



Erasmus+

**ERASMUS +  
TRAINEESHIP/PLACEMENT  
CALL FOR GRANTS****A.Y. 2024/2026**

Prot. N. 959/24/E

Rome, 1/7/2024

As part of the educational programs funded and integrated by the European Union within key action 1 (KA131), RUFA - Rome University of Fine Arts actively participating in the Erasmus + Program ([www.erasmusplus.it](http://www.erasmusplus.it)), which is intended for students of the Institutions belonging to the Program Countries, announces the Call for applications for Erasmus + traineeship/placement grants for long mobilities for students enrolled at the Academy, starting from the second year of the Bachelor of Arts courses, including students enrolled in Master of Arts courses.

**1) GENERAL INFORMATION**

- Purpose;
- Blended mobility
- Digital Opportunity Traineeship;
- Institutions in which a mobility for Traineeship/ placement can be carried out;
- Finding the company;
- Erasmus + Program Countries in which the traineeship can be carried out;
- Erasmus + Partner Countries in which the traineeship can be carried out;
- Duration of the traineeship, financial contribution, travel grant.

**2) REQUIREMENTS AND HOW TO SUBMIT THE APPLICATION**

- General eligibility requirements (who can apply);
- Incompatibility;
- Language requirements;
- Agreement with the host company, activities to be carried out abroad and Training Agreement \* (to be submitted later);
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**3) SELECTION PROCEDURES**

- Rankings;
- Acceptance, renuncements, replacements.

**4) DEADLINES CALENDAR****5) CONTACTS AND INFORMATION**

- Erasmus Office: [erasmus@unirufa.it](mailto:erasmus@unirufa.it)

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- traineeship /placement application (form)

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## 1) GENERAL INFORMATION

### **Purpose**

The Erasmus +traineeship (Placement) program allows students from Institutions with the ECHE (Erasmus Charter for Higher Education 2017 - 2021), to spend a traineeship/ placement mobility period, i.e. training through work, in companies, training centers, research centers, professional studios, art centers or other organizations in one of the Program Countries. The program foresees a financial contribution to cover part of the expenses that the students will have abroad during their traineeship/ placement period.

The Erasmus + Program allows students to experience cultural, work and training experiences abroad, to meet young people from other countries, thus actively participating in the process of European integration.

The mobility must be compatible with the student's academic curriculum and with his/her personal aspirations.

### **Blended mobility**

The mobility can start in a virtual mode (remotely).

The activities must be consistent with the objective of the mobility, such as "distance learning" activities (virtual training, etc.). This mobility will have to be combined with a physical mobility abroad component, when it will be possible to do so again.

In the case of a virtual mobility (remote), or a virtual mobility completed in presence (blended mobility), Financial support will be provided in the manner that will be communicated by the European Commission and the Erasmus + INDIRE National Agency.

During the virtual mobility students won't receive any Erasmus+ grants.

### **Digital Opportunity Traineeship**

The European Commission intends to promote traineeship opportunities aimed at acquiring digital skills in all disciplines (e.g. application development, software, scripts, websites, data analysis, cyber security, cloud computing, quantum and artificial intelligence, etc.).

### **Organizations for traineeship/ placement mobility**

The body / organization where the student intends to carry out the traineeship must be a "company": "*any company in the public or private sector that carries out an economic activity, regardless of its size, legal status or economic sector of activity, including social economy*".

This definition includes enterprises, training centers, research centers and other organizations.

In the case of an traineeship at Higher Education Institutes (eg: Academy or University laboratories), the activity carried out must be for professional training and NOT studies. The training activity must be clearly expressed in the work plan. Furthermore, teaching is NOT allowed as an traineeship.

### **Selecting a company**

Finding a company for an "independent traineeship" means that the training project must be selected independently by the candidate (also with the collaboration of the lecturers or the Course Coordinator). Following the indication of the name of the company by the student, the Erasmus Office carries out support activities. Each lecturer will be able to offer support in finding companies in their own artistic field.

NB: the traineeships provided by Rome University of Fine Arts are independent traineeship based on the individual project of the students who, in collaboration with a lecturer or independently, select the host company. The Academy and the student sign an traineeship agreement (Training Agreement) before the mobility period abroad.

### **Erasmus+ Program Countries to carry out the traineeship**

It is possible to carry out an Erasmus + traineeship/ Placement mobility period in one of the following countries of the Erasmus + Program.

