



UNIVERSITÀ
DI CAMERINO



Disp.ASSINT/133
21/11/2013

LIFELONG LEARNING PROGRAMME

ERASMUS PLACEMENT

Tirocini all'estero per studenti –Erasmus Placement (SMP)

A.A. 2013/2014

Programma di apprendimento permanente LLP/ERASMUS

Nell'ambito del Programma quadro Lifelong Learning 2007-2013, è stata introdotta, a partire dall'anno accademico 2007/2008, la mobilità Erasmus placement, che permette agli studenti di svolgere un periodo di tirocinio presso imprese europee. Il programma prevede l'erogazione di un contributo finanziario per coprire parte delle spese sostenute all'estero dagli studenti durante il tirocinio.

Selezione per l'assegnazione di borse di studio

Nell'anno accademico 2013/2014 l'Università di Camerino assegnerà 45 borse, di tre mesi ciascuna, per mobilità Erasmus ai fini di placement, di cui 10 riservate a studenti della Scuola di Dottorato e 5 riservate agli studenti della Scuola Leopardi.

Il finanziamento sarà assegnato soltanto agli studenti PhD senza borsa, mentre agli studenti PhD con borsa sarà attribuito lo status di studente Erasmus.

L'Erasmus Placement è un'esperienza di tirocinio formativo e per questo motivo, in base a quanto previsto nei regolamenti e piani didattici dei diversi corsi di studio e seguendo le procedure stabilite dalle singole Scuole, tale mobilità potrà essere riconosciuta come tirocinio curriculare oppure riconosciuta come attività formativa nel Diploma Supplement.

Chi può fare domanda

Possono fare domanda tutti gli studenti, di qualsiasi ciclo di studi, comunitari e non comunitari, oltre che coloro che hanno ottenuto lo status di apolidi o rifugiati, purché regolarmente iscritti all'Università di Camerino, ovvero siano in regola con il pagamento delle tasse per l'a.a. 2013/2014.

Coloro che sono iscritti all'A.A. 2012/2013 e prevedono di laurearsi entro la sessione di aprile 2014 non potranno partecipare al programma.

Lo status di studente iscritto ad un corso di laurea dovrà essere mantenuto per tutta la durata del tirocinio. Pertanto, gli studenti beneficiari di borsa, potranno conseguire la laurea solo dopo aver concluso il tirocinio all'estero. Il conseguimento della laurea nel corso del tirocinio comporta la decadenza del tirocinio stesso e la perdita della borsa.

NON possono presentare la domanda coloro che hanno già usufruito di una mobilità Leonardo come studenti universitari. I candidati che hanno già usufruito di una borsa di mobilità Erasmus ai fini di studio possono presentare la candidatura per l'Erasmus ai fini di tirocinio.

Non è però consentita la sovrapposizione temporale, anche parziale, tra i vari periodi di fruizione delle borse Erasmus.

N.B.

TUTTI GLI STUDENTI NON COMUNITARI VINCITORI DI BORSA ERASMUS PLACEMENT, PRIMA DELLA PARTENZA DEVONO INFORMARSI ALMENO TRE MESI PRIMA PRESSO LE AMBASCIATE O I CONSOLATI DEI PAESI DI DESTINAZIONE SULLA DOCUMENTAZIONE RICHIESTA PER IL SOGGIORNO ALL'ESTERO.

Modalità di presentazione della domanda

Coloro che intendano partecipare alla selezione, dovranno presentare il modulo di candidatura, entro e non oltre le ore 16.00 del **20 gennaio 2014**

presso Ufficio Mobilità e Relazioni Internazionali, Polo degli Studenti (ASSINT), via Pieragostini n.18-Camerino o presso le Segreterie Studenti della sede di Ascoli Piceno in via Pacifici Mazzoni n.2.
Non farà fede il timbro postale.

