



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

EDUCATION
AND PHD PROGRAMME
DIVISION



ERASMUS+ MOBILITY FOR TRAINEESHIP PROGRAMME

Call for applications for 2405 monthly grants

ACADEMIC YEAR 2024/25

DEADLINE: 13 May 2024 –1 p.m. (Rome time)

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LANGUAGE

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**SETTORE ACCORDI E MOBILITÀ ERASMUS+ "UE" | UFFICIO MOBILITÀ PER TIROCINIO E
MOBILITÀ DOCENTI E PERSONALE TA**

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GENERAL INFORMATION

AIM

Erasmus+ Mobility for Traineeships, a part of the Erasmus+ 2021-2027 programme, is a way to help promote student traineeship mobility.

The programme allows students to carry out a traineeship at a company or other organization abroad and awards financial contributions to cover part of the outlay borne by students abroad while participating in a traineeship.

COUNTRIES WHERE TRAINEESHIPS MAY BE CONDUCTED

The countries where it is possible to carry out the traineeship are the so-called Programme Countries (countries associated to the Erasmus Programme) that include:

- the 26 European Union Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- the additional 3 countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway;
- accession candidate countries: North Macedonia, Serbia, Turkey.

The following countries: United Kingdom¹ and Switzerland are eligible as Partner Countries (non-EU countries participating in the Programme), but **mobility grants will be covered by European funds equivalent to those destined to Programme Countries**. Students who will apply for a mobility in the UK or in Switzerland are subject to all the requirements for Programme countries specified in this Call.

NB. Mobilities at universities/higher education institutions in United Kingdom and Switzerland are not eligible.

LENGTH OF TRAINEESHIP AND FINANCIAL CONTRIBUTIONS

The traineeship may last from two to six 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.

The traineeship **may begin from the 1st of September 2024** (with the exception of students who apply with reserve - please see paragraph "Who may apply", point 1), and it **must end by 31 July 2025 at the latest, on penalty of the contribution being withdrawn**.

The traineeship must run **without interruption or pauses**.

Funding consists of:

1. **Mobility grant:**

¹ To carry out mobility in the UK the student must obtain a visa. The visa may take long time. Please note that there are high costs for visa and health care that cannot be covered by the University of Bologna. Please refer to <https://www.gov.uk/check-uk-visa> for all information. Upon acceptance by the host organization, the student must check directly with the host organisation the issues related to entry for traineeship in the United Kingdom.

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:

Destination country	Monthly grant
Group 1 (high cost of living): Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxemburg, Norway, Sweden, Switzerland, United Kingdom.	€ 500
Group 2 (medium cost of living): Austria, Belgium, Cyprus, France, Greece, Germany, Malta, the Netherlands, Portugal, Spain.	€ 450
Group 3 (low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.	€ 400

2. Additional contribution for students with fewer opportunities

2.1 A contribution of **€ 250 per month** is envisaged for candidates coming from poor socio-economics backgrounds. This contribution will be granted to candidates with **ISEE 2024** 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 **€ 27.000**. This declaration must be submitted by 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.

Please note that the ISEE declaration must not be submitted with the application.

Candidates, who are enrolled in the 2023/24 academic year and expect to graduate by March 2025 without renewing the enrollment in the 2024/2025 academic year, are also required to submit the **ISEE 2024**, according to the timing and procedures that will be communicated.

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

2.2 **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.

3. A specific grant for the so-called “**green travel**”, that is for the travel towards host university with sustainable means of transportation. Further information will be provided to the selected students in the guide for selected Erasmus+ students 2024/25.

