Erasmus+ Mobility for Traineeship

A.Y. 2017/18

DEADLINE: 29 May 2017 –12 pm CET
Erasmus+ Traineeship

Grants available for 2017/18: 300

For the School of Engineering and Architecture: 40

Student who are ranked as suitable (IDONEI) without receiving the grant might ask for Erasmus zero-EU grant status, which allows them to obtain a number of mobility benefits without receiving the EU grant.

Candidates’ nationality

All students may apply, whether EU or non-EU, and including those with stateless or refugee status, provided they are registered with Bologna University. It’s not possible to carry out an internship in the country of residence.
Erasmus+ Traineeship

Countries where traineeships (internships) may be performed

*Erasmus+ Mobility for Traineeships* gives students a chance to carry out a traineeship with a business, training centre, university, research centre or other organization in countries belonging to the programme: the 27 European Union member states, the 3 countries of the European Economic Area (Iceland, Liechtenstein, Norway), and the former Yugoslav Republic of Macedonia.

Mobility to Switzerland and Turkey is not eligible.
Erasmus+ Traineeship

Length of the traineeship

The traineeship may last two or three months. The financial contribution covers the chosen duration, though internships shorter than 2 months (60 days) are not eligible. The mobility period can be extended, upon the student’s request, but no further grant will be assigned.

The traineeship may begin on any date between 1 September 2017 and 30 June 2018 (with the exception of students applying for “a future career”), and must end by 30 September 2018 at the latest, on penalty of the contribution being withdrawn. The traineeship must run without interruption or pauses.
## Erasmus+ Traineeship

### Financial Contribution

<table>
<thead>
<tr>
<th>Groups</th>
<th>Countries</th>
<th>Monthly Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>group 1 (high cost of living)</td>
<td>Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, UK</td>
<td>480 euros</td>
</tr>
<tr>
<td>group 2 (medium cost of living)</td>
<td>Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Spain</td>
<td>430 euros</td>
</tr>
<tr>
<td>group 3 (low cost of living)</td>
<td>Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Republic of Macedonia</td>
<td>430 euros</td>
</tr>
</tbody>
</table>
Erasmus+ Traineeship

Who can apply 1/2

Both students and new-graduates may apply (the latter must submit their application while still non-graduated) according to the following rules:

- Students must be enrolled in academic year 2016/17 for a first-cycle, single-cycle, or second-cycle degree programme and renew their enrolment for the 2017/2018 academic year by the deadline established by the University. Students who plan to graduate by 31 March 2018 don’t need to renew their enrolment for the academic year 2017/2018;

- Students enrolled in their 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 2016/2017 academic year may depart during the first year of their graduate degree programme (second cycle). These students, who apply with reserve, (“future career” application) must be enrolled for a graduate degree programme in the 2017/18 academic year and are allowed to carry out the mobility not before January 2018.
Erasmus+ Traineeship

Who can apply 2/2

- **New-graduates must be enrolled in academic year 2016/17** for the last year of their study cycle **and not yet have graduated** by the date when the ranking lists are published (**20 June 2017**);  
- **Specialisation school students and PhD students**: must be properly enrolled in medical or non-medical specialisation schools or a PhD programme. 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 date when the ranking lists are published (**20 June 2017**).
Erasmus+ Traineeship

“Eligibility conflicts” 1/2

• Erasmus+ mobility experience and grants can be repeated up to the a maximum of 12 months (360 days) per degree. The limit for single-cycle degrees is 24 months. Both study activities and traineeships are included in the 12 months;

• Prior mobility experiences under a Lifelong Learning Programme, Erasmus Mundus Programme (Action 2), or Erasmus+ Programme counts towards the mobility period maximum of 12 months for each cycle.

• Likewise, mobility for traineeships undertaken by a new-graduate as part of Erasmus+ forms part of the 12 month-per-cycle period.

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

“Eligibility conflicts” 2/2

• Students who have been awarded other grants paid for by the European Union or University of Bologna are not eligible for an Erasmus+ Mobility for Traineeships grant when it overlaps, even partly, with the Erasmus+ traineeship period. However, applying and getting the grant is possible for mobility programmes that will take place in the same academic year and for the same purpose (traineeship), provided that these periods are consecutive.

• International students who have been awarded an Erasmus Mundus Action 2 scholarship cannot simultaneously receive the Erasmus+ grant. These students are requested to contact their EMA2 coordinator for further clarification.