Il modulo di candidatura è disponibile presso il suddetto ufficio e al seguente indirizzo web:

<http://www.unicam.it/international/erasmus/index.asp>

http://www.unicam.it/studenti/bandi_borse.asp

Il modulo di candidatura dovrà essere accompagnato da copia delle certificazioni comprovanti la conoscenza della lingua di livello almeno B1 (Vd. Cap. Conoscenza lingua); **Curriculum Vitae in lingua inglese e da una lettera di motivazione (presentation letter – activity plan) anch'essa in lingua inglese**, debitamente sottoscritti, nei quali dovranno risultare:

1. le motivazioni a svolgere un'esperienza Erasmus Placement; indicando le aspirazioni professionali ed il settore di interesse nel quale svolgere l'eventuale tirocinio transnazionale,
2. l'eventuale proposta della sede del tirocinio individuata autonomamente dallo studente o concordata con imprese/organizzazioni proposte dalla Scuola di afferenza dello studente;
3. **la proposta di stage o progetto formativo**

Gli studenti appartenenti al I° e II° ciclo e gli studenti della Scuola di Specializzazione dovranno consegnare anche copia del libretto elettronico degli esami stampato da "carriera studenti" del sito UNICAM;

Gli studenti di Dottorato dovranno invece allegare la lettera di referenza da parte del docente coordinatore.

Conoscenza della lingua

Requisito essenziale è la conoscenza di livello almeno B1 della lingua del paese in cui si vuole svolgere il tirocinio.

In subordine è essenziale la conoscenza di livello almeno B1 della lingua inglese quale lingua veicolare del placement che dovrà essere dimostrata attraverso una delle seguenti modalità, considerate tra loro equivalenti:

1) possesso di un certificato internazionale (Toefl, Cambridge, Dele Cervantes, Delf, Dalf ecc.) che attesti, secondo il quadro comune europeo di riferimento per le lingue, la conoscenza della lingua a **livello B1**;

2) partecipazione a soggiorni all'estero (in una nazione in cui la lingua ufficiale è la stessa di quella che verrà utilizzata per il placement) per un periodo di almeno sei mesi (anche in questo caso è necessaria una certificazione comprovante la durata e la natura del soggiorno)

3) iscrizione ad un corso di studio interamente impartito in lingua inglese; questi studenti possono far valere il possesso del requisito linguistico solo se si candidano per aziende o enti ospitanti che prevedono l'inglese come lingua del placement.

Per gli studenti della Scuola di dottorato : aver frequentato un master in lingua inglese.

Le certificazioni comprovanti la conoscenza della lingua debbono essere relative alla lingua utilizzata per il placement.

Le copie delle certificazione sono da allegare alla domanda.

Coloro che non sono in possesso di nessuno dei requisiti potranno comunque presentare domanda di partecipazione, dovranno sostenere un test in lingua inglese, spagnola o francese (a seconda della lingua del placement), prima del colloquio motivazionale per dimostrare la conoscenza della lingua. (vd. Capitolo criteri di selezione e valutazione)

Accederanno al colloquio motivazionale solo coloro che supereranno il test dimostrando una conoscenza della lingua di livello almeno B 1.

Questi candidati saranno considerati idonei ma saranno collocati in un'altra graduatoria che verrà utilizzata in caso di riassegnazione di borse residue.

Per date e modalità del test di lingua vedi ALLEGATO n.2

Durata del tirocinio e contributo finanziario

I tirocini avranno durata di 3 mesi continuativi (minimo 90 giorni-compresi sabati e domeniche) e potranno iniziare in una data compresa tra il **3 marzo e il 27 giugno 2014 per concludersi, inderogabilmente, entro il 30 settembre 2014.**

I tirocini che continueranno oltre tale data, come pure i tirocini di durata inferiore ai tre mesi, non sono finanziabili.

Il contributo finanziario concesso dall’Agenzia Nazionale LLP ammonta a 500 euro per ciascuna mensilità, tranne i paesi riportati in tabella, il cui importo mensile è riportato a fianco:

PAESE	IMPORTO MENSILE BORSA
Bulgaria	401 euro
Lituania	464 euro
Romania	445 euro
Lettonia	476 euro
Estonia	484 euro
Polonia	493 euro

Il contributo sarà erogato in due rate: il pagamento della prima rata (pari all’80% del totale) sarà disposto all’inizio del periodo del tirocinio,

Il restante 20% sarà erogato al rientro dello studente, previa corretta consegna dei documenti di fine tirocinio.

Il contributo non intende coprire l'intero costo del soggiorno di tirocinio all'estero ma è destinato a compensare, almeno in parte, le maggiori spese che si presume derivino dalla permanenza nel paese diverso da quello di origine. Pertanto lo stesso beneficiario dovrà integrare autonomamente il contributo concesso per sostenere le spese di viaggio, alloggio, vitto ed eventuali trasporti locali.

