

CALL FOR APPLICATIONS
ERASMUS FOR TRAINEESHIP

ACADEMIC YEAR 2025/26

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This call is published under conditions pending the signing of the Erasmus+ 2025 financial agreement between the Erasmus/INDIRE National Agency and the University of Pavia.

All the activities and related funding provided for by this call are therefore subject to modification in compliance with what may be provided for by the rules of the Erasmus+ 2025 financial agreement.

As part of Key Activity 1 (KA1) of the Erasmus+ Programme, mobility for Traineeship allows **students regularly enrolled at the University of Pavia, recent graduates, those who have obtained a university master's or doctoral degree, and specialists as long as they are selected before the deadline of the call**, to access training internships in companies, training and research centres. This mobility aims to facilitate adaptation to the demands of the labour market, and the acquisition of specific skills, as well as a better understanding of the socio-economic culture of the destination country.

ART. 1 – PREMISES

This call defines

- the requirements and procedures for applying for a traineeship period in a company

- the criteria for the selection of candidates and for the allocation of mobility periods
- the methods of acceptance of the assigned periods by the selected ones.

Annex I, an integral part of this call, defines

- the requirements for the start-up and the characteristics related to the mobility period
- the fulfillments and obligations of the selected candidates¹
- economic contributions to mobility with related allocation criteria
- the provisions and principles governing participation in the Erasmus+ Mobility for Traineeship Programme.

ART. 2 – REQUIREMENTS FOR THE APPLICATION

EU and non-EU citizens who for the academic year 2024/25 are **regularly enrolled** in a course of study at the University of Pavia (bachelor's degree, master's degree, single-cycle master's degree, specialization school, Ph.D., I and II level university master's degree)² can apply.

Students enrolled in two-degree programmes at the same time will be able to associate their application only with the career designated as elective/main.

The following cannot apply:

- those who will obtain the degree before the deadline of the call
- those enrolled only in single courses
- those who have already used all the months of mobility allowed by the Erasmus+ Programme in their study cycle³.

ART. 3 – DESTINATIONS

Erasmus Traineeship can be carried out in⁴:

- **one of the EU member countries:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

- **one of the third countries associated to the Programme:** Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey

- **one of the third countries partners of the Programme:**

Region 1: Western Balkans	Albania, Bosnia and Herzegovina, Kosovo, Montenegro
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¹ Selected candidates = candidates who have passed the selection and have been awarded a mobility period

² Those who have paid university fees and contributions for the academic year 2024/25 and are regularly enrolled. The candidate can verify the regularity of his/her enrolment through the [Reserved Area](#) (after logging in, select "Registrar's Office" to check the presence of the green sticker in the "enrolment details" relating to the academic year of reference)

³ Erasmus+ allows you to carry out different mobility periods for each cycle of study, regardless of whether for study or traineeship. A total of 12 months of mobility are allowed for cycles I (three-year degree), II (master's degree, first level master's degree), III (second level master's degree, doctorate, specialization school) and 24 months in total for the single cycle

⁴ <https://erasmus-plus.ec.europa.eu/it/programme-guide/part-a/eligible-countries>

Region 2: Eastern Neighbourhood	Armenia, Azerbaijan, Georgia, Moldova, Ukraine
Region 3: Southern Mediterranean countries	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
Region 5: Asia	Bangladesh, Bhutan, Cambodia, China, Philippines, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar/Burma, Nepal, Pakistan, Democratic People's Republic of Korea, Sri Lanka, Thailand, Vietnam High-income countries: Brunei, Korea, Japan, Hong Kong, Macau, Singapore, Taiwan
Region 6: Central Asia	Afghanistan, Kazakhstan, Kirghizistan, Tagikistan, Turkmenistan, Uzbekistan
Region 7: Middle East	Iran, Iraq, Yemen High-income countries: Saudi Arabia, Bahrain, United Arab Emirates, Kuwait, Oman, Qatar
Region 8: Pacific	Fiji, Cook Islands, Marshall Islands, Solomon Islands, Kiribati, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Timor Leste, Tonga, Tuvalu, Vanuatu High-income countries: Australia, New Zealand
Region 9: Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cape Verde, Cameroon, Chad, Comoros, Congo, Côte d'Ivoire, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Djibouti, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Central African Republic, Democratic Republic of the Congo, Rwanda, Sao Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, South Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
Region 10: Latin America	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
Region 11: Caribbean	Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Jamaica, Grenada, Guyana, Haiti, Dominican Republic, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Saint Lucia, Suriname, Trinidad and Tobago
Region 12: United States and Canada	Canada, United States of America
Region 13	Andorra, Monaco
Region 14	Faroe Islands, United Kingdom, Switzerland

The following countries are not eligible: Belarus (Region 2), the Russian Federation (Region 4), San Marino and the Vatican City State (Region 13).

