



Erasmus+



**Call for selection “Erasmus+ Traineeship” ERASMUS+  
Program for higher education students Key Action 1 – Student**

**Mobility for Traineeship Project EU4EU for the EU: Number  
2021-1-PT01-KA131-010084 for the assignment of 6 mobility  
scholarships**

**Academic Year 2023-2024**

## **Introduction**

The project promoted under the European Union Erasmus + KA1 2022 Program from ENSINUS – Estudos Superiores, SA. in Consortium with

ENSINUS – Estudos Superiores, SA  
Universidade de Coimbra  
Universidade Lusófona / Cooperativa de Formação e Animação Cultural, crl  
Instituto Politécnico de Setúbal  
Egas Moniz - Cooperativa de Ensino Superior, Crl  
Fundação Ensino e Cultura Fernando Pessoa – Universidade Fernando Pessoa  
FEDRAVE - Fundação para o Estudo e Desenvolvimento da Região de Aveiro  
ESE, Ensino Superior Empresarial, Lda  
ISLA-Santarem, Educação e Cultura Unipessoal, Lda.

Call for the award of a maximum of 6 scholarships lasting from 5 to 30 days to students enrolled in the third cycle of studies or short cycle of studies (research doctorate) of any course of study at one of the universities in the Consortium, draw on funds from the Erasmus + project **2021-1-PT01-KA131-010084** ("**Project**").

- Deadlines for completing the application: 27 September
- Publication of Results: 29 September

### **Art.1 General information**

Erasmus+ Traineeship is the EU Program active in the fields of education, training, youth and sport for the period 2021-2027 which supports the international mobility of students and future graduates, with the aim of improving the level of transversal and professional competences, with special reference to their relevance for the labor market and their contribution to the creation of a cohesive society (the "**Programme**")

The "Erasmus + for Traineeship" scholarships are awarded for the following activities in a foreign Host Organization:

- A) curricular traineeships
- B) extracurricular traineeships

#### **Art.1.1 Learning Objective**

The expected learning objective for the internships offered by this call and preferential criterion in the evaluation of the application is the development of professional skills useful for:

- seizing EU funding opportunities,
- presenting financing proposals,
- managing and implementing project activities.

The purpose of the Eu4Eu Project is the development of transversal skills, including but not limited to: project management, project design, digital skills, web and graphic design, marketing, communication, social media management, business and administration, which significantly enrich curriculum profiles and can easily be spent in other professional sectors, raising the prospects of employment for participants.

#### **Art.1.2 Target beneficiaries**

Only students registered and / or enrolled in the third cycle of studies (research doctorates) of any field of study at one of the partner universities of the Consortium can access mobility:

ENSINUS – Estudos Superiores, SA; Universidade de Coimbra; Universidade Lusófona / Cooperativa de Formação e Animação Cultural, crl; Instituto Politécnico de Setúbal; Egas Moniz - Cooperativa de Ensino Superior, Crl; Fundação Ensino e Cultura Fernando Pessoa – Universidade Fernando Pessoa; FEDRAVE - Fundação para o Estudo e Desenvolvimento da Região de Aveiro; ESE, Ensino Superior Empresarial, Lda; ISLASantarem, Educação e Cultura Unipessoal, Lda.

Recent doctorate holders can also participate by applying during the last year of enrollment and, therefore, before obtaining the academic degree. In this case, the internship must be carried out and concluded no later than 12 months from the issue of the qualification and, in any case, within the time limits set by this Call.

Applications from students who have not passed all their exams within the prescribed period of time are admitted.

#### **Art.1.3 Admission requirements and reasons for forfeiture of the scholarship**

- Being enrolled in the third cycle of studies, of any field of study at one of the partner universities of the Consortium.
- Having demonstrable knowledge equivalent to at least level B1 of the English language as required by art. 3.2.
- Not having already used the maximum number of months of mobility allowed by the Erasmus + Program in their course of study.
- Not being granted other funding for stays abroad disbursed from European Union funds that overlap, even partially, with the Erasmus + internship period.
- Students who intend to carry out the internship during the course of study must maintain the status of "student" for the entire duration of the internship; obtaining the academic degree during the internship will result in the forfeiture of the scholarship and the refund of the sums received.
- Doctorate's holders must submit the application during the last year of enrollment, before obtaining the academic degree; the internship will take place, under penalty of forfeiture of the scholarship, after the qualification has been awarded and will end within 12 months of graduation.

