

ERASMUS+ PROGRAMME

CALL FOR APPLICATION TO TRAINEESHIP MOBILITY POSITIONS

[2025-1-IT02-KA131-HED-000324631]

DEADLINE 10TH JUNE 2026

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1. Introduction

The Erasmus+ Traineeship Action of the Erasmus+ Programme enables SNS students to activate a traineeship in any Programme or Partner country with the goal of gaining experience for their future career path by helping them to adapt to the requirements of the labour market, to acquire specific skills, and to improve their understanding of the economic and social culture of the host country.

2. Eligibility Criteria

To be eligible for a traineeship mobility position under the present call, candidates must: be **enrolled** at the SNS in the **third, fourth or fifth year of a “corso ordinario”** or in **the second, third or fourth year of a PhD course when submitting the application**. The Erasmus+ Traineeship mobility can also take place at the end of the regular course of study up to twelve months after graduation, as long as **candidates are regularly enrolled in one of the courses offered by the Scuola (even in the form of extension of the PhD scholarship) when submitting the application**.

3. Eligible Countries and Organisations

The Erasmus+ Traineeships Action funds traineeships activated in one of the Member States of the European Union or in a third country associated to the Erasmus+ Programme¹. **Mobilities towards Non-EU Countries** and Countries where travel is discouraged by the [Italian Ministry for International Affairs](#) **are not eligible**.

The following host organisations are eligible:

- Higher Education Institutions based in a Programme Country and awarded with an ECHE (Erasmus Charter for Higher Education), or Higher Education Institutions based in a Partner Country recognised by competent authorities;
- any Programme or Partner Country public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation. Some examples of eligible destinations include: public or private small, medium, or large

¹ Third Countries associated to the Erasmus+ Programme: North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Türkiye

enterprises; public bodies at local, regional, or national level; embassies or consular offices of the sending Programme Country, social partners or other representatives of working life, including chambers of commerce, professional or craft associations and trade unions; research institutes; foundations; schools/institutes/educational centres at any level; non-profit organisations, associations, NGOs; bodies providing career guidance, professional counselling and information service.

The following type of organisations are NOT eligible:

EU institutions and other EU bodies, including specialised agencies (please consult [here](#) the complete list); organisations managing EU programmes, such as Erasmus+ National Agencies (in order to avoid any conflict of interests and/or double funding).

4. Types of Mobility, Limitations and Compatibilities

The present call is aimed at funding Erasmus+ Traineeship mobilities that will start between the *1st of July 2026* and the *30th of October 2026*.

SNS students can activate the following types of traineeship mobilities:

- a) **Long-term mobility** with a minimum duration of at least **two months** and a maximum duration of **twelve months**. This kind of mobility can be activated both by students of the “corsi ordinari” (Bachelor’s and Master’s level) and by PhD students.
- b) **Blended short-term mobility** for students of the “corsi ordinari” (Bachelor’s and Master’s level). This mobility must combine a short-term physical mobility (5 to 30 days) with a compulsory virtual component.
- c) **Short-term mobility for doctoral candidates**. From 5 to 30 days of physical mobility with no compulsory virtual component.

Any study period abroad of any duration may include a virtual component, that can take place before, during or after the physical mobility.

Students will not receive any grants for the virtual part of the mobility, and the virtual period will not add towards the maximum length of Erasmus+ mobility per study cycle.
Any activities performed virtually will be fully recognized by the Scuola Normale.

Any previous study or traineeship mobility activated under the Erasmus+ Programme in the same cycle of study adds to the maximum limit of twelve months.

Students who have already benefited from an Erasmus+ grant for a study or traineeship mobility in their current cycle of study can therefore apply for a position under the Erasmus+ Programme 2024, as long as they still have a *residual period of at least two months (for long-term mobilities) or 5 days (for short-term mobilities)* for the traineeship. Previous Erasmus mobility periods have to be declared in the application form.

Successful applicants who are assigned an Erasmus+ position funded with the EU contribution cannot benefit in the same period from other EU funds covering the same expenses. However, the traineeship can be co-financed by other grants (SNS funds, ministerial funds, etc.).

5. Recognition of the Traineeship Activities

The SNS shall fully recognise all the activities performed during the traineeship mobility, even in those cases where they are not an integral part of the study course, as long as such activities, duly certified by the hosting body at the end of the traineeship, are consistent with the programme approved before departure within the “*Learning Agreement for Traineeship*” and confirmed by the “*Traineeship Certificate by the Receiving Organisation/Enterprise*”.

