



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ERASMUS+ MOBILITY FOR TRAINEESHIP PROGRAMME

Call for applications for 636 grants

ACADEMIC YEAR 2020/21

DEADLINE: 6 May 2020 –12 pm CET

Issued by Managerial Decree Rep. No. 1677/2020 Prot. No. 47364 dated 05/03/2020 and modified by Managerial Decree Rep. n. 2044/2020 Prot. N. 68683 dated 30/03/2020

LANGUAGE

The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

INDEX

GENERAL INFORMATION

AIM

COUNTRIES WHERE TRAINEESHIPS MAY BE CONDUCTED

TRAINEESHIP LENGTH AND FINANCIAL CONTRIBUTIONS

WHO MAY APPLY

ELIGIBILITY CONFLICTS

LANGUAGE REQUIREMENTS

POTENTIAL HOST ORGANISATIONS FOR THE TRAINEESHIP

FINDING A COMPANY

DIGITAL OPPORTUNITY TRAINEESHIP

DIVISION OF GRANTS

GETTING A TRAINEESHIP RECOGNISED

APPLICATION PROCEDURE

Application for an independent traineeship

Application for a pre-defined traineeship

SELECTION PROCEDURE

SELECTION CRITERIA

RANKING LISTS, ACCEPTANCE, WITHDRAWAL, LATE ENTRY

ENTRY TO THE HOST COUNTRY

CALENDAR

PROCEDURE COORDINATOR

ANNEXES

ANNEX 1: CEFR TABLE

ANNEX 2: LIST OF INTERNATIONAL COURSES IN ENGLISH

ANNEX 3: USEFUL WEBSITES WHEN LOOKING FOR A TRAINEESHIP

ANNEX 4: COMPANY AGREEMENT FORM

GENERAL INFORMATION

AIM

Erasmus+ Mobility for Traineeships, a part of the Erasmus+ 2014-2020 programme, is a way to help promote student traineeship mobility.

The programme awards financial contributions to cover part of the outlay borne by students abroad while participating in a traineeship.

COUNTRIES WHERE TRAINEESHIPS MAY BE CONDUCTED

Erasmus+ Mobility for Traineeships gives students a chance to conduct a traineeship at a business, training centre, university, research centre or other organisation in the following countries only: the 26 European Union member states, the additional 3 countries of the European Economic Area (Iceland, Liechtenstein and Norway), the United Kingdom, the Republic of Macedonia, Serbia.

LENGTH OF TRAINEESHIP AND FINANCIAL CONTRIBUTIONS

The traineeship may last two or three months, according to the student's choice.

The financial contribution covers the chosen duration. In any case, traineeships shorter than 2 months (60 days) are not eligible and cannot be financed. The mobility period can be extended, upon the student's request, and possibly financed (please see Paragraph "Division of grants").

The traineeship **may begin** on any date between **1 September 2020 and 30 June 2021** (with the exception of students who apply with reserve - please see paragraph "Who may apply", point 1 - and with the exception of different indications expressly mentioned in the specifications of certain pre-defined traineeships), and **must end by 30 September 2021 at the latest, on penalty of the contribution being withdrawn**. The traineeship must run without interruption or pauses.

Funding consists of:

1. **The European Union grant** (the amounts indicated refer to the 2019/2020 academic year). The amount of funding depends on the destination country of the mobility student and the number of days actually spent abroad. Specifically, funding is divided into the following destination country groups:

- **Group 1** (high cost of living): Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxemburg, Norway, Sweden and the UK - **€ 400 per month**;
- **Group 2** (medium cost of living): Austria, Belgium, France, Cyprus, Germany, Greece, the Netherlands, Malta, Portugal - **€ 350 per month**;
- **Group 3** (low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Republic of Macedonia - **€ 350 per month**.

2. **Additional contribution for students from poor socio-economic backgrounds**

A contribution of € 100 per month is envisaged for candidates coming from poor socio-economic backgrounds. This contribution will be granted to candidates with ISEE 2020 declaration and/or the documentation concerning the income and asset situations (for international students whose nuclear family has income and/or assets abroad) for services for the right to higher education up to € 23,000. This declaration must be submitted by grant

winners and suitable candidates, according to the procedures and deadlines that will be communicated on the page <https://www.unibo.it/en/international/internship-abroad/erasmus-mobility-for-traineeship/erasmus-grant>

In any case, candidates are recommended to promptly apply for the ISEE certificate. Also the candidates, who are enrolled in the 2019/20 academic year and expect to graduate by March 2021 without renewing the enrollment in the 2020/2021 academic year, are required to submit the ISEE 2020, according to the timing and procedures that will be communicated.

Please note that students failing to respect the deadlines will not receive this contribution.

3. **Special funding for students with special needs** that may be allocated by the European Union. Selected candidates will be informed directly about the availability of special grants for students with special needs.
4. **Eventual authorised extensions of the mobility periods may be also financed** (please see Paragraph "Division of grants").