PhD students performing their mobility in programme countries, UK, Switzerland can choose to carry out a long mobility (2-6 months) or a short mobility (5-30 days). Also, in case of short mobility, the traineeship **may begin** from **1 September 2024** and **must end by 31 July 2025 at the latest on penalty of the contribution being withdrawn.**

The funding for short mobilities is as follows:

Duration	Funding per day
Short-term mobility for the period from 5 to 14 days	79 euro
Short-term mobility for the period from 15 to 30 days	56 euro

An additional contribution is also envisaged for Phd students with a short mobility coming from poor socio-economics backgrounds. This contribution will be granted to candidates on ISEE basis and it amounts to € 100 for the period from 5 to 14 days and € 150 for the period from 15 to 30 days. Also in this case, it will be necessary to follow the indications and deadlines that will be given for the presentation of the ISEE to the page: <https://www.unibo.it/en/international/internship-abroad/erasmus-mobility-for-traineeship/erasmus-grant>

Only PhD students on a short mobility in a Programme Country, UK, or Switzerland with “fewer opportunities” can benefit from financial support to cover their travel expenses to the host university. Further information will be provided in the 2024/25 guide for selected Erasmus+ students.

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 apply:

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 2023/2024 academic year, regardless of their citizenship. **In case of simultaneous enrolment in two degree programmes at UNIBO, students will have to opt for one out of the two degree programmes.** During the application procedure, students will be asked to select one of their students’ careers. The mobility and its recognition will be connected to the chosen career and its relative degree programme.

Students enrolled in a bachelor, who opted for the part-time student status, will be able to apply for a mobility period only when they will result formally enrolled in their second year.

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 2023/24 for a first-cycle, single-cycle, or second-cycle degree programme run by Unibo and renew their enrolment at Unibo for the 2024/2025 academic year by the deadline established by the University (please refer to <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/enrolment-fees-and-other-procedures>). Students who expect to graduate within March 31, 2025 can carry out the traineeship also as a student, even if they do not renew their enrolment for the A.Y.2024/25.

Students who are in this situation must not submit a new study plan for 2024/2025 and must conclude the traineeship 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 2023/2024 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 2024/25 academic year. Mobility is only allowed as of January 2025.**

New graduates participating in a traineeship: must be enrolled at Unibo in academic year 2023/24 for the last year of their study cycle and not yet have graduated by the closing date of the call (**13 May 2024**). 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.

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 (**13 May 2024**).

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 (*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 apply:

- may obtain one or more Erasmus+ grants for each study cycle (three-year, graduate and doctorate) covering a total period that does not exceed 12 months in each cycle. For single-cycle degree programmes (e.g., Medicine), the maximum number of months allowed is 24, but the mobility duration must not exceed 12 months for each call for application within which they have been selected for. The calculation of the number of months already used in the same cycle must take account of any earlier mobility (both for study and for traineeship) as part of the Erasmus+ Programme; likewise, mobility for traineeship 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 start of the mobility.

- may not receive, during the same period in which they receive funding for the Erasmus+ project, any other types of EU grants (including scholarships for Joint Master's Degrees (pursuant to Erasmus Mundus Action 1 or any other EU funds) or grants allocated from the UNIBO funds available for mobility periods abroad;
- the Erasmus+ grant can be combined with the supplementary PhD student scholarship, which is paid for periods abroad, to the extent of the duration financed by the standard amount of the study grant approved each year by the Board of Governors (to date, max 6 months).

The Erasmus+ grant cannot, on the other hand, be combined with supplementary PhD student scholarships:

- a. for periods exceeding that duration;
- b. if the supplementary PhD student scholarship is financed by EU funds (e.g., PON, PNNR, and any other doctoral EU funds). In these specific cases, it is necessary to comply with what the PhD project foresees and with the funding reporting rules;
- c. in case of any grant allocated from the UNIBO funds.

Please contact the PhD Programme Office for further information.

