

APPLICATION FOR THE ERASMUS TRAINEESHIP CALL

Frequently Asked Questions

Before contacting us, please carefully read the Call for Applications, its annex, the application instructions, and this document. If you cannot find the answers to your questions, write to outgoing.mobility@unipv.it.

How do I apply for the Erasmus Traineeship Call?

You can apply on Mobility Online, using the specific link found on the "[Participate in the Erasmus+ Traineeship](#)" page. Remember that to access the platform you must use your university credentials (tax code and password).

I have logged into my personal area on Mobility Online, but I cannot find the section to apply. What should I do?

You cannot apply directly from your reserved area. You must use the dedicated link found in the "Submit your application on Mobility Online" section on the "[Participate in the Erasmus+ Traineeship](#)" page.

What requirements do I need to meet to apply?

As a prerequisite, you must be properly enrolled in the academic year 2024/25 at the time of submitting your application. Your study career must still be active when applying.

NOTE: Students enrolled simultaneously in two-degree programs may only associate their application with the career designated as elective/main. The detailed list of requirements is indicated in the Call for Applications.

I have already completed the internship required by my study plan; can I still apply for the Erasmus Traineeship?

Yes, you can still apply for the Traineeship Call and carry out an internship abroad. However, **if you leave before graduating and you have already earned all credits required by your study plan, you will not be eligible for the scholarship.** This restriction does not apply if you leave after graduation.

Detailed information from Article 1 of the Annex I - PROVISIONS RELATED TO THE MOBILITY PERIOD

Is a language proficiency requirement needed to apply?

The Erasmus+ Traineeship Call does not require verification of language skills. However, the host institutions may verify candidates' language skills at their discretion.

I graduate in the June/July session. Can I apply?

All students who still have an active career at the time of application submission and who graduate after the Call's closing date can apply.

I cannot submit my application. What can I do?

Make sure you have entered all required information. If you continue to receive an error screen, contact the [International Mobility Unit](#).

My course of study does not appear in the application. What can I do?

Report the problem promptly to the International Mobility Unit.

I have submitted the application but would like to modify it. How can I do this?

No modifications or new applications are allowed after submission. Once submitted, applications cannot be altered in any way.

I forgot to include my personal motivations. What can I do?

If the application has already been submitted, you cannot modify it. It will be received by your International Mobility Delegate and cannot be changed.

How do I find out who my International Mobility Delegate is?

[On this page](#), you can find the list of Delegates and contacts divided by study area. You will also find a list of the Delegate's responsibilities.

First, verify which study area your course belongs to, then check the Delegate or contact person associated with your course or area.

Delegates might differ depending on the mobility program. Check those listed for the Erasmus+ Traineeship program.

I submitted the application but did not receive a confirmation email. What can I do?

First, verify you correctly completed the application. Remember that completing the first part is not enough; you must also confirm your personal data.

Then check your SPAM folder. If you don't find the automatic email, contact the International Mobility Unit.

What documents do I need for the application?

If you are enrolled in a Bachelor's, Master's, or Single Cycle Master's degree program, it is sufficient to attach a letter of acceptance from the host institution.

If you do not yet have a letter of acceptance, you can still complete the application. You must submit the letter at the latest at the interview stage.

If you are enrolled in a PhD, Level I or II Master's, or specialization school, you must also attach a support letter from your supervisor.

I'm enrolled in a Master's Degree program. Do I need to provide the letter from my supervisor?

No, you don't. Only those enrolled in a Master program are required to upload the letter from the supervisor. First or second level Master programs are different from a master's degree (Laurea magistrale) program.

Where do I find the supervisor's support letter?

You will find templates in the paragraph "Submit your application on Mobility Online" on the "[Participate in the Erasmus+ Traineeship](#)" page.

Can I apply without a letter of acceptance?

Yes, you can apply even if you don't yet have a letter. To access the selection, you must have the letter by the interview date and/or upload it on Mobility Online by the deadline stated in the Call.

Can I upload multiple letters of acceptance in the application?

