



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
AREA FORMAZIONE E DOTTORATO

# ERASMUS+ CALL FOR APPLICATIONS MOBILITY FOR STUDIES

## 2024/2025 ACADEMIC YEAR

(Expiration Deadline: 8 February 2024, 1:00 PM)

**ATTENTION NOTICE:** this call for applications is conditionally issued, waiting for the European call for Erasmus+ funds and the following signature of the Erasmus+ grant agreement 2024/2025 execution between the INDIRE Erasmus+ National Agency and the University of Bologna. All the activities and the funds indicated by this call for applications are subject to change according to different rules which could be inserted in the Erasmus+ grant agreement 2024/2025. Any change will be published with a management order and communicated to all the interested students through the institutional communication channels.

**LANGUAGE:** This English version is made only for publicity purposes. For resolving any dispute and for all legal purposes only the Italian version is valid.

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# GENERAL INFORMATION

## Purpose

The Erasmus+ Mobility for Studies programme enables students to spend a period of continuous study at another university that has entered into an agreement with the University of Bologna (UNIBO).

The Erasmus+ Mobility for Studies programme is open also to countries outside of the EU, defined as *Partner Countries*. European countries that have traditionally been part of the Erasmus+ programme are defined as *Programme Countries*.

In both cases, mobility students receive a grant and can attend courses and use facilities at the host institute without additional enrolment fees (except for any fees that local students are usually also required to pay). Students are also guaranteed full recognition of the learning activities completed abroad, on the condition that they were approved in advance by the Degree Programme Board.

The Erasmus+ Programme makes it possible for students to experience a different culture abroad, learn about new higher education systems and meet young people from other countries. Students thus participate actively in the process of European integration and cooperation with *Partner Countries*. By doing so, Erasmus+ strengthens reciprocal knowledge and academic and cultural dialogue, thus contributing to sustainable development via the exchange of knowledge, while also promoting European values and culture around the world.

## EU countries participating in the Erasmus+ Programme (*Programme countries*)

The Erasmus+ Programme allows students to study for a period at a university (that has an agreement with UNIBO) based in one of the following *Programme Countries*:

- the 26 EU 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 3 additional countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway.
- accession candidate countries: the Republic of Nord Macedonia, Serbia and Turkey.

## Mobility to the United Kingdom and Switzerland

Starting from the new Erasmus+ programme 2021-2027, the United Kingdom and Switzerland are *Partner Countries*. Mobility towards these countries is therefore guaranteed and students' grants will be covered by European funds equivalent to those destined to *Programme Countries*. Students who will apply for an exchange in the UK or in Switzerland are subject to all the requirements for *Programme countries* specified in this Call.

The students who will be selected for an exchange in a partner university in the UK must take into consideration the following:

- they must respect the entry rules to the United Kingdom and, therefore, students bear the responsibility to inquire on any VISA or health insurance requirements;
- VISA and health insurance fees, along with other costs related to the entrance to UK or to the acceptance by the UK university will not be covered by the University of Bologna;
- in most of the cases, UK universities ask for ad hoc language certificates in order to release invitation letters for VISA purposes, based on the exchange duration. We suggest students to check carefully the relevant webpages of the UK universities and, in case of doubts, to contact them directly to get more information.

## Non-EU countries participating in the Erasmus+ Programme (*Partner countries*)

The Erasmus+ Programme allows students to study for a period at a university that has an agreement with UNIBO located in one of the following *Partner Countries*: Albania, Argentina, Armenia, Bosnia and Herzegovina, Georgia, Ghana, Jordan, India, Iran, Morocco, South Africa, Tanzania and Uruguay.

Students who participate in this call for applications for mobility at universities in non-EU countries are subject to all requirements specified herein ("*General requirements for eligibility*", "*Language requirements*", "*Selection procedures*" and "*Incompatibilities*"). As established by the Erasmus+ Programme, special financial contributions are available for non-EU locations (*see the section entitled "Funding"*).

## Funding

All funding is allocated solely in order to carry out eligible activities (*see the section entitled "Activities to be carried out at the host institute and the Learning Agreement"*), **with a duration of:**

- **no less than 2 months (60 days)**
- **no more than 12 months regardless the country of destination**
- **PhD students can carry out short mobilities from 5 to 30 days.**

**The mobility period must be between 01/06/2024 and 31/07/2025.**

**Erasmus+ funding also depends on the studies and/or activities carried out abroad and on their recognition** by the student's Degree Programme Board (for students enrolled in Bachelor and Master degree programmes), PhD Board (for students enrolled in PhD programmes) and Specialisation School Board (for students enrolled in Specialisation Schools). **Students who fail to complete any study activities with passing grades, who fail to obtain recognition from their Boards for the activities carried out, who fail to request any form of recognition before graduation or who refuse recognition of the activities proposed by the Boards shall return the full amount of the funding received.**

