



ISTITUTO TECNICO SUPERIORE MO.ST

Mobilità Sostenibile nel Trasporto Merci e Persone

**ITS MO.ST guidelines
for international mobility:
student mobility for traineeships**

(approved by the ITS MO.ST Executive Board of 12th January 2022)





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Art 1. – Background

The ITS MO.ST recognises the promotion of the international dimension of studies, teaching, scientific research and professional training as one of the fundamental tools for building the 'European Higher Education Area' (EHEA).

The ITS MO.ST also recognises the international mobility of students, teaching and technical-administrative staff as one of the privileged means through which the aforementioned 'European Higher Education Area' can be implemented.

One of the aims of the ITS MO.ST strategy is to internationalise and innovate its training offer, while increasing both the outgoing and incoming mobility of its students, teachers and staff.

The implementation of the *student mobility for traineeships* under the Key Action 1 of Erasmus+ Programme is dictated by the desire to offer the opportunity to undertake a professional experience in another country.

In line with 'Europe 2030' strategy, international mobility will be considered as one of the ways in which young people will be able to enhance their professional and soft skills (e.g. self-confidence, empowerment), including intercultural competence and active citizenship, thus strengthening their employability, access to the labour market and career prospects.

ITS MO.ST students carry out minimum 30% of the courses in a sector-specific company and immediately establish a strong relation with the labour market through traineeships. Therefore being able to challenge themselves in European workplaces turns out to be a high value-added opportunity for them.

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Art. 2 – Objectives

The ITS MO.ST Guidelines intend to implement the provisions set out in the Erasmus+ Programme Guide, which is the document regulating the 'Erasmus+': the Union





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Programme for education, training, youth and sport of the European Union, established by the Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021.

The ITS MO.ST holds the Erasmus Charter for Higher Education (ECHE) issued by the European Commission for the period 2021-2027 (code I PESCARA05).

In compliance with the aforementioned regulations, the ITS MO.ST intends to define the necessary procedures relating to the student mobility for traineeships: preparation, implementation of the mobility and follow-up activities.

The main phases of the mobility management carried out by the ITS MO.ST are as follows: issuing the call for application; creating the ranking of eligible students; identifying the hosting organisations; drafting both the programme of training activities ('Learning Agreement for traineeships') and the financial agreement.

Only students enrolled and attending the ITS MO.ST courses can participate in a mobility for traineeships.

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Art. 3 – Scope

The ITS MO.ST offers to its students the opportunity to carry out a physical mobility for traineeships. It means that the learning activity is carried out entirely in the country of the receiving organisation through an 'on-the-job' training programme, formally accepted in the 'Learning Agreement'.

For this purpose, the ITS MO.ST annually launches a specific Call for applications setting out both the eligibility and funding criteria for the mobility, in accordance with the applicable provisions of the Regulation (EU) 2021 / 817 of the European Parliament and of the Council of 20 May 2021 establishing 'Erasmus+': the Union Programme for





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education, training, youth and sport. As previously mentioned, these Guidelines comply with the conditions of the annual Erasmus+ Programme Guide and the related national provisions established by the National Agency/Indire.

The ITS MO.ST will draw up a merit ranking according to the following criteria:

| Award criteria | Scores |
|--|--|
| Scores obtained at the entrance exam (for 1 st Year students) | from 50 to 60 points = 40 points from 60 to 80 points = 50 points from 80 to 100 points = 55 points |
| Scores obtained at the 1st Year final test (for 2 nd Year students) | from 60 to 70 points = 40 points from 70 to 80 points = 50 points from 80 to 100 points = 55 points |
| Attendance percentage of the total school time | Percentage > 90% = 20 points Percentage ranging from 80% to 90% = 15 points Percentage ranging from 70% to 80% = 10 points |
| Level of English proficiency | B1 = 10 points B2 = 20 points C1 – C2 = 25 points |

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To be considered for eligibility, applications must score at least 60 points (out of 100 points in total), also taking into account the required English language proficiency.

That said, the annual Call will determine the selection procedures as well as the individual quality and quantity requirements that students must fulfil in order to have





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access to Erasmus+ mobility. The Call will also present the payment conditions of the grant.

The annual Call will be primarily published in the 'Erasmus+' section of the ITS MO.ST official website.

In line with both the EU and national strategic priorities, the ITS MO.ST promotes the digitalisation and dematerialization of administrative procedures related to mobility management.

Art. 4. Receiving organisations and bilateral agreements

The venues hosting the Erasmus+ trainees will be identified by the ITS MO.ST by referring to the international partners' network already set up, on the basis of the relevance to the curriculum of the selected students.

Agreements can be made with organisations established in 'Programme Countries', ie institutions belonging to EU member states and to non-EU Programme member states (Republic of North Macedonia, Republic of Turkey, Republic of Serbia, Iceland, Liechtenstein, Norway).

Agreements can also be made with organisations from 'Partner Countries', ie countries outside the EU.

The receiving organisation can be:

- 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. For example, such organisation can be:
 - a public or private, a small, medium or large enterprise (including social–enterprises);





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- a public body at local, regional or national level;
 - embassies or consular offices of the sending Programme Country;
 - a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
 - a research institute;
 - a foundation;
 - a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO;
 - a body providing career guidance, professional counselling and information services;
 - a Programme Country HEI awarded with an ECHE, or a Partner Country HEI recognised by competent authorities that has signed inter-institutional agreements with their Programme Country partners before the mobility takes place.

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Student mobility must take place in any country participating in the Erasmus+ Programme or in any partner country other than the country of the sending institution and the country where the students reside during their studies.