To promote a broader and more diversified vision of the working and cultural environment, allowing participants to acquire valuable intercultural skills and to deal with professional realities different from those already familiar, **it is not allowed to carry out the internship in the country of residence.**

The host organisation can be:

- any public or private organisation active in the labour market or in sectors such as education, training and youth. For example, such an organization can be:
 - a public or private enterprise, small, medium or large (including social enterprises), including the foreign offices of Italian companies;
 - a public body at local, regional or national level;
 - a social partner or other representative of the world of work, including chambers of commerce (including Italian chambers abroad), orders of artisans or professionals and trade union associations;
 - a research institute;
 - a foundation;
 - a school/institute/educational centre (at any level, from pre-primary to upper secondary education, including vocational and adult education), including Italian cultural institutes abroad
- a non-profit organization, association, or NGO
- a body for career guidance, career counselling and information services
- a Higher Education Institution of a Programme Country holding an Erasmus Charter for Higher Education.

It is not possible to carry out the internship at:

- EU institutions and other EU bodies, including specialised agencies⁵
- organisations managing EU programmes, such as National Agencies.

In cases of doubt, the Erasmus+ National Agency will reserve the final assessment of the eligibility of the company.

ART. 4 – FIND THE HOST ORGANIZATION

The candidate may propose to carry out the internship **in a company with which he has made contact independently or thanks to the intermediation of a professor**. In order to facilitate the search, a series of useful tools are reported in the international section of the University website "[Find the host organization](#)".

The European Commission also supports the "Digital Opportunity Traineeships" initiative which enhances and encourages internships open to all disciplines aimed at fostering the acquisition of digital skills.

A "digital skills traineeship" is considered any internship in which trainees receive training and practice in at least one or more of the following activities:

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

General customer service, order fulfillment, data entry, or office work are not part of this type of internship.

To search for suitable locations for carrying out internships aimed at developing digital skills, offers are available on the [Erasmus Intern](#) platform. Interested students can consult the offers on the aforementioned platform,

⁵ The complete list is available on the website http://europa.eu/about-eu/institutions-bodies/index_it.htm

however, the possibility of independently identifying other locations remains, provided that the activities envisaged by the internships coincide with those indicated above.

It is the candidate's responsibility to verify the existence of requirements dictated by the host institution (e.g.: application by a certain deadline not compatible with the timing of the internship, additional documents, language certifications, etc.) directly with his/her supervisor at the host institution.

ART. 5 – MOBILITY PERIOD

Long-term mobility

The traineeship period may last **between 2 and 12 continuous months**, based on what has been agreed with the host institution. The period must be between **1 August 2025 and 30 September 2026**.

Students who interrupt their physical stay abroad before two months without a valid and proven reason will have to return the full amount of the contribution. Only in the event of interruption due to serious reasons or force majeure⁶, adequately documented, the Erasmus+ National Agency will express its opinion on the possible confirmation of the scholarship for the days/months of internship actually carried out.

Any period of closure for holidays of the host company must not be counted towards the achievement of the minimum period of stay of two months.

Virtual mobility periods are eligible, if allowed by the host institution: the virtual mobility period, if any, must in any case be added to the physical mobility days and must not be calculated for the purpose of reaching the minimum duration of two months.

Short-term mobility for Ph.D. students

Under the Erasmus+ programme, **Ph.D. students**, in addition to long-term mobility, **can carry out short-term physical mobility periods abroad**. Physical mobility must be between **5 and 30 continuous days**, and no interruptions are allowed. The physical mobility can be enriched by adding a virtual component. Mobility aimed at participation in congresses/conferences/etc. for any reason is not admissible under this Call.

The period must be between **1 August 2025 and 30 September 2026**.

