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## FAQ – Erasmus+ Traineeship – Call 2022 School of Sciences of Nature

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## How to Apply

- **I am an international student fully enrolled at UniTO. What should I do?**

You just need to apply! If you need help to translate and understand the procedure, you can contact your buddy. He/she will be happy to help you.

- **What is the difference between curricular (type A) and extracurricular (type B) training?**

### **CURRICULAR TRAINEESHIPS:**

- An internship that awards career credits (CFU) for your degree;
- Internship within the framework of a doctoral course or school of specialisation.

### **EXTRA-CURRICULAR TRAINEESHIPS:**

- Voluntary internship. CFU acquired during the mobility will be considered for career purposes as supernumerary credits or without recognition;
- Internship as a recent graduate.

- **Can I change the type of placement (curricular or extracurricular) during the mobility period/at the end of the period?**

**NO!** The choice of placement made at the time of application is binding and must correspond to the placement carried out during mobility (otherwise you will lose your grant). The only exceptions to this rule are in the event of serious and justified reasons beyond the applicant's control.

- **Can I participate in the call for applications even if I am a part-time student?**

Yes, you just need to be regularly enrolled at the School of Sciences of Nature (see article 1.2 of the Call).

- **Can I participate if I am behind with my exams?**

Yes. However, part of your selection score will depend on the number of credits you have taken in the course. It is therefore possible that your final score will be lower than that of other candidates.

- **Can I apply if my average grade is 23/30?**

No. to apply you must have an average of 24/30 or higher by 01/10/2022.

- **Can I apply for the Erasmus+ for Traineeship call if I am enrolled in the first year of a bachelor's degree program?**

No. First-year students on a bachelor's degree program are not included. An internship abroad is recommended for those who have already acquired the main basic skills in the disciplines studied. Give yourself another year to study in Turin and apply next year!

- **I want to apply for type B as a recent graduate. Until when can I apply?**

Within 12 months of graduation and in any case no later than 31 July 2024.

However, you must have submitted your application before the end of your university career. You must, therefore, apply while you are still a registered student and then, you will be able to do the mobility as a graduate once you have obtained your degree.

- **Can I graduate during my mobility?**

No. It is not possible to graduate at UniTo during your mobility period.

- **Can I apply as a PhD student?**

YES! You must be regularly enrolled in a PhD programme, within a department of the School of Science of Nature.

- **What happens if before my mobility starts, I decide not to go?**

In the event of cancellation, the contributions you received must be fully or partially repaid. However, you may still apply in subsequent years, without any penalties.

- **How much time do I have to complete the placement period?**

The placement must be completed as from the publication of the ranking list (and the beneficiary's acceptance of it) and by 31 July 2024.

- **If I have done 9 months of Erasmus+ for study, how many months of Erasmus+ can I do for Traineeship?**

You can carry out several mobility projects in the same academic year.

The maximum limit is 12 months of mobility for each cycle of studies, both Bachelor and Master of Science.

Here are some examples:

- Bachelor's degree in Chemistry and Chemical Technologies maximum 12 months of Erasmus mobility grant (for any type of project chosen).

- Master's degree in Physics, maximum 12 months of Erasmus mobility grant (for any type of project chosen).
- **If I have done a period of international mobility on UniTO projects but I don't yet have the CFUs registered, will this be considered in the ranking score?**

No. For the purposes of the ranking, only the CFU resulting from your career as at 01/10/2022 will be taken into consideration.

- **Can the host letter that I must enclose with my application be a printed e-mail in pdf format?**

Yes! As indicated in the call for applications, the important thing is that the host organisation confirms in some way its willingness to host you. You can therefore also enclose with your application an e-mail exchange with the organisation which contains its approval of your mobility. However, remember that it is good practice to obtain a host letter. It gives you a better guarantee of their intention to host you and it is a better guarantee of the commitment between the parties.

- **Is a language certificate compulsory?**

The certificate is not compulsory, unless explicitly requested by the partner, but it is necessary to have sufficient knowledge of the language (host language or vehicular language) for you to reach the training objectives of the placement.

This knowledge will be assessed in one of three ways:

- international certification - European Language Portfolio - a copy of the certificate must be attached to the application if expressly requested by the host organisation (see Annex 3 - List of Recommended Organisations or Annex 1 -Host letter);
- periods of study/work or residence abroad, number of years the language has been studied: these must be indicated in the application.
- Selection interview.

- **How do I choose the host organisation?**

You can look for one yourself, by directly contacting an organisation, company or institution that interests you or choose one from the list of recommended organisations (see Annex 3 to the call). When assessing applications, the commission will check the seriousness and quality of the host organisation, where possible the requirements and profiles requested, the validity of the work placement project and its relevance to your course of study.

You may participate in the call for applications with only one chosen organisation.

- **Can I choose any organisation?**

The organisation hosting your Traineeship can be a University, a research centre, a private company, every organisation working in the labour market or in sectors as education, training and youth.

The following are not eligible as host sites for Erasmus+ for Traineeship:

1. EU institutions and other EU bodies including specialised agencies (the full list is available at [http://europa.eu/european-union/contact/institutions-bodies\\_en](http://europa.eu/european-union/contact/institutions-bodies_en));
2. organisations managing EU programmes, such as National Agencies (in order to avoid possible conflicts of interest and/or double funding).