**Mobility Funding for Erasmus+ students is not intended to cover all expenses, but rather represents a grant to partially cover the additional expenses associated with living abroad.**

## Mobility Funding for Programme Countries, the United Kingdom and Switzerland

Funding consists of:

1. The European Union grant: its amount depends on the destination country of the mobility student and the number of days actually spent abroad:
  - **Group 1** (high cost of living): Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxemburg, Netherlands, Norway, Sweden, United Kingdom, Switzerland - **€ 350 per month**;
  - **Group 2** (medium cost of living): Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain - **€ 300 per month**;
  - **Group 3** (low cost of living): Bulgaria, Croatia, Lithuania, Republic of North Macedonia, Poland, Romania, Serbia, Turkey, Hungary - **€ 250 per month**.
2. The integration to the EU grant, funded by the Italian Ministry for Universities and Research (MUR). Eligibility and amount of this grant will be based on the ISEE declaration (or the income and assets documentation, for international students), according to the Decree of the Ministry n. 1047 of Dec. 29th, 2017. Students selected or eligible for an exchange place according to the ranking lists that will be published in March, will be asked to submit their ISEE declaration (or the income and assets documentation, for international students). Deadlines and procedures will be communicated by the Erasmus office. The grant amounts according to each ISEE range are available in attachment 5 of the present call for applications. Please note that students failing to comply with the deadlines, those who

hold an ISEE calculation higher than 50.000 € and those enrolled as “fuori corso” from the second year onwards, irrespective of their economic situation will be excluded from the MUR additional contribution, according to the ministerial decree.

3. **Special funding for students with special physical, mental or health 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 will be also financed** (the rules for the extension requests will be available on the guide for selected Erasmus+ students 2024-25).

The Erasmus+ program foresees a **specific grant** for the so-called **green travel**, meaning to cover those travels towards the host university with sustainable means of transportation. Further information will be provided to selected students in the guide for selected Erasmus+ students 2024-25.

### **Mobility Funding for *Partner Countries* (non-EU countries)**

Funding for non-EU institutions consists of an EU grant divided as follows:

1. contribution for living costs: **€ 700 per month**; the amount is the same for all non-EU countries and is determined in proportion to the actual number of days spent abroad;
2. Travel contribution: amounts are established, with expenditure ceilings, by the Erasmus+ Programme based on the distance in kilometres between Bologna and the central campus of the host university. It follows a list of the maximum amount of travel contributions for the destinations in the Call:
  - Albania: Bologna – Tirana, up to € 275 (€ 320 in case of “green travel”)
  - Argentina: Bologna – Rosario, up to € 1.500
  - Armenia: Bologna – Yerevan, up to € 360
  - Bosnia ed Herzegovina: Bologna – Sarajevo up to € 275 (€ 320 in case of “green travel”); Bologna – Mostar, up to € 275 (€ 320 in case of “green travel”)
  - Georgia: Bologna – Tbilisi, up to € 360
  - Ghana: Bologna – Cape Coast, up to € 820
  - Jordan: Bologna – Amman, up to € 360
  - India: Bologna – Mumbai, up to € 820
  - Iran: Bologna -Shiraz, up to € 530
  - Morocco: Bologna – Rabat, up to € 360; Bologna – Casablanca, up to € 360
  - South Africa: Bologna – Stellenbosch, up to € 1.500
  - Tanzania: Bologna – Ifakara, up to € 820
  - Uruguay: Bologna – Montevideo, up to € 1.500

For some Albania and Bosnia and Herzegovina destinations, the Erasmus+ program foresees a **specific grant** for the so-called **green travel**, meaning to cover those travels towards the host university with sustainable means of transportation. Further information will be provided to selected students in the guide for selected Erasmus+ students 2024-25.

### **Mobility Funding for PhD students performing a short mobility**

PhD students performing their mobility in Programme countries, UK, Switzerland or in non-EU countries (for exchange open to third cycle) can choose to carry out a short mobility (5-30 days). In case of short mobilities the funding is as follows:

<b>Duration</b>	<b>Funding per day</b>
Short-term mobility for a period from 5 to 14 days	79 euro
Short-term mobility for a period from 15 to 30 days	56 euro

**Only PhD students on a short mobility in a Programme Country, UK, or Switzerland with “fewer opportunities”** can benefit from:

- a top-up amount in addition to the individual support of their EU Erasmus+ grant in the amount of 100 EUR for a physical mobility activity period of 5-14 days or 150 EUR for a physical mobility activity period of 15-30 days
- **financial aid to cover their travel expenses** to the host University.