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 one of the **TESTs** for participation in this international mobility call at the **University Language Centre** held within **April 2024** on dates announced directly on the language centre websites (Bologna campus and Romagna campuses), **at the B1 level or above**. To sit a test one **must enrol online** via AlmaRM (<https://almarm.unibo.it>). It is possible to sit the test only once and for a maximum of two languages.
- having passed one of the **TESTs** at the **University Language Centre** (only if taken on or after **01/01/2021**) for other calls for application for international mobility programmes (Erasmus+ for study, Erasmus+ for traineeship, Overseas, Fieldwork) **at the B1 level or above;**
- having passed a **curricular language proficiency test** at the University of Bologna Language Centre (CLA), in **at least B1 level**, as part of your study plan. Tests passed before **01/01/2021** will not be considered valid.
For students enrolled at the first year of a second cycle degree (Laurea Magistrale), the language test passed during their first cycle degree can be considered valid if passed not before **01/01/2021**, even if obtained at another Italian university.
- having passed a **language exam at the University of Bologna** or another university with a grade of at **least 25/30**, even in previous study programmes. Exams passed before **01/01/2021** will not be considered valid;
- 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 organisations which use English as the traineeship language. Students in this category who apply for organisations that do not offer English as a traineeship language will nonetheless have to submit adequate certification (or sit the assessment test);
- 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 **01/01/2021;**
- having obtained a certificate issued by **another university language centre** in Italy or Europe, at a **level of B1 or above**, on or after **01/01/2021;**
- having obtained an official certificate issued by one of the **Certifying Bodies** in the table of equivalence of the **Common European Framework of Reference** (consult

the file “Annex 1_Table of Language Certifications”). The level must be B1 or higher and the date of issue not prior to **01/01/2021**, 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 organisations that use French as the traineeship language). Warning: the certificate released by the Italian secondary school must state the obtained ESABAC;
- Having obtained a **high school diploma from an Italian secondary school with international option for the languages English, French, German, Spanish and Portuguese** (for example: high school diploma under the option “Cambridge ICSE”, high school diploma from the Istituto Galvani in Bologna - International Section, English and German and similar diplomas). Warning: the diploma must display the language option of the high school section attended and it will have to correspond to the language of the traineeship stated in the Company Agreement Form;
- 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 organisations where the required language is German).
- **Having obtained abroad or in Italy a high school diploma or a first cycle degree** in one of the following languages of traineeship stated in the Company Agreement Form: English, French, German, Spanish and Portuguese) Warning: the diploma must display the language in which the diploma/degree has been obtained.
- having a **certificate** of adequate language abilities issued by the host organisation in the Company Agreement Form.

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**.

In regards to international mobility TESTs, those who take language placement tests may get them **automatically recognised as evidence of curricular proficiency** only if they apply for Erasmus+ Mobility for Traineeships for the A.Y. 2024/25 and if they reach or exceed the proficiency pass mark established in their study plan. Recognition may be granted even when one’s study plan establishes curricular proficiency in a year following the 2024/25 academic year.

POTENTIAL HOST ORGANISATIONS

The organisation the student intends to do a traineeship with must conform to the description given in the *Programme Guide* (version 3, 2023) issued by the European Commission, that is: “Any 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);
- a public body at local, regional or national level;
- embassies or consular offices;
- 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 (where students act as assistants abroad)/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 university/Higher Education Institution (only in Programme Countries, not Switzerland and UK).

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);
- Organisations operating EU programmes (to avoid conflicts of interest and/or double funding);
- Universities/Higher Education Institutions in partner countries (Switzerland, United Kingdom).

FINDING A COMPANY

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/study/international-experiences/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>) 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.

TRAINEESHIPS IN DIGITAL SKILLS: It is 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.

Interested students can consult the offers on the <https://erasmusintern.org/digital-opportunities> platform to look for traineeships aimed at developing digital skills. However, students can independently identify the host organisation provided that the planned activities coincide with those mentioned above.

The host organisation must indicate its acceptance of the trainee by filling in and signing the Company Agreement Form (**Annex 4 for Students/Annex 5 for PhD students**).

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

Warning: 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 2023/24 and expect to enrol as “fuori corso” in 2024/25, 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 2023/24 and expect to enrol in a second-cycle (master’s) programme in 2024/25 can apply 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 a.y. 2024/25 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 2025. Under no circumstances can students depart sooner, even if permission has been granted by the host organisation.

DIVISION OF GRANTS

The expected *Erasmus+ Mobility for Traineeship* monthly grants for the a.y. 2024/25 are **2405**.

The monthly grants were assigned as follows:

An ad hoc assignment for Phd Programmes, based on the allocation of at least 6 monthly grants to each PhD course active in the University in the a.a. 2023/24; in this academic year there are 51 PhD courses. This assignment has only the objective of quantifying the number of monthly grants to allocate to doctoral courses, but is not binding for the purposes of ranking.

