

Erasmus+ Programme - Action 1 KA131 - Call for for student mobility grants for study or traineeships - academic year 2024/2025

Article 1 Purpose: mobility for study and traineeship

The Erasmus+ Program 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 centres, research centres, universities and other organizations in one of the countries participating in the Program 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 host locations

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

Group 1: Countries participating in the Erasmus+ Program

- the 26 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+ Program 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 Program 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;
 - 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 https://european-union.europa.eu/institutions-law-budget/institutions-and-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

The activities carried out and certified during the mobility period are recorded and recognized as an integral part of the student's educational program, even if not mandatory. Full recognition will be granted for all learning outcomes obtained in Erasmus+ mobility for all activities carried out during both physical and virtual mobility periods.

Article 4 Period, Duration, and Modalities of Mobility

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

January 6, 2025 - July 31, 2026

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

Mobility for Traineeships can be:

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

During the doctoral program, it is possible to undertake one or more Erasmus mobilities (for study and/or traineeship) for a maximum of 12 months.

Applications can also be submitted by students who have previously received an Erasmus grant for study and/or traineeship but still have a minimum residual of 5 days to undertake within the Erasmus+ Programme. 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, without interruptions in-between, 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 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+ Program 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.

Art. 5 Financial support

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> Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden.</p> <p><u>Third countries not associated to the Programme from Regions 13 and 14:</u> <i>Andorra, Monaco, San Marino, Vatican City State, Fær Øer Islands, Switzerland, United Kingdom</i></p>	€ 350/month	€ 500/month
GROUP 2 (medium living costs)	<p><u>Countries associated to the Programme:</u> Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.</p>	€ 300/month	€ 450/month
GROUP 3 (lower living costs)	<p><u>Countries associated to the Programme:</u> Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye.</p>		
GROUP 4 other extra-UE Partner countries	<p><u>Third countries not associated to the Programme from Regions from 1 to 12¹</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	€ 79/day
From the 15 th to the 30 th day of activity	€ 56/ day

In addition to individual support, there is a travel contribution (Erasmus+ community funds) reserved for students and recent graduates in short-term mobility or long-term mobility to non-EU countries (excluding

¹ For a full list of countries see [Erasmus+ Programme Guide](#) page 72

Regions 13 and 14), calculated based on distances and the possible use of environmentally friendly means (train, bus) as indicated in Table 3.

Table 3 Travel support for students with fewer opportunities

Travel distances²	In case of standard travel	In case of green travel
Between 10 and 99 km	€ 28 per participant	€ 56 per participant
Between 100 and 499 km	€ 211 per participant	€ 285 per participant
Between 500 and 1 999 km	€ 309 per participant	€ 417 per participant
Between 2 000 and 2 999 km	€ 395 per participant	€ 535 per participant
Between 3 000 and 3 999 km	€ 580 per participant	€ 785 per participant
Between 4 000 and 7 999 km	€ 1188 per participant	€ 1188 per participant
8 000 km or more	€ 1735 per participant	€ 1735 per participant

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.

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 (either 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.

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 any possible ministerial mobility grants are compatible with doctoral fellowships and the related increase for research periods spent abroad, 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 student of the online survey by the European Commission.

For students receiving PON, PNRR, or other types of funding from European Union resources, if they rank high in the rankings, they may be eligible to receive funds equivalent to the Erasmus+ grant, specifically allocated by the IMT School for the same destination and duration. These equivalent funds will be treated as taxable income and will be disbursed in two installments: 50% at the start of the mobility period and the remaining 50% upon final settlement, following the completion of the mobility.

Art. 6 Additional support for students with fewer opportunities

Candidates may enclose with their Erasmus+ mobility application their ISEE certification (ISEEU or ISEEU parificato, which entitles them to subsidised benefits for the right to university education "diritto allo studio universitario"). The ISEE, which must be submitted before the start of the mobility, will be considered valid for the entire duration of the mobility.

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.

Students with an ISEE indicator of less than € 27.726,79 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 4:

Table 4 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

Article 7 – Support for Special Needs

Any special needs due to physical, mental, or health conditions can be reported by candidates to the Erasmus Service, so that IMT School may request, if possible, additional financial support to cover the candidate's expenses and/or those of an accompanying person.

This support may also help cover costs directly related to the implementation of mobility carried out in a blended mode.

The procedures by which this request may be submitted, as well as the required documentation, will be communicated to the applicants by the Erasmus Service.

Art. 8 Participation requirements

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

- are enrolled in the PhD Programmes of the IMT School;
- 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. 9 Application Submission Procedure

The application must be completed exclusively online and validated by the Advisor by e-mail, with erasmus@imtlucca.it in copy, **by 7 November 2024 at 12:30 p.m. Italian time (CET)**.

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/t4rV15Cv2ZTVmEGt7>

Call schedule

Call deadline: 7 November 2024 - 12:30 pm CET

Publication of rankings: 3 December 2024

Position acceptance: within three days from the date of publication of the rankings

Art. 10 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 (5

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 applicants who submitted eligible applications.

points)

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 XXXVI and previous cycles: 8 points, cycle XXXVII: 6 points, cycle XXXVIII: 4 points, cycle XXXIX: 2 points)
5. mobility towards a country that is not the country of origin of the applicant student (5 points)
6. mobility of at least 180 days (6 points)

In the event of an equal score by two or more applicants after the above criteria have been applied, the priority will be given to the younger candidate.

The rankings will include all winners (recipients of an Erasmus grant or an equivalent university contribution if they are PNRR scholarship holders) and eligible candidates (non-recipients of an Erasmus grant or equivalent contribution unless moved up in the ranking). The rankings will be approved by the Rector by decree, published on the School's online notice board, and notified via e-mail to the concerned candidates.

Art. 11 Obligations of winners and eligible candidates

Within three 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. 12 of this call for applications and to complete the final survey issued by the European Commission.

Art. 12 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 e-mail communication with the necessary information to proceed.

Art. 13 Person in charge of the procedure and contacts

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

Art. 14 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 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. 15 Final Provisions

Any updates or changes will be published on the institutional website and/or notified to all interested parties by e-mail.