The absence of any of the aforementioned requirements will result in the exclusion of the candidate from the following phases of the selection. Candidates are admitted to the selection subject to the verification of the prescribed requirements. The National Coordinator may decide at any time, with a motivated resolution, the exclusion from the selection for lack of the admission requirements prescribed by the Call.

#### **Art.1.4 Destination Countries**

- Erasmus + for Traineeship mobility can be carried out in Host Organizations and institutions of the Member States of the European Union and other Program Countries listed below:
- Member States of the European Union: 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;
- Non-EU countries participating in the Program: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey.

#### **Art. 1.5 Traineeship period, duration and blended mobility**

The internship must take place in the period between October 1, 2023 and October 31, 2023. Internships must have a minimum duration of 5 days complete and consecutive days, and a maximum of 30 complete and consecutive days. The jury reserves the right to limit the contribution up to a maximum of 30 days, in the event that the overall budget of the Project does not cover all the required months. During the

internship, participants can request an extension of the grant, which will be granted after checking the budget coverage.

#### **Art. 1.6 ICTS (University Credits)**

For students, Erasmus + for Traineeship mobility is an internship experience the recognition procedure of which is carried out in accordance with the regulations and teaching plans of the various study programs and according to the rules and procedures established by each university of reference. Winners are required to find information on the recognition of ICTS before departure from the Mobility Coordinator / Coordinator for teaching and/or the internship office / Erasmus office of their home university.

#### **Art.2 Erasmus+ financial contribution**

The financial contributions of Erasmus+ for Traineeship mobility are paid based on the actual duration in days of the internship, certified by the certificate of attendance issued by the Host Organization (Traineeship Certificate). The duration must not be less than 5 days nor more than 30 days.

In case of exhaustion of EU funds or simultaneous assignment of other EU funds, or upon specific request of the student and prior authorization from the university, it will be possible to assign to the eligible students, in order of ranking, the status of "Erasmus zero-EU- Grant " which allows to benefit from mobility, without receiving the EU financial contribution.

#### **Art. 2.1 Students and recent graduates with fewer opportunities**

Students and recent graduates with fewer opportunities means being a participant in one or more of the following conditions: with needs related to physical, mental or health conditions; with socio-economic disadvantaged conditions.

Students and recent graduates with fewer opportunities can receive a supplement.

In order to be entitled to the supplementary individual contribution, students and recent graduates in socio-economically disadvantaged conditions must send an email to [eu4eu@isg.pt](mailto:eu4eu@isg.pt) .

#### **Art.2.2 Tax conditions of the Erasmus+ contribution**

Pursuant to Art. 1, Paragraph 50, of Law No. 208 of 28.12.2015, the exemptions provided for in Article 1, Paragraph 3, of Decree-Law No. 105 of 9 May 2003, converted, with amendments, by Law No. 170 of 11 July 2003, apply to scholarships for international mobility, unless further regulatory amendments are made.

#### **Art. 2.3 Methods of payment of the scholarship**

The contribution will be paid in two installments:

- The payment of the first installment (equal to 90% of the total) will be arranged by the National Coordinator at the beginning of the internship period, usually within 30 days following the upload to the Coordinator e-mail of the "Letter of Arrival" at the host organization ("**Host Organization**"), provided that the student has already signed the Grant Agreement referred to in the following art. 4.4.
- The payment of the second installment (equal to 10% of the total) will be disbursed at the end of the internship, within 30 days from the completion of the last of the following activities: delivery of the complete final internship documentation (complete Learning Agreement); online submission of the EU Survey.

### **Art. 3 Application and Host Organizations**

#### **Art. 3.1 Application procedure**

Applications must be submitted exclusively online through the EU4EU email ( [eu4eu@isg.pt](mailto:eu4eu@isg.pt) ) starting from September 15, 2023.