ER.GO grant-holders (Regional Authority for the Right to Higher Education of Emilia-Romagna) should contact ER.GO directly concerning any additional contributions, via the website www.er-go.it. Call centre: tel. 051 19907580, e-mail: info@er-go.it.

Insurance coverage for civil liability and accidents in the workplace

Grant winners will be insured for civil liability (damage caused to third parties) and against accidents in the workplace by the University policy and/or through INAIL.

WHO MAY APPLY

In order to submit an application:

1. Students **must** be enrolled in an undergraduate, graduate or single cycle degree programme, a PhD programme or in a specialization school run by UNIBO in the 2019/2020 academic year, regardless of their citizenship;

The traineeship may be carried out as a student or as a recent graduate, with the following specific requirements:

Students participating in a traineeship:

-must be enrolled in academic year 2019/20 for a first-cycle, single-cycle, or second-cycle degree programme run by Unibo and renew their enrolment at Unibo for the 2020/2021 academic year by the deadline established by the University (please refer to <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolment-transfer-and-final-examination>). Students who expect to graduate within March 31, 2021 can carry out the traineeship also as a student, even if they do not renew their enrolment for the A.Y.2020/21. In this case, the traineeship must be concluded before the graduation.

- Students enrolled in the third year, or who are "fuori corso" (past the envisaged completion time for the degree course), of an undergraduate degree programme who expect to graduate during the 2019/2020 academic year may depart during the first year of their graduate degree programme (second cycle). **These students, who apply with reserve (with "future career"), must be enrolled at Unibo for a graduate degree programme in the 2020/21 academic year. Mobility is only allowed as of January, 2021.**

New graduates participating in a traineeship: must be enrolled at Unibo in academic year 2019/20 for the last year of their study cycle and not yet have graduated by the closing date of the call (**6 May 2020**). The traineeship abroad as a new graduate must be carried out and completed within one year of obtaining the graduation and within the time limits set by this call. **Students with 24 CFU curriculum** enrolled in academic year 2018/19 at Unibo for the last year of their study cycle (first-cycle and second-cycle) may participate only as new graduates; also these students must not graduate before the closing date of the call (**6 May 2020**).

Specialisation school students, residents and PhD students: must be properly enrolled in medical or non-medical specialisation schools or a PhD programme run by Unibo; those enrolled in certain specialisation schools are eligible if they were enrolled in years prior to that of the call for applications, due to the scheduling of the respective ministerial calls for applications. For suspensions or extensions of training as prescribed by applicable regulations, students are allowed to apply provided they are enrolled before the regular enrolment date for one's specialisation programme/PhD. For a traineeship after having obtained their qualification, specialisation school students, residents and PhD students must be enrolled in the last year of their specialisation/PhD programme on the closing date of the call (**6 May 2020**).

IMPORTANT: Since specialist or resident training contracts terminate on the date the legal study programme expires, a mobility period, if undertaken after one's specialist qualification has been awarded, does not entail the extension of specialist training or contract thereof, and entitles one solely to the monthly contribution established by the Erasmus+ traineeship programme.

Further rules for specialisation school students, residents, PhD students and physicians on specialist training

Before applying to the present call, **all specialisation school students, residents and PhD students** must discuss their training schedule abroad with the Specialisation School Director or the PhD programme Supervisor and obtain, if winners, authorisation for the traineeship from the School Board/PhD Board (upon the Supervisor's approval).

Non-medical specialisation school students must also check whether the teaching regulation of their specialisation school allows them to carrying out educational activities abroad.

Physicians in specialist training must check with the host organisation to make sure there is proper insurance coverage during their traineeship abroad. If the host organisation does not provide such coverage, they must take out a policy of their own.

Please note, lastly, that physicians in specialist training shall not receive any economic contribution from the host organisation during their traineeship.

They must also make sure the traineeship falls within a single academic year.

Important

- **Students may not be awarded their qualification before** their mobility period ends, but must wait for their traineeship abroad to conclude.
- By contrast, **new graduates' mobility period must start after** their degree/specialisation/PhD qualification has been awarded as it is not possible to graduate during the mobility period.

2. **Candidates must possess an adequate knowledge of the foreign language** which the host organisation identifies as the main language to be used during the traineeship, both for independent and for pre – defined traineeships (*see the language requirements section*).

ELIGIBILITY CONFLICTS

There may be conflicts relating to both the grant and the "status" of Erasmus students, thereby making them ineligible.

Students who submit an application:

- may repeat the Erasmus+ mobility experience and receive related grants in the course of the 3 study cycles up to a maximum of 12 months (360 days) per cycle (24months/720 days for single-cycle programmes).
- Both study activities and traineeships count towards the 12 out of 24 months.
- Prior mobility experience under a **Lifelong Learning Programme, Erasmus Mundus Programme (action 1), Erasmus Mundus Programme (action 2), or Erasmus+ Programme** counts towards the mobility period maximum of 12 months for each cycle.
- Likewise, mobility for traineeships undertaken by a new-graduate as part of Erasmus+ forms part of the 12 month-per-cycle period.