The remaining monthly grants have been distributed to the 31 Departments proportionate to:

- ✓ the number of on-schedule enrolments (data referring to a.y. 2023/24);
- ✓ the popularity of traineeships abroad, based on Erasmus+ data from a.y. 2023/24;
- ✓ the likelihood of mobility being carried out abroad, based on Erasmus+ data from a.y. 2023/24.

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.

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

Departments/Aggregation of Departments	Monthly grants allocated to Departments/Aggregation of Departments for independent traineeships
BiGeA - Biological, Geological, and Environmental Sciences	76
CHIM - Chemistry "Giacomo Ciamician"	35
CHIMIND - Industrial Chemistry "Toso Montanari"	23
DA - Architecture	27
DAR - The Arts	126
DBC - Cultural Heritage	63
Aggregation of Departments: DEI - Electrical, Electronic, and Information Engineering "Guglielmo Marconi" DICAM - Civil, Chemical, Environmental, and Materials Engineering DIN - Industrial Engineering DISI - Computer Science and Engineering	239
Aggregation of Departments: DIBINEM - Biomedical and Neuromotor Sciences DIMEC - Medical and Surgical Sciences	146
DIFA - Physics and Astronomy	27
DIMEVET - Veterinary Medical Sciences	42
Aggregation of Departments: DiSA – Management DSE - Economics	186
DiSCI - History and Cultures	52

DISTAL - Agricultural and Food Sciences	64
DIT - Interpreting and Translation	30
DSG - Legal Studies	100
EDU - Education Studies "Giovanni Maria Bertin"	72
FaBiT - Pharmacy and Biotechnology	86
FICLIT - Classical Philology and Italian Studies	87
FILCOM - Philosophy and Communication Studies	39
LILEC - Modern Languages, Literatures, and Cultures	180
MAT - Mathematics	11
PSI - Psychology	28
QUVI - for Life Quality Studies	22
SDE - Sociology and Business Law	32
SPS - Political and Social Sciences	259
STAT - Statistical Sciences "Paolo Fortunati"	47
PhDs	306
Total	2405

In the event of allocation of new funds or if, for lack of suitable demand, a Department/Aggregation of Departments/PhDs is unable to award all the grants allocated to it or in case of withdrawal on a ranking that does not have suitable candidates, they will be made available to the Department/Aggregation of Departments/PhDs with the fullest ranking list, and in case of a tie, to the Department/Aggregation of Departments/PhDs with the highest number of students enrolled. Any grants waived at a later date will be assigned to the second fullest list of suitable candidates, and so on.

In any case, the re-allocation of grants will be proportional and, as a secondary objective, seek to use all the grants available.

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

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/study/international-experiences/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>) **before they leave.**

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

The traineeship must run **without interruption or pauses**. During the mobility period, students are required to mainly carry out the activities agreed with the host organisation. The possibility to sit exams or other learning activities in Italy must be agreed with the host organisation and the student's Degree Program Coordinator.

APPLICATION PROCEDURE

Each candidate may submit ONLY ONE application.

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

APPLICATIONS OPEN ON Thursday 28 March 2024

The deadline is **MONDAY, 13 May 2024 at 1 p.m. (Rome time)**

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);
 - a pdf file containing **his/her curriculum vitae**, written in Italian or English;
 - a pdf file containing his/her **reasons** for wanting to do this 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

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 (**13 May 2024 h.1 p.m., Rome time**). 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).

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 DEFINITELY PRESENTED, APPLICATIONS CANNOT BE MODIFIED 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 <https://www.unibo.it/en/university/organisation-and-campuses/university-services/online-services/my-email/my-email>

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 Department's committee 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 **29 May 2024** (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 date², while progress is based on the degree marks,

² 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:

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 **29 May 2024** (included).

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

Students enrolled in a three-year Laurea (First cycle degree/Bachelor), Laurea Magistrale (Second cycle degree/Two-year Master) or Laurea Specialistica a ciclo unico (Single cycle degree/Combined Bachelor and Master) who opted for the part-time student status are subject to the same award criteria. Also in this case, the evaluation of the student's career is related to their matriculation year.

