



## FAQ - Erasmus+ Traineeship Call 2022 Department of Psychology and SUISM

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## How do I apply?

### 1.1 I am an international student fully enrolled at UniTO. What should I do?

You just need to read the procedure carefully and apply! If you need help to translate and understand the documentation, you can contact your buddy ([buddy.sciences@unito.it](mailto:buddy.sciences@unito.it)). He/she will be happy to help you.

### 1.2 What is the difference between curricular (type A) and extracurricular (type B) traineeship?

#### Curricular traineeship:

- Traineeship providing recognition of career credits (CFU) for your degree;
- Traineeship within a PhD or Specialization course.

#### Extra-Curricular traineeship:

- Voluntary traineeship: CFU acquired during the mobility will be considered as supernumerary credits or without recognition;
- Traineeship as a recent graduate.

### 1.3 Can I change the type of traineeship (curricular or extracurricular) during or at the end of the mobility period?

No, you can't! The choice you made at your application is binding and must correspond to the type of traineeship actually carried out during your mobility (otherwise your grant will be lost). The only exceptions are in the case of serious and justified reasons beyond the applicant's control.

### 1.4 I want to do a curricular traineeship, but... how do I have the activities carried out abroad recognised in my career plan?

Once they have returned from their mobility, students of the Department of **Psychology**, may have their traineeship recognised as:

- Taf D -courses that can be carried out at any time during your studies, i.e.: free credits with no grade out of 30;
- Laboratory courses, that tie in with the educational objectives of the degree course;
- Final examination/Thesis, up to a maximum of half of the credits (cfu) required to pass the final examination.

**SUISM** students may have the internship recognised in their study plan as:

- Internship A and Internship B;
- Final examination/Thesis, up to a maximum of half of the credits (cfu) required to pass the final examination.



## **1.5 Does the Erasmus+ for Traineeship count as part of the professional traineeship for Psychology degrees?**

No, it doesn't! Traineeship experience cannot be included in the 1000 hours of professional postgraduate traineeship for Master's degrees in Psychology.

## **1.6 Can I apply even if I am a part-time student?**

Yes, you can! You just need to be regularly enrolled in a course of study in the Department of Psychology or SUISM.

## **1.7 Can I apply if I am behind with my exams?**

Yes, you can! However, part of your selection score will depend on the number of credits you have acquired. Your final score may, therefore, be lower than that of other candidates.

## **1.8 Can I apply for Erasmus+ for Traineeship if I am enrolled in the first year of a Bachelor programme?**

No! First-year students on a three-year degree course are excluded.

## **1.9 As a recent graduate, until when can I apply for mobility?**

Within 12 months of graduation and in any case by 31 July 2024.

However, you must have submitted your application before the end of your university career. Therefore, you must apply while you are still a registered student and you will then be able to undertake the mobility as a graduate.

## **1.10 Can I graduate during my mobility?**

No, you can't! It is not possible to graduate in UniTO during the mobility period. You can either graduate before and do your post-graduate traineeship or you can graduate after completing your mobility.

## **1.11 Can I apply as a PhD student?**

YES, you can! You must be regularly enrolled in a PhD programme, provided that your main tutor is from the Department of Psychology.



## **1.12 What happens, if I decide not to leave for the Erasmus traineeship before the starting date?**

If you decide not to leave for Erasmus, the contributions you will have already received, will be subject to total or partial restitution.

However, you may still apply in subsequent years without any penalties.

## **1.13 How much time do I have to complete the traineeship?**

The mobility must be carried out as from the publication of the ranking list (and its acceptance by the beneficiary) and must be completed by 31 July 2024.

## **1.14 Having done 9 months of Erasmus+ for study, can I still do 2/3 months of Erasmus Traineeship (PSYCHOLOGY)?**

YES! Several mobility projects can be carried out in the same academic year.

The maximum limit is 12 months of mobility for each cycle of studies, bachelor or master.

Some examples:

- Bachelor's degree in the Psychological Science and Techniques → maximum 12 months of Erasmus mobility grant (for any type of project).
- >Master's degree in Clinical Psychology → maximum 12 months of Erasmus mobility grant (for any type of project).

