



EU4EU European Universities for the EU France 2020/2021

2020-1-FR01-KA103-078017

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

Call for Students

Call for the award of maximum 99 scholarships lasting from 2 to 6 months to students enrolled in the first, second or third cycle of studies (undergraduate and graduate, research doctorate) of any course of study at one of the 11 universities in the Consortium mentioned below.

Project promoted under the European Union Erasmus + KA1 2020 Program from the University of Lille with:

University of Bordeaux
University of Tours
University of Caen Normandie
University of Pau
CY Cergy Paris University
University of La Rochelle
Institut Polytechnique UniLaSalle Beauvais
Bordeaux Montaigne University
Sciences Po Lille
Sciences Po Rennes

Partner and Intermediary organization is EuGen - European Generation.

Deadlines for online application:

Deadline for the first application phase (Registration): **30 October 2020**

Deadline for the second application phase (Matching): **14 December 2020**

Art.1 General information

Erasmus + is the EU Program active in the fields of education, training, youth and sport for the period 2014-2020 which supports the international mobility of students and future graduates in Program Countries (see art.1.2), 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 "Erasmus + for Traineeship" scholarships are awarded for the following activities in a foreign Host Organization:

- curricular traineeships;
- post-graduate traineeships.

Art.1.1 Learning Objective

Internships have a specific mandatory focus on EU-funded project planning and management and the implementation of activities. The focus is the preference criterion in the awarding of scholarships.

The expected educational objective for internships offered to all trainees is the development of professional skills useful for:

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

The internship is intended for students enrolled in the first, second or third cycle of studies (undergraduate, graduate, and post-graduate) of any course of study at any of the partner Universities of the Consortium:

University of Bordeaux
University of Tours
University of Caen Normandie
University of Pau
CY Cergy Paris University
University of La Rochelle
Institut Polytechnique UniLaSalle Beauvais
Bordeaux Montaigne University
Sciences Po Lille
Sciences Po Rennes

Students have to complete the internship within the same academic year, and before the following deadline:

- Before August 31st for Bachelor students
- Before September 30th for Master students (except for Master 2 degrees organized over 18 months or 2 years)
- Before October 31st for Doctorate students

Applications from students repeating a year of study are admitted.

For admission requirements see art. 2.2.

Art.1.3 Participating Countries

Erasmus + for traineeship mobility can be carried out abroad in Member States of the European Union and in other countries participating in the Program (Program Countries):

- EU countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden,
- Non-EU countries: Iceland, Liechtenstein, Norway, the former Yugoslav Republic of Macedonia, Serbia, Turkey*, United Kingdom**.

***Outgoing mobilities to Turkey are not allowed by some Consortium members**, for any details, candidates may contact their respective International Relations Office.

** The conclusion of the Withdrawal Agreement states that higher education institutions and other bodies from programme countries other than the UK can continue to send their students and staff on Erasmus+ mobilities to the UK with funds from the 2019 and 2020 Calls, until the projects finish or until the funds have been exhausted.

Art.1.4 Erasmus+ financial contribution

The financial contributions of Erasmus+ for traineeship mobility are paid based on the actual duration in days of the internship. The minimum duration must not be less than two months (60 days).

The amount of the Erasmus + grants varies according to the membership of the destination country to one of the following groups:

- Group 1 (high cost of living): **520€** /month. Destination countries: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom
- Group 2 (medium cost of living): **470€**/ month. Destination countries: Austria, Belgium, Cyprus, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain.
- Group 3 (low cost of living): **420€**/month. Destination countries: Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, the former Yugoslav Republic of Macedonia, Romania, Slovakia, Slovenia, Hungary, Turkey, Serbia

The use of the Erasmus financial contribution is incompatible with other subsidies deriving from other programs/actions financed by the European Union. 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 for the benefits of mobility, without receiving the EU financial contribution.

Any incompatibilities with other contributions from the sending university must be verified by the candidate with his own university.

Art. 1.5 Integration for students with special needs

In order to allow greater participation in mobility, the Erasmus + French National Agency provides funds for students with special needs.

Students who are included into this category are required to communicate their needs both in the application phase and in the acceptance phase, if they are beneficiaries of the scholarship.