For calculating the academic progress related to the regularity of study:

- students who transferred to UNIBO from another university and students who changed their degree programme within UNIBO will be evaluated based on their first matriculation year in the University system, notwithstanding their enrolment year in the a.y. 2023/2024;
- in case of new matriculation following the withdrawal from studies or the loss of student status, if the student has been admitted to the first year of study, the year of matriculation is considered. Otherwise, if the student is admitted to years subsequent to the first, the calculation is made by virtually retroceding the year of enrolment based on the year of the course in which the student is enrolled for the 2023/2024 academic year.

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

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 **29 May 2024** and can be used for the purposes of calculating their educational career evaluation scores.

PhD students:

- The judgment of a commission composed of representatives of the different scientific disciplinary areas (up to a maximum of 60 points) based on:

-
- 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)

- An initial PhD programme Coordinator's assessment of 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.
- a final assessment of all applications aimed at ensuring a balance in the distribution of monthly grants between the different phd courses.

- Educational career assessment (maximum 40 points) based on:

- the grade in the PhD admission exam (maximum 20 points)
- the Master's degree grade (maximum 20 points)

For those enrolled at a Specialisation School:

- The Department's committee 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 **29 May 2024** (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 taken³, 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 relevant medical Departments. This exception is compliant to the ministry note dated 31/12/2012, ref. N. 169, in which it is specified that the activation and implementation of the medical courses have to be approved jointly by the relevant 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.

³ 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)

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 and PhDs.

Ranking lists will be published on 20 June 2024 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 27 June 2024, 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 27 June 2024** 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 1st of April 2025, the Mobility Traineeship Office will allocate the contribution to the students who are next in line in the ranking list, who will be automatically notified via email that they can accept the mobility grant. The acceptance must be done online through AlmaRM: further information about the acceptance procedure will be available in the automatic email. The student will have a limited period for accepting the mobility grant. The official deadline for accepting the mobility grant is set in the automatic email. Students are warmly suggested to pay close attention to deadlines and regularly check their institutional email inbox (@studio.unibo.it – spam folder included).

Grants that become available as a result of withdrawals made official after 1st of April 2025 will be allocated only to Erasmus zero- EU grant students that are in the rankings, provided that their **mobility has not started or is still ongoing**, and 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 that 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, Cyprus, Ireland, Romania and Serbia) is particularly long and does not always result in a visa being issued. Non-EU students and are therefore encouraged to consider this aspect when choosing the host organisation. Please note that possible costs for visa and health care cannot be covered by the University of Bologna.

To carry out mobility in the UK the student must obtain a visa. The visa may take long time. Please note that there are high costs for visa and health care that cannot be covered by the University of Bologna. Please refer to <https://www.gov.uk/check-uk-visa> for all information. Upon acceptance by the host organization, the student must check directly with the organisation the issues related to entry for traineeship in the United Kingdom.

The University of Bologna will not respond if the visa is not issued. Moreover, please note that to obtain a visa, some countries require students to certify the availability of financial means. The minimum amount varies and sometimes exceeds the amount of the mobility grant.

CALENDAR

Applications open online	28 March 2024
Candidate deadline for applying online via Alma RM	13 May 2024 no later than 1 p.m. (Rome time)
Ranking lists published on Alma RM	20 June 2024
Deadline for winners to accept online via Alma RM	27 June 2024

ANY CHANGES TO THE ABOVE TERMS WILL BE POSTED ON <https://www.unibo.it/en/study/international-experiences/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>

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.

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 Education and PhD programme Division, Alice Trentini.