Art. 5 – Administrative aspects of Erasmus+ mobility

The ITS MO.ST student mobility for traineeships is governed by Key Action 1 of the Erasmus+ Programme, established by the Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021, which repeals the EU Regulation no. 1288/2013.





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The contact person for ERASMUS+ management and, specifically, for traineeship activities is the 'Digital Officer' appointed by the ITS MO.ST Foundation in the person of Ms. Chiara Zappacosta.

The prior approval of the activities to be undertaken by the students in one of the EU companies and the recognition of the results achieved at the end of the mobility fall within the competence of the ITS MO.ST management staff.

Art. 6 – Preparation of mobility

Art. 6.1 – Linguistic preparation

- a) In terms of linguistic support to Erasmus+ students, the European Commission provides the Online Language Support (OLS), a system of self-assessment, monitoring and improvement of students' language skills before (= initial assessment test), during (= online course) and after (= final assessment test) the Erasmus+ mobility period. Depending on the results achieved at the initial test, the students will then benefit from an online language course (optional) and a series of further services (online forum, live coaching and more). At the end of the mobility period, students are required to take the final evaluation test (mandatory), in order to receive the final payment of the mobility grant, regardless of the result achieved.
- b) Intensive English language courses lasting 20 hours, completely free, can be activated by the ITS MO.ST teachers, in order to integrate the linguistic preparation that Erasmus+ students must undertake individually.

Students who already have a language certificate at the level required by the hosting institution are exempt from the preparation referred to point b). In this case, the certificate must not show a date earlier than 3 years from the start date of the mobility.





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Art. 6.2 – Signing the *Learning Agreement for traineeships – Before mobility*

Before the mobility, the selected students are required to sign their *Learning Agreement for traineeships – Before mobility*, a document indicating the traineeship activities to be carried out at the receiving organisation, with the corresponding credits. The Learning Agreement must include, in addition to the traineeship programme, the start date and the end date of the mobility.

Any substantial change to the programme or to the dates of the mobility and any extensions must be agreed, in writing, by the parties (the ITS MO.ST, the beneficiary and the receiving organisation).

The traineeship activities and the relative credits must be validated by the Technical-Scientific Committee of the ITS MO.ST.

Art. 6.3 – Signing the Grant agreement

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Before the start of the mobility, the Erasmus+ students are required to sign the Grant Agreement with the ITS MO.ST.

The Grant Agreement is the document specifying the nature and duration of the mobility, the amount of the Erasmus+ grant and the related payment procedures.

The selected students must provide the following documents to sign the Agreement:

- copy of identity document;
- photocopy of the tax code;
- 2 passport-size photos;
- IBAN code relating to the postal / bank account or prepaid card of which the student is the holder or joint holder;
- copy of the *Learning Agreement for traineeships* signed by the receiving organization.





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Art. 6.4 – Useful information

Students will receive appropriate information regarding:

- a) entry rules to the host country;
- b) health care in the host country;
- c) health procedures in force in the host country, with particular reference to the Covid-19 emergency.

Art. 7 – Management of the student mobility

Within 10 days of the students' arrival, the host institution is required to provide them with the duly signed **Certificate of Arrival**.

The students are then required to send this document by email to the ITS MO.ST Erasmus+ Office, at the address digitalofficer@itsmost.it.

Within one week of their arrival at the host institution, the students must discuss in detail the tasks to be carried out with the Supervisor at the host institution and, in case of changes to the programme, inform the ITS MO.ST Erasmus+ Office by sending the 'Changes to Learning Agreement' form duly completed and signed by the host institution. Any changes must be signed by the three parties (student, institution supervisor and ITS).

The students are required to fill in an **Activity Log** day by day.

The log will be a fundamental document for the student final assessment made by the ITS MO.ST Technical-Scientific Committee.

If the students request the extension of the mobility period at the host organisation, they must send the 'Extension Request' form (available on the website www.itsmost.it) to the ITS MO.ST Erasmus+ Office at least one month before the planned end of the period.





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This form must be sent by e-mail (digitalofficer@itsmost.it), duly completed and signed both by the student and by the responsible persons of the host organisation. The Erasmus+ Office will request the approval to the ITS MO.ST management staff and will send the document back to the student.

No contribution is envisaged for the extension period, unless otherwise indicated by the National Agency.

Art. 8 – End of the student mobility

Before ending the mobility period, the host institution is required to issue the following documents:

- **Certificate of Stay** signed by the host institution, indicating the dates of student's arrival and departure;
- **Traineeship Certificate**, i.e. the document confirming the results of the traineeship programme.

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Students are then required to send the aforementioned documents to the ITS MO.ST Erasmus+ Office, within 15 days of the end of the mobility period, in order to start their traineeship recognition procedure.

Furthermore, the students are required to:

- a) fill in the narrative report provided by the European Commission (EU Survey) which they will automatically receive at the end of the mobility at their institutional e-mail address and which they will have to return according to the instructions available on the IT website - as specified in the Grant Agreement;
- b) take the final language assessment test available on the OLS website, as indicated above;





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c) drafting the final traineeship report.

The final amount of the mobility grant will be paid only upon fulfilment of the above obligations.

If the students fail or partially deliver the required documents and / or fail to fill in the EU Survey and / or to take the final language assessment test, they must return the amount of the traineeship mobility grant.

In the ITS MO.ST final examinations, the Commission may reward the Erasmus+ students by increasing the Diploma mark up to a maximum of two points.

Art. 9 – Final provisions

These Guidelines enter into force on the day following their issue by the ITS MO.ST Executive Board.

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For anything not specified in this document, please refer to the Erasmus+ 2021 Programme Guide and the ITS MO.ST annual mobility call for application.