More information on this will be provided on to interested PhD students in the guide for selected Erasmus+ students 2024-25.

# APPLICATION SUBMISSION REQUIREMENTS AND PROCEDURES

## General eligibility requirements

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 the country of citizenship. **The student must maintain the requisite of the enrolment for the entire duration of application/selection procedure until the publication of ranking lists.** In case of **simultaneous enrolment in two degree programmes at UNIBO, students will have to opt for one out of the two degree programmes. Thus, they will have the possibility to apply for exchange/s foreseen for the selected students' career only.**  
During the application procedure, students will be asked to **select one** of their students' careers. The students will be displayed the possible destinations for their chosen students' career, which will be the one linked to the application and the evaluation. The eventual mobility and its recognition will be connected to the chosen career and its relative degree programme. **Thus, students will not be allowed to apply for a vacancy opting for the first career and, simultaneously, for another vacancy opting for the second career.**
2. 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 (third year for part-time students)
3. Students enrolled in certain specialisation schools are eligible if they were enrolled in year 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.
4. Students **must** possess adequate language skills (see the *Language requirements* section); **the requisite of language skills must be satisfied before the deadline of this Call for applications;**
5. Students **must** present a study plan to be followed at the partner institute and a related motivation statement (see the section on *Activities to be carried out at the institute abroad and the Learning Agreement*);
6. Selected students **must** renew their enrolment at UNIBO for the 2024/2025 academic year (except students enrolled in specialisation schools in the situation described at the point 3) by the deadline established by the university (<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolment-transfer-and-final-examination>). Students who have enrolled in their final year in a.y.2023/2024, including students who have not graduated within the time envisaged by their regular degree course (*fuori corso*), are an exception to this rule in case they want to graduate by 31 March 2025. Students who are in this situation can apply **only** for first semester exchanges and are exempted from submitting a study plan for 2024/2025;
7. Students enrolled in their third year of an undergraduate degree programme, or those who are "*fuori corso*" (past the envisaged completion time for the degree course), 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 (so-called "*carriera futura*")**, **must be enrolled in the 2024/2025 academic year for a graduate degree programme among those foreseen in the exchange offer for which they have applied.** Mobility for studies is **only allowed during the second semester of the 2024/2025 academic year; under no circumstances can students shift their departure to the first semester**, even if permission has been granted by the host university. If students apply for exchanges longer than six months, the Erasmus office will automatically shorten their mobility to six months and the actual duration will be calculated with reference to the dates stated on the attendance certificate

issued at the end of the study period spent abroad. **Students enrolled at a degree course which foresees the award of double/multiple/joint graduate degree with a structured mobility organised for the first semester of the first year will be allowed to depart during the first semester, but they will have to inform the Erasmus office at [erasmus@unibo.it](mailto:erasmus@unibo.it) during the acceptance phase.**

**Mobility students may not graduate before completing their mobility and after having obtained recognition for the learning activities carried out at the institute abroad from their individual Degree Programme Boards. This rule is valid also for PhD and Specialisation schools' students.**

## Incompatibilities

**Incompatibilities relate to both the scholarship and the "status" of the Erasmus student.**

Students who submit an application:

1. 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 as part of the Erasmus+ Programme;
2. 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;
3. 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

With this call for applications, UNIBO requires **a compulsory assessment of language skills**. The languages of assessment are indicated in each exchange offer of the Call for applications <https://almarm.unibo.it/almarm/welcome.htm>

A minimum level of language skills is required in order to apply for an Erasmus+ 2024/2025 grant. This standard has been set at the A2 level of the CFR (Common Frame of Reference for language knowledge) as recognised by the European Council. (See: <https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/Participation-methods> ).

All students are required to sit a language test unless they are included in the exemption categories listed in Attachment 1.

More information is available at the page <https://centri.unibo.it/cla/en/language-tests/tests-for-erasmus-study-programme>.

**The test result, as well as the CEFR level stated in certificates which exempt student from taking the test, is an eligibility requirement but will also be used for the evaluation of the application.**



Candidates may sit the test for up to **two languages (only once for each language)**. For exchange vacancies in which two languages are indicated, candidates may choose to sit the test in either of these languages.

Candidates may enrol for tests at the UNIBO Language Centre from **1:00 PM on 09/01/2024 to 1:00 PM on 17/01/2024 (subject to availability)** via AlmaRM, the online platform.

**Please note that when enrolling for the language assessment test, students must confirm their spot after checking the on-screen date and time specified for their individual tests. The spot is considered successfully reserved following the delivery of the e-mail confirmation to the applicant's official mailbox.**

The tests will be held between **22/01/2024 and 02/02/2024**. The specific test dates are visible directly in the booking procedure, and no resit sessions will be scheduled.