Candidates are entitled to exercise their right to access competition proceedings as established by applicable regulations. Requests must be submitted to the Education and PhD programme 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 (IN ITALIAN)

INFORMATIVA AI SENSI DELL’ART. 13 DEL D.LGS 196/2003 “CODICE IN MATERIA DI DATI PERSONALI” E DELL’ART. 13 DEL REGOLAMENTO UE N° 2016/679 (GDPR). Ai sensi dell’art. 13 del D. Lgs. 196/2003 (di seguito “Codice Privacy”) e dell’art. 13 del Regolamento UE n. 2016/679 (di seguito “GDPR 2016/679”), recante disposizioni a tutela delle persone e di altri soggetti rispetto al trattamento dei dati personali, i dati personali forniti formeranno oggetto di trattamento nel rispetto della normativa sopra richiamata e degli obblighi di riservatezza

Titolare del trattamento dei dati

Il titolare del trattamento dei dati è l'Alma Mater Studiorum – Università di Bologna, con sede in via Zamboni, 33 – 40126 Bologna – Email: privacy@unibo.it, cui ci si potrà rivolgere per l'esercizio dei diritti di cui all'art. 7 del D.Lgs. 196/2003 e degli articoli dal 15 al 22 del Regolamento UE n. 2016/679. È responsabile del trattamento la dott.ssa Alice Trentini, dirigente dell'Area Formazione e Dottorato. Finalità del trattamento.

L'Università di Bologna procederà al trattamento dei dati forniti esclusivamente per fini istituzionali e nel rispetto della normativa in materia di protezione dei dati personali. In particolare il trattamento dei dati personali richiesti è finalizzato alla determinazione delle graduatorie per l'assegnazione dei posti scambio e del contributo economico.

Modalità di trattamento e conservazione

Il trattamento dei dati sarà svolto in forma automatizzata e/o manuale, nel rispetto di quanto previsto dall'art. 32 del GDPR 2016/679 e dall'Allegato B del D.Lgs. 196/2003 (artt. 33-36 del Codice) in materia di misure di sicurezza, ad opera di soggetti appositamente incaricati e in ottemperanza a quanto previsto dagli art. 29 GDPR 2016/679. Nel rispetto dei principi di liceità, limitazione delle finalità e minimizzazione dei dati, ai sensi dell'art. 5 GDPR 2016/679, i dati personali saranno conservati per il periodo di tempo necessario per il conseguimento delle finalità per le quali sono raccolti e trattati.

Tali dati potranno essere trasmessi a soggetti esterni, sia per le procedure di valutazione dei candidati sia per il contributo economico o di ulteriori contributi a sostegno della mobilità.

Diritti dell'interessato ai sensi dell'art. 7 del D.Lgs. 196/2003 e degli artt. 15 - 22 del Regolamento UE n. 2016/679

L'interessato in ogni momento ha diritto di:

- a) chiedere la conferma dell'esistenza o meno di propri dati personali;
- b) ottenere le indicazioni circa le finalità del trattamento, le categorie dei dati personali, i destinatari o le categorie di destinatari a cui i dati personali sono stati o saranno comunicati e, quando possibile, il periodo di conservazione;
- c) ottenere la rettifica e la cancellazione dei dati;
- d) ottenere la limitazione del trattamento;
- e) ottenere la portabilità dei dati, ossia riceverli da un titolare del trattamento, in un formato strutturato, di uso comune e leggibile da dispositivo automatico, e trasmetterli ad un altro titolare del trattamento senza impedimenti;
- f) opporsi al trattamento in qualsiasi momento ed anche nel caso di trattamento per finalità di marketing diretto;
- g) chiedere al titolare del trattamento l'accesso ai dati personali e la rettifica o la cancellazione degli stessi o la limitazione del trattamento che lo riguardano o di opporsi al loro trattamento, oltre al diritto alla portabilità dei dati;
- h) revocare il consenso in qualsiasi momento senza pregiudicare la liceità del trattamento basata sul consenso prestato prima della revoca;
- i) proporre reclamo a un'autorità di controllo

AREA FORMAZIONE E DOTTORATO

Settore accordi e mobilità Erasmus+ "UE" – Ufficio mobilità per tirocinio e mobilità docenti e personale TA
Via Filippo Re 4, 40126 Bologna
erasmus.placement@unibo.it

Telephone Help Desk: Tel: +39 051 20 99348 - 98042 – 99089 (From Monday to Friday: 9:00 am – 13:00 pm)

Virtual Help Desk: <https://unibo.zoom.us/j/87304387828> (Monday and Wednesday: 10:00 am – 11:30 am
Friday: 10:00 am – 11:00 am)