When submitting the application, the system will check prior mobility experience information which the University has on record. The application can be saved only if the candidate has at least 60 days of mobility available. Candidates who have more than 60 days but less than 90 days must choose the two month duration. These requirements must be maintained until the beginning of the mobility.

- Students who have been awarded other foreign stay funding paid for by the European Union or University of Bologna are not eligible for an *Erasmus+ Mobility for Traineeships* grant when it overlaps, even partly, with the Erasmus+ traineeship period.
- The Erasmus+ Mobility for Traineeships grant can be combined with the PhD scholarship supplement for periods abroad up to the completion of the length of stay funded as part of the standard amount of the scholarship approved annually by the Board of Governors (currently the first six months). It cannot be combined, however, with the PhD scholarship supplement for periods longer than the term deliberated annually by the Board of Governors and any other scholarships provided by University funding. In the latter case, PhD students who are awarded Erasmus+ Mobility for Traineeship grants must choose which contribution to use. Please contact the PhD Programme Office for further information.
- *Erasmus+ Mobility for Traineeships* contributions cannot be combined with grants awarded for Joint Master's Degree programmes (ex Erasmus Mundus Action1).
- *Erasmus+ Mobility for Traineeships* grantees can also receive other mobility abroad programmes promoted by University structures, including mobility programmes that will take place in the same academic year and for the same purpose (traineeship), provided that these periods are consecutive. The provision of any restrictive aspects must be verified in the call for applications from individual University structures.

LANGUAGE REQUIREMENTS

Evidence of a minimum language level in the main language of the traineeship must be given in order to apply; the *language level* will be assessed during selection and compilation of the ranking list.

Knowledge of the foreign language must be proved in one of the following ways, all of which are deemed to be equivalent:

- having passed a **curricular language proficiency test at the Language Centre at the University of Bologna** or another university, the level being **at least B1**, even in previous study programmes;
- having passed a **language exam the University of Bologna** or another university with a grade of at **least 25/30**, even in previous study programmes;
- being enrolled on a **degree programme entirely conducted in English** (see annex 2); such students may only use this as a language requisite if applying to firms which stipulate English as the traineeship language;
- having obtained a **certificate of attendance for credit in a level B1 or higher course** (of 50 hours) **at the University Language Centre**. The certificate must have been issued no earlier than 01 January 2017;
- having passed one of the **TESTs** at the **University Language Centre** for participants in international mobility programmes. (only if taken on or after 01 January 2017) **at the B1 level or above**;
- having obtained a certificate issued by **another university language centre** in Italy or Europe, at a **level of B1 or above**, on or after 1 January 2017;
- having obtained an official certificate issued by one of the **Certifying Bodies** in the table of equivalence of the **Common European Framework of Reference, supplemented with certification of Portuguese** (consult the file “Anne 1_CEFR table”). The level must be B1 or higher and the date of issue not prior to 1 January 2017, regardless of the official length of validity set by the certifying body;
- having the **ESABAC** diploma (only valid for students who are applying to traineeships at companies that use French as the traineeship language);
- having a diploma from the **Galvani Institute of Bologna** in the German or English international division (only valid for students who are applying to companies that use German or English as the traineeship language);
- Have obtained an Italian high school diploma under the the option “**Cambridge ICSE**” (certification valid only for students applying for mobility programmes where the required language is English);
- Have been awarded the bilingual certification for **German language issued by the autonomous province of Bolzano** or the **Deutsches Sprachdiplom (DSD) der Kultusministerkonferenz**, testing the four skills (certifications valid only for students applying for mobility programmes where the required language is German).
- having a **certificate** of adequate language abilities issued by the host organisation in the Company Agreement Form (for independent traineeships only).

Certificates confirming knowledge of the foreign language must be actually possessed by the call for application deadline and must be stated in the on-line application.

A copy of the certificate(s) must be uploaded to Alma RM as part of the on-line application (see the Application Procedure section).

Students who have taken a suitability test or exam at the University of Bologna, those enrolled in degree programmes entirely conducted in English, and those who have sat TESTs at the University of Bologna Language Centre **do not need to upload their certificates.**

POTENTIAL HOST ORGANISATIONS

The organisation the student intends to do a traineeship with must conform to the description given in the *Programme Guide* (version 1, 2020) issued by the European Commission, that is: “any public or private organisation active on the labour market or in sectors such as education, training and youth”.

That definition includes **public and private companies (including social enterprises), training centres, schools, universities and research centres, non-profits, associations, NGOs, and other organisations.**

The organisations eligible for hosting a traineeship extend to schools where students act as assistants abroad.

If the traineeship is done at an institute of higher education (e.g. a university laboratory, university library, etc.), the activity must consist of vocational training and NOT study, and the training activity must be clearly stated in the work plan.

International Relations Offices at institutes of higher education are eligible to host student mobility traineeships, provided the student is not performing an activity covered by an EU contribution and there is no conflict of interest.

If a student applies for a traineeship at a foreign university, s/he is expected to check the registration procedure with the international relations office of the host university.

