approved by the Erasmus Delegate within the Department, or any other person in charge designated by the Department.

In any case the Erasmus period **cannot be shorter than two months (60 consecutive days) nor longer than six months**, and shall end no later than 31 July 2024.

**The scholarship will be granted in the form of a monthly allowance, shown in the following table depending on the destination country:**

Group 1 High cost of living	Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden	<b>€ 400</b>
Group 2 Average cost of living	Austria, Belgium, Germany, France, Italy, Cyprus, Greece, Spain, Netherlands, Malta, Portugal	<b>€ 350</b>
Group 3 Low cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Northern Macedonia, Serbia, Turkey	<b>€ 350</b>

An additional €100 monthly contribution is also available for students in disadvantaged socio-economic conditions, with ISEE  $\leq$  €15,000 used for university purposes as submitted by the Erasmus grant winners for their latest enrolling.

Further funding will be granted by the University of Naples Federico II and the Ministry of Education, University and Research.

The contribution granted by the Ministry of Education, University and Research will be provided on the basis of the ISEE certification used for university purposes, as submitted by the students at the moment of enrolling in their latest year. This is

illustrated in the following table:

ISEE	Erasmus+ SCHOLARSHIP MONTHLY INTEGRATION
$\leq 24,000$	€ 500
$24,001 < ISEE \leq 40,000$	€ 350
$40,001 < ISEE \leq 65,000$	€ 150

#### **Art. 12 - ACADEMIC RECOGNITION**

At the end of the study period abroad, the host University must issue the student with a duly signed certificate detailing the results achieved (**Traineeship Certificate**). The Federico II University will guarantee students the complete academic recognition of the learning activities carried out at the host institution, as outlined in the learning agreement for traineeship, as an integral part of their course.

#### **Art. 13 - PUBLICITY OF ADMINISTRATIVE PROCEDURES**

This call for applications will be published in the IT section of the Official Register of the University of Naples Federico II.

This call, together with all useful information for students, is also published on the University website [www.unina.it](http://www.unina.it).

#### **Art. 14 - ACCESS TO DOCUMENTS, PERSONAL DATA PROTECTION POLICY AND PROCEDURE SUPERVISOR**

Candidates have the right to access the documents relating to the procedure pursuant to current regulations. This right shall be exercised in accordance with the University Regulations concerning administrative proceedings and the right to access documents, issued by Rectoral Decree no. 2386/98 as subsequently amended and supplemented.

It is hereby declared that the University is responsible for the processing of candidates' personal data pursuant to art. 13 of Legislative Decree no. 196/2003, in compliance with the provisions of the internal Regulations on the implementation of a Code for the protection of personal data used by the University, issued by Rectoral Decree no. 5073 of 30 December 2005 as subsequently amended and supplemented.

The Head of the International Relations Office of the University of Naples Federico II is responsible for any fulfillment related to this call for applications which does not fall under the responsibility of the Examining Boards.

#### **ARTICLE 15 – DATA PROCESSING**

**Information on the processing of personal data pursuant to art. 13 of Regulation (EU) 679/2016 laying down rules on the processing of personal data and the code regarding the protection of personal data, Legislative Decree No. 196/2003 supplemented and amended by Legislative Decree No. 101/2018**

By filling in, delivering and transmitting the forms required for participation in this selection notice, the student provides his personal data to the University of Naples Federico II and assumes the quality of "interested party" to the processing of such data pursuant to of the art. 4, 1) of the EU Regulation.

**PURPOSES AND MEANS OF PROCESSING:** The personal data provided during the application for participation or acquired subsequently during the relationship with the University will be processed for institutional purposes, in particular for administrative and accounting obligations related to the agreement. To this end, personal data such as name, surname, residence, personal data, tax code, contact details, address, email, data relating to the qualifications held, to the school career may be collected.


Personal data will be processed by authorised personnel both electronically, through the computerized management of the data, and in paper mode, through the collection, storage and use of documents in files, dossiers and archives.

**MANDATORY PROVISION OF DATA AND CONSEQUENCES OF ANY REFUSAL:** the processing of personal data is mandatory for the purpose of assessing the requirements for participation in the aforementioned call. Particular categories of data (judicial data and particular state of health) are provided voluntarily to allow the University to carry out the procedure and/or the provision of the related services for participation. For these reasons, consent to the processing of data is not required. Any refusal will make it impossible for the University to fulfill these purposes and participation in the program.

**COMMUNICATION AND DISSEMINATION OF DATA:** Personal data will be processed for the performance of institutional activities according to the principles of lawfulness, necessity, non-excess, relevance and correctness, in accordance with European and national legislation and the University Regulations on the subject; the data may be disclosed in particular to the following subjects (Erasmus+ National Agency - INDIRE; European Commission, Ministry of Education, University and Research; University; Host company; Affiliated banking institution).

In compliance with the provisions on Transparent Administration (Legislative Decree No. 33/2013 and subsequent amendments) personal data, with the exception of the particular categories – referred to in articles 9 and 10 of the EU Regulation – are disseminated through publication on the university's institutional website for the period provided for by law.

**RIGHTS OF THE INTERESTED PARTY:** At any time the student may exercise his rights pursuant to articles 15-22 and 77 of the EU Regulation, where the conditions are met. The contact details of the Data Controller and the Data Protection Officer and the complete information for the interested party are published on the University website: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>







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