

ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS

GUIDELINES FOR INCOMING TRAINEES

OVERVIEW

Erasmus+ supports traineeships (work placements, internships, etc) abroad for students currently enrolled in higher education institutions in Programme countries either as a student or as a trainee, but your total time abroad (study abroad periods included) may not exceed 12 months within one cycle of study (1st cycle: Bachelor or equivalent; 2nd cycle: Master or equivalent; 3rd cycle : Doctoral or equivalent).

The traineeship abroad can last from a minimum of **2 months to a maximum of 12 months**. For "one-cycle" courses such as medicine or architecture, you can go abroad with Erasmus+ for as long as 24 months.

Traineeship can also be made as a recent graduate. In this case, the traineeship must occur within one year of the graduation and student must apply while still being enrolled in his/her higher education institution.

HOW TO APPLY:

The APPLICATION FORM: the student is asked to duly fill in the application form (the signature of the Home University is not necessary at this stage), print it, sign it and send it by e-mail to erasmus.smt@uniba.it AT LEAST 2 MONTHS PRIOR THE STARTING DATE OF THE TRAINING MOBILITY, together with the following documents:

1. LEARNING AGREEMENT for traineeship, duly filled in and signed by the student. This document ensures a transparent and efficient preparation of the exchange abroad and sets out rights and responsibilities of the various parties, a detailed programme of the traineeship, information on insurance, and how your traineeship will be recognised upon successful completion. The Programme and the activities can be modified during the stay;
2. A copy of the Identity card (passport in case of non-EU students) and of the European Health Insurance Card;
3. A certification of anti-Covid19 vaccination (compulsory for candidates who apply for the School of Medicine)

All these documents have to be sent to erasmus.smt@uniba.it in ONE SINGLE pdf file.

Only the applications duly submitted by the students will be forwarded to the Department/School concerned, where the final decision of the acceptance is made.

THE NOMINATION

Students who have been accepted from the academic Dept. at UNIBA must be officially nominated by their Home University.

The nomination has to be sent by the Home University by e-mail to erasmus.smt@uniba.it . There is not an official deadline and applications will be evaluated case-by-case.

If the Home University is not an Erasmus partner of the University of Bari, a **Commitment letter** should be signed by both parties, before the acceptance of the trainees.

ACCEPTANCE AT UNIBA

If the candidate is accepted by the Department/School concerned at UNIBA and nominated by the Home institution, she/he will receive :

1. the ACCEPTANCE LETTER. Please note that hard copies will be sent only to non EU students that have to apply for VISA. In case of EU students, a PDF version of the letter of acceptance will be sent. Anyway if student needs the hard copy, please send a request to erasmus.smt@uniba.it;

Please note that UNIBA doesn't require students to submit a language certificate; nevertheless, a good level of knowledge of the Italian language (at least B1 according to the Common European Framework of Reference for Languages) is hardly requested in order to carry out the training profitably.

REGISTRATION AT UNIBA

The first thing to do at your arrival in Bari is to send the boarding cards of your travel to Erasmus.smt@uniba.it

with the following documents :

1. Application form and Learning agreement duly signed and stamped by your home coordinator;
2. Copy of your Identity Document or Passport (only if you didn't send it before);
3. Copy of E-111/International card for Health Insurance. Students coming from non-EU countries (Middle Eastern Europe) have to provide a health insurance, indicating that it covers illness and personal accidents in order to be recognised by the police headquarters. This document must be written in English or if not, you need a declaration released by the Italian Consulate of your Country. In addition, in order to benefit from healthcare in Italy, students must submit the healthcare form issued by their country of origin to ASL (Local Health Organisation), together with their ID card.

If the sending institution doesn't provide insurance against accident and liability, the trainee has to provide autonomously and give the proof.

DURING THE TRAINEESHIP

Changes to Learning Agreement:

If you need a change in your LAT, you have to fill in a "During the mobility". Once filled in, signed by you and your Home University, send it by email to erasmus.smt@uniba.it.

The Erasmus Office will send it to the Department in order to be checked and approved. After receiving the form signed by the Italian academic coordinator, the Erasmus Office will send it back to the student.

AT THE END OF THE TRAINEESHIP

At the end of your traineeship, ensure that the Supervisor/Mentor at the receiving Department:

- fill in and sign your Traineeship Certificate ("After the Mobility" section of the Learning Agreement for Traineeships), that must show also the official start and end dates of your traineeship;
- forward the signed Traineeship Certificate ("After the Mobility" section of the Learning Agreement for Traineeships) to erasmus.smt@uniba.it, in order to receive the Certificate of Attendance, signed by the Erasmus Office. In case your Traineeship Certificate is not yet available at your departure, ensure that the Supervisor/Mentor sends it within 5 weeks from the end of the traineeship to your e-mail address and to erasmus.smt@uniba.it

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