



Call for selection “Erasmus+ Traineeship”

ERASMUS+ Program for higher education students Key Action 1 – Student Mobility for Traineeship

Number 2022-1-PT01-KA131-HED-000068465 for the assignment of 14 mobility scholarships

Academic Year 2023-2024
Online application www.eu4eu.org

Introduction

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.

for the award of 14 scholarships lasting from 60 to 150 days to students enrolled in the first, second, third cycle of studies or short cycle of studies (undergraduate and graduate, first and second level masters, research doctorate) of any course of study at one of the universities in the Consortium, draw on funds from the Erasmus+ project 2022-1-PT01-KA131-HED-000068465 ("**Project**").

- Application Phase : Starting 19th of February until the 5th of March.
- Evaluation of the results: 5th of March - 8th of March
- Results: 11th of March

If there are still available scholarships, there will be a second call with the following dates:

- Application Phase : Starting 19th of March until the 5th of April.
- Evaluation of the results: 5th of April- 8th of April
- Results: 11th of April

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) extra curricular 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 first, second or third cycle of studies and short cycle of studies (bachelor's and master's degree, first and second level masters, 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; ISLA-Santarem, Educação e Cultura Unipessoal, Lda.

Recent graduates, master's degree holders and doctorate's holders can also participate by submitting the application 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 first, second or third cycle of studies, and short cycle of studies (bachelor's and master's degree, first and second level master's, research doctorate) 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.
- Having a minimum number of 60 days of mobility per internship available, in accordance with the Erasmus+ Program in their course of study and therefore 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.
- Recent graduates, master's degree holders and 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 March 14, 2024 and July 31, 2024. Internships must have a minimum duration of 60 complete and consecutive days, and a maximum of 150 complete and consecutive days. The jury reserves the right to limit the contribution up to a maximum of 90 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 ECTS (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 ECTS before departure from the Mobility Coordinator / Coordinator for teaching and / or the internship office / Erasmus office of their home university.

Art. 1.7 Methods of mobility monitoring in itinere and ex-post

A quality monitoring is planned, based on three different moments through web surveys:

1. Entry mobility survey, sent two weeks after the start of the mobility. The survey aims to monitor the quality of the trainee's social-employment placement and detect any critical issues (relationship with tutors and colleagues, relevance of duties, search for accommodation). Filling in the survey is not mandatory, the trainee will only have to fill it in to report any proven critical issues and to request prompt support from the National Coordinator.
2. Outcome mobility survey, sent before the end of the mobility. The survey aims to investigate the quality of the trainee's training path and the project, at the end of the mobility experience. Filling in the questionnaire is mandatory and binding for the purpose of paying the scholarship (see art.2.3);
3. Follow-up survey, sent at least 5 months after the end of the mobility. The survey aims to investigate the impact of the mobility project at the training and occupational level detected on the trainee in the medium to long term. Filling in the questionnaire is mandatory. Students will receive all the questionnaires at the email address indicated at the time of application and are required to communicate any changes of address.

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 60 days nor more than 150 days.

Any extensions will be financed only in case of availability of funds. The amount of the Erasmus+ grants vary depending on whether the destination country belongs to one of the following groups:

- GROUP 1 (high cost of living): Destination countries: Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.
- GROUP 2 (medium cost of living): Destination countries: Austria, Belgium, Cyprus, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain.
- GROUP 3 (low cost of living): Destination countries: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Republic of North Macedonia, Turkey. 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 receive a supplement of the individual contribution assigned for Erasmus+ physical mobility of 250 euros / month, following the order of the ranking list until funds are exhausted (subject to the allocation of the 17 grants).

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 Portal 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; online submission of the Survey Mobility Outcome EU4EU - European Universities for the EU (see art. 1.7).