The following are NOT eligible as traineeship hosts:

- EU institutions and other EU bodies including specialist agencies (a complete list is available at http://europa.eu/about-eu/institutions-bodies/index_en.htm), as well as organisations operating EU programmes (so as to avoid conflicts of interest and/or double funding),
- National diplomatic corps (embassies etc.) of the country where the student is enrolled, and those of the student’s homeland/nationality present in the host country (e.g. a French student cannot do a traineeship at a French embassy in Germany, etc.).

FINDING A COMPANY

There are two ways of finding a host company the candidate **must choose one of two ways of applying:**

- Application for an **independent traineeship.**

Candidates must find the host organisation independently and formulate the traineeship programme with said organisation.

Contact persons by study field/campus/Departments may provide support in looking for companies, if they have a list of companies available. It is therefore a good idea to visit their offices (<https://www.unibo.it/en/international/incoming-exchange->

[students/contacts-for-exchange-students-at-unibo/contacts-international-relations-offices](#)) and find out.

Students may also consult the “List of websites for sourcing traineeships” document (**annex 3**) which contains useful information on how to find a host organisation.

Traineeship programmes the candidate agrees with the host organisation must be consistent with his/her studies.

In particular:

- Students who are enrolled in the third year of a bachelor’s programme in 2019/20 and expect to enrol as “fuori corso” in 2020/21, or to graduate and carry out the traineeship as new graduate, must submit traineeship projects consistent with the curriculum/course structure of their current study programme.
- Students who are enrolled in the third year of a first-cycle (bachelor’s) programme in 2019/20 and expect to enrol in a second-cycle (master’s) programme in 2020/21 can submit an application with reserve, on the base of a “future career”. These students must submit a traineeship project consistent with the learning activities of the future degree programme they wish to enrol in. Students will be allowed to carry out the mobility provided that they enrol in the chosen degree programme or at least at a degree programme belonging to the same Department/Aggregation of Departments endowed with grants.

In any case, students who apply with a “future career” status can begin their mobility period starting in January 2021. Under no circumstances can students depart sooner, even if permission has been granted by the host organisation.

The host organisation must indicate its acceptance of the trainee by filling in and signing the Company Agreement Form (**annex 4**).

- **Application for a pre-defined traineeship**, i.e. for traineeship training projects that have already been worked out and agreed between Departments and foreign companies in the various countries included in the Call. The candidate must choose a traineeship according to features that are already established (professional area, knowledge of languages and ICT, activities scheduled).

For a.a. 2020/21, a pre - defined traineeship was planned by the Department of Industrial Chemistry "Toso Montanari". It is open to the following Degree Programmes: “Low Carbon Technologies and Sustainable Chemistry” and “Industrial Chemistry”. The pre - defined traineeship offer can be found on the AlmaRM application <https://almarm.unibo.it> by students enrolled in the expected Degree Programme.

Candidates should pay attention to the traineeship on offer because their profile must be consistent with the offer profile, as regards skills required (language or computer skills, etc.) Otherwise, their application may be not successful.

On pre-defined traineeships and by special arrangement with Departments, host organizations may participate in candidate selection. Candidates are required to check whether they have further specific duties to do in the traineeship offers onto Alma RM.

After the submission of the application and the conclusion of the selection procedure, the host company cannot be changed or substituted.

DIGITAL OPPORTUNITY TRAINEESHIP

It is worth mentioning the initiative of the European Commission "Digital Opportunity Traineeships", which is part of the Erasmus + programme and which aims to develop digital skills in students of all disciplines through direct experience within the host institutions. Will be considered as a "traineeship in digital skills" any traineeship where trainees receive training and practice in at least one or more of the following activities:

- digital marketing (e.g. social media management, web analytics);
- digital graphical, mechanical or architectural design;
- development of apps, software, scripts, or websites;
- installation, maintenance and management of IT systems and networks;
- cybersecurity;
- data analytics, mining and visualisation;
- programming and training of robots and artificial intelligence applications.

Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

Please consult the offers on the <http://erasmusintern.org/> and [Drop'pin@Eures \(https://ec.europa.eu/eures/public/opportunities\)](https://ec.europa.eu/eures/public/opportunities) platforms to look for traineeships aimed at developing digital skills,

However, the student can independently identify the host organisation provided that the planned activities coincide with those mentioned above.

DIVISION OF GRANTS

The expected *Erasmus+ Mobility for Traineeship* grants for the a.y. 2020/21 are **636**.

Considering that 2020/21 EU funds are not known yet, the aforementioned grants have been defined according to 2019/20 funds. The University of Bologna reserves the right to modify the number of grants and possibly to fund the extension of the mobility according to the 2020/21 funding.

Further funding from the Italian Ministry of Education, Universities and Research (MIUR) may be available, which may be used to give additional grants or to supplement the EU grant.

The scholarships have been distributed to the 32 Departments and PhDs research programmes proportionate to:

- ✓ the number of on-schedule enrolments (data referring to academic year 2019/20);
- ✓ the popularity of traineeships abroad, based on Erasmus+ data from A.Y. 2019/20;
- ✓ the likelihood of mobility being carried out abroad, based on Erasmus+ data from A.Y. 2019/20.