### **Art. 3.2 Registration**

The candidate must complete and submit the application form online, sending the following documentation to [eu4eu@isg.pt](mailto:eu4eu@isg.pt) :

- Curriculum vitae in English (.pdf format, with the following file name "CV\_Name- Surname")
- One of the following documents proving the level of English language equal to or better than B1, which will be verified by the Evaluation Commission referred to in the following art. 4.2:
  - Language certificates (Cambridge, TOEFL, IELTS, Trinity ESOL, etc.);
  - Certificate issued by the English Language Center of the University;
  - Certificate issued by an English language school;
  - University study plan certifying the passing of the English language exam or the English proficiency test;
  - Self-certification.
  - Link-URL to his/her own English language Video CV.

### **Art. 3.3 Eligibility Requirements of Host Organizations**

As per definition provided by the 2023 version of the "Programme Guide" of the European Commission, the Host Organization hosting the internship will be:

- any public or private organization of a country participating in the program active in the labor market or in the field of education, training, youth, research and innovation. For example, such an organization can be:
  - a public or private enterprise, small, medium or large (including social enterprises);
  - a public body at local, regional or national level;
  - or an embassy or consular office of the EU Member State or third country associated with the sending programme;
  - a social part or another representative active in the labour market, including chambers of commerce, orders of artisans or professionals and trade union associations;
  - a research institute;
  - a foundation, a school, an institute or an educational center (at any level, from pre-school to upper secondary education, including vocational and adult education);
- a non-profit organization, association or NGO;
- a body for career guidance, career advice and information services;
- a HEI from an EU Member State or a third country associated to the programme holding a CEIS or a HEI from a third country not associated to the programme, recognised by the competent authorities and having signed inter-institutional agreements with its partners from the EU Member States or third countries associated to the programme, prior to the mobility.

The following types of organizations are not eligible as Host Organization for internships of students in mobility: EU institutions and other bodies, including specialized agencies (the full list is available at [http://europa.eu/european-union/about-eu/institutions-bodies\\_it](http://europa.eu/european-union/about-eu/institutions-bodies_it)); organizations managing EU programs, such as Erasmus + National Agencies.

Host organizations must be formally registered in the country of mobility.

Host Organizations must be based in one of the countries participating in the Erasmus + Program as specified below:

- Member States of the European Union: 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.
- Non-EU countries participating in the Program: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey.

N.B: Students cannot carry out the internship in the same country in which their home university is located.

### **Art. 3.4 Suitability Requirements of Host Organizations**

At the sole discretion of EuGen, only those Host Organizations deemed suitable in terms of: organizational reliability, presence and availability of the tutor, adequacy of the logistical conditions, consistency of the tasks foreseen in the internship offer with the [objectives and values of the European Union](#) enshrined in the [Lisbon Treaty](#) and the [EU Charter of Fundamental Rights](#), compliance with the precepts of the [European Quality framework for Internships](#), will be admitted as Host Organizations.

## **Art. 4 Scholarships selection and assignment**

### **Art. 4.1 Selection Criteria**

The selection procedure will take place through the evaluation of the following indicators:

1. Presence of focus in EU project management (maximum 15 points);
2. Consistency of skills and experiences acquired in the training and professional field expressed in the CV (see Article 1.1) and with the internship duties (maximum 50 points);
3. Assessment of language skills, as shown by the certification of English language and any other languages held by the candidate (maximum 15 points).

In the event of two or more candidates with the same score, the priority in the ranking will be established based on the order of arrival of the applications as resulting from the email application.

### **Art 4.2 Communication and publication of the results**

The results of the selection will be communicated to the candidates on their e-mail address indicated in the application form and published on the websites of the Consortium Universities no later than September, 28, 2023.

### **Art. 4.3 Acceptance of the Erasmus+ contribution**

Successful candidates must formalise their acceptance of the grant by email.

### **Art. 4.4 Waiver of the Erasmus+ contribution**

Accepting the Erasmus + internship is a serious commitment made by the candidate. Any cancellations made before or during the mobility must be communicated in writing and duly justified for serious and proven cases of force majeure, to the National Coordinator (eu4eu@isg.pt) and to the Host Organization.