Art. 1.6 Tax conditions of the Erasmus+ contribution

Scholarships for international mobility are exempt from income tax, according to the articles 79 to 81 ter of the French general tax code.

Art. 1.7 Methods of payment of the scholarship

The contribution will be paid in two installments:

- The payment of the first installment (equal to 70% of the total) will be arranged by the coordinator of the Consortium at the beginning of the internship period, normally within 30 days of receipt of the University internship agreement, of the Learning Agreement in digital form, of the original Grant Agreement, of the related attachments signed by all parties, as well as of the digital copy of the Letter of Arrival at the Host Organization.

- The remaining 30% will be paid after the traineeship's end, within 45 days of the completion of the following activities: 1) delivery of the final documentation filled in the "After the Mobility" D section (Learning Agreement); 2) online submission of the EU Survey online; 3) online submission of Survey Mobility Outcome EU4EU – European Universities for the EU; 4) completion of the OLS language course with final assessment test (see art. 4.3).

Art.1.8 Methods for monitoring ongoing and ex post mobility

The project foresees a quality monitoring, structured on three different detections through web surveys:

1. Entry questionnaire, filled out two weeks after the beginning of the mobility.

The purpose of the survey is to monitor the quality of the trainee's placement and to identify any critical issues (relationship with tutors and colleagues, relevance of tasks, accommodation search). Filling out the questionnaire is **not mandatory**, the trainee has to submit it only to report any proven critical issues and to request prompt support from the intermediary organization;

2. End of mobility questionnaire, filled out two weeks before the end of the mobility.

The survey aims to investigate the quality of the trainee's training and the overall quality of the project, at the end of the mobility experience. Filling out the questionnaire is **mandatory** and binding for the purpose of paying the scholarship (see art. 1.7);

3. Follow-up questionnaire, filled out at least 5 months after the end of the mobility.

The survey aims to investigate the training and occupational impact of the mobility project on the trainee in the medium-long term. Filling out the

questionnaire is **mandatory**.

Students will receive all the questionnaires at the email address indicated at the time of application.

Art 1.9 Recognition of the experience

The Erasmus + for Traineeship is an internship experience whose recognition procedure is carried out in accordance with the regulations and educational plans of the various study courses, following the rules and procedures established by the individual reference universities. Awarded candidates are required to obtain information on the recognition of ECTS before the departure from the Mobility Coordinator / Coordinator for teaching and / or the office internships / Erasmus office of their home university. (The recognition of ECTS remains valid even if the internship will be carried out remotely).

Art.2 Application procedures and admission requirements

Art. 2.1 Application form

Applications must be submitted exclusively online through the EU4EU Portal (www.eu4eu.org) starting from **1 October 2020**. GUIDELINES FOR TRAINEES to the EU4EU Portal and the matching phase with Host Organizations are available on the EU4EU Portal home page.

- 1st Application phase - Online registration on the EU4EU Portal (from 1 October to 30 October 2020)

The candidate must complete the online registration form, attaching the following documentation:

1. Curriculum vitae in English (.pdf format, entitled "CV_ First name-Surname")
2. Motivation Letter in English (.pdf Format, entitled "ML_ First Name-Surname")
3. Language Certificate proving the level of B1 or higher in English (certification issued by a language school, home university and / or study plan certifying successful completion of language exam and / or video cv)

At the end of this phase, the candidate must digitally sign the Declaration of Compliance, to self-certify the correctness and truthfulness of the declared information.

This phase ends the 30 October 2020 at 8 pm CET.

The candidates will receive by e-mail the results of the first application phase to the email address indicated in the registration form.

Candidates who have completed this first phase on time and who meet the formal requirements to participate will receive notification via e-mail for access to the second and final application phase.

- 2nd Application Phase - Matching with the Host Organization (from 2 November to 14 December 2020).

To successfully complete the application, during the Matching Phase the

candidates must upload on the Portal the Letter of Availability signed by the legal representative or tutor of the Host Organization and by the candidate himself. (See the “Search for the Host Organizations” procedures in the Art. 3.2). When the candidate receives the Letter of Availability from the Host Organization, he/she must print, sign and upload it to the Portal.