- **What countries can I choose for my Traineeship?**

You can choose among the Countries listed in one of the following groups:

1. **Programme Countries** – including the EU Member States, Iceland, Liechtenstein, Norway, Turkey, Serbia and Republic of North Macedonia;
2. **Partner Countries** – including the countries not included in the Programme Countries group.

- **I am going to apply for an Institution or a company located in the United Kingdom or in a country outside the European Union: what documents and deadlines should I consider in addition to the documents required to apply?**

Before applying to Extra-EU destinations (Included the United Kingdom), you must verify with the host institution or company the details of the **Traineeship Visa acquisition process** (Mode, time and costs), as well as possible restrictions connected with **Covid-19 emergency**.

In some cases, Visa application process could require longer time and extra costs: you must consider such elements when selecting your Traineeship destination.

- **What is the difference in terms of scholarships if I apply to a Swiss institution?**

If you apply to a destination based in Switzerland, the University of Turin will not be able to grant you Item A of the scholarship but will still be able to grant you Item B (only if you are in a disadvantaged economic situation), Item C (only if you have special needs) and Item D (only if you will travel by ecological means). Don't worry: you will still receive a grant from the Swiss government. If you need more information about this scholarship, you can request further details directly from your host organisation.

- **What do I have to do to apply?**

To apply you must complete the [Google application form](https://www.scienzedellanatura.unito.it/it/internazionalita/erasmus-traineeship) at <https://www.scienzedellanatura.unito.it/it/internazionalita/erasmus-traineeship>.

The application must be accompanied by

- Valid identity document (ID card, driving licence or passport);
- Self-certification of enrolment with exams that you can download from my.unito.it under

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"Career" "Career certifications";

- Any language certifications or exams taken at the University;
- Annex 1 - Host letter available on the page of the School of Science of Nature dedicated to the call for applications  
<https://www.scienzedellanatura.unito.it/it/internazionalita/erasmus-traineeship>);
- Annex 2 - Statement by UniTO lecturer, available at  
<https://www.scienzedellanatura.unito.it/it/internazionalita/erasmus-traineeship>.

- **How are the rankings drawn up?**

The Commission's general selection criteria are:

- number of credits foreseen and acquired for the year in question;
- average exam grades (in the absence of an average, the average marks of the Bachelor's degree course for candidates enrolled in the first year of the Master's degree and the average of the Master's degree for candidates enrolled in a PhD course will be taken into account);
- knowledge of the language of the host country or of the so-called vehicular language;
- motivation to undertake the placement;
- the content of the training project and its consistency with the candidate's course of study.

- **When does the call for applications expire?**

The deadline for submitting applications is **12 noon** on 10 November 2022.

- **When will the ranking list come out? And how much time do I have to accept it?**

The ranking list will be published on the website of the School Sciences of Nature from 28th November 2022. If you are successful, you will have to accept the scholarship or renounce within a period of 5 calendar days starting from the day after the publication of the ranking list, by using this [Google Form](#). If you are not found to be a suitable candidate, but you may, all the same, wait for the outcome of the acceptances of the winners to check any changes in the list.

## Erasmus+ Traineeship and the health emergency

- **How will mobility take place during this period of health emergency?**

You can carry out your mobility in three ways

1. Physical mobility: you will leave for the host university and follow classes face to face (minimum 60 days);
2. Virtual mobility: the host university, in order to combat Covid-19 infection, may promote virtual mobility. You will be able to carry out the entire placement period online. You will not receive any financial support, but you will be able to have the placement recognised in your career plan (if the placement is of type A - curricular).
3. Blended mobility: you will be able to carry out your placement partly online and partly in person. But be careful! In order to obtain the grants available under the Traineeship call, you must carry out a minimum period of 60 days face to face.

Example: You have planned to spend 3 months in Germany. In agreement with the host organisation, you will be able to do one month online and two months face-to-face training.

- **What is blended mobility?**

Blended mobility takes place partly online and partly in a classroom. Should the restrictions continue, the online mode can be extended at the expense of the face-to-face mobility.

N.B. despite the restrictions related to the emergency, the physical mobility must be of a duration of 60 days or more in order to receive the Erasmus+ for Traineeship grant. Remember also that if you carry out activities online but in the host country, the mobility will be considered as mobility abroad and you will still be entitled to the grant.

- **If I apply but the emergency-related restrictions continue, or if I am forced to return home during my mobility (also due to Covid-19), will I still be able register my credits?**

Yes! If the continued restrictions do not allow you to finish (or start) the mobility period in person, a fully virtual mobility period (if it falls under type A - curricular traineeship) will exceptionally be recognised in CFUs and included in your career plan.

- **Will I be entitled to an Erasmus grant for blended mobility?**

Yes, you will receive an Erasmus grant, but only for the period of physical mobility abroad, while no contribution will be provided for virtual mobility. The physical component of blended mobility must in any case respect the minimum duration of 60 days. If the physical mobility lasts less than 60 days, you will not be entitled to a grant.