6. Sostegno economico

Erasmus+ trainees may benefit from the following grants:

- a) a grant for ***individual support for physical mobility (Erasmus+ funding programme)***. Its monthly amount is based on the destination country and calculated on the basis of actual days of mobility abroad. Programme Countries have been divided into three different groups based on the cost of living

IN CASE OF LONG-TERM MOBILITY (minimum 2 months)

GROUP	COUNTRIES	GRANT
GROUP 1 (HIGH living cost)	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	€550 per month
GROUPS 2 AND 3 (MEDIUM and LOW living cost)	Czechia, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.	€500 per month

IN CASE OF SHORT-TERM MOBILITY (minimum 5 days, maximum 30 days)

Duration of the physical activity	Amount (any programme countries and third non-associated countries)
Up to the 14th day of activity	79 EUR per day
15th to the 30th day of activity	56 EUR per day

- b) when applicable, ***a top-up amount for students and recent graduates with fewer opportunities (Erasmus+ funding programme)*** of 250 EUR per month for **long-term** physical mobilities in addition to the grant under letter a) **will be assigned upon mandatory submission of an ISEE certificate below the limit of Euro 28,339.88 within the deadline for application.** Any other conditions falling among those foreseen by the Erasmus+ National Agency ² and duly declared in the application will

²The additional categories of students with fewer opportunities identified in the National Provisions annexed to the 2025 Programme Guide are

examined by the Committee, which will be able to propose the attribution of the contribution upon submission of a valid certificate or a verifiable self-declaration.

In case of **short-term** mobility the total integrative top-up will be the following:

DURATION OF THE PHYSICAL ACTIVITY	TOP-UP
Short-term mobility of 5 to 14 days	100 EUR
Short-term mobility of 15 to 30 days	150 EUR

c) a *travel support (Erasmus+)* calculated as follows based on the distance range and on the eventual use of green means of transport (bus, train)³.

Travel distance	In case of standard travel	In case of green travel
Between 10 and 99 KM:	28 EUR per participant	56 EUR per participant
Between 100 and 499	211 EUR per participant	285 EUR per participant
Between 500 and 1999	309 EUR per participant	417 EUR per participant
Between 2000 and 2999	395 EUR per participant	535 EUR per participant
Between 3000 and 3999	580 EUR per participant	785 EUR per participant

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- refugee students;
 - students with underage children;
 - working students;
 - students who are professional athletes;
 - orphans of at least one parent;
 - victims of terrorism and organised crime.

³See footnote 2.

Travel distance	In case of standard travel	In case of green travel
Between 4000 and 7999	1188 EUR per participant	1188 EUR per participant
8000 KM or more:	1735 EUR participant	1735 EUR per participant

- d) an **additional SNS contribution** of €560.00 per month, until funding are available. This contribution may include dedicated Ministerial funding, it constitutes income and is subject to IRPEF taxation.

Students who will be assigned a position without the contributions described above (letters a), b), c) and d) are allowed to accept a *zero grant* position and request for funding for their mobility from other SNS sources (Mobility Committee of their Faculty, calls published by the Cultural Events and Career Services Office, etc.)

Students receiving the additional contribution under letter d) cannot benefit from other SNS mobility grants in the same period for the same or for a different activity.

Any candidates wishing to attend seminars or conferences in a country other from their destination need to inform the International Office, which will interrupt their Erasmus+ grant for the period of absence from the host destination.

7. Support for Students with Special Needs

Any special needs related to physical, mental, or health conditions may be reported by the candidates to the International Office in order to allow it to request, where feasible, additional financial support to cover the expenses of the student, and/or any accompanying person.

These supports may also be used to co-finance the costs directly linked to the implementation of mobilities carried out in a blended mode.

The procedure for applying for this additional financial support, as well as the needed supporting documents, will be communicated by the International Office.

8. Application Procedure and Deadlines

Applications must be sent **online through the user's profile on the Esse3 platform by 10th of June 2026**.

Candidates must attach the following documents:

- the "Application form for Erasmus+ Traineeship" (*annex 1*), complete with a detailed description of the traineeship project clearly stating the relevancy to the candidate's study curriculum and to their future career;
- A letter of intent written and **mandatorily signed** by a person in charge at the host institution following the template in Annex 2 "*Traineeship Proposal Form – Acceptance letter*" (*annex 2*).

9. Language Requirements

Knowledge of the of the destination country is not a fundamental requisite for applying. However, candidates should be aware that the necessary linguistic skills for performing the traineeship will be agreed with the host institution and inserted in the *Learning Agreement for Traineeship*.

Those candidates not having the necessary linguistic skills at the moment of their application commit to acquire them by the traineeship's start date.

10. Selection Procedure

After the expiration of the call for applications, the application form (*annex 1*) will be sent by the Internationalization Office to the SNS Professor indicated by the candidates for evaluation, who will then fill in the appropriate Elixform form by the **19th of June 2026**. An *interfaculty mobility Committee* will evaluate the submitted applications and form two separate ranked lists, one for candidates who have not carried out Erasmus+ mobility for traineeship in the current study cycle, which will be given priority for allocation, and one for candidates who have already carried out Erasmus+ mobility for traineeship in the current study cycle, which will be drawn from after the above list has been exhausted.