The Portal will automatically generate an e-mail notification confirming the upload of the Letter of Availability and the subsequent completion of the application.

This phase ends the 14 December 2020 at 8 pm CET.

PLEASE NOTE: Late or incomplete applications or statements that do not comply with the participation requirements will be considered not valid. Any Letter of Availability signed by Host Organizations that have not completed the registration by 14 December 2020 or that are not eligible or suitable to participate will also be considered not valid (see Article 2.2).

The communication in this and in all the other selection phases (assignment of the scholarships, takeover of the suitable candidates and management of the internship) will take place only by e-mail. The completion of the application is formalized with the upload of the Letter of Availability by the deadline of **14 December 2020 at 8 pm CET.**

Art. 2.2 Admission requirements

- Be regularly enrolled in the first, second or third cycle of studies (undergraduate, graduate, and post-graduate) of any course of study at one of the partner Universities of the Consortium.
- Have knowledge of English equivalent to at least the B1 level;
- Not having already received more than 10 months of Erasmus + mobility grant in the same study cycle ; the months used during the previous LLP / Erasmus programs (for study and / or placement) and Erasmus Mundus, if carried out in the current cycle of studies, even if enrolled in another university, are included in the calculation of the months available to the candidate;
- Not be the holder of any other EU financial contribution deriving from other programs / actions financed by the European Union.

Art.3 Traineeships and Host Organizations

Art.3.1 Period and duration of the traineeship

The traineeship must take place in the period **between 1 February 2021 and 31 May 2022**, in compliance with the calendar given in Art.1.2

The traineeships must have a minimum duration of 2 full and consecutive months, and a maximum of 6 months.

The jury (see art. 4.2) reserves the right to limit the contribution up to a maximum of 4 months, in the event that the overall budget of the project does not cover all the requested monthly payments.

During the traineeship and at least one month before the planned end date, participants can request an extension of the contribution granted. The extension will be granted after checking the budget coverage.

Art. 3.2 Search for the Host Organization

Candidates can propose a Host Organization or select one from the EU4EU Portal. The EU4EU database will be available only to candidates admitted to the second Application Phase - Matching (see art.2.1). The candidate will contact the Host Organizations or will be contacted by them to arrange selection interviews. All Host Organizations present on the EU4EU Portal will already meet the requirements to participate.

The candidate who wishes to propose a non-registered Host Organization to the EU4EU Portal will be responsible for ensuring that the Host Organization will register by 14 December 2020. In the event that the Host Organization proposed does not meet the requirements of eligibility and suitability provided (see articles 3.3 and 3.4) or has not complied with the registration deadline, it cannot participate in the Matching Phase (2 November-14 December).

Art. 3.3 Eligibility requirements of Host Organizations

As defined in the 2020 Erasmus+ Program Guide, the Host Organization hosting the traineeship will be a public or private organization active in the labor market or in sectors such as education, vocational training and youth. For example, it may be: a public or private company, small, medium or large (including social enterprises); a public body at local, regional or national level; a social part, an association or other representative of the professional world, including chambers of commerce, orders from artisans or professionals and trade union associations; a research institute; a foundation; a school / institute / educational center (at any level, from pre-school education to upper secondary education, including vocational and adult education); non-profit organization, association or NGO; a body for vocational guidance, professional counseling and information services; a Program Country HEI awarded with an ECHE.

Host Organizations must be located in one of the Erasmus + program countries (both EU and non-EU) as specified below:

- EU countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden,
- Non-EU countries: Iceland, Liechtenstein, Norway, Republic of Macedonia, Serbia, Turkey, United Kingdom

Students cannot do the traineeship in the same country where the sending university is located.

The following types of organizations are not eligible as Host Organizations for student placements:

- EU institutions and other EU bodies, including specialized agencies (the complete list is available on: europa.eu/european-union/contact/institutions-bodies_en);
- organizations that manage EU programs as national agencies (in order to avoid a possible conflict of interest and / or double funding).

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

Art. 3.4 Suitability requirements of Host Organizations

Only the Host Organizations deemed suitable will be admitted to the EU4EU Portal database, according to the following criteria:

- organizational reliability;
- presence and availability of the tutor;
- adequacy of the logistic conditions;
- consistency of the tasks included in the traineeship offer with European funds and other activities related to EU project planning and management.

