

Erasmus+ Programme - Action 1 KA131 - Call for student mobility grants for study or traineeships - academic year 2022/2023

Art. 1 Purpose: mobility for study and traineeship

The Erasmus+ Programme 2021-2027, established by the European Parliament and the Council of the European Union by Regulation 2021/817 of May 2021, encompasses all European initiatives in the field of education, training, youth and sport and is structured into 3 Actions.

Action 1 is a measure to support the transnational mobility of students, with recognition by home universities of activities carried out abroad, provided the results achieved are positive.

Specifically, Key Action 131, allows I, II and III cycle students to carry out periods of study in universities and training in enterprises, training centers, research centers, universities and other organizations in one of the countries participating in the Programme or in a partner country.

The Programme provides a financial contribution (grant) to cover part of the expenses incurred by beneficiaries during the period of mobility for study or training abroad, which can be co-financed with funds from other sources.

The maximum funding available for mobility to partner countries is 20% of the total budget: eligible mobilities will therefore be funded, in order of ranking, until this limit is reached.

Article 2 Countries and institutions of destination

Mobility for study and traineeships can be carried out in the following two groups of countries:

Group 1: Countries participating in the Erasmus+ Programme

- the 27 member states of the European Union (excluding Italy): Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, and Sweden;
- the 3 countries of the European Economic Area: Iceland, Liechtenstein, Norway;
- the Candidate Countries: Serbia, Turkey, and North Macedonia.

Group 2: Partner countries

- the countries not included in Group1.

Mobility for study can be carried out either at higher education institutions in countries participating in the Erasmus+ Programme that hold the Erasmus Charter for Higher Education 2021/2027, or at universities in partner countries, and in both cases a special inter-institutional agreement is required and must be signed before the mobility takes place.

Traineeship mobilities can take place at

- any public or private organisation, from a Programme or a Partner country, active in the labor market or in the field of education, training, youth, research and innovation. For example, such organisation can be:
 - a public or private, a small, medium or large enterprise (including social enterprises);
 - a public body at local, regional or national level;
 - embassies or consular offices of the sending EU Member State or third country associated to the Programme; a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;

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- a research institute;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO;
- a body providing career guidance, professional counselling and information services;
- a higher education institution (HEI) from an EU Member State or third country associated to the Programme awarded with an ECHE, or a HEI from a third country not associated to the Programme recognised by competent authorities that has signed inter-institutional agreements with their partners from an EU Member State or third country associated to the Programme, before the mobility takes place.

Thus, all private companies and all public bodies, including universities, are eligible for traineeship mobility, with the exception of:

- EU institutions and other EU bodies, including specialized agencies (their exhaustive list is available on the website http://europa.eu/europeanunion/about-eu/institutions-bodies_en);
- organisations managing EU programmes such as Erasmus+ National Agencies (in order to avoid a possible conflict of interests and/or double funding).

Traineeship activities may also include teaching and research assistantships.

Article 3 Recognition of activities

Activities carried out during the mobility period are recorded and recognized as an integral part of the student's educational program.

Full recognition will be granted for all learning outcomes achieved during Erasmus+ mobilities, for all activities carried out in both physical and virtual mobility periods.

Article 4 Conditions, period and duration of mobility

Grants are awarded for eligible mobility abroad to be carried out during the period

January 1, 2023 - July 31, 2024

Study mobilities must have a continuous duration of between 2 (full 60 days) and 12 months (360 days).

Traineeship mobilities can be:

- long-term, between 2 (full 60 days) and 12 months (360 days) continuous
- short-term, between 5 and 30 days

One or more Erasmus mobilities (for study and/or traineeship), up to a maximum of 12 months, can be carried out during the course of the PhD.

Therefore, students who have previously benefited from an Erasmus scholarship for study and/or traineeship but still have a minimum residual of 5 days to carry out under the Erasmus+ Programme can also apply.

Traineeship mobility is also available to PhDs within 12 months of graduation, provided they apply and are selected while still enrolled in the PhD Program.

The duration of the mobility may possibly be extended, within the limit of the total 12 months, upon justified request of the beneficiary to the Erasmus Service of the PhD and Higher Education Office, submitted at least

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one month before the initially scheduled end of the mobility. This request must be authorized by the host institution and the home advisor, and any resulting additional contribution by the IMT School will be made on the basis of available EU and/or own funding.

Mobility for study or traineeship may be carried out in blended mode, which is a combination of physical mobility with a virtual component including activities carried out remotely.

The physical mobility part must meet the minimum duration stated in the Erasmus+ Programme Guide, which is, in the case of doctoral students, 5 days for short mobilities and 60 days for long mobilities.

The part of virtual mobility carried out in the student's country of affiliation is recognized as part of the study or training, but it is not financed and does not count for the purpose of reaching the maximum period of Erasmus mobility per study cycle.

A traineeship mobility may be labeled as a "Digital Opportunity Traineeship", whose aim is to develop in students from all subject areas digital skills through direct experience within host facilities. Any traineeship in which participants receive training and practice at least one of the following activities will be considered a "traineeship in digital skills":

- digital marketing (e.g., social media management, web analytics);
- digital graphical, mechanical or architectural design;
- development of apps, software, scripts or websites;
- installation, maintenance and management of IT systems and networks;
- cybersecurity;
- data analytics, mining, visualisation;
- programming and training of robots and artificial intelligence applications.