The Program Countries are EU Member States (except Italy):

- Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- The 3 countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway.
- The candidate countries to enter the EU: the former Yugoslav Republic of Macedonia, Turkey and Serbia

### **Erasmus+ Partner Countries to carry out the traineeship**

The following Countries can take part to part in some actions of the Program according to the specific criteria and/or conditions, The partner Countries below are grouped by non-EU actions for a total contribution of, at latest, 20% of the funds assigned to Rufa.

The financing of non-EU traineeship toward Partner Countries will be evaluated, subsequently, for specific mobility in relation to the funds assigned by European commission.

#### **Western Balkans (Region 1)**

Albania; Bosnia and Herzegovina; Kosovo; Montenegro

#### **Neighbourhood East (Region 2)**

Armenia; Azerbaijan; Belarus; Georgia; Moldova; Territory of Ukraine as recognised by international law

#### **South-Mediterranean countries (Region 3)**

Algeria; Egypt; Israel; Jordan; Lebanon; Libya; Morocco; Palestine ; Syria; Tunisia

#### **Russian Federation (Region 4)**

Territory of Russia as recognised by international law

#### **Region 5 Asia**

Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam  
High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan

#### **Region 6 Central Asia**

Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

#### **Region 7 Middle East**

Iran, Iraq, Yemen

High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates

#### **Region 8 Pacific**

Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu

High income countries: Australia, New Zealand

#### **Region 9 Sub-Saharan Africa**

Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Eswatini, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, 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 and Venezuela

#### **Region 11 Caribbean**

Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago

### **Region 12 US and Canada**

United States of America, Canada

The following third countries not associated to the Programme are not covered by the External Action Instruments:

### **Region 13**

*Andorra, Monaco, San Marino, Vatican City State*

### **Region 14**

*Faroe Islands, Switzerland, United Kingdom*

For more information, please consult the detailed description of Programme actions - Part B of this Guide (<https://erasmus-plus.ec.europa.eu/programme-guide/part-b>)

### **Length of the traineeship and financial contribution**

The traineeship/placement period abroad may last from 2 to 12 months, even divided in different periods: this means that for each study cycle (I ° and II ° level) the student can spend up to 12 months abroad, even combining study and traineeship/ placement mobility.

Students will be able to carry out more than one mobility during their studies.

Students who have already completed study and / or traineeship/ placement mobility periods (within the Erasmus or Erasmus + LLP Program) will be able to apply for this call.

The mobility period already carried out will be calculated towards the maximum period of 12 months per study cycle (1st and 2nd level).

Funding for Erasmus + students is to be considered as a contribution towards the higher expenses related to the period abroad, and not as a total coverage of expenses.

The monthly financial contribution, granted by the European Union for Erasmus + Mobility for traineeship/ Placement and distributed by Italian Erasmus National Agency , differs according to the cost of living in the host country, as indicated in the table below (Italy not included) \*.

\*The monthly financial contribution, granted by the European Union for Erasmus + traineeship /Placement mobility may be subject to changes.

The maximums established by the National Agency in agreement with the National Authority are fixed for the entire mobility project.

Group	Country	Monthly €
Group1 (HIGH cost of living)	Austria, Belgium, Denmark,Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxemburg, Netherlands, Norway,Sweden,  Third Countries not associated with the Programme:  <b>-Region 13</b> Andorra, Monaco, San Marino, Vatican City State  <b>- Region 14</b> Faroe Islands, Switzerland, United Kingdom	€ 500
Group 2 (MEDIUM cost of living)	Cyprus, Czech Republic Estonia, Greece, Latvia, Malta,Portugal Slovakia,Slovenia, Spain,	€450

GROUP3 (LOW cost of living)	Bulgaria, Croatia, Former Yugoslav Republic of Macedonia, Hungary, Lithuania, Poland, Romania, Serbia Turkey	€ 450
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#### Travel grant

As foreseen in the Erasmus+ 2024 Programme Guide, the National Agency in agreement with MUR National Agency, has decided not to apply any travel contributions for students and recent graduates on long-term mobility towards, the member States of the European Union and Third Countries not associated with the Programme of the Regions 13 and 14”.

There is no additional contribution for green travel.

The payment of the community mobility grants (the so-called monthly contributions) will be defined following the approval of the candidacy of Rome University of Fine Arts by the Erasmus + INDIRE National Agency and the communication of the latter regarding the number of monthly contributions assigned to the Academy, and, therefore, of the financial resources.