In the case of total contributions exceeding €2,500, the contribution will be paid in three instalments. The payment of the first instalment (equal to 50% of the total) will be arranged by the National Coordinator at the beginning of the placement period, normally within 30 days from the upload on the Portal referred to in Article 3 below of the "Letter of Arrival" at the Host Organisation, provided that the student has already signed the Grant Agreement referred to in Article 4.4 below. Payment of the second instalment (equal to 30% of the total) will be made following notification by the student to the email address eu4eu@isg.pt of the completion of the first two months of the placement. The payment of the third instalment (equal to 20% of the total) will be disbursed at the end of the work placement, within 30 days from the completion of the last of the following activities: delivery of the complete final documentation at the end of the work placement (complete Learning Agreement); online submission of the EU Survey; online submission of the Survey Mobility Outcome EU4EU - European Universities for the EU (see art. 1.7).

Art. 3 Application and Host Organizations

Art. 3.1 Application procedure

Applications must be submitted online through the EU4EU email (eu4eu@isg.pt) starting from February 19, 2023.

Art. 3.2 Submission of application

The candidate must complete and submit the application form online or in-person directly to their Office for International Affairs, sending the following documentation to eu4eu@isg.pt :

- Curriculum vitae in English (.pdf format, with the following file name "CV_Name- Surname")
- Letter of Motivation in English (.pdf format, with the following file name "Motivation_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.);
 - Self-certification.
 - 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;
 - Link-URL to his/her own English language Video CV.

Art. 3.3 Eligibility Requirements of Host Organizations

As per definition provided by the 2022 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); 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

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 and in the motivation letter with the expected training objective (see Article 1.1) (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 online application system.

Art.4.2 Evaluation Committee

The Evaluation Committee will be composed by three elements of the Department for International Affairs. The Committee will evaluate the candidates and draw up a single merit ranking. Candidates who obtain the minimum score of 50/80 will be deemed suitable. All suitable candidates who achieve a useful position in the ranking will be awarded the mobility grant until all the available scholarships are assigned.

Art 4.3 Communication and publication of the results

The results of the selection will be communicated to the candidates on their email address indicated in the application form and published on the Project web page www.eu4eu.org and on the websites of the Consortium Universities no later than March, 11 2024.

Art. 4.4 Acceptance of the Erasmus+ contribution

Successful candidates must formalise their acceptance of the grant on their profile on the Portal, in accordance with the procedures they will receive by email together with the admission notice. In case of non-acceptance by the deadline indicated in the admission communication, the mobility scholarship will be deemed as waived.

The definitive assignment of the contribution is dependent on the sending of the "Learning Agreement for Traineeship"- by the winners – to eu4eu@isg.pt prepared by the students with their home university and the chosen Host Organization. Subsequently, the winners will receive by email a copy of the financial agreement or "Grant Agreement". The latter must be signed by the winner and sent to the National Coordinator in the manner that will be indicated in the admission notice.

Art. 4.5 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. The minimum internship period at the Host Organization, necessary for the recognition of mobility and to be eligible for an Erasmus grant, is 60 days, unless otherwise specified by the National Agency. The interruption of mobility before said period will result in the refund of the amount received in accordance with the provisions of the Indire National Agency, unless proven cases of force majeure occur.

Art. 4.6 Scrolling of the ranking

In case of renouncement by the winners, the ranking of suitable candidates will be scrolled, the suitable candidate placed in the position immediately following that of the renouncer in the final ranking will take over. The rankings will be scrolled also if additional funding becomes available. If the rankings are exhausted

and there is a residual availability of contributions, the deadlines for the submission of applications may be reopened.

The candidates concerned will be notified of the scrolling via email, as well as on the Project web page www.eu4eu.org and on the websites of the Consortium Universities. It is understood that, in case of scrolling of the ranking, the mobility grant will be assigned upon acceptance by the student as indicated in art. 4.3 and upon written confirmation by the Host Organization of its willingness to postpone, where necessary, the expected start date of the internship and its duration.

Art. 5 Preparation for departure

Art. 5.1 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. 5.2 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. 5.3 Online Linguistic Support

The Erasmus+ Program requires 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. 5.4 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. 5.5 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. 6 Other provisions

Art. 6.1 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 ISG, 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. 6.2 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. 6.3 Responsible for the procedure

The person in charge of the procedure for the scope of the competence of ISG is Dr. Marta Almeida Santos, Director of International Affairs, and Dr. David Ruah, Board Advisor. Questions should be sent to eu4eu@isg.pt.

Art. 6.4 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.