Criteri di selezione e valutazione

Verranno istituite due commissioni di valutazione, una per i candidati iscritti alla Scuola di dottorato, l'altra per tutti gli altri candidati.

Gli studenti di dottorato sosterranno il colloquio motivazionale il giorno **11 febbraio 2014** alle ore 10,00 presso la School of Advanced Studies.

La graduatoria verrà pubblicata il **17 febbraio 2014** sul sito

<http://www.unicam.it/international/erasmus/index.asp> e sarà disponibile presso l'ufficio Relazioni Internazionali.

Per tutti gli altri studenti la selezione si svolgerà tramite un colloquio motivazionale attitudinale, mirato a focalizzare le motivazioni e le attitudini nei riguardi dell'esperienza che il candidato si troverà eventualmente a vivere.

La graduatoria sarà formulata tenendo conto dei seguenti parametri:

- rilevanza colloquio motivazionale/attitudinale max 30%
- valutazione carriera accademica* max 30%
- certificazione della lingua del placement superiore al B1 max 20%
- modalità di ricerca del soggetto ospitante (impresa/organizzazione/ente) e piano attività prevista 20%

**La valutazione della carriera accademica terrà conto del rapporto tra CFU acquisiti (esami superati) e CFU previsti dalla data di prima immatricolazione al momento di presentazione della domanda (di norma sono previsti 60CFU/anno e della media ponderata degli esami di profitto. Per gli studenti iscritti ad un corso di laurea magistrale o specialistica o Scuola di Specializzazione si terrà conto del punteggio del titolo acquisito nel precedente corso di studi necessario per l'accesso all'attuale corso.*

Il Colloquio si svolgerà presso il Polo degli Studenti “Franco Biraschi” , via Pieragostini, 18 (1° Piano) nel giorno 4 febbraio 2014 alle ore 9.30.

Coloro che, non essendo in possesso dei requisiti linguistici dovranno sostenere il test devono attenersi alle indicazioni riportate nell’Allegato n.2

A seguito della selezione verranno stilate tre graduatorie di idonei: una per i PhD, una per gli Studenti in possesso di certificazione linguistica e un'altra per gli Studenti che hanno superato il test di livello B1 (come previsto nel paragrafo Conoscenza delle lingua).

Le graduatorie saranno disponibile presso l'Ufficio Mobilità e Relazioni Internazionali, Area Servizi agli Studenti e Internazionalizzazione a partire dal **17 febbraio 2014**.

Nel caso in cui le borse riservate non dovessero essere completamente assegnate potranno usufruirne gli idonei in graduatoria.

In caso di rinunce o di borse non assegnate sarà possibile per i vincitori delle borse chiedere un prolungamento del tirocinio, possibile purché il termine dello stesso sia comunque entro il 30 settembre 2014.

Enti presso cui svolgere il tirocinio

L'ente/organizzazione presso cui si intende svolgere il tirocinio deve essere ascrivibile alla definizione di "impresa" indicata nella Decisione n.170/2006/CE che istituisce il programma LLP: "*qualsiasi azienda del settore pubblico o privato che eserciti un'attività economica, indipendentemente dalle dimensioni, dallo status giuridico o dal settore economico di attività, compresa l'economia sociale*",

La sede ed in progetto formativo da svolgere potranno essere proposti autonomamente dallo studente, purché approvati dalla Struttura didattica di appartenenza, al fine di garantire il riconoscimento dell'attività da svolgere nel tirocinio.

Attività da svolgere e sedi

Nel caso di tirocinio presso Istituti di istruzione superiore (es: laboratori di università, biblioteche universitarie ecc.) l'attività svolta deve essere di formazione professionale e NON di studio e tale attività di formazione deve essere chiaramente espressa nel piano di lavoro (training agreement).

Sono da considerarsi non eleggibili, le seguenti sedi:

- Agenzie Europee
- Uffici Relazioni Internazionali presso gli Istituti di Istruzione Superiore;
- Uffici ed Enti che gestiscono programmi comunitari
- Istituzioni Comunitarie;
- Rappresentanze diplomatiche nazionali del Paese di appartenenza dello studente e presenti nel Paese ospitante (Ambasciate, Consolati...)
- Enti/organizzazioni/imprese in Italia.