Art.4 Selection

Art. 4.1 Selection criteria

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

- 1) Presence of the focus in European funding and Project Design (see Article 1.1), highlighted in the Letter of Availability (maximum 10 points);
- 2) Skills and experience in the training and professional field, consistent with the results of the expected training objective (crf. Art. 1.1) and with the tasks of the internship, expressed in the Letter of Availability (maximum 64 points)
- 3) Assessment of language skills, as shown by the certification (cf Art. 2.1) of the English language and any other languages possessed by the candidate (maximum 6 points).

In the event of same score between two or more candidates, the ranking priority is established by the order of arrival of the applications, verifiable by the online application system.

Art. 4.2 Selection Committee

The jury will be composed of a member of the Direction of International Mobility of the University of Lille, a member of an institution of the French Consortium, and an expert on EU- funded projects to EuGen European Generation (intermediary body of the Consortium).

The commission will assess the applications with unquestionable judgment and will draw up a merit ranking of the candidates. Candidates who have obtained the minimum score of 40/80 will be considered eligible. All the eligible candidates who have obtained a useful position in the ranking will be awarded the scholarship.

The Selection Phase takes place from 15 to 18 December 2020

Art. 4.3 Online Linguistic Support and preparation for mobility

The Erasmus + Program requires the selected candidate to undergo a compulsory online verification of their language skills before and after 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 receive the credentials to access the OLS, will take an entry test and follow the language course for each level detected. The completion of the tests at all stages is mandatory to receive the balance of the mobility grant (see art. 1.7.)

The entry test and the related course will be awarded in the first working language indicated by the Host Organization in the Learning Agreement for Traineeship (the 24 languages available are: English, French, German, Spanish, Dutch, Italian, Czech, Danish, Greek, Polish, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovak, Finnish, Estonian, Irish, Latvian, Lithuanian, Maltese, Slovenian). Students can access online courses in both their working language and the official local language (if different and available), but if the candidate receives an assessment lower than B2, the courses in the working language should be taken in priority.

The Consortium provides one preparation module for departure, for orientation to live and work in Europe, available on the project web page: <https://international.univ-lille.fr/partir-a-letranger/stage-a-letranger/eu4eu-france/>

Art. 4.4 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 will be published on the project web page: <https://international.univ-lille.fr/partir-a-letranger/stage-a-letranger/eu4eu-france/> and on the websites of the Universities of the Consortium no later than the **8th January 2021**.

Art. 4.5 Acceptance of the Erasmus+ contribution

The awarded candidates must formalize the acceptance of the mobility grant by sending to eu4eufrance@univ-lille.fr the "assignment form" that they will receive via e-mail together with the admission notice. Once the deadline indicated in the admission notice has expired, the mobility grant will be deemed to have been abandoned.

The definitive assignment of the contribution is subject to the delivery by the awarded candidates of the documentation requested by e-mail, including:

- Learning Agreement for Traineeship prepared by the student with his / her university;
- financial agreement or Grant Agreement sent to the student by the University of Lille, coordinator of the Consortium.

Art. 4.6 Waiver of the Erasmus+ contribution

The acceptance of the Erasmus + scholarship is a serious commitment made by the candidate. Any renouncements 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, the Intermediary organization and the Host Organization.

The interruption of the internship may result in the repayment of the amount received, according to the provisions of the French National Agency.

Art.4.7 Scrolling of the ranking

In the event of the renouncement of the mobility grant by one or more awarded candidates, the commission reserves the right to proceed with periodic sliding of the ranking (with the consequent obligation of the interested candidates to formalize the acceptance as indicated in article 4.5). Successful scrolling will be communicated to interested candidates by e-mail, as well as on the project web page: <https://international.univ-lille.fr/partir-a-letranger/stage-a-letranger/eu4eu-france/> and on the websites of the Universities of the Consortium. In the event of a scrolling of the ranking, the mobility grant will be assigned upon written confirmation by the Host Organization to postpone the expected starting date of the traineeship and its duration, if necessary and applicable.