Departments can decide to aggregate with other departments of the University, resulting in aggregation of the rankings. In addition, Departments, in a single or aggregate form, may provide additional rankings by campus.

Departments/Aggregation of Departments can also decide how to share their grants between pre-defined and independent traineeships (see box below). If a Department/Aggregation of Departments does not allocate pre-defined traineeships, that will automatically swell the Departments/Aggregation of Departments's quota of independent traineeships.

Grants destined for medical and non-medical specialisation schools are attributed to the Departments to which they belong.

| Departments/Aggregation of Departments | Borse assegnate al Dipartimento/Aggregazione di Dipartimenti | GRANTS for pre-defined traineeships | GRANTS for independent traineeships |
|---|--|-------------------------------------|-------------------------------------|
| BiGeA - Biological, Geological, and Environmental Sciences | 14 | None | 14 |
| CHIM - Chemistry "Giacomo Ciamician" | 11 | None | 11 |
| CHIMIND - Industrial Chemistry "Toso Montanari" | 9 | 1 | 8 |
| DA - Architecture | 20 | None | 20 |
| DARvipem - The Arts | 22 | None | 22 |
| DBC - Cultural Heritage | 17 | None | 17 |
| DEI - Electrical, Electronic, and Information Engineering "Guglielmo Marconi" | 9 | None | 9 |
| DIBINEM - Biomedical and Neuromotor Sciences | 6 | None | 6 |
| DICAM - Civil, Chemical, Environmental, and Materials Engineering | 15 | None | 15 |
| DIFA - Physics and Astronomy | 6 | None | 6 |
| DIMEC - Medical and Surgical Sciences | 10 | None | 10 |
| DIMES - Experimental, Diagnostic and Specialty Medicine | 28 | None | 28 |
| DIMEVET - Veterinary Medical Sciences | 11 | None | 11 |
| DIN - Industrial Engineering | 15 | None | 15 |
| DiSA – Management | 33 | None | 33 |
| DiSci - History and Cultures | 21 | None | 21 |
| DISI - Computer Science and Engineering | 10 | None | 10 |
| DISTAL - Agricultural and Food Sciences | 21 | None | 21 |
| DIT - Interpreting and Translation | 9 | None | 9 |
| DSE - Economics | 22 | None | 22 |
| DSG - Legal Studies | 33 | None | 33 |
| EDU - Education Studies "Giovanni Maria Bertin" | 22 | None | 22 |
| FaBiT - Pharmacy and Biotechnology | 27 | None | 27 |
| FICLIT - Classical Philology and Italian Studies | 33 | None | 33 |
| FILCOM - Philosophy and Communication Studies | 18 | None | 18 |
| LILEC - Modern Languages, Literatures, and Cultures | 73 | None | 73 |

| | | | |
|---|-----|------|-----|
| MAT - Mathematics | 2 | None | 2 |
| PSI - Psychology | 8 | None | 8 |
| QUVI - for Life Quality Studies | 8 | None | 8 |
| SDE - Sociology and Business Law | 7 | None | 7 |
| SPS - Political and Social Sciences | 71 | | |
| STAT - Statistical Sciences "Paolo Fortunati" | 15 | None | 71 |
| PhDs | 10 | None | 10 |
| Total | 636 | 1 | 635 |

The Department aggregations will be announced on the web page <https://www.unibo.it/en/international/internship-abroad/erasmus-mobility-for-traineeship/erasmus-mobility-for-traineeships-what-is-it-and-how-to-apply/erasmus-mobility-for-traineeships-what-is-it-and-how-to-apply> once the Departments will have approved them in April.

Due to Covid-19 health emergency, which is affecting the whole Europe and may make difficult finding the host organization, a second call will be opened in June, to assign the mobility grants still available at the end of this selection procedure. Therefore, if, for lack of suitable demand, a Department/Aggregation of Departments/Campus is unable to award all the grants allocated to it, they will be made available in the second call.

The list of CdS related to each Department is available at <https://www.unibo.it/en/teaching/degree-programmes>

GETTING A TRAINEESHIP RECOGNISED

Students who participate in a mobility experience through *Erasmus+ Mobility for Traineeship* Programmes must follow the recognition procedure established in the regulations and course structure diagram for their degree programme and the procedure established by their Degree Programme Course. Winners must find out about credit recognition from their Degree Programme Office and/or Internship Office (<https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/contacts-international-relations-offices>) ***before they leave.***

PhD students and residents should seek recognition for their traineeship work respectively from the PhD Board and the School Board.

APPLICATION PROCEDURE

Each candidate may submit ONLY ONE application: for a pre-defined or for an independent traineeship.

Applications will only be accepted online via Alma RM <https://almarm.unibo.it> and following the guided procedure.