Copertura assicurativa

I candidati vincitori saranno coperti dal rischio di Responsabilità Civile (eventuali danni causati a terzi) e per quelli da infortunio dalla polizza di ateneo.

Adempimenti amministrativi

A seguito dell'accettazione della borsa, i beneficiari dovranno sottoscrivere la seguente documentazione:

- Contratto di Tirocinio (Placement Contract), sottoscritto dallo studente e dalla università di appartenenza;
- Programma di lavoro (Training Agreement) e dichiarazione di qualità, in italiano e nella lingua del paese ospitante, sottoscritto dallo studente, dall'istituto di appartenenza e dall'organizzazione di accoglienza.

In caso di risoluzione del contratto da parte del beneficiario (interruzione del tirocinio) senza giustificati motivi, il beneficiario dovrà restituire l'intero contributo.

Se l'interruzione è dovuta a cause di forza maggiore ad esempio ad una imprevedibile situazione di natura del tutto eccezionale o ad un evento non controllabile dal beneficiario e non attribuibile a suo errore o negligenza, questi potrà ricevere l'importo del contributo corrispondente all'effettiva durata del tirocinio. Le somme non utilizzate dovranno essere restituite. Faranno fede le date sottoscritte nel certificato di inizio e fine tirocinio.

Si precisa che l'interruzione dovrà essere rigorosamente accompagnata da documentazione giustificativa. Tale documentazione, in ogni caso, verrà valutata dall'Agenzia Nazionale di riferimento che determinerà l'assegnazione o la revoca del contributo.

Sanzioni

Gli studenti assegnatari che, dopo aver accettato la borsa, ritirino la propria candidatura, salvo gravi e comprovati motivi, non potranno in futuro concorrere per nessun altro bando di mobilità Erasmus.

Studenti disabili

Al fine di consentire una più ampia partecipazione al programma Erasmus da parte degli studenti disabili, è previsto a livello comunitario un apposito contributo. I vincitori di borsa interessati possono richiedere, inoltre, contributi specifici per la copertura di esigenze particolari, che saranno valutate di volta in volta dall'Agenzia LLP.

Trattamento e riservatezza dei dati personali

Ai sensi del Codice in materia di protezione dei dati personali (Decreto legislativo 30 giugno 2003 n. 196) il trattamento dei dati personali degli studenti è effettuato dall'Università di Camerino esclusivamente per fini istituzionali e sarà pertanto improntato a principi di correttezza, liceità e pertinenza ai fini medesimi.

Camerino, 21 novembre 2013

Il Dirigente Macrosettore Studenti
(Dott.ssa Francesca Magni)

Disp. ASSINT/133
21/11/2013



UNIVERSITÀ
di CAMERINO



Disp./ASSINT/133
Del 21/11/2013

LIFELONG LEARNING PROGRAMME
ERASMUS PLACEMENT
Placements abroad for students- (SMP)
A.Y. 2013/2014

Lifelong Learning Program LLP / Erasmus

In the framework of Lifelong Learning Programme 2007-2013, the Erasmus Mobility for Placement has been introduced since the academic year 2007/2008. This programme allows students to carry out a placement in European companies, allocating grants to cover part of the students' expenses in the host country.

Selection criteria for Grant Assignment

For the academic year 2013/2014 the University of Camerino will award 45 three-months length Erasmus Placement grants: 10 of them will be awarded to PhD students, priority will be given to those without scholarship, and 5 of them will be reserved to Leopardi School students.

PhD students without scholarship will be awarded the grant while PhD students with scholarship will be awarded the Erasmus status.

Erasmus mobility for Placement is a training experience and for this reason - according to the various degree study courses rules and study plans as well as the procedures established by each University School - can be recognized as a curriculum internship or as a learning activity in the Diploma Supplement.

Who can apply

All students enrolled in UNICAM - both EU and non-EU, as well as those ones who have attained the status of stateless persons or refugees can apply, as long as in compliance with the fee payment for the current academic year 2013/2014.

Students enrolled for the academic year 2012/2013, who have planned to graduate by April 2014 cannot participate in the program.

The status of a student enrolled in a degree study course must be maintained for the whole duration of the placement. That means students can graduate only after completing the placement abroad. To graduate during the placement period will nullify the placement itself.