Further information and support about the language assessment are available through the HelpDesk service, organized by the UNIBO Language Centre (CLA) from 9 January 2024 to 8 February 2024. Information can be requested via email by writing to [aform.accertamentilinguistici@unibo.it](mailto:aform.accertamentilinguistici@unibo.it).

**All students are required to sit a language test and achieve at least the A2 level unless they are included in the exemption categories listed in Attachment 1.**

**All the applications that fail to meet the language requirements (language assessments and any exemptions specified in Attachment 1) will be considered incomplete and therefore excluded.**

**The requisite must be satisfied strictly before the deadline of this Call for Applications.**

Finally, it is reminded that from 20 November 2023 to 24 November 2023, there was an anticipated language test round for the Erasmus+ for Study Call 2024/25. This round and the one organized on 22 January 2024 to 2 February 2024 are considered as a unique session. **Therefore, it is possible to sit one test for up to two languages, and to sit the test for each chosen language only once in total (in the two rounds).**

Only those who did not take the test in the November 2023 round or those who got an A1 CEFR level, or no level, can take the CLA assessment test in the Jan/Feb 2024 round. Those who already took the test obtaining a result equal to A2 (or higher) cannot take the test in the Jan/Feb 2024 round in the same language.

Students who pass the language assessment test may obtain its automatic recognition as a **curricular language proficiency test** only if they complete the Erasmus+ 2024/2025 application and meet or exceed the proficiency level required by their study plan. This recognition can be obtained even if the curricular language proficiency is part of the student's study plan for the academic year following 2024/25.

**PLEASE NOTE:**

The language requirements specified above must be met in order for an application to be eligible. However, Unibo requirements may be lower than those of Partner Universities.

Students are therefore required to:

1. check the language requirements of the university where they intend to spend their Erasmus+ period; **For example:** Many universities require a TOEFL or IELTS certificate, which Erasmus+ students must present when submitting their application forms. Students who are awarded a place at one of these Universities are required to obtain the necessary certification no later than the deadline established by their host university;
2. check the details of the individual exchange opportunity for the minimum language level (if any) required by the academic coordinator for inclusion on the list of eligible candidates.

**In both cases, in fact, this level may be higher than that required by the University of Bologna for participation in the call for applications (A2).**

If the score of the language assessment test is lower than the level specified in the details of the vacancy which the student has applied to, **the application may be rejected by the exchange coordinator.**



## Destinations

### List of available exchange vacancies

The list of destinations and their descriptions, hereafter called “vacancies”, are published online and are an integral part of the call for applications. These vacancies specify the destination, name of the exchange coordinator, exchange field of study, language requirements specific to the destination (if any), academic requirements, that is a list of degree programmes which grant access to the vacancy (under the heading “aperto a”).

Students may apply for a maximum of **THREE different vacancies**.

**Vacancies are subject to change while the call for applications is open**, when significant changes are communicated by the hosting partner university.

**Some vacancies 2024/25 have the indication “vacancy not confirmed by the Partner University (...)” (“I posti scambio per questa Università devono ancora essere confermati poiché l'accordo è in fase di rinnovo (...)”) as, at the moment of publication of this Call for Applications, the agreement with the Partner University has not been officially concluded yet. The reason lies in the requirements of new Erasmus+ Programme 2021-27 imposing a digital signature of agreements via the Erasmus Without Papers platform which have been/is going to be technically implemented in all the Programme countries. As we do not have an official signature on the terms of agreements, it is possible that some terms will change during the signature process and not all the selected students will do the exchange and/or will do it under the terms currently indicated in the vacancies. Our offices will do their best in order to avoid that this transition phase impacts negatively, whenever possible, the selection of the students, but it is important that the candidates are informed that the vacancies presenting this specific indication, must be considered as conditional.**

With regard to academic requirements:

1. the enrolment year specified as an academic requirement in the vacancy announcement refers to the year which the student will spend abroad. For example, a student enrolled, for the current academic year, in his/her first year of a bachelor programme can apply for a vacancy open to second-year bachelor degree students.
2. Students enrolled, for the current academic year, in their third year of a bachelor degree programme, can apply to a vacancy open to third-year bachelor degree students if they will enrol as “fuori corso” in 2024/2025, or they can submit an application based on a “future career” if in 2024/2025 they will enrol at one of the second cycle degree programmes listed in the vacancy. Students can benefit from exchange positions only if they enrol in a degree programme in 2024/2025 which meets the academic requirements of the vacancy. In any case, students who apply on a “future career” basis can spend only their second semester on mobility. The only exception is made for students enrolled to double/multiple/joint degrees, as explained at page 5, point 7.

If the vacancy requires a “*compulsory interview*”, this means that the interview with the exchange coordinator **must** take place before submitting the application (unless otherwise specified). Failure to attend the interview before applying **may result in rejection of the application**.

