Erasmus+ Mobility for Traineeship
A.Y. 2018/19

DEADLINE: 9 May 2018 – 12 pm CET
Erasmus+ Traineeship

Grants available for 2018/19: 415
For the School of Engineering and Architecture: 41

Student who are ranked as eligible (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 citizens, including those