Students who have participated in the Leonardo mobility as university students cannot apply.

Students who have already participated in the Erasmus mobility for the purpose of study may apply.

Please note that it is not allowed to overlap time, even partially, between the two kind of mobility (placement and study purposes).

PLEASE NOTE THAT:

ALL NON-EU STUDENTS AWARDED AN ERASMUS PLACEMENT GRANT BEFORE DEPARTURE MUST CONTACT THE EMBASSIES OR CONSULATES OF THE DESTINATION COUNTRY AT LEAST THREE MONTHS IN ADVANCE IN ORDER TO CHECK THE DOCUMENTS REQUIRED FOR THEIR STAY ABROAD.

How to apply

Students wishing to participate in the selection, can apply no later than 16:00h on 20th January, 2014 at Mobility and International Relations Office, Polo degli Studenti, via Pieragostini 18, Camerino or at the Student Registry Office in Ascoli Piceno (address: Via Pacifici Mazzoni n.2, Ascoli Piceno).

For applications sent by mail the date of the postmark will be not considered

The application form is available at the above quoted office or can be downloaded from the webpage :

<http://www.unicam.it/international/erasmus/index.asp>

http://www.unicam.it/studenti/bandi_borse.asp

The application form must be completed with the Curriculum Vitae written in English and a motivation letter (presentation letter and activity plan) written in English and duly signed in which to express:

1. the reasons to carry out an Erasmus Placement experience, indicating the professional aspirations and the sector of interest where to carry out the transnational placement,
2. the information about the host organization/enterprise where the placement will take place. It may be chosen by the student or it may be provided by the student School teachers,
3. the placement proposal/training agreement, indicating the activity to be carried out,
4. For Bachelor, Master and School of Specialization students: the printed copy of the student "libretto online" with examinations taken, available on the Unicam website. No other kind of documents certifying the achievement of examinations will be taken into account.
5. For PhD Students: a letter of reference by the Unicam coordinator /supervisor

Foreign language knowledge

An essential requirement is the knowledge of at least B1 level of the language of the Country where the placement will be carried out.

As an alternative, it is required at least B1 level of English as a vehicular language of the placement that must be proven through one of the following conditions, considered equivalent:

- holding an international language certificate (TOEFL; CAMBRIDGE; DELE; CERVANTES; etc.) of level at least B1, according to the Common European Framework of Reference for Languages;
- holding a certificate of a stay abroad for a minimum of 6 months. Please note that official language spoken in the country you spent the period abroad must correspond to the language of placement.
- holding an enrolment certificate to a degree course taught in English. In this case the language of placement must be English.

Language certificates will be evaluated only if the certified language corresponds to the language of placement.

Please note that it is not allowed to change host organizations/enterprises and consequently destination countries after being awarded the grant.

Students who do not possess any language/stay abroad certificates may submit their application but they are required to take a test in English, Spanish or French (depending on the language of placement) in order to attend the motivational interview. In this case, the requested result of the test must be at least B1. Those students who will pass the language test will be included in a different ranking to be used in case of re-assignment of the remaining grants.

(see Selection criteria and evaluation)

Training length (duration) and financial assistance

The placements will last for 3 consecutive months (minimum 90 days, including Saturdays and Sundays) and will begin in a date between 3rd March 2014 and 27th June 2014 in order to be completed within September 30, 2014. Placements that will continue after this date will not be considered eligible as well as placements of less than three months length. In both cases a revocation of the grant can be claimed.

The financial assistance granted by the LLP National Agency amounts to 500€ for each month abroad, except for the countries listed below:

COUNTRY	MONTHLY GRANT AMOUNT
Bulgaria	401 Euros
Lithuania	464 Euros
Romania	445 Euros
Latvia	476 Euros
Estonia	484 Euros
Poland	493 Euros

The grant will be paid in two installments: the first installment, corresponding to 80% of the total amount will be paid at the beginning of the placement. The last installment corresponding to 20% will be paid on the student return, upon proper delivery of final placement documents.

The grant does not intend to cover the entire amount of the placement abroad but to compensate, at least in part, the extra costs the student have to afford during his/her stay abroad. Therefore, the assignee will have to integrate personally the grant given to support travel expenses, lodging, meals and any other local means of transport.