## **1.15 Having done 9 months of Erasmus+ for study, can I still do 2/3 months of Erasmus Traineeship (SUISM)?**

YES! You can carry out several mobility projects in the same academic year.

The maximum limit is 12 months of mobility for each cycle of studies, Bachelor and Master.

Some examples:

- Bachelor's degree in Sports and Motor Sciences → maximum 12 months of Erasmus mobility grant (for any type of project).
- Master's degree in Physical Education and Adaptive Sports Science → maximum 12 months of Erasmus mobility grant (for any type of project).

## **1.16 I have done a period of international mobility on UniTO projects but I do not yet have the CFUs registered, will this be taken into account in the ranking score?**

No, it won't! For the purposes of the ranking, only the CFUs as on 31/10/2022 will be taken into consideration.



## 1.17 Can the letter of commitment that I must attach to the application be an e-mail printed in pdf?

No, it can't! A letter (and not an exchange of e-mails) is required stating that the host organisation accepts the student. The letter should also specify in which months the traineeship will be undertaken. If the letter cannot be stamped by the institution, then you must also enclose with your application a copy of the email exchange with the institution proving that they have accepted your application.

## 1.18 Is a language certificate compulsory?

No, it isn't. A declaration of adequate knowledge of the language of the host country or of any other language required by the organisation is required. This knowledge can be verified by

- international certificates of at least level B1 of the European language portfolio;
- language certificates issued by the Centro Linguistico di Ateneo (CLA Unit);
- periods of study/stay abroad (specifying the location, the type of activity carried out and the actual duration), number of years the language has been studied;
- any curricular language exams taken and passed.

## 1.19 How do I choose my host organisation?

You can look for one yourself, by directly contacting an organisation, a company or an institution that interests you based in one of the [eligible countries](#). The Committee will evaluate: the quality of the host institution; the profiles are required for the traineeship where this is possible, the validity of the traineeship project, and its relevance to your course of study.

You may participate in the call for applications with only one chosen organisation.

## 1.20 Can I choose any organisation?

The organisation hosting your Traineeship can be a University, a research centre, a private company, every organisation working in the labour market or in sectors as education, training and youth.

The following are not eligible as host sites for Erasmus+ for Traineeship:

- EU institutions and other EU bodies including specialised agencies (the full list is available at [http://europa.eu/european-union/contact/institutions-bodies\\_en](http://europa.eu/european-union/contact/institutions-bodies_en));
- organisations managing EU programmes, such as National Agencies (in order to avoid possible conflicts of interest and/or double funding).

## 1.21 What countries can I choose for my Traineeship?

You can choose among the Countries listed in one of the following groups:

- **Programme Countries** – including the EU Member States, Iceland, Liechtenstein, Norway, Turkey, Serbia and Republic of North Macedonia;
- **Partner Countries** – including the countries not included in the Programme Countries group.



## **1.22 I am going to apply for an Institution or a company located in the United Kingdom or in a country outside the European Union: what documents and deadlines should I consider in addition to the documents required to apply?**

Before applying to Extra-EU destinations (Included the United Kingdom), you must verify with the host institution or company the details of the **Traineeship Visa acquisition process** (Mode, time and costs), as well as possible restrictions connected with **Covid-19 emergency**.

In some cases, Visa application process could require longer time and extra costs: you must consider such elements when selecting your Traineeship destination.

## **1.23 What is the difference in terms of the grant if I apply for a Swiss institution?**

If you apply to a destination based in Switzerland, the University of Turin will not be able to grant you item A of the scholarship, but will still be able to grant you item B (only if you are economically disadvantaged), item C (only if you have special needs) and item D (only if you travel by ecological means). Don't worry: you will, nevertheless, receive a grant from the Swiss government. If you need more information about this scholarship, you can request further details directly from your host organisation.