## **Art. 5 Preparation for departure**

### **Art. 6.1 Third party liability and accident insurance**

The insurance for accidents and responsibility in the workplace, which the student automatically benefits from when enrolling at the University, is extended, in the same way, for the entire period of internship abroad at the host institution. The policies and information are published on the web page of the individual universities. The aforementioned insurance covers only internship activities and does not include coverage of risks associated with the exercise of the medical profession and health facilities. Unless otherwise indicated by each university, students of the health area will be responsible for finding such insurance independently. For any details, candidates can contact the Erasmus / International Relations or Placement Offices of the home university.

### **Art. 6.2 Health insurance**

Mobility students are required to make their own arrangements for adequate health insurance cover during their stay abroad, in accordance with the procedures laid down by the host country.

If the applicant holds the European Health Insurance Card (EHIC), he/she is automatically entitled to benefits from the National Health Service in all EU countries. However, the coverage of the EHIC or private insurance may not be sufficient. It may therefore be advisable to take out additional private insurance.

### **Art. 6.2 Online Linguistic Support**

The Erasmus+ Program recommends the selected candidate to undergo an online test of their language skills before the mobility, for the learning language identified as the working language with the Host Organization in the Learning Agreement for Traineeship.

Before the internship, the candidate will take an entrance test and follow the language course for its level. Completing the online assessment before departure is strongly recommended for mobility.

The language test and the related course will be assigned in the first working language indicated by the Host Organization in the Learning Agreement for Traineeship, (the available languages are: German, English, Spanish, French, Italian, Dutch, Portuguese, Bulgarian, Czech, Danish, Estonian, Greek, Croatian, Latvian, Lithuanian, Hungarian, Polish, Romanian, Slovakian, Slovenian, Finnish, Swedish, Irish, Maltese).

If the candidate obtains in the placement test an evaluation between C1 and C2 in the working language, he/she will be able to choose to attend the online language course in another of the available languages.

### **Art. 6.3 Entry into the host country**

The student must independently seek information about any rules governing:

- entry into the host country, by contacting the relevant diplomatic representations in good time;
- health care in the host country, by contacting their local health authorities or diplomatic representations.

The legislation and regulations governing the entry of non-EU students into the countries participating in the Program are linked to the nationality of the students: it is the students' responsibility to seek information well in advance and obtain the documents that will allow entry and stay in the country of destination.

### **Art. 6.4 Departure preparation package**

EU4EU makes available to all students who have obtained the scholarship a departure preparation package, containing updated information, links to websites, social network channels, manuals, guides, documents, videos on the following topics: participation in the EU4EU internship; tools available to all Erasmus students; live and work in Europe; travel sustainably; EU 2021-2027 planning and programming.

## **Art. 7 Other provisions**

### **Art. 7.1 Activities and financing**

The activities and funding provided for in this Call are subject to the actual signing of the Erasmus + 2023/2024 agreement between the Erasmus + National Agency and EuGen, National Coordinator, for the allocation of EU funds. It should also be noted that the information contained in this Call may undergo changes and / or additions on the basis of subsequent updates and provisions by the Erasmus + National Agency.

### **Art. 7.2 Controls**

The National Coordinator proceeds to carry out checks, even on a sample basis, in all cases in which well-founded doubts arise on the veracity of the self-certifications. The lack of truthfulness of the information declared or self-certified constitutes a reason for exclusion / forfeiture, without prejudice to the other consequences provided for by law.

**Art. 7.3 Responsible for the procedure**

The persons in charge of the proceedings are Marta Almeida Santo and David Ruah. Questions should be sent to eu4eu@isg.pt.

**Art.7.4 Treatment of personal data**

The processing of personal data is regulated by the new European Regulation no. 679 of 27.4.2016 - GDPR (General Data Protection Regulation) as well as by the national legislation in force.

**Art. 7.5 Helpdesk and contacts**

For any further information, candidates can send an e-mail to the following e-mail address: [eu4eu@isg.pt](mailto:eu4eu@isg.pt) . Candidates will also be able to follow all the updates on the Project which will be periodically published on the following social channels:

Facebook: <https://www.facebook.com/EU4EUnetwork/>

LinkedIn: <https://www.linkedin.com/showcase/eu4eu-european-universities-for-the-eu>

Instagram: <https://www.instagram.com/eu4eunetwork/>