Art. 5 Financial contribution

Contributions for individual support of physical mobility are modulated in the case of long-term mobility according to the country of destination, according to the groupings shown in Table 1, and in the case of short-term mobility according to the number of days, as defined in Table 2.

Table 1 Long-term mobility (minimum 2 months, maximum 12 months)

GROUP	COUNTRIES	AMOUNT FOR STUDY	AMOUNT FOR TRAINEESHIP
GROUP 1 (higher living costs)	<p><u>Countries associated to the Programme:</u> Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway</p> <p><u>Third countries not associated to the Programme from Region 14:</u> <i>Fær Øer Islands, Switzerland, United Kingdom</i></p>	€ 350/month	€ 500/month

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GROUP 2 (medium living costs)	<p><u>Countries associated to the Programme:</u> Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain</p> <p><u>Third countries not associated to the Programme from Region 5:</u> <i>Andorra, Monaco, San Marino, Stato della Città del Vaticano</i></p>	€ 300/month	€ 450/month
GROUP 3 (lower living costs)	<p><u>Countries associated to the Programme:</u> Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey</p>	€ 250/month	€ 400/month
GROUP 4 OTHER EXTRA-UE PARTNER COUNTRIES	<p><u>Third countries not associated to the Programme from Regions from 1 to 4 and from 6 to 13¹</u></p>	€ 700/month	€ 700/month

Table 2 Short-term mobility (minimum 5 days, maximum 30 days)

DURATION OF THE PHYSICAL ACTIVITY	AMOUNT (any EU member States or third country associated to the Programme or third countries not associated to the Programme)
Up to the 14 th day of activity	€ 70/day
From the 15 th to the 30 th day of activity	€ 50/ day

In addition to individual support, participants who use means with less environmental impact (such as train and bus) to reach the destination can apply for an additional contribution of 50 euros for *green travel*. In the case of green travel, up to a maximum of 4 additional days for travel can be considered, which should be taken into account when calculating individual support.

¹ For a full list of countries see [Erasmus+ Programme Guide](#) pages 31-33

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The Erasmus+ financial contribution is calculated for the actual period (number of days) spent abroad in presence, between the start date and the end date indicated by the host institution at the end of the period, while no contribution related to individual support during the virtual mobility period, if any, is recognized.

The duration is calculated according to the business year of 360 days, so each month, regardless of its actual duration, is considered 30 days.

In the case of a mobility period not corresponding to a full number of monthly payments, the financial contribution is calculated by multiplying the number of days in the incomplete month(s) by 1/30th of the monthly amount.

In the case of variations of up to 5 days (more or less) from the duration stipulated in the initial financial agreement between the School and the PhD student, the amount of the grant remains unchanged.

The Erasmus+ for Traineeship financial contribution may be supplemented by the IMT School based on ministerial co-funding received either to establish new grants or to supplement Erasmus+ grants.

In case of an extension of the Erasmus period, the contribution related to the extension period will be paid only if Erasmus+ or co-financing funds are available.

Erasmus+ grants may not be combined with any other EU contributions.

EU and possible ministerial mobility grants are compatible with doctoral fellowships and the related increase for research periods spent abroad, with the contribution equivalent to the doctoral fellowship increment in support of the mobility abroad of XXXIV cycle students, and with the round-trip travel grant, financed with university funds.

The Erasmus+ financial contribution will be disbursed in 2 installments: the first, equal to 70% of the total amount, after the receipt of the certificate of the start of activity by the host organisation; the second, equal to 30% of the total amount, after the receipt of the certificate of the end of activity by the host organisation and the completion by the beneficiary of the online survey by the European Commission.

Art. 6 Additional support for students with fewer opportunities

Students may attach their ISEE certification to their Erasmus+ mobility application by the deadline.

Students with an ISEE indicator of less than € 23,626.32 are considered as belonging to the category with fewer economic opportunities, according to the indications published by the National Authority (MUR).

These students, if in long-term physical mobility, are entitled to a top-up amount (from Erasmus+ EU funds) of € 250 per month, in addition to the contribution for individual support indicated in Table 1; if in short-term physical mobility, they are entitled to the total top-up amount indicated in Table 3:

Table 3 Top-up amount for short-term mobilities of students with fewer opportunities

DURATION OF THE PHYSICAL MOBILITY	TOP-UP AMOUNT
between 5 and 14 days	€ 100
between 15 and 30 days	€ 150

As far as travel is concerned, doctoral students with fewer opportunities will be entitled to receive a grant for the return trip (from Erasmus+ EU funds) as per Table 4.