Selection criteria and evaluation

Two different committees will be nominated to select the candidates.

The selection of PhD candidates will consist of an interview focusing on placement motivations and expectations by a committee nominated by the board of the School of Advanced Studies.

For PhD students the selection will take place on 11 February at 10,00 at the School of Advanced Studies, situated in Via Lili n.55-62032 Camerino (MC).

The ranking will be published on 17th February on the Unicam website:

<http://www.unicam.it/international/erasmus/index.asp>

The Bachelor, Master and School of Specialization students selection will consist of an interview focusing on placement motivations and expectations by a committee composed of three teaching staff members.

The ranking list will be formulated taking into account the following criteria:

- motivational interview that will also assess attitude max 30%
- undergraduate academic career assessment* max 30%
- International language certificates of advanced level as regards B1 max 20%
- host organization (enterprise/ institution) and activity plan 20%.

*ratio between number of acquired credits and expected number of credits to be acquired from time of enrollment to the submission of this application (usually, it is expected that a student will acquire 60 credits per year) and weighted average mark of examinations taken. For students that are enrolled in second level degree programs (Masters) or School of Specialization the final mark of the previous degree required for the current enrolment will be taken also into account.

The Students selection will be held at the Polo degli Studenti via Pieragostini n.18 on 4th February 2014 at 9,30.

For those who do not possess the language requirements, language tests will be available, according to the schedules in ANNEX n.2.

At the end of the selection three rankings (PhD; Students with a language certificate and Student who passed the B1 level test) will be drawn and published on 17 February 2014 at the International Relations Office, Student Services and International Relations Area and online at the following website:

<http://www.unicam.it/international/erasmus/index.asp>.

In case the number of reserved grants are not completely awarded, they may be reassigned to suitable candidates in the rankings.

In case of withdrawn by an assignee, or in case of grants not awarded, the assignees may apply for an extension of the placement period, provided that it must be completed by the 30th of September 2014.

Where to carry out a placement

The company/institution where the placement must be carried out has to correspond to the definition of "enterprise" upon the LLP n.170/2006/CE Decision "any public or private company engaged in an economic activity, regardless the size, legal status or the economic sector of activity, including the social economy", The place and training agreement to carry out might be proposed independently by the student. However, the training agreement must be approved by University School, in order to ensure the recognition of the placement activity.

Activities to be undertaken and locations

In case of placement in higher education institutions (e.g., university laboratories, university libraries, etc..) the activity carried out must be a vocational training and NOT a study period. The training activities must be clearly expressed in the work plan (training agreement).

The following venues are considered not eligible:

- European Agencies
- International Relations Offices at Higher Education Institutions;
- offices and bodies that manage community programs;
- European Institutions;
- Diplomatic Representatives of the student's country present in the host country (embassies, consulates ...)

- Enterprises or host organization in Italy.

Administrative documents

Following the acceptance of the grant, assignees are invited to sign the following documents:

- Placement Contract (Placement Contract) signed by the student and by the home university;
- Work Programme (Training Agreement) and statement of quality both in Italian and in the language of the host country, signed by the student, by the home institution as well as by the host institution.

In case of an early interruption of the placement, except for valid reasons, the assignee must return the entire amount of the grant.

If the interruption is due to force majeure such as an unpredictable nature of the exceptional situation or event that cannot be controlled by the assignee and not attributable (assignable) to his/her fault or negligence, he/she can receive the amount corresponding to the real duration of the placement. The amounts not used must be returned.

The date of beginning and end of placement signed on the documents will attest it.

Please note that any interruption must be closely accompanied by supporting documentation. Such documents, however, will be evaluated by the LLP National Agency that will determine the allocation or the withdrawal of grant.

Penalties

In case of withdrawn by an assignee, except for serious reasons, he/she can not apply for any other Erasmus mobility call in the future.

Students with disabilities

In order to allow a wider participation in the Erasmus program for students with disabilities a special Community contribution is provided. If interested, the assignees can apply to obtain further specific contributions to cover special needs that will be assessed from time to time by the LLP National Agency.

Personal data Treatment

Under the Code regarding the protection of personal data (Legislative Decree No. 196 of June 30, 2003) the students' personal data will be processed by the University of Camerino exclusively for institutional purposes, on the basis of principles of correctness and relevance.