• Erasmus+ Mobility for Traineeships contributions cannot be combined with grants awarded for Joint Master’s Degree programmes (ex Erasmus Mundus Action1).
Erasmus+ Traineeship

Language skills 1/2

In order to enter the Call, one must exhibit a language certificate as evidence of language skills, to be proved in one of the following ways:

- having passed a **language suitability test (idoneità)** at the Bologna University Language Centre or other university counterparts, the level being **at least B1**, even in previous study programmes;
- having passed a **language exam** with a grade of at least 25/30;
- being enrolled on a **degree programme entirely taught in English**; such students may only claim this as a language requisite if they are applying to companies which define English as the traineeship language;
- having passed one of the TESTs for participation in international mobility programmes at the University Language Centre held before May 2017 at the B1 level or above. To sit a test one must register online via AlmaRM (https://almarm.unibo.it). It is possible to sit the test only once and for a maximum of two languages. The test results for 2017/18 Erasmus+ Mobility for Traineeship will also be considered valid for possible participation in the 2017/2018 Erasmus+ Mobility for Studies second call. They cannot be sat again.
Language skills 2/2

- 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 refer explicitly to the CEFR ranking and have been issued no earlier than 01 January 2015;
- having obtained a certificate issued by another university language centre in Italy or Europe, at a level of B1 or above, on or after 1 January 2015;
- having obtained an official certificate as in the file “CEFR table” on the website. The level must be B1 or higher and the date of issue not prior to 1 January 2015, regardless of the official length of validity set by the certifying agency;
- having the ESABAC diploma (only valid for students who are applying to traineeships at companies that use French as the internship language);
- having a diploma from the Galvani Institute of Bologna in the German and English international division (only valid for students who are applying to
- having a certificate of adequate language abilities issued by the host organisation in the Company Agreement Form.
Erasmus+ Traineeship

Application procedure

Each candidate may present only one application via AlmaRM https://almarm.unibo.it and following the guided procedure.

APPLICATIONS OPEN ON MONDAY, 8 MAY 2017

The deadline is MONDAY, 29 May 2017 at 12 p.m. (Rome time/CET)

To apply, candidates must:
- be enrolled at Bologna University or have already paid the registration fee for a.y. 2016/17
- have their university credentials (username and password) enabling them to log in AlmaRM;
- read the notes for submitting an application to be found on the homepage of AlmaRM giving instructions for the on-line procedure;
Erasmus+ Traineeship

Documents to be attached to the online application

- “Company Agreement Form” in pdf, containing information on the traineeship, duly compiled, signed and stamped by the company, (see annex 5);

- curriculum vitae in pdf, in European format written in Italian or English (unless otherwise specified in the predefined traineeship project);

- a pdf file containing your reasons for wanting to do this traineeship

- a pdf file containing any language certificates as specified in the 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 have 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.
How to find a company for the internship
Candidates must find the host organisation independently and formulate the traineeship programme with said organisation. The host organisation must indicate its acceptance of the trainee by filling in and signing the Company Agreement Form (annex 5) within the call deadline (29 May).

- Ask for advice to faculty members (professors);
- Use the List of websites for searching traineeships
- Refer to our Internship Office:
  Viale Risorgimento, 2 - 40136 Bologna
  ingarc.tirocini.bo@unibo.it
  Resp. Giuseppe Nottola

**TIMES**
Monday, Tuesday and Wednesday: 9:30-11:30 am
Tuesday and Thursday: 2:30-3:30 pm
**Selection criteria**

1) Committee’s assessment of (maximum 40 points): traineeship project content (contained in the company agreement form) and its relevance to the candidate’s study curriculum, reasons for doing the traineeship, language proficiency any other factors mentioned by the student in his/her application

2) Educational career assessment (maximum 60 points) based on regularity of study and credits

All students have 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 8 June 2017 and can be used for the purposes of calculating their educational career evaluation scores.
Getting your traineeship recognised

Students who take part 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. It is possible to get credit (CFU) recognition as long as an internship activity is planned in the study plan. Winners can find out about credit recognition from their Degree Programme Office and/or Internship Office before they leave.
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 and the documents which will allow them to enter and stay in the destination country, by contacting the relevant diplomatic representatives. In particular, it should be noted that the procedure for obtaining a visa for European countries that do not belong to the SCHENGEN area (Bulgaria, Croatia, Cyprus, Ireland, Romania and the United Kingdom) is particularly long and does not always result in a visa being issued. Non-EU students are therefore encouraged to consider this aspect when choosing the host organisation.
CALENDAR
Language tests at the University Language Centre: from May 8 to May 19, 2017 – to be booked on AlmaRM from April 27 to May 5 2017.
Applications open online on Alma RM: 8 May 2017
Deadline for applying: 29 May 2017 12:00 p.m.(Rome time)
Ranking lists published on Alma RM: 20 June 2017
Deadline for winners to accept online via Alma RM: 27 June 2017
1 September 2017 – 30 June 2018: beginning of the traineeship (students applying for a future career can leave after the beginning of January 2018).
30 September 2018: final deadline for all the traineeships.
Student International Mobility Office
Internship Office
Scuola di Ingegneria e Architettura – Vicepresidenza di Bologna
Email: ingarc.internazionale.bo@unibo.it
       ingarc.tirocini.bo@unibo.it

www.unibo.it