Art 4.8 Extraordinary application procedure

In the event that at the publication of the ranking a certain number of scholarships will be left unassigned, an extraordinary application procedure will be opened up to exhaustion of scholarships, and in any case no later than 30 September 2021.

To participate in the extraordinary application procedure, interested students must register in the EU4EU Portal and complete their profile by uploading all the required documentation (see Art. 2.1). Once the registration is completed, candidates will be able to immediately access the Matching Phase and find Host Organizations. The applications received will be evaluated based on the admission requirements and selection criteria.

The Evaluation Commission (see Art. 4.2) will draw up the ranking. The University of Lille will publish the rankings relating to the extraordinary application procedure with time windows that will be communicated in case of initiation of the procedure.

Art. 4.9 Entry into the host country

The student will have to inform himself independently about any rules that govern:

- entry into the host country, addressing in time the relevant diplomatic missions in France;
- health care in the host country, by contacting the local health authority or diplomatic representatives.

The legislation and regulations governing the entry of non-EU students in the countries participating in the Erasmus + Program are linked to the nationality of the students: it is up to the students to inform themselves with the necessary advance and obtain the documents that will allow entry and stay in the destination country.

Students are recommended to register onto the Ariane platform (Ministry of Foreign Affairs) to be informed and supported in the event of a crisis situation; <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html>

Art. 4.10 Third-party liability insurance and accidents

During the period of mobility abroad, Erasmus + trainees will receive insurance coverage for accidents at the workplace by the respective universities, provided that they meet the conditions : duration of 6 months maximum, no wage (can open rights to accidents coverage in the host country) or monthly allowance not higher than 15% of the hourly French social security minimum wage.. Policies and information are published on the web page of the individual universities. The aforementioned insurance covers only the internship activities and do not include coverage of risks associated with the exercise of the medical profession and health care facilities.

For any details, candidates may contact their respective International Relations or Placement Offices.

The insurance for third-party liability is covered by the student himself/herself (by buying one). Selected students will have to provide a certificate of this insurance.

Art. 4.11 Health insurance

Each participant must provide personal health coverage: if the candidate is in possession of the European Health Insurance Card (EHIC) he is automatically entitled to the services of the National Health Service in all the countries belonging to the European Union. However, the coverage of the EHIC or private insurance may not be sufficient, especially in the event of repatriation or specific medical intervention. It may therefore be advisable to take out additional private insurance.

Students on the move are required to independently ensure adequate health coverage during their stay abroad, according to the methods provided by the host country.

More information at the following link: <https://international.univ-lille.fr/partir-a-letranger/preparer-et-financer-ma-mobilite/#c1103>

Art.5 Other provisions

Art.5.1 Activities and financing

The activities and funding of this call are subject to the Erasmus + agreement between the French National Erasmus + Agency and the University of Lille. It should also be noted that the information contained in this announcement may be subject to changes and / or additions based on subsequent updates and provisions by the National Erasmus+ Agency.

Art.5.2 Controls

The Administration proceeds to carry out checks, including random checks and in all cases in which doubts arise as to the veracity of the self-certification. The lack of truthfulness of the information, declared or self-certified, is a reason for forfeiture.

Art. 5.3 Responsible for the procedure

Ms Véronique Level, Head of the Direction of International Mobility and Erasmus+ Institutional Coordinator of the University of Lille, e-mail address: veronique.level@univ-lille.fr

Art. 5.4 Treatment of personal data

Personal data provided by the candidates in the application form will be processed for the purposes of managing the selections and subsequent phases of the project according to the new European Regulation n.679 of 04.27.2016 - GDPR (General Data Protection Regulation) as well as the national legislation current.

Art. 5.5 Further information

- To complete the online application, register on the Portal: www.eu4eu.org
- For any further information, candidates must consult the Frequently Asked Questions and the Guidelines of the project on the Portal homepage or at: <http://www.eu-gen.org/documents-eu4eu/>
- For additional information regarding the Portal and relations with the Host Organizations candidates can contact EuGen at info@eu4eu.org
- For any additional information candidates can contact the National Coordinator at eu4eufrance@univ-lille.fr

Candidates are invited to follow updates on the project published periodically on the following social channels:

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

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