Table 4 Travel support for students with fewer opportunities

Travel distances ²	In case of standard travel	In case of green travel
Between 10 and 99 km	€ 23 per participant	/
Between 100 and 499 km	€ 180 per participant	€ 210 per participant
Between 500 and 1 999 km	€ 275 per participant	€ 320 per participant
Between 2 000 and 2 999 km	€ 360 per participant	€ 410 per participant
Between 3 000 and 3 999 km	€ 530 per participant	€ 610 per participant
Between 4 000 and 7 999 km	€ 820 per participant	/
8 000 km or more	€ 1500 per participant	/

Art. 7 Participation requirements

Students who are eligible to apply for the Erasmus grants are those who

- are enrolled in the PhD Programs of the IMT School;
- are not benefiting, in the same period, from any other EU contribution;
- if they have already benefited from Erasmus Study and/or Traineeship grants during their PhD, have a residual period (out of a total of 12 months) equal to at least 5 days if they intend to apply for short-term mobility and at least 2 months if they intend to apply for long-term mobility
- know the language of the host country or English, where used as a vehicular language.

Art. 8 Application Submission Procedure

The application must be completed exclusively online and then the Advisor has to approve it and give an assessment of the mobility from 1 to 10 points by e-mail to erasmus@imtlucca.it **by 21 November 2022 at 12:30 p.m. Italian time (CEST).**

You may only apply for one mobility, by accessing the online application with your institutional e-mail account. The link for completing the application is: <https://forms.gle/vHoz1LFUGKPYxM9y6>

Call calendar

Call deadline: 21 November 2022 - 12:30 pm CEST (Central European Summer Time)

Publication of rankings: 30 November 2022

Acceptance of mobility: 30 November - 05 December 2022

Art. 9 Selection and rankings

The submitted applications will be assessed by a Commission³, specifically appointed by a decree of the Rector, which will draw up two rankings (one for student mobility for study and one for student mobility for traineeship), based on the following criteria:

1. mobility abroad of students who have already received acceptance by the host organisation (8 points)
2. mobility of students who have not yet undertaken any study/research/traineeship period abroad (4 points)

² Travel distances must be calculated using the distance calculator provided by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of the one-way trip must be taken into account when calculating the amount of the EU grant for the travel.

³ If the available funding is sufficient to meet all applications received, funds will be directly allocated by special decree of the Rector to all/all applicants who submitted eligible applications.

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3. mobility abroad of students who have not yet benefited from an additional mobility grant, apart from the scholarship increase (3 points)
4. mobility abroad of students who are closer to the discussion of their PhD thesis (cycle XXXIV and previous cycles: 8 points, cycle XXXV: 6 points, cycle XXXVI: 4 points, cycle XXXVII: 2 points, cycle XXXVIII: 0 points)
5. mobility abroad towards organisations with which the School has already established scientific relations (inter-institutional agreements, previous mobility agreements, *cotutela* agreements, affiliates of institutions that have taught/held seminars at IMT, other relations documented by the candidates) (3 points)
6. mobility towards a country that is not the country of origin of the applicant student (4 points)
7. evaluation of the proposed mobility by the Advisor on a scale from 1 (minimum) to 10 (maximum)

In the event of an equal score by two or more applicants after the application of the previous criteria, the priority will be given to the younger candidate(s).

The rankings will include all the winning students (beneficiaries of Erasmus grants) and eligible students (non beneficiaries of Erasmus grants, unless there are changes in the rankings usually due to renounces or reduction of the duration of their mobility by the winning students) and will be approved by the Rector by decree, published on the School's online notice board and notified by e-mail to the interested parties.

Art. 10 Fulfillments of winners and eligible candidates

Within five days from the date of publication of the rankings, the winners and the eligible candidates must send by email to erasmus@imtlucca.it the declaration of acceptance of the Erasmus+ position.

Failure to accept by the set deadline will be considered as a renunciation.

Acceptance of the position entails the obligation to complete and sign on time the forms required to carry out the mobility (financial agreement, learning agreement, start date certificate, final certificate), to assess one's linguistic preparation as described in Art. 11 of this call for applications and to complete the final survey prepared by the European Commission.

Art. 11 Language Preparation

The Erasmus+ Programme provides what is known as Online Language Support (OLS), i.e. an online platform that allows Erasmus+ students to assess and strengthen their language skills.

To take the online tests and follow the online language courses, students with accepted Erasmus+ status will receive an email communication with the necessary information to proceed.

Art. 12 Person in charge of the procedure

The person in charge of the selection procedure under this call is Daniela Giorgetti, Piazza S. Ponziano 6, 55100 Lucca; tel: +39 0583 4326562; fax: +39 0583 4326565; e-mail: erasmus@imtlucca.it.

Art. 13 Processing of personal data

The IMT School, in implementation of and in compliance with the "General Data Protection Regulation" (GDPR) EU 2016/679 and Legislative Decree 196/03 "Code regarding the protection of personal data" and subsequent amendments and additions, undertakes, as the owner of the personal data provided by the applicant, to use

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such data solely for the performance of the selection procedures and for the performance of institutional functions.

Participation in the selection implies the publication of the names of the candidates and the data related to the outcome of the selection on the School's website.

Art. 14 Final Rules

All planned mobilities are still subject to the progress of the pandemic from COVID-19. Any updates or changes will be posted on the institutional website and/or notified to all interested parties by e-mail.