Camerino, 21st November 2013

The Director
(Dr. Francesca Magni)



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Lifelong Learning Programme

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Please note that it is not allowed to overlap time, even partially, between the two kind of mobility (placement and study purposes).

PLEASE NOTE THAT:

ALL NON-EU STUDENTS AWARDED AN ERASMUS PLACEMENT GRANT BEFORE DEPARTURE MUST CONTACT THE EMBASSIES OR CONSULATES OF THE DESTINATION COUNTRY AT LEAST THREE MONTHS IN ADVANCE IN ORDER TO CHECK THE DOCUMENTS REQUIRED FOR THEIR STAY ABROAD.

How to apply

Students wishing to participate in the selection, can apply no later than 16:00h **on 20th January, 2014** at Mobility and International Relations Office, Polo degli Studenti, via Pieragostini 18, Camerino or at the Student Registry Office in Ascoli Piceno (address: Via Pacifici Mazzoni n.2, Ascoli Piceno).

For applications sent by mail the date of the postmark will be not considered

The application form is available at the above quoted office or can be downloaded from the webpage :

<http://www.unicam.it/international/erasmus/index.asp>

http://www.unicam.it/studenti/bandi_borse.asp

The application form must be completed with the Curriculum Vitae written in **English** and a motivation letter (presentation letter and activity plan) written in **English and** duly signed in which to express:

1. the reasons to carry out an Erasmus Placement experience, indicating the professional aspirations and the sector of interest where to carry out the transnational placement,
2. the information about the host organization/enterprise where the placement will take place. It may be chosen by the student or it may be provided by the student School teachers,
3. the placement proposal/training agreement, indicating the activity to be carried out,
4. For Bachelor, Master and School of Specialization students :the printed copy of the student "libretto online" with examinations taken, available on the Unicam website. No other kind of documents certifying the achievement of examinations will be taken into account.
5. For PhD Students: a letter of reference by the Unicam coordinator /supervisor

Foreign language knowledge

An essential requirement is the knowledge of at least B1 level of the language of the Country where the placement will be carried out.

As an alternative, it is required at least B1 level of English as a vehicular language of the placement that must be proven through one of the following conditions, considered equivalent:

- holding an international language certificate (TOEFL; CAMBRIDGE; DELE; CERVANTES; etc.) of level at least B1, according to the Common European Framework of Reference for Languages;
- holding a certificate of a stay abroad for a minimum of 6 months. Please note that official language spoken in the country you spent the period abroad must correspond to the language of placement.
- holding an enrolment certificate to a degree course taught in English. In this case the language of placement must be English.

Language certificates will be evaluated only if the certified language corresponds to the language of placement.

Please note that it is not allowed to change host organizations/enterprises and consequently destination countries after being awarded the grant.

Students who do not possess any language/stay abroad certificates may submit their application but they are required to take a test in English, Spanish or French (depending on the language of placement) in order to attend the motivational interview. In this case, the requested result of the test must be at least B1. Those students who will pass the language test will be included in a different ranking to be used in case of re-assignment of the remaining grants.

(see Selection criteria and evaluation)

Training length (duration) and financial assistance

The placements will last for 3 consecutive months (minimum 90 days, including Saturdays and Sundays) and will begin in a date between 3rd March 2014 and 27th June 2014 in order to be completed within September 30, 2014. Placements that will continue after this date will not be considered eligible as well as placements of less than three months length. In both cases a revocation of the grant can be claimed.

The financial assistance granted by the LLP National Agency amounts to 500€ for each month abroad, except for the countries listed below:

COUNTRY	MONTHLY GRANT AMOUNT
Bulgaria	401 Euros
Lithuania	464 Euros
Romania	445 Euros
Latvia	476 Euros
Estonia	484 Euros
Poland	493 Euros

The grant will be paid in two installments: the first installment, corresponding to 80% of the total amount will be paid at the beginning of the placement. The last installment corresponding to 20% will be paid on the

student return, upon proper delivery of final placement documents.

The grant does not intend to cover the entire amount of the placement abroad but to compensate, at least in part, the extra costs the student have to afford during his/her stay abroad. Therefore, the assignee will have to integrate personally the grant given to support travel expenses, lodging, meals and any other local means of transport.

Selection criteria and evaluation

Two different committees will be nominated to select the candidates.