Points for the formation of the two ranked lists will be assigned according to the following criteria:

a. Evaluation by the chosen SNS teacher – up to 60 points out of 100

Evaluation criteria	Points
The planned activity offers the opportunity to acquire knowledge, skills, and abilities that are complementary and compatible with the academic curriculum in view of the future professional career.	Max. 20
Resources of the host institution or organization appropriate for carrying out the proposed traineeship program	Max. 20
The Traineeship program is consistent with the academic curriculum	Max. 20

b. Year of enrollment – up to 25 points out of 100

Year of enrollment when submitting the application	Points
Corsi ordinari: 1st – 2nd year	Not eligible for application
Corsi ordinari: 3rd year	15

Year of enrollment when submitting the application	Points
Corsi ordinari: 4th year	20
Corsi ordinari: 5th year	25
PhD 1st year	Not eligible for application
PhD 2nd year anno	15
PhD 3rd year	20
PhD last year	25

c. Previous periods of mobility– 15 points out of 100

Assigned to students who have never been awarded other periods of mobility abroad of at least two months within other calls for applications published by the Internationalization Office during the current academic year.

In the event of a tied score, preference will be given in the following order to:

- *The candidates with fewer opportunities*
- *The candidates who have never been awarded a mobility abroad through a call for applications in the current academic year*
- *The younger candidates*

The final ranked lists will be subject to the approval of the Vice-Rector for International Relations.

11. Before Departure

Candidates having been assigned an Erasmus + Traineeship grant must fill in the Learning Agreement for Traineeship with the details of the activities to be performed abroad, and have it signed by the SNS and the host institution.

Trainees commit to follow the instructions sent by the SNS Internationalisation Office regarding any obligation connected to the mobility and to respect the relative regulations.

Finally, successful candidates must read and abide by the instructions on [safety abroad](#) on the website of the Scuola Normale.

12. Upon Return

Within five weeks from the end of the mobility, students must submit all the documentation required by the Programme and requested by the Internationalisation Office.

The host institution must confirm the actual start and end date of the traineeship and that all activities were regularly performed. The Internationalisation Office will supply all the necessary forms.

The activities performed abroad will only be recognised if all the documentation is correctly submitted upon return. In case of missing documentation, the funding already issued might be requested back.

13. Practical Information

During their traineeship, SNS students are covered by the School's insurance policy against **accidents** and for **civil liability**.

During their stays abroad, all students will benefit, regardless of their nationality, from a **basic health insurance coverage** stipulated in their favour by the SNS.

Depending on their nationality, candidates might need to request a visa in order to enter the destination country.

14. Use of Personal Data and Privacy

The candidates' personal data will be treated according to the [Privacy Statement](#).

15. Contacts

For further information, please contact the SNS *Internationalisation Office* (international@sns.it).

APPLICATION FOR ERASMUS+ TRAINEESHIP

Informazioni sul/la candidato/a:

Surname: _____

First Name: _____

Host Destination: _____

Host Country: _____

Working language: _____

Planned start and end of the mobility:

from ____/____/____ to ____/____/____

n. of days or months _____ *(minimum 60 days for long-term mobility and 5 days for short-term mobility)*

Name and surname of SNS Professor who will evaluate the mobility programme:

TRAINEESHIP PROGRAMME

- **Knowledge, skills, and competencies to be acquired in relation to future professional career**
(use a separate sheet if necessary):

- **Indicate the relevance of the chosen location in relation to the program described below** (teachers, resources, instruments available):

- **Describe in detail the program of the traineeship period, highlighting its consistency with your academic curriculum** (use a separate sheet if necessary):

Date _____

Candidate's signature

TRAINEESHIP PROPOSAL FORM – Acceptance letter

Section to be completed by the candidate trainee:

Upon successful application of the candidate to the Erasmus+ programme, we hereby confirm that we are willing to host Mr/Ms _____, currently enrolled at the **Scuola Normale Superiore – Pisa (I PISA02)**, as an **Erasmus+ trainee** in our enterprise/institution.

We intend to entrust him/her with tasks and responsibilities according to his/her studies, qualifications and knowledge.

Duration of job training period will be from _____ to _____
for a total of _____ months/days.

Contents/Task of the proposed traineeship

Short description of the trainee's activity/job:

HOST ORGANIZATION INFO:

Company/Institution:	
Short description of organization activities:	
Type of Organization:	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Non-profit
Number of employees is below 250:	<input type="checkbox"/> Yes <input type="checkbox"/> No
OID Organization:	<input type="checkbox"/> Yes →OID (PIC): _____ Erasmus Code : _____ <input type="checkbox"/> No

Address:	
Postal Code, City:	
Country:	
Website:	
Traineeship supervisor in your Organization ("Tutor") will be Mr/Ms/Dr.:	
Position:	
Tutor's phone number:	
Tutor's e-mail:	

Date: _____

The person signing the document can authorise the traineeship and will facilitate the signature of any Erasmus documents needed for its successful organisation

Name and function of the person signing the document:

Signature:

Host Organization stamp