



Guidelines for Traineeship Abroad

The University of Trento promotes traineeships at host institutions, universities, and companies abroad, offering students the opportunity to enrich their academic and professional paths. Below are the operational instructions and requirements needed to participate in the program.

1. Participation Requirements

To apply, you must meet all enrollment and academic career requirements at the time of your application submission.

Enrollment Requirements

- You must be regularly enrolled in a bachelor's degree, master's degree, 5/6-year single-cycle master's degree, or PhD program at the University of Trento.

If you are enrolled in your first year past your expected graduation date ("Fuori Corso"), your traineeship must start by **July 31st**.

- **For Post-Graduate Traineeships**, you must apply *before* obtaining your degree. The traineeship must start after graduation and be completed within **12 months** of your graduation date. If you are enrolled in your first year *fuori corso*, the traineeship must still start by **July 31st**. Please note that post-doctoral traineeships cannot be activated.
- **Exclusions:** You cannot participate if you are enrolled in a 1st or 2nd level Professional Master's program (*Master Universitario di I o II livello*), or if you are an incoming double-degree student. You are also excluded if you already hold another scholarship for a mobility period during the same timeframe. **Joint Degrees:** Students in joint degree programs (e.g., EMBS, IMSISS) can participate, provided they are not already receiving other European program grants.
- **Special Cases:** If you are enrolled in an inter-university course, your student career must be administratively managed by the University of Trento. If you receive a scholarship (e.g., MAECI, Invest Your Talent in Italy, etc.), you must check with the awarding body whether a mobility period abroad is allowed. Students enrolled under the EIT program are not eligible to participate.

Academic Career Requirements

- **GPA and Credits (CFU):** You must have a weighted average grade of at least **24/30** and have registered the minimum number of credits (CFU) required for your degree

program. These are listed in the "Minimum Credits and UniTrento Supervisors" table on the "Traineeship Abroad" webpage (this does not apply to PhD students).

- **Language Skills:** You must prove a minimum **B1 level** proficiency (both written and oral comprehension/production) in the working language of the traineeship. Accepted methods of proof are listed in the "Useful Documents" section of the "Traineeship Abroad" webpage.
- **Study Plan:** The traineeship must be included in your study plan with recognizable credits. Traineeships already completed or those in excess (*sovrannumerari*) of the credits required to graduate are not allowed.
- If you have already carried out an Erasmus mobility period (including long/short term Study, Traineeship, International Credit Mobility, or Erasmus Mundus) and are applying under this call for the *same study cycle*, you are eligible as long as the total duration of your past physical mobility and the new requested mobility does not exceed **12 months** overall. For single-cycle master's degrees, the maximum limit is **24 months**. Post-graduate traineeship months are counted toward the study cycle you were enrolled in at the time of your application. Virtual mobility periods are excluded from this calculation.

2. Traineeship Characteristics

Your training project must meet the following eligibility criteria:

- **Minimum Duration:** 60 days of continuous physical mobility (equivalent to 2 commercial months).
- **Maximum Duration:** 180 days in total.
- **Working Hours:** A minimum of 32 hours per week.
- **Format:** The mobility requires you to physically relocate to the host institution. Fully virtual traineeships are not permitted.

3. How to Apply

Applications can be submitted **by the last day of each month**, exclusively through the online procedure.

Required Documents

You must attach the following documents to your application:

1. An **Acceptance Letter** from the host institution.

2. A **Motivation Letter** signed by your UniTrento Supervisor (please check the "Minimum Credits and UniTrento Supervisors" table).

Templates for both letters can be downloaded from the "Useful Documents" webpage.

Timeline: The list of selected candidates is published by the 15th of the month following your application. The traineeship can start **2 months after the end** of the application month (for example: if you apply in February, your mobility can start from May 1st).

4. Scholarship Amounts and Financial Grants

The program provides financial support that varies according to your destination:

- **Erasmus+ Countries (Group 1 - High cost of living): €550/month**
Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden.
Third countries not associated with the Program: United Kingdom, Switzerland.
- **Erasmus+ Countries (Group 2 and 3 - Medium/low cost of living): €500/month**
Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey.
- **Rest of the World: €700/month.**
- **"Fewer Opportunities" Top-up:** An additional allowance of **€250/month** is available for students in disadvantaged socio-economic conditions (e.g., an ISEE-Università equal to or below €25,000).

Note: Grant amounts and the number of funded months may vary from one academic year to another or based on the type of traineeship.

5. Procedures and Deadlines

- **Acceptance:** Within 5 days of the publication of the selected candidates list, you must send a confirmation email to your reference International Mobility Office.
- **Starting the Procedure:** You must submit the initial paperwork required to start your internship within the deadline specified by the International Mobility Office.
- **Language Preparation:** After accepting the grant, you can access a free language course, if available, at the University Language Centre (CLA).
- **Closing the Procedure:** Within 10 days of completing your traineeship, you must submit the final documentation for administrative closure.