APPLICATIONS OPEN ON WEDNESDAY, 18 March 2020

The deadline is WEDNESDAY, 6 May 2020 at 12 p.m. (Rome time/CET)

To apply, candidates must:

- *have or obtain university credentials* (username and password) enabling them to log in to AlmaRM;
- *read the notes on filling out an application* found on the AlmaRM homepage which provide instructions for the on-line procedure;
- *upload the following to AlmaRM:*
 - a pdf file containing information on the traineeship, compiled, signed and stamped by the company, using the Company Agreement Form (see annex 4)_ for independent traineeship only;
 - a pdf file containing **his/her curriculum vitae** in European format written in Italian or English (except where the pre-defined traineeship training project specifies otherwise);
 - a pdf file containing his/her **reasons** for wanting to do this traineeship (both independent and pre – defined traineeship);
 - a pdf file containing any language certificates as specified call for applications;
 - self-certification of the degree with a list of exams (**only for those who are enrolled in the first year of a second-cycle degree and possess a first-cycle qualification from another university**). The self-certification must be attached to the proper application section, visible only to students enrolled at the first year of a second-cycle degree and in possession of a first-cycle qualification from another university);
 - any other certificates considered useful for assessment purposes.

These documents must be uploaded onto AlmaRM in pdf format as part of the application (on penalty of disqualification).

Application

The on-line procedure for a pre-defined traineeship differs from that for an independent one.

Independent traineeship application

Candidates find the host organisation independently and formulate the traineeship programme with said organisation, through the compilation and the signature of the Company Agreement Form (**Annex 4**).

Candidates must enter all company data and the traineeship proposal formulated by the host organisation on Alma RM according to the instructions contained in the file titled “Notes on filling in an application”, and upload the Company Agreement within the deadline (**6 May 2020 h.12**). The form must be filled in, signed and stamped by the company. Applications without Company Agreement Form will not be considered.

Please note that the traineeship project plan is one of the points on which the application will be assessed (see the “Selection procedure” section).

Pre – defined traineeship application

Candidates may consult the list of traineeships on offer (if available) by clicking on the key “View predefined traineeships” on the AlmaRM homepage (<https://almarm.unibo.it>) via the guided procedure, and apply for the predefined traineeship they choose within the deadline (**6 May 2020 h.12**).

Important

When submitting the application, the system checks prior mobility experience and can be saved only if the candidate is eligible for the minimum mobility duration (60 days). Candidates who have more than 60 days but less than 90 days available must choose the two month duration. These requirements must be maintained until the beginning of the mobility.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
ONCE PRESENTED, APPLICATIONS CANNOT BE ALTERED OR WITHDRAWN.

Once an application has been submitted, an email will be sent to the student's university email address (name.surname@studio.unibo.it) to confirm that the application was uploaded correctly.

If there are any problems activating and/or using the university email address, candidates should consult the following page <http://www.unibo.it/Portale/Il+mio+Portale/La+mia+e-mail.htm>.

The next steps are:

- ✓ the participant's formal eligibility requisites will be verified, making the application as suitable for assessment by the Department/Aggregation of Departments committees.
- ✓ all formally-suitable applications are then assessed by the Department/Aggregation of Departments with the goal of drawing up ranking lists.

SELECTION PROCEDURES

The selection criteria used in assessing applications are as follows:

For students enrolled in a first-cycle degree programme (bachelor's), a second-cycle degree programme (master's) or a single-cycle degree (combined bachelor's and master's):

- 1) The committee's assessment of (maximum 40 points):
 - traineeship project content (contained in the company agreement form) and its relevance to the candidate's study curriculum
 - reasons for doing the traineeship
 - language proficiency
 - any other factors mentioned by the student in his/her application
- 2) Educational career assessment (maximum 60 points) based on regularity of study and credits, as described below:
 - a) students on a three-year first cycle degree programme, a single cycle degree programme or a graduate degree programme enrolled from the second year onwards: the calculation of career points considers the student's average marks normalised with reference to the average marks of the department and to the cycle of the student's degree course and the number of credits registered during his/her academic career by Tuesday, **20 May 2020** (included) with respect to the first year of matriculation (regularity of studies). The applicant's regularity of studies may be assessed and possibly corrected by individual schools as established in the Academic Senate Resolution of 21/07/2015;
 - b) students enrolled in their first year of a second-cycle degree (two-year master's): students enrolled in their first year of a Laurea Magistrale (Second cycle degree/Two year Master - 120 ECTS): the calculation of career points comprises 6/7ths of the previous courses of study and 1/7th of individual student's current course of study. With regard to previous courses of study, the regularity-of-study factor is determined by the applicant's graduation date, while progress is based on the degree marks,

normalised with reference to the average marks of the department and to the cycle of the student's degree course. With regard to the individual student's current course of study, the following are considered: for progress, the normalised average; for regularity, the number of credits recorded for the course of study by **20 May 2020** (included).

In cases where the candidate has more than one first cycle qualification upon enrolment, the most recent is taken into consideration.

ATTENTION NOTICE: for medical courses the normalisation of the degree marks will be made with reference to the average marks of the three medical Departments. This exception is compliant to the ministry note dated 31/12/2012, ref. N. 169, in which is specified that the activation and implementation of the medical courses have to be approved jointly by the three medical departments.