ART. 6 – HOW TO APPLY

All candidates must fill in the **online application**, with possible upload of the letter of acceptance issued by the host institution, **through the Mobility-Online platform**, scrupulously following the instructions published in the [international section of the University portal](#).

Candidates are required to consult this page carefully: the published instructions will be valid as notification to all intents and purposes and will constitute an integral part of the call.

The online application will be divided into two parts:

- the **first part** involves the submission of one's application only and will be **active until 13.00 on Thursday 12 June 2025**

⁶ Serious cause or force majeure means "an unforeseeable cause or an event beyond the control of the beneficiary and not attributable to his or her error or negligence, for example a national general strike in Higher Education Institutions, a natural disaster, etc."

- the **second part** involves confirming personal data and uploading the letter of acceptance from the host institution. It will be possible to attach the acceptance letter **until 4 July 2025** (the last day scheduled for selection interviews). **Only those enrolled in Ph.D. courses, first and second level university masters, and specialization schools** must also integrate the application with the letter of their supervising professor (the appropriate form can be downloaded directly from the [international section of the University portal](#))

ATTENTION: the International Mobility Unit will not carry out any formal check on the uploaded acceptance letters. Therefore, it will be the responsibility of the candidate himself to verify that he has attached a correct and compliant document.

It will not be necessary to deliver a copy of the application or other documentation to the offices or professors delegated to international mobility.

ART. 7 – SELECTIONS AND RANKINGS

A ranking list will be formulated for each Erasmus Area in descending order based on the overall score resulting from the sum of the following scores:

max 150 points	max 100 points	Merit score
	+	
	max 50 points	Selection interview <i>(evaluation of the acceptance letter, which contains the internship project and the language assessment by the company + evaluation of the candidate's academic and personal motivation)</i>

Merit score – Bachelor's, Master's, and Single-Cycle Master's degree students

For the calculation of the merit score, the academic activities **envisaged by the course of study that are completed by 6 March 2025** (end date of the exam session of the first semester for the academic year 2024/25) **will be considered**. Additional exams will not be considered.

The merit score is calculated by applying the following formula:

$$\text{weighted average exam grades} \times \frac{\text{ECTS acquired}}{\text{ECTS due}^7}$$

The merit score calculated in this way will be **normalized to 100 with reference to the type of course to which they belong (three-year, master's, or single-cycle master's degree) and the area of affiliation**: the maximum merit score that the student can obtain will therefore be 100.

7 Credits due are those provided for by the course of study, up to the year of the course in which the student is enrolled for the academic year 2024/25 inclusive, standardized as follows:

- 30 credits for the first year of enrolment
- 60 credits for each year of regular (current) enrolment following the first
- penalty of 30 credits for each year of non-regular enrolment (off-course, repeating)

Merit score – Ph.D. students, I or II level University Master's Degree, and Postgraduate School

For students enrolled in research doctorates, university masters and specialization schools, the merit score will be provided by the supervising professor through the appropriate **letter attached to the application** of these candidates.

Selection interview

Candidates will be subjected to a selection interview by a Commission appointed within the Erasmus Area of reference for their course of study⁸. Interviews may be organized in person or electronically.

If not already uploaded in Mobility-Online during the application phase, during the interview **the candidate must deliver the letter of acceptance from the host company** (drawn up according to the model published in the [section of the University website dedicated to international mobility](#)), so that the Commission can evaluate it and assign the relative score: the Commission will evaluate the internship program agreed with the company and its consistency with the candidate's educational path.

The candidate may submit **only one letter of acceptance**: if he has several letters issued by different host institutions, he will have to opt for only one before taking the interview.

Candidates who do not have a letter of acceptance from a company by the date of the selection interview will not be admitted to the selection interview and will not be able to compete for the assignment of a traineeship and the related contribution.

The language competence will be considered verified directly by the host company, which will issue a specific declaration in the candidate's acceptance letter. Candidates will therefore not be subjected to language tests during the selection phase.

In the event of the same overall score, the position in the ranking will be determined by giving priority to those who, in order:

- due to seniority of university career, will have fewer future opportunities to participate in international mobility programs
- has a lower income, according to the value of the ISEE (Indicator of the Equivalent Economic Situation) declared for enrolment in the 2024/25 academic year.