The selection of PhD candidates will consist of an interview focusing on placement motivations and expectations by a committee nominated by the board of the School of Advanced Studies.

For PhD students the selection will take place on 11 February at 10,00 at the School of Advanced Studies, situated in Via Lili n.55-62032 Camerino (MC).

The ranking will be published on 17th February on the Unicam website:

<http://www.unicam.it/international/erasmus/index.asp>

The Bachelor, Master and School of Specialization students selection will consist of an interview focusing on placement motivations and expectations by a committee composed of three teaching staff members.

The ranking list will be formulated taking into account the following criteria:

- motivational interview that will also assess attitude max 30%
- undergraduate academic career assessment* max 30%
- International language certificates of advanced level as regards B1 max 20%
- host organization (enterprise/ institution) and activity plan 20%.

**ratio between number of acquired credits and expected number of credits to be acquired from time of enrollment to the submission of this application (usually, it is expected that a student will acquire 60 credits per year) and weighted average mark of examinations taken. For students that are enrolled in second level degree programs (Masters) or School of Specialization the final mark of the previous degree required for the current enrolment will be taken also into account.*

The Students selection will be held at the Polo degli Studenti via Pieragostini n.18 on 4th February 2014 at 9,30.

For those who do not possess the language requirements, language tests will be available, according to the schedules in **ANNEX n.2**.

At the end of the selection three rankings (PhD; Students with a language certificate and Student who passed the B1 level test) will be drawn and published on 17 February 2014 at the International Relations Office, Student Services and International Relations Area and online at the following website:

<http://www.unicam.it/international/erasmus/index.asp>.

In case the number of reserved grants are not completely awarded, they may be reassigned to suitable candidates in the rankings.

In case of withdrawn by an assignee, or in case of grants not awarded, the assignees may apply for an extension of the placement period, provided that it must be completed by the 30th of September 2014.

Where to carry out a placement

The company/institution where the placement must be carried out has to correspond to the definition of "enterprise" upon the LLP n.170/2006/CE Decision "any public or private company engaged in an economic activity, regardless the size, legal status or the economic sector of activity, including the social economy", The place and training agreement to carry out might be proposed independently by the student. However, the training agreement must be approved by University School, in order to ensure the recognition of the placement activity.

Activities to be undertaken and locations

In case of placement in higher education institutions (e.g., university laboratories, university libraries, etc..) the activity carried out must be a vocational training and NOT a study period. The training activities must be clearly expressed in the work plan (training agreement).

The following venues are considered not eligible:

- European Agencies

- International Relations Offices at Higher Education Institutions;
- offices and bodies that manage community programs;
- European Institutions;
- Diplomatic Representatives of the student's country present in the host country (embassies, consulates ...)
- Enterprises or host organization in Italy.

Administrative documents

Following the acceptance of the grant, assignees are invited to sign the following documents:

- Placement Contract (Placement Contract) signed by the student and by the home university;
- Work Programme (Training Agreement) and statement of quality both in Italian and in the language of the host country, signed by the student, by the home institution as well as by the host institution.

In case of an early interruption of the placement, except for valid reasons, the assignee must return the entire amount of the grant.

If the interruption is due to force majeure such as an unpredictable nature of the exceptional situation or event that cannot be controlled by the assignee and not attributable (assignable) to his/her fault or negligence, he/she can receive the amount corresponding to the real duration of the placement. The amounts not used must be returned.

The date of beginning and end of placement signed on the documents will attest it.

Please note that any interruption must be closely accompanied by supporting documentation. Such documents, however, will be evaluated by the LLP National Agency that will determine the allocation or the withdrawal of grant.

Penalties

In case of withdrawal by an assignee, except for serious reasons, he/she can not apply for any other Erasmus mobility call in the future.

Students with disabilities

In order to allow a wider participation in the Erasmus program for students with disabilities a special Community contribution is provided. If interested, the assignees can apply to obtain further specific contributions to cover special needs that will be assessed from time to time by the LLP National Agency.

Personal data Treatment

Under the Code regarding the protection of personal data (Legislative Decree No. 196 of June 30, 2003) the students' personal data will be processed by the University of Camerino exclusively for institutional purposes, on the basis of principles of correctness and relevance.

Camerino, 21st November 2013

The Director
(Dr. Francesca Magni)