**IMPORTANT NOTICE:** the notes inserted in the vacancy descriptions under the tab “*informazioni supplementari*” are binding. Students should pay attention to these binding notes since they could imply restricted access to students enrolled in double/multiple joint degrees.

The Erasmus+ grant is conditional to admission at the hosting university. If the nominated exchange student’s application is rejected by the hosting university, **the student will not be re-allocated to another destination**. It is the student’s responsibility to verify the specific requirements (language and academic requirements, enrolment procedures) and application submission deadlines by checking the official university web page or by contacting the host university.

### Further notes for non-EU countries (*Partner countries*)

Non-EU destinations may cover multiple subject areas and may be open to several departments. Non-EU destinations are listed in this call for application's Attachment 2 - "*Offerte Extra UE (Partner countries)*". Students can check non-EU destinations, their vacancies, their language requirements and the Departments these exchange vacancies are open to in this "*Offerte Extra UE (Partner countries)*" attachment.

Furthermore, non-EU institutions are classified on AlmaRM under the "*offerte multidisciplinari*" subject area, as each non-EU institute may be open to one or more subjects. Candidates interested in available opportunities at non-EU institutes should select the "*offerte multidisciplinari*" tab under the "*Settore disciplinare*" field to browse the list of non-EU vacancies they have access to depending on their study programme.

Candidates enrolled in a PhD programme or specialisation school who intend to apply for non-EU vacancies open to third cycle applicants must obtain a letter of acceptance from the hosting university **by 31 May 2024**. This letter must be received by the UNIBO by email.

### Activities to be carried out at the university abroad and the Learning

#### Agreement

Students must indicate which learning/educational activities they wish to carry out abroad when submitting their application. This information is merely indicative and does not prevent students from choosing other activities for their official study plan (the **Learning Agreement**), which **must be approved** by the relevant Degree Programme Board/PhD program board/ Specialisation school Board **before departure**.

As such, the **activities permitted** during the mobility period for study are:

1. learning activities (courses) and related assessment tests (exams);
2. preparation of a dissertation and/or PhD thesis;
3. curricular internship (only if included as part of the course programme);
4. attendance (only learning activities not yet completed at UNIBO will be deemed valid and, in any case, only if agreed to by the Degree Programme Board when approving the Learning Agreement).
5. Only for medical residents: professional traineeship approved by their specialisation school as "*attività fuori rete formative*", according to the current regulation.

PLEASE NOTE: partner universities may have restrictions on the academic offer available to exchange students. We recommend to contact the partner university of interest in order to inquire regarding the restrictions (if any) on the list of courses published on their web pages.

**The Erasmus Study mobility period is to be considered as continuous: during the mobility period, students are required to mainly carry out the activities included in the Learning Agreement at the host university. The possibility to sit exams or other learning activities in Italy must be agreed upon by the host university, with the student's Exchange Coordinator and with the student's Degree Program Coordinator.**

For further information concerning learning/educational activities, please consult the filed/department/campus contacts, whose list is available at <https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts> .

#### Further information for medical residents:

Please note that medical residents must agree their activity abroad with their Specialisation School Director and obtain, if winners, authorisation for the mobility from their School Board. Medical residents must check with the host organisation whether they provide insurance coverage during their mobility abroad. If the host organisation does not provide such coverage, they must take out a policy of their own. Please note, lastly, that medical residents 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.

**Further information for PhD students:**

PhD students must agree their planned activity abroad with the PhD coordinator/Board. If they are interested in carrying out a short-term mobility (from 5 to 30 days), PhD students must obtain the consent from both hosting university and their PhD coordinator/Board in Bologna.

**Further information for students enrolled in non-medical specialisation schools:**

Candidates enrolled in non-medical specialisation schools must check the effective possibility to perform the mobility abroad and then must agree their planned activity abroad with the coordinator of their specialisation school.

## Submitting an application

Each candidate may submit applications for a maximum of **three different vacancies**. Applications must be submitted **online only** through AlmaRM (<https://almarm.unibo.it>), starting from 9 January 2024, and following the guided procedure.