No, you cannot upload more than one letter of acceptance. If you received multiple positive replies, you must choose only one host institution.

The letter of acceptance I obtained is not the same as the downloadable model found on the "[Participate in the Erasmus+ Traineeship](#)" page. Can I still upload it?

If the letter contains essential information such as internship period, internship program, and evaluation method, it can still be attached to the application.

How do I know if I have correctly submitted my application?

You will receive an initial communication from Mobility Online asking you to confirm your personal data.

Once you confirm your personal data and see that step marked in green, you will know you have correctly completed the first part of the application, necessary to proceed to the next selection phase. More details on the Application Instructions provided on the website.

I confirmed my personal data but did not receive the second confirmation email. What can I do?

You will receive the second confirmation only after uploading the letter of acceptance.

To proceed to the next phase (selection), it is essential to have at least your personal data confirmed by the first deadline.

I submitted the application but did not confirm my personal data by the deadline. What can I do?

Your application will be null, and you will not be able to access the selection phase.

How do I know my study area and who my International Mobility Delegate is?

The list of study areas with associated courses and responsible Delegates is available at:

[International Mobility Delegates page](#).

How do I find a host institution?

There are several ways to find a host institution besides those indicated in Art. 4 of the Erasmus Traineeship Call. For example, you can ask your coordinator or professors or look for a host institution independently.

Other useful resources:

- [Erasmus Intern](#)
- [Job Teaser](#)

Information on how to access JobTeaser: [Find the host company](#).

How do I understand the amount of the scholarship?

Amounts are detailed in Art. 4 – ECONOMIC CONTRIBUTIONS of Annex I to the Call, which sets the provisions for the mobility period. Annex I can be found here: [Participate in the Erasmus+ Traineeship](#).

When will I know if I am eligible for the scholarship?

As stated in the Call, confirmation of scholarships and beneficiaries will occur after the call closes and rankings are published.

Can I choose only universities or also private companies?

You can choose a university or a private company. More details about host institutions are indicated in Art. 3 of the Erasmus Traineeship Call.

Here is [the list of non-eligible institutions](#). Other non-eligible hosts include organizations managing EU programs, such as National Agencies.

What happens if I do not complete my application on time?

Your application will be ineligible, and you will not access the next selection stages.

Carefully follow the application instructions and regularly check your institutional email, including the SPAM folder.

I cannot complete my application due to technical problems with Mobility Online. What can I do?

For any technical issues with the platform, contact us at our email address specifying the exact problem. Try to apply early and not just before the deadline so we can resolve your issue in time. We cannot guarantee prompt assistance if you report problems right before the deadline.

I did not complete my application before the deadline. Can I do it afterwards?

No, applications not completed according to the terms and conditions of the Call cannot proceed to the next selection phase.

Can I apply and carry out internships in two different institutions?

No, the Call allows only one mobility period for one institution.

I won the selection for Erasmus Study and/or Overseas Exchange Programme. Can I still apply for the Traineeship Call?

Yes, you can apply. If you have previously benefited from a mobility period with Erasmus Study or Traineeship, you must check you have enough remaining mobility days and plan so that periods do not overlap.

If you are benefiting or will benefit from mobility through Overseas or Double Degree programs, ensure the two periods do not overlap.

What is the expected duration of my internship?

The internship must last a minimum of 60 days and a maximum of 360 days.

Remember if you have benefited from previous Erasmus mobility (Traineeship or Study) in the same study cycle, you must have at least 60 remaining mobility days.

When can I do my internship?

The mobility period is defined by the current Call. More details are in Art. 5 of the Erasmus Traineeship Call.

Can I withdraw from the mobility?

Yes, it is possible. You must notify us by email with your decision and motivation. You may apply for a future Call. Withdrawal does not incur any penalties.

Can I interrupt the internship to graduate and then resume it?

No, you cannot interrupt the internship for a prolonged period or to graduate. You must

decide whether to postpone the internship until after graduation or delay graduation until after the internship. The internship can be done either before or after graduation.