The criteria to be applied are defined at national level by the National Agencies in agreement with National Authorities (including ISEE declaration).

Students who are awarded a DiSCo Lazio scholarship can take advantage of an integration of the scholarship to participate in international mobility programs. Check out the EU experiences / international mobility page for detailed information at:

<http://www.laziodisco.it/le-nostre-attivita/mobilita-internazionale/>

Funds are awarded exclusively to carry out acceptable activities abroad for a minimum of 2 months (no less than 60 days) between the 1<sup>st</sup> of October 2023 and the 31<sup>th</sup> of July 2025 and following the submission of certifications that demonstrate that the planned activities have been carried out.

NB: The holidays of the company may be included but not counted in the 60 days and will not be financed.

#### **ERASMUS + PROGRAMME FOR STUDENTS WITH FEWER OPPORTUNITIES**

Additional financial support will be provided for students with fewer opportunities.

People with fewer opportunities means people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme:

- participants with physical, mental and health-related conditions
- disadvantage background with ISEE declaration (The criteria to be applied are defined at national level by the National Agencies in agreement with National Authorities)
- cultural differences e.g. individuals from a migrant background and refugees, national or ethnic minorities, people with difficulties in linguistic adaptation and cultural inclusion, etc.
- students with minor children
- working students
- students who are professional athletes
- students orphaned by at least one parent
- students who are children of victims of terrorism and organised crime

The Erasmus+ Program also provides additional funds for students with special needs related to physical, mental. health conditions (es. Companion, special transport, equipped accommodation, day or night permanent assistant, medical care, specific teaching materials, specific foods for celiac disease, etc). The amounts of financing methods will be assessed for each individual case

and illustrated in detail by the Erasmus and Rufa office staff upon specific request.

## **2) REQUIREMENTS AND HOW TO SUBMIT THE APPLICATION**

### **General eligibility requirements(who can apply):**

The Erasmus + traineeship/Placement can be carried out by students starting from the second year of the Bachelor of Arts and the first year of the Master of Arts, and by recent graduates. To apply to the 2023/2025 Erasmus+ traineeship/Placement call for applications it is necessary:

- For those who will carry out the placement as graduates: to be enrolled at Rome University of Fine Arts during the academic year 2023/2024.
- To be a student graduating during the current academic year. In this case, the students will be able to participate in the Erasmus + Program as long as they have applied during the period in which they were still enrolled.

Recent graduates can apply for a traineeship/ placement. They must participate in the call and be selected before graduation.

**From the moment of graduation, they will have to carry out and complete the traineeship abroad within 12 months of their graduation.**

**The Erasmus + traineeship must, in any case, be completed by the 31<sup>st</sup> of July 2026.**

### **Incompatibility**

Students applying for the Erasmus + / Placement Call cannot benefit, during the period in which they benefit from the Erasmus + program funding, of any other type of Community contribution awarded to spend a mobility period abroad.

### **Language requirements**

It is recommended that Erasmus + / Placement mobility candidates improve their language skills before departure, so that they have the tools to carry out a work mobility period abroad. During the selection process, this level of knowledge will be verified as a priority (English: level B1).

In this context, the European Commission provides online courses to learn the languages of the European Community through the link EU ACADEMY <https://academy.europa.eu/>

### **Agreement with the company, activities to be carried out abroad and training agreement**

After having independently identified the company in which they wish to carry out the traineeship, the candidates must agree the contents of the training project with it.

The Training Agreement must be drafted: this agreement must be signed by the company, the student and a representative of the Academy (RUFA).

### **Insurance coverage**

Each student must check the health coverage methods by asking the local health authority to which they belong, as the European Health Insurance Card (EHIC) could cover medical assistance and hospitalization costs in different ways and to a different extent depending on the country of destination. To this end, the online consultation service prepared by the Ministry of Health can be found at the address <http://www.salute.gov.it> section "topics and professions", box "Assistance, hospital and territory", item "Assistance health care Italians abroad and foreigners in Italy ". The Academy invites all winning students to check, before departure, the notices and information on safety in the host country published by the Ministry of Foreign Affairs.

The winners will be covered from the risk of Civil Liability and those related to accidents through RUFA's insurance.

For a post-Diploma traineeship (Placement), the insurance coverage for Civil Liability and accidents will be paid by the Graduate.