**START DATE FOR THE SUBMISSION OF APPLICATIONS: 9 January 2024**

**CLOSING DATE: 8 February 2024 at 1pm**

In order to apply, candidates must:

1. *use their university login details* (username and password) to access the AlmaRM application;
2. *read the notes for filling in applications* on the AlmaRM homepage, which explain how to apply online;
3. *upload the following documents to AlmaRM:*
  - **self-certification of the applicant's degree certificate** with a list of exams, **ONLY** if the first- or second-cycle degree was obtained from another university.
  - **a personal study plan** for the mobility period and a **motivation letter** (which will be subject to assessment by the exchange coordinator).
  - **any other attachments** deemed useful for assessment purposes.
  - **a language certificate or other to claim the exempt from the language test, as indicated in Attachment 1 and 3 to the call for applications (ONLY if required by AlmaRM). The results of language assessment tests sat at the UNIBO Language Centre (CLA) will be obtained directly by the Mobility for Study Office.**

All documents must be uploaded to AlmaRM in pdf format when submitting the application. Failure to do so may result in the application being rejected.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**IT WILL NO LONGER BE POSSIBLE TO MODIFY OR CANCEL THIS APPLICATION ONCE IT HAS BEEN DEFINITELY SAVED.**

Once an application has been submitted, an e-mail will be sent to student's institutional e-mail address (name.surname@studio.unibo.it) as confirmation that the application has been successfully uploaded.

For problems regarding the activation and/or use of university e-mail accounts, candidates should consult the following webpage <https://www.unibo.it/en/services-and-opportunities/online-services/my-email/my-email>.

# SELECTION PROCEDURES

## Award criteria

- **For students enrolled in a three-year Laurea (First cycle degree/Bachelor - 180 ECTS), Laurea Magistrale (Second cycle degree/Two-year Master) or Laurea Specialistica a ciclo unico (Single cycle degree/Combined Bachelor and Master) the award criteria are:**
  1. Evaluation by the exchange coordinator (up to a maximum of 40 points) on:
    - a) the compatibility of the study plan with the individual candidate's course of study, the compatibility with the programme catalogue of the host university, and the length of stay;
    - b) motivation as specified in the application or during the assessment interview (if required);
    - c) the interview, if compulsory (per the vacancy description)
    - d) language abilities;
    - e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
  2. Academic progress (up to a maximum of 60 points) based on regularity of study, course credits and marks in the manner described below:
    - a) students on a three-year first cycle degree programme, a single cycle degree programme and students on a Laurea Magistrale (Second cycle degree/Two-year Master - 120 ECTS) 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 **15 February 2024** (included) with respect to the 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 Laurea Magistrale (Second cycle degree/Two-year Master - 120 ECTS): the calculation of career points comprises 6/7 of the previous courses of study and 1/7 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<sup>1</sup>, 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 **15 February 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.**

**In particular, for calculating the academic progress related to the regularity of study:**

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<sup>1</sup> The single graduation session, deliberated by the University Governing Bodies on 27/01/2015 in the framework of updating the Didactic Regulations, with the aim of evaluating the regularity-of-studies factor for the current call for applications, has been divided in the following graduation periods:

- Period #1: from 1 April to 31 July (the equivalent of the 1st session of the previous regulations)
- Period #2: from 1 August to 23 December (the equivalent of the 2nd session of the previous regulations)
- Period #3: from 7 January to 31 March of the following a.y. (the equivalent of the 3<sup>rd</sup> session of the previous regulations)

- 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 students who completed their previous degree abroad, the academic progress assessment will be conducted according to the guidelines for assessing final marks obtained abroad, approved by the Academic Board on 11 December 2018.

**Students must check that the data which Studenti Online possesses about their individual academic careers contains all completed, documented learning activities. Only activities registered by 15 February 2024 will be used to calculate the applicant's academic progress points.**

- **For students enrolled in PhD programmes:**

1. Evaluation by the exchange coordinator (up to a maximum of 40 points) on:
  - a) the compatibility of the proposed activities with the individual candidate's study course; the compatibility with the programme catalogue of the host university and the length of stay;
  - b) motivation as specified in the application or during the assessment interview (if required);
  - c) interview, if compulsory (per the vacancy description);
  - d) language abilities;
  - e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
2. the PhD programme entrance exam marks (up to a maximum of 30 points)
3. the Laurea Magistrale marks (Second cycle degree/Two-year Master - 120 ECTS) (up to a maximum of 30 points)

- **For those enrolled at a specialisation school**

1. evaluation by the exchange coordinator (up to a maximum of 40 points) on:
  - a) the compatibility of the proposed activities with the individual candidate's course of study, the compatibility with the programme catalogue of the host institute, and the length of stay;
  - b) motivation as specified in the application or during the assessment interview (if required);
  - c) interview, if compulsory (per the vacancy description)
  - d) language abilities;
  - e) other elements specified by the student in the application or during the interview (additional learning/educational experiences, specific academic interests, etc.).
2. Evaluation of the student's career (up to a maximum of 60 points) on:
  - A. For students enrolled in their second year onwards:
    - a) The average marks on regularly registered exams before 15 February 2024 (up to a max. of 30 points);
    - b) The second level degree final marks (up to a max. of 30 points);
  - B. For students enrolled in their first year:

His/her previous academic career. The factors considered (each of them up to a max. of 30 points) will be:

- a) The regularity of studies, represented by the period in which the student sat the final exam;
- b) The second level degree final marks, 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 is specified that the activation and implementation of the medical courses have to be approved jointly by the relevant departments.

