

## LIFELONG LEARNING PROGRAMME

### ERASMUS PLACEMENT for PhD students –Erasmus Placement (SMP) A.A. 2011/2012

#### Lifelong Learning Program LLP / Erasmus

Under the framework of Lifelong Learning Programme 2007-2013, since academic year 2007/2008 it has been introduced the Erasmus Placement Mobility, which allows students to carry out a placement in European companies. The program allocates grants to cover part of the students' expenses in the host country.

#### Selection criteria for Grant Assignment

*For the academic year 2011/2012 the University of Camerino will award 8 Erasmus Placement grants for PhD Students for four months.*

Priority will be given to those PhD students without scholarship. The period abroad must take place in an enterprise, organization and institution situated in one of the 27 European countries (see the participating country list [http://www.programmallp.it/index.php?id\\_cnt=311](http://www.programmallp.it/index.php?id_cnt=311)) in SEE countries: Iceland, Norway and Liechtenstein. In addition are considered eligible the following countries: Turkey, Switzerland and Croatia.

#### Who can apply

All PhD students enrolled in the UNICAM School of Advanced Studies - 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. 2011/2012.

The status of a PhD student enrolled in a doctoral study course must be in fact maintained for the whole duration of the placement.

**Students who have already received a Leonardo grant, as university students are not allowed to apply.**

**Students who have already received an Erasmus mobility grant for study are also permitted to apply.**

#### **PLEASE NOTE THAT:**

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

#### How to apply

PhD Students wishing to participate in the selection, can apply no later than 12:00h on April 16, 2012 at Mobility and International Relations Office, Polo degli Studenti, via Pieragostini 18.

For applications sent by mail the date of the postmark will not be 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](http://www.unicam.it/studenti/bandi_borse.asp)

The application form must be attached the Curriculum Vitae drawn up in English;

1. a motivation letter
2. letter of reference by the PhD student coordinator/supervisor.

**Only the forms received by April 16, 2012 at 12:00h will be taken into account**

#### Training length (duration) and financial assistance

The placements will last for 4 consecutive months and will begin in a date between April 30 and June 30 in order to be completed within September 30, 2012. 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	448 euros
Lithuania	486 euros
Romania	480 euros
Turkey	499 euros

The grant will be paid in two installments: the first installment (80% of the total) will be paid at the beginning of the placement. The remaining 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 has 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**

The selection will consist of an interview by a committee nominated by the board of the School of Advanced Studies.

**Selection will take place on April 23<sup>rd</sup> at 11:00 at the School of Advanced Studies , situated in Via Lili n.55-62032 Camerino (MC).**

The merit list will be published on **30 April 2012** on the Unicam website.

### **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 (eg 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 ...)

### **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, 16 March 2012

The ASSINT Director  
(Dott.ssa Francesca Magni)