

ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS

GUIDELINES FOR INCOMING TRAINEES

HOW TO APPLY:

The procedure to apply is on-line at the following link:

https://uniba.erasmusmanager.it/Incoming/menu_iniziale.aspx

After the registration, students will receive an email containing the password to access to the system. Students must upload the required documents.

The required documents are:

- Application Form, duly signed by the student (the signature of the home institution coordinator is not necessary at this stage)
- Learning agreement for Traineeship (“Before the mobility”), duly filled in and signed by the student.
- ID Card or Passport
- TEAM Card (European Health Insurance Card)
- A certification of anti-Covid19 vaccination (compulsory for candidates who apply for the Departments of Medicine)

All the required documents must be uploaded to the system as one pdf file.

Please, note that the University of Bari does not require a language certificate. Nevertheless, it is highly recommended a good knowledge of the Italian language (at least B1).

Students are kindly asked to complete the on-line procedure at least 2 months before the starting date of the training mobility and within the fixed **deadlines**:

- From April 15th to June 30th – Fall semester and/or whole academic year
- From September 15th to November 30th – Spring semester
- From February 1st to March 15th : Summer traineeships (*)

(*) Traineeships at the Department of Medicine are not accepted in August.

ACCEPTANCE/REFUSAL AT THE UNIVERSITY OF BARI

The Erasmus Office will forward the application documents to the Department in charge. Then, students will be informed by email on the acceptance/refusal.

Please, note that hard copies will not be sent by post.

REGISTRATION AT UNIVERSITY OF BARI

After the arrival in Bari, students must upload the enrolment documents on ErasmusManager.

The enrolment documents are:

- Travel tickets
- Enrolment data form (https://uniba.erasmusmanager.it/Incoming/menu_iniziale.aspx)
- Application form, duly signed and stamped by the Home coordinator
- Learning agreement for Traineeship, duly signed and stamped by the Home coordinator
- **Commitment letter** (If the Home University is not an Erasmus partner of the University of Bari, a Commitment letter is **mandatory** and it should be signed by both parties, before the acceptance of the trainees)
- Copy of your Identity Document or Passport (only if it has not been sent before)
- Copy of EHIC (European Health International Card). Students coming from non-EU countries must provide a health insurance for illness and personal accidents. This document must be written in English or, if not, a declaration, released by the Italian Consulate of the sending Country, is needed.

If not provided by the Home Institution, the trainee must provide autonomously a copy of a private insurance against accident and liability.

DURING THE TRAINEESHIP

Changes to Learning Agreement:

It is possible to change the approved traineeship plan, filling in a learning agreement for traineeship "During the mobility".

The document, signed by the student and the Home University, must be sent by email to erasmus.incoming@uniba.it.

The Erasmus Office will send it to the Department for the approval. After receiving it signed by the Italian academic coordinator, the Erasmus Office will send it back to the student and the sending institution.

AT THE END OF THE TRAINEESHIP

The Erasmus+ Delegate at the receiving Department must fill in and sign the Learning Agreement for Traineeship "After the Mobility". The document must show the official start and end dates of the training activities.

This document must be forwarded by the student to erasmus.incoming@uniba.it with travel tickets, in order to receive the Certificate of Attendance.

If the Learning Agreement for Traineeship "After the mobility" is not available before the student's departure, the Erasmus+ Delegate must send it within 5 weeks, starting from the end of the traineeship, to the student's e-mail address and to erasmus.incoming@uniba.it.