### **Recognition of the Erasmus+ mobility**

In the case of curricular traineeship, the recognition procedure is carried out in

accordance with the regulations and study plans of the various courses.  
In the case of virtual mobility (distance) or blended mobility, these mobilities will be fully recognized for all the activities carried out during the virtual and physical mobility period.

Winners are required to clarify every aspect of recognition of ECTS before departure at the Erasmus Office and the Academic Secretariat, by filling in or signing the Training Agreement.

Participation in the Erasmus program for curricular traineeship (as students) awards 1 point /110 for the final thesis.

The Erasmus + traineeship is also an extracurricular traineeship experience (post-graduation).

#### **Presentation of the application:**

Applications must be received by **Friday 12<sup>th</sup> July 2024** by the Erasmus Office at this email [erasmus@unirufa.it](mailto:erasmus@unirufa.it).

In the application (attachment 1) the candidate must declare, under his/her personal responsibility, pursuant to the decree of the President of the Republic no. 445/2000 his/her:

- Name and surname;
- date and place of birth;
- Academic Course in which he/she is enrolled;
- Matriculation number
- Having the requirements indicated in art. 2
- duration of any previous LLP / Erasmus and / or Erasmus + mobility;
- number of exams taken, credits acquired and weighted average (no less than 27/30).

It is necessary to present:

- The Application form, duly filled in and signed (attachment 1);
- A screenshot of the reserved Unirufa.point area including credits, exams passed and average;
- Artistic curriculum + portfolio (to be sent by [www.wetransfer.com](http://www.wetransfer.com));
- If available, a presentation letter (in Italian) written by a Professor of the Academy;

Applications will not be considered if:

- They are illegible or incomplete;
- They are not signed;
- they do not have the required attachments;
- they are submitted after the deadline;
- the average of the exams taken is lower than 27/30.

#### **SITES TO BE CONSULTED**

- <http://erasmusintern.org/>
- <https://ec.europa.eu/eures/public/it/homepage>
- <http://www.globalplacement.com/>

### **3) SELECTION PROCEDURES**

The selection is carried out by a specific commission composed of the Director, or his delegate, the Erasmus Officer and another lecturer selected by the Director.

The Commission selects the participating students based on the following criteria:

- the quality of the artistic works / projects documented in the portfolio;
- merit (calculation of the weighted average of the marks reported in the booklet and the number of exams taken) which must not be lower than 27/30;
- the level of knowledge of the language required by the host company or of English

A priority criteria for the selection of students that have the same requisites is seniority in their studies.

The Erasmus + scholarship can be obtained on the basis of the scholarships awarded by the Erasmus + INDIRE National Agency.



## Rankings

The ranking of eligible students will be published on the Academy's website.

## Acceptance, renouncements, replacements

Selected students must proceed with the organization of their traineeship and take care of the Training agreement which must be signed by the Student, Academy, Company before the departure.

Any renouncement must be communicated by the student promptly sending an email to [erasmus@unirufa.it](mailto:erasmus@unirufa.it), giving the reasons for the withdraw, to allow another student in the ranking to take his/her place

Any places for which no student has been selected will be made available through a notice of the Director.

## 4) DEADLINE CALENDAR

12<sup>nd</sup> of July 2024: presentation of the application

26<sup>th</sup> of July 2024: publication of the provisional ranking

The selected students will receive subsequent indications and deadlines from RUFA for the presentation of the acceptance letter by the company and the training agreement.

Failure to submit the documentation related to the company will result in the student being eliminated from the ranking.

## 5) CONTACTS AND INFORMATION

For information: Erasmus Office– Rome University of Fine Arts

e-mail: [erasmus@unirufa.it](mailto:erasmus@unirufa.it)

Website of the Academy [www.unirufa.it](http://www.unirufa.it)

## 6) ATTACHMENT

traineeship/ placement application (Annex I form)

## FINAL INDICATIONS

In addition to this call Mobility is governed by the rules contained in the "Erasmus Handbook" of the Erasmus + INDIRE National Agency related to the AY 2024/2025. It is also governed by the minimum clauses contained in the mobility contract that the student enters into with the Institute, before departure.

This announcement is to be considered as "sub condicione", in the event of changes / additions made by the Erasmus + INDIRE National Agency.

The Director  
Arch. Fabio Mongelli





**RU  
FA**  

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