For students who completed their previous degree abroad, the academic progress assessment will be conducted according to the guidelines for assessing final marks obtained abroad, approved by the Academic Board on 11 December 2018.

Students who receive 0 points from the exchange coordinator are considered **not suitable** and, therefore, will not be included on the list.

**Students are reminded that once the ranking has been published, it is important to check the deadlines and comply with rules for accepting their allocated exchange places.**

**There will not be a second call for applications for the a.y. 2024/25.**

## **Acceptance, withdrawal, and replacement**

After the deadline for submitting applications (see the "Call for applications Calendar"), Professors responsible for the exchanges evaluate the applications and transmit the rankings to the offices. Ranking lists are subsequently published online onto AlmaRM and the acceptance process of exchange places for successful students begins. It is the student's responsibility to log in, with their institutional credentials, to the AlmaRM platform in order to access to the published ranking lists and register their acceptance (or refusal) of the exchange place, according to the timescales defined in this call.

Below are some specifications on the exchange place acceptance process:

- 1. It is possible to accept only one exchange place:** in the event that you result as winner in two or three ranking lists, it will be possible for you to accept only one exchange place, and this acceptance will lead to the automatic deletion from the other ranking lists.
- 2. After having formalized the acceptance or withdrawal, it is not possible to change the choice:** it is specified that once an exchange place has been accepted or rejected, it will no longer be possible to change this choice or ask to the relevant offices to make this change for you.
- 3. Once acceptance has been formalised, the student receives a confirmation email:** the student who accepts the exchange place receives an automatic email confirming acceptance and providing further information to the interested party.
- 4. Non-acceptance/refusal of the exchange place:** after the deadline for formalizing the acceptance, the successful students who have not accepted within the deadline defined by the calendar provided in this announcement will automatically be withdrew from the rankings, leaving the place available to the students who follow them in the ranking list. The successful student who refuses the exchange place or does not accept it within the deadlines defined in this announcement will exclusively lose the exchange place in the specific ranking lists for which he could have formalized acceptance. The student who refuses



or does not accept an exchange place for which he could have formalized the choice does not lose the place from the ranking lists in which he is not among the students who, based on the number of places offered, could have formalized the choice to accept/refuse the exchange place at the time of publication of the rankings or their updating within the deadlines set out in this announcement.

The ranking lists will be published **online**, on the AlmaRM application, on 7 March 2024 and the successful students must confirm their acceptance by 13 March 2024 at 1.00 pm (see the "Call for applications Calendar") via the AlmaRM platform.

**An updated list** will be published on **14 March 2024**) and followed by another acceptance period for the available mobility placements, with **deadline 20 March 2024 at 1pm**.

**From 21 March 2024, students who were eligible ("idoneo/a") and resulted successful ("vincitore/vincitrice") after the second acceptance period will be automatically notified via email that they can accept the exchange place.** Even in this case the acceptance must be done online through AlmaRM: further information about the acceptance procedure will be available in the automatic email. **The deadline to accept the place after receiving the automatic email is 27 March 2024 at 1pm.** Students are warmly suggested to pay close attention to deadlines and regularly check their institutional email inbox (@studio.unibo.it – spam folder included). After the last acceptance deadline of **27 March 2024**, successful candidates who have not yet confirmed their acceptance will be automatically deleted from the lists.

Please note that during the acceptance phase, the student is required to indicate the preferred mobility period (whole academic year, first semester, second semester).

**WARNING:**

- **if the mobility period consists of more than 6 months and the student choses the option "first semester" or "second semester",** the period and the grant will be reduced to 6 months automatically;
- **students awarded with an exchange period for their first year of master** (laurea magistrale) will be allowed to accept second semester only, and the period and the grant will be reduced to 6 months automatically;
- students enrolled at a **first year of a double/multiple/joint master degree with a mobility organised for the first semester of their first year** will have to report their situation via email at [erasmus@unibo.it](mailto:erasmus@unibo.it) after having accepted the exchange place: the office will correct their exchange period, allowing them to leave for the first semester, or for the full academic year.

Once students have confirmed their acceptance of a mobility placement, **they must:**

1. define and obtain approval of their Learning Agreement from their Degree Programme/Specialisation school/PhD Board, which will then be used to recognise the activities completed abroad;
2. sign the Mobility Agreement with UNIBO which contains the mandatory clauses established by the European Commission (a contract which all Erasmus+ students from all Programme countries are required to sign);
3. fulfil all the administrative requirements (*application procedures*) of the partner institute (*application form, language certification and any other documentation*);
4. check the host country's entry requirements (visa, residence permit, health insurance) by contacting the relevant embassies/consulates.