All students are obliged to promptly check the data in the Studenti Online application concerning their own educational career, to ensure that all completed learning activities and exams have been recorded as at 20 May 2020 and can be used for the purposes of calculating their educational career evaluation scores.

PhD students:

- The PhD programme Coordinator's assessment of: (maximum 40 points):
 - traineeship project content (contained in the company agreement form) and its relevance to the candidate's PhD curriculum
 - reasons for doing the traineeship
 - language proficiency
 - any other factors mentioned by the PhD student in his/her application
- Educational career assessment (maximum 60 points) based on:
 - the grade in the PhD admission exam (maximum 30 points)
 - the Master's degree grade (maximum 30 points)

For those enrolled at a Specialisation School:

- the committee's judgment on: (maximum 40 points):
 - traineeship project content (contained in the company agreement form) and its relevance to the candidate's specialization
 - reasons for doing the traineeship
 - language proficiency
 - any other factors mentioned by the resident in his/her application
- The educational career assessment (maximum 60 points) is based on the following:
 - For students enrolled in years other than the first
 - The average marks on regularly registered exams before 20 May 2020 (up to a max. of 30 points);
 - The second level degree final marks (up to a max. of 30 points);

For first-year students

- Assessment of previous course of study: consistency of study and achievement will be considered (each of them up to maximum 30 points). The study consistency factor is

determined by period in which the final exam was taken¹, while progress is based on the second level degree final mark, normalised with reference to the average marks of the department and to the cycle of the student's degree course

ATTENTION NOTICE: for medical courses the normalisation of the degree marks will be made with reference to the average marks of the three medical Departments. This exception is compliant to the ministry note dated 31/12/2012, ref. N. 169, in which is specified that the activation and implementation of the medical courses have to be approved jointly by the three medical departments.

For candidates with first-cycle qualifications obtained abroad for whom information such as the exam session or degree score is not available (as these are peculiarities of the Italian university system), the educational career will be evaluated according to guidelines approved by the University Governing Bodies in the meeting of 18/12/2018.

If there is a tie in terms of points, priority will go to the younger candidate. Students who are graded zero in the part reserved for the committee's judgment are ipso facto not eligible.

RANKING LISTS, ACCEPTANCE, WITHDRAWAL, LATE ENTRY

There is just one call for applications. Ranking lists will be drawn up according to the distribution to the Department/Aggregation of Departments, with possible additional rankings by campus.

Ranking lists will be published on 9 June 2020 via the Alma RM service used by candidates in creating their applications online.

Publication thereon is the only legal means of making the selection results known. Candidates will need to use their university credentials to consult the lists. Candidates will not be notified directly in writing.

The ranking will list GRANT WINNERS and those found SUITABLE.

GRANT WINNERS must accept the grant ONLINE by 16 June 2020, connecting to Alma RM <https://almarm.unibo.it> where they should also download and print the forms needed for drawing up the contract.

Winners who fail to accept online **by 16 June 2020** will be considered withdrawn, without further notice.

On request, **SUITABLE candidates** may be given Erasmus zero-EU grant status, which allows them to obtain a number of mobility benefits without receiving the EU grant.

If any grant winners withdraw, if formalised by 1 June 2021, the Mobility Traineeship Office will allocate the contribution to the students who are next in line in the ranking list, who may be

¹ The single degree session, deliberated by the University Governing Bodies on 27/01/2015 in the framework of the update of the Teaching Regulations, has been divided, for the purpose of evaluating the study consistency factor for the current call for applications, in the following periods:

- Period 1: from 1 April to 31 July (equivalent to the 1st session of the previous regulations)
- Period 2: from 1 August to 23 December (equivalent to the 2nd session of the previous regulations)
- Period 3: from 7 January to 31 March of the following A.Y. (equivalent to the 3rd session of the previous regulations)

contacted via e-mail and/or phone and be invited to accept the grant within 3 working days, on penalty of losing the grant. Grants that become available as a result of withdrawals made official after 1 June 2021 will be allocated only to Erasmus zero- EU grant students that are be in the rankings, following the same criteria for the allocation of university scholarships not assigned for a lack/shortage of suitable applications.

ENTRY TO THE HOST COUNTRY

Students are responsible for learning about:

- any rules concerning entry into the host country, promptly contacting the relevant diplomatic representatives in Italy;
- healthcare in the host country, by contacting their own healthcare board or the relevant diplomatic representatives.

Legislation and regulations governing the immigration of non-EU students in different countries participating in the Erasmus+ Programme depend on the nationality of the student. Students are therefore responsible for obtaining all required information in a timely manner and obtaining the documents which will allow them to enter and stay in the destination country, by contacting the relevant diplomatic representatives.

In particular, it should be noted that the procedure for obtaining a visa for European countries that do not belong to the SCHENGEN area (Bulgaria, Croatia, Cyprus, Ireland, Romania, United Kingdom and Serbia) is particularly long and does not always result in a visa being issued. Non-EU students are therefore encouraged to consider this aspect when choosing the host organisation.