## **1.24 What do I have to do to apply?**

To apply, you need to fill in the [Google application form](#) available on the Department of Psychology page dedicated to the Call for Applications 2022:

[https://www.dippsicologia.unito.it/do/home.pl/View?doc=/servizi/servizi\\_internazionalizzazione\\_erasmus\\_traineeship.html](https://www.dippsicologia.unito.it/do/home.pl/View?doc=/servizi/servizi_internazionalizzazione_erasmus_traineeship.html)

The application must be accompanied by

- Valid identity document (ID card, driving licence or passport);
- Self-certification of enrolment with exams passed, which can be downloaded from my.unito.it under "Career" → "Career certifications";
- International language certifications (if available), or self-certification of enrolment with language exams taken at the University
- Attachment 1. *Letter of commitment - Host Institution* available on the page of the Department of Psychology dedicated to the call for applications ([https://www.dippsicologia.unito.it/do/home.pl/View?doc=/servizi/servizi\\_internazionalizzazione\\_erasmus\\_traineeship.html](https://www.dippsicologia.unito.it/do/home.pl/View?doc=/servizi/servizi_internazionalizzazione_erasmus_traineeship.html)).



### **1.25 Why do I have to attach the *Letter of Commitment of the Host Institution*?**

You must attach it because they it is a requirement for your application. It is also essential for the Selection Committee to be able to assess the validity of the organisation where you will spend your experience abroad and to ensure that it is truly formative for your academic and professional future.

### **1.26 How are the rankings drawn up?**

The general selection criteria adopted by the Committee are:

- number of credits expected and acquired for the year of the course;
- weighted average of the marks of the exams passed (in the case of no average, the average of the marks of the Bachelor degree course for candidates enrolled in the first year of the Master's degree course and the average of the Master's degree course for candidates enrolled in a PhD course will be used);
- knowledge of the language of the host country or of the so-called vehicular language;
- stays abroad, excluding family holidays;
- motivation to do the traineeship;
- the content of the training project and its congruity with the candidate's course of study;
- professional experience acquired in Italy or abroad (including part-time) and any other experience in the context of associative, sporting or cultural life.

### **1.27 Until when can I apply?**

The deadline for the submission of applications is 12 noon on 11<sup>th</sup> November 2022.

### **1.28 When does the ranking list come out? And how much time do I have to accept it?**

The ranking will be published on the Department of Psychology's website from 21<sup>st</sup> November 2022. The successful candidates must accept the grant or renounce it within a period of **5 calendar days** starting from the day after the publication of the ranking list, by filling in this [Google Form](#).



## Erasmus+ Traineeship in case of health emergency

### 2.1 How will mobility take place during this emergency period?

Your mobility can be of three types:

- Physical mobility: you go to your host institution and remain there in-person (minimum 60 days);
- Virtual mobility: the host institution, in order to combat Covid-19 infection, may promote virtual mobility. You will be able to do your entire Traineeship online. You will not receive any grants, but your traineeship will be recognised on your career plan (if the traineeship is of type A - curricular).
- Blended mobility: you can do your activities partly online and partly in person. But be careful! In order to obtain the financial support available under the Traineeship scheme, you must do a minimum of 60 days in person.

For example: You have planned to spend 3 months in Germany. In agreement with the host organisation, you can do one month online and two months face-to-face training in Germany.

### 2.2 What is blended mobility?

Blended mobility is partly online and partly in person. The online mode can be extended at the expense of face-to-face mobility. However, despite restrictions related to the Covid-19 emergency, the physical mobility will have to last 60 days or more in order to receive the Erasmus+ for Traineeship grant.

### 2.3 If I apply but the restrictions related to the health emergency persist, or if I am forced to return home during the mobility (also due to Covid-19), will I still be able to register my credits?

Yes, you will! If the continuation of the restrictions prevents you from finishing (or starting) the mobility period in person, a fully virtual mobility period will be exceptionally recognised. The mobility recognition will be in terms of CFUs and included in the career plan (if it falls under type A - curricular internship).

### 2.4 Will I be entitled to an Erasmus grant for blended mobility?

It should be noted that, in this exceptional case, the Erasmus grant will only be awarded for physical mobility abroad, whereas no grant will be awarded for virtual mobility. **The physical component of blended mobility must in any case be of a minimum of 2 months. If it is less, there will be no grant.**