ART. 8 – SECOND CALL

At the end of the entire selection process, the International Mobility Unit will verify the remaining financial availability and will evaluate the possibility of publishing a second call.

Interested students will be able to apply to the second call, for which the same rules and procedures indicated in the previous articles remain valid. On the other hand, further information will be provided regarding the new deadlines and time windows for application and selection.

Those who have already been awarded a mobility period for traineeship for the academic year 2025/26 will not be able to apply for the second call, unless they have already waived this period.

The second call will allow the mobility period to take place starting from 1 February 2026 (period to be completed by 30 September 2026).

The opening calendar of the second call will be made available on the [international section of the University portal](#).

⁸ Candidates will be able to check which Erasmus Area their course of study belongs to at the [section of the University website dedicated to international mobility](#)

ART. 9 – CALENDAR OF INTERVIEWS AND PUBLICATION OF RANKINGS

Interviews with the selection committees: between 30 June and 4 July 2025 (the calendar with the actual dates of each Erasmus Area will be published on [the international section of the University portal](#) as soon as it is available).

Candidates who do not take the scheduled selection tests will be excluded.

The **publication of the rankings**, expected by 18 July 2025, will be notified by communication to the University e-mail address of the candidates.

ART. 10 – REQUESTS FOR REVISION

Following the publication of the rankings, candidates may submit any complaints within the third following day exclusively by e-mail addressed to the Delegate for International Mobility, specifying the reason.

The request for revision can only be submitted for one or both of the following reasons:

- Incorrect attribution of the additional score;
- Incorrect exclusion.

Requests for revision may only concern any material errors in which the Commission has incurred in the evaluation of the application and the assignment of the score, with the exclusion of requests for additions/modifications of what was declared in the application or of the merit score awarded, or generic and inadequately motivated requests.

The Delegate will evaluate its contents and give a written response to the interested party

ART. 11 – ACCEPTANCE OF THE MOBILITY PERIOD

Between 21 and 13.00 on 25 July 2025, all the selected candidates must accept the assigned mobility period or renounce it, through the Mobility-Online platform and following the instructions that will be provided by the International Mobility Unit.

Those who have not accepted by the deadline will be considered definitively renounced.

After the conclusion of the selections and the publication of the rankings, it will NOT be possible to make a change of the host institution, except in cases of non-acceptance of the host institution or for reasons of force majeure (all those unforeseeable and exceptional situations and events that may prevent the normal performance of the activities or jeopardize the safety and security of the intern, for example, major natural disasters or the emergence of difficult socio-political or health conditions in the country of destination).

ART. 12 – WAIVER

The acceptance of the mobility period is a serious commitment undertaken by the candidate. Waivers must therefore be limited to serious and proven cases of force majeure.

Any renunciation of the assigned mobility period must be expressed in writing, adequately motivated and promptly sent to the International Mobility Unit. It will entail the return of any economic contributions already received.

The reason for the withdrawal and/or the failure to communicate the withdrawal itself may be assessed for the purposes of exclusion in the event of a subsequent application to the Erasmus+ Programme.

ART. 13 – INFORMATION PURSUANT TO THE EUROPEAN GENERAL DATA PROTECTION REGULATION

The personal data of candidates and participants will be processed by the University of Pavia for the purposes of the Erasmus+ Programme. These purposes involve the communication of data to bodies external to the University (Erasmus+ National Agency, host institution), as required by current European legislation General Data Protection Regulation no. 2016/679 art. 13. For more information: <https://privacy.unipv.it/>

ART. 14 – PERSON IN CHARGE OF THE PROCEDURE

The person in charge of the procedure is Dr. Michela Cobelli – International Relations Service, International Mobility Unit – Via S. Agostino 1/a, 27100 Pavia.

ART. 15 – INFORMATION

Call for applications, information on the Erasmus period

[International section of the University portal](#)

Administrative information and forms

International Relations Service – International Mobility Unit

Via S. Agostino 1/a, 27100 Pavia – e-mail outgoing.mobility@unipv.it

Academic information and guidance

Delegates for International Mobility of the Erasmus Area and contact persons for the courses of study

Names and references are published in [the international section of the University portal](#)

To find information from other Erasmus and former Erasmus students:

[STEP-ESN Pavia](#)