Although the Mobility for Study Office nominates the successful candidates (notifies the partner institute of the students selected), each student is responsible for finding out about the administrative requirements and deadlines established by his/her partner institute. If the student does not do so, s/he runs the risk of rejection by the partner institute.

Students may withdraw from a mobility placement after accepting it by using the AlmaRM platform. **Upon determining that it is impossible to benefit from the mobility placement, students must withdraw as soon as possible, preferably by 30 June 2024.**

The lists of eligible candidates will only be reviewed again in relation to the placements released by withdrawals made within the above-mentioned deadline. In all cases of later withdrawal, the mobility placement will remain vacant, and it will not be possible to re-allocate it. **The withdrawal will not result in any academic penalty for the students concerned, nor will impact their participation in future calls for applications.**

### **Lists of eligible candidates reviewing**

The Mobility for Study Office will review the lists of eligible candidates **within 30 June, 2024**, if:

- a partner Institution offers more vacancies, in a defined study field, than those available in the call, even after the online publication of the lists;
- an eligible candidate, who previously accepted the mobility position, releases the place after withdrawal.

**The eligible candidates** which result to be successful, after the lists reviewing, **will be automatically notified via email that they can accept the exchange place.**

**Even in this case, 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 of time for accepting the vacancy (usually, within the sixth day after the receipt of the automatic email - before 1.00 pm). Anyway, the official deadline for accepting the vacancy 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).

# PROCEDURE SUPERVISOR

Pursuant to art. 4 of Italian Law 241 dated 7 August 1990 ('New regulations for administrative procedures and right of access to administrative documents'), the procedure supervisor is Dr. Alice Trentini, Head of the Education and PhD programme Division.

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 Study Office, Via Zamboni 33, Bologna, by filling in a form which can be requested at the office.

## 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](mailto: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

# **ATTACHMENTS**

**Attachment 1: Language Requirements - Exemption from Sitting the Assessment Test**

**Attachment 2: Non-EU (Partner countries) Opportunities**

**Attachment 3: Language Certificates for Exemptions**

**Attachment 4: Degree Programmes Taught Entirely in English**

**Attachment 5: MIUR additional contribution to the Erasmus+ study grant for EU destinations**

# DEADLINES

## **9 January 2024**

Call for applications is published and the application submission period starts. Applications may only be submitted online via the link published at [www.unibo.it/erasmus](http://www.unibo.it/erasmus), which can be accessed with an institutional username and password. All attachments must be uploaded in pdf format when applying. Documents submitted to our offices as hard-copies or not uploaded in pdf format will be rejected.

## **From 9 January 2024 at 1 pm to 17 January 2024 at 1 pm**

Students may register for language assessment tests using the AlmaRM online platform.

## **From 22 January 2024 to 2 February 2024**

Language assessment tests will be held at the CLA (Bologna and the Romagna offices). Calendar will be available at <https://centri.unibo.it/cla/en/language-tests/tests-for-erasmus-study-programme> e <https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-mobility-for-study-language-requirements>.

## **8 February 2024, at 1 pm**

Deadline for the submission of applications.

## **15 February 2024**

Date within which exams must be properly registered in the students' careers in order to be considered for evaluation.

## **7 March 2024**

Online publication of the ranked lists onto AlmaRM. Students should use their individual username and password (those used to submit the application) to access these lists in the specific section on [www.unibo.it/erasmus](http://www.unibo.it/erasmus).

## **13 March 2024, at 1pm**

Deadline to accept a placement, with reference to the ranked list published on 7 March. The entire acceptance procedure will be performed online. Further details on how to accept will be published together with the ranked lists.

## **14 March 2024**

Online publication of updated ranked lists onto AlmaRM. Students should use their individual username and password (those used to submit the application) to access these lists in the specific section made available on [www.unibo.it/erasmus](http://www.unibo.it/erasmus).

## **20 March 2024, at 1pm**

Deadline to accept placements from the updated ranked list published on 14 March. The entire acceptance procedure will be performed online. Further details on how to accept will be published together with the ranked lists.

## **21 March 2024**

After the second round of acceptance (ended on 20 March 2024, at 1 pm), ranked lists will be updated again and the students who became eligible for accepting the exchange place will receive an automatic email. The entire acceptance procedure will be performed online. Further details on how to accept will be available in the automatic email.

## **27 March 2024, at 1 pm**

Deadline to accept placements after the receipt of the automatic email sent on 21 March 2024.

## **From 29 March 2024**

Communication of the names of the successful candidates to the Partner Universities.

## **CONTACTS**

<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/erasmus-office-directory>