

**DEPARTMENT OF POLITICAL SCIENCES (DISPO)**  
**ERASMUS+ PROGRAMME - CALL FOR TRAINEESHIP PURPOSES**  
**2020/2021**

**PREREQUISITES**

In order to take part in the selection, students must have taken at least one university exam.

If the traineeship **organisation is identified independently**, the languages required and the level of knowledge will be agreed by the student directly with the host organisation/company.

In the case of **organisations listed in the call**, students must attach to their application the language knowledge certificate of the level required by the foreign partner (information given in the .pdf document *Informazioni e prerequisiti sede partner* [Partner organisation information and prerequisites]), which can also be demonstrated by taking the CLAT test. In the absence of a language knowledge certificate issued by a certifying organisation (e.g. First Certificate, DALF, DELE...), successful completion of the language test set as part of the student's study programme may be taken as evidence.

Students of the Master's Course in Information and Publishing may access DISPO, DAFIST and DIRAAS organisations. Students who submit applications for DISPO organisations will be selected by the Department of Political Sciences Committee according to the criteria stated in this document. Otherwise they will be selected by DAFIST or DIRAAS.

Students who have not fulfilled their *obblighi formativi aggiuntivi (OFA)* [additional educational requirements] by the end of the first year will be placed in the ranking conditionally. This condition will be removed once the student has passed the OFA assigned to him/her by the nomination/application deadlines at the foreign organisation.

Students who have not fulfilled their OFA requirements when they submit their application will be excluded from the selection.

*The organisation in the Call for the Department of Political Sciences is Instituto Politecnico do Porto (Portugal).*

*The activity performed is secretarial work in the organisation's offices, particularly the International Relations Department.*

**SELECTION CRITERIA**

The criteria for drawing up the ranking are:

Number of credits gained (C)\*

Number of years of enrolment (A)\*\*

Weighted average of marks (M)\*\*\*

Personal reasons (MP), given a value of 0 to 5 at the Selection Committee's discretion.

The final marks will be calculated according to the following formula:

$$[(C) / (60 \times (A-0.5))] + M + MP$$

Applicants who fail to attend for interview will be excluded from the selection.

\* the credits gained include:

- credits for the first degree and master's degree in the case of students enrolled for a master's degree course who have gained credits in the current study cycle;
- credits for the first degree only in the case of students enrolled for a master's degree course who have not yet gained credits in the current study cycle;
- credits for validated exams in the case of a course transfer.

\*\* the number of years of enrolment include all the years of enrolment at the University, except for any years of withdrawal. It therefore includes any course transfers, previous degrees, course programme changes...

\*\*\* for students enrolled on master's degree courses, in the absence of any credits gained, the average considered will be that of the first degree.