CALENDAR

| | |
|--|---|
| Applications open online | 18 March 2020 |
| Candidate deadline for applying online via Alma RM | 6 May 2020 no later than 12:00 p.m.(Rome time) |
| Ranking lists published on Alma RM | 9 June 2020 |
| Deadline for winners to accept online via Alma RM | 16 June 2020 |

ANY CHANGES TO THE ABOVE TERMS WILL BE POSTED ON <http://www.unibo.it/erasmusplacement>.

The content of the present project does not necessarily reflect the opinion of the European Union or that of the National "INDIRE" Agency, and does not render them in any way liable.

N.B. ALL ACTIVITIES AND RELATED FUNDING SET FORTH IN THIS CALL FOR APPLICATIONS ARE SUBJECT TO SIGNATURE OF THE ERASMUS+ MOBILITY FOR STUDIES FINANCIAL AGREEMENT FOR THE 2020/21 ACADEMIC YEAR, BETWEEN THE INDIRE/ERASMUS+ NATIONAL AGENCY AND THE UNIVERSITY OF BOLOGNA. PUBLICATION OF THIS CALL FOR APPLICATIONS IS THEREFORE CONSIDERED CONDITIONAL.

MOREOVER, MOBILITIES PLANNED IN RESPONSE TO THE PRESENT CALL ARE SUBJECT TO THE EVOLUTION OF THE CURRENT COVID-19 HEALTH EMERGENCY.

LANGUAGE

The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

PROCEDURE SUPERVISOR

As per article 4 of law 241 dated 7 August 1990 (New norms governing administrative procedure and right of access to administrative documents), the person in charge of the operation is the Head of the International Relations Division, Giovanna Filippini.

Candidates are entitled to exercise their right to access competition proceedings as established by applicable regulations. Requests must be submitted to the International Relations Division - Mobility for Traineeship Office, Via Zamboni 33, Bologna, by filling in a form which can be requested at the office (erasmus.placement@unibo.it).

DATA PROTECTION

Information under art. 13 of D.LGS 196/2003 "Code governing personal data " and art. 13 of the Regulation (EU) 2016/679 (GDPR).

Under art. 13 of D. Lgs. 196/2003 (below "Privacy Code") and art. 13 of the EU Regulation 2016/679 (below "GDPR 2016/679"), with provisions to protect individuals and others with respect to the processing of personal data, the personal data provided will be processed in accordance with the above legislation and confidentiality obligations.

Data Controller

Data Controller is the Alma Mater Studiorum – University of Bologna, based in Zamboni Street, 33 – 40126 Bologna – Email: privacy@unibo.it, to whom you can address to exercise the rights referred to in art. 7 of D.Lgs. 196/2003 and articles 15 - 22 of the EU Regulation 2016/679.

Data Processor is the Director of the International Relations Area, Dr Giovanna Filippini.

Purpose of personal data processing

The University of Bologna will process any data it receives exclusively for institutional purposes and in compliance with the law protecting personal data. The personal data requested in this instance is designed to draw up ranking lists for allocation of international exchange positions and financial contributions.

Methods of personal data processing and period of retention

The processing of the data will be carried out in an automated and/or manual form, in accordance with the terms of art. 32 of GDPR 2016/679 and of D.Lgs. 196/2003, Annex B, (Article 33-36 of the Code) on security measures, by specially appointed people and in accordance with article. 29 GDPR 2016/679.

In accordance with the principles of lawfulness, limitation of purpose and minimization of data, under art. 5 GDPR 2016/679, personal data will be retained for the period of time it takes to achieve the purposes for which it is collected and processed. Such data may be imparted to third parties for the candidate assessment procedures for a financial contribution or for further contributions supporting mobility.

Rights according to art.7 of Italian legislative decree 196/2003 and of art.15-22 of the EU Regulation 2016/679 (Right of access to personal data and other rights) :

The interested party has the right to:

- a) Obtain confirmation that personal data documents regarding him/herself exist;
- b) be told the purpose of data processing, categories of personal data, the entities and categories of entity/person to whom the personal data may be divulged and, when possible, the period of retention;
- c) Obtain the correction or the deletion of said data;
- d) limitation of the data processing;
- e) obtain the portability of the data, i.e. receive it from a Data Controller, in a structured format, commonly used and readable by an automatic device, and pass it on to another Data Controller without impediments;
- f) Object to data treatment at any time, and even in the case of treatment for direct marketing purposes;
- g) Ask the Data Controller to have access to personal data and to rectify or delete it or to limit the treatment that concerns it or to object to their treatment, in addition to the right to data portability;
- h) Revoke consent at any time, without prejudging the legality of the consent-based treatment provided before revocation;
- i) lodge a complaint with a supervisory authority.

Bologna, 30/03/2020

INTERNATIONAL RELATIONS DIVISION
THE MANAGER Giovanna Filippini

DIRI – INTERNATIONAL RELATIONS DIVISION
Europe Unit – Mobility Traineeship Office
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Open to the public: Via Filippo Re, 4
Monday, Wednesday and Friday: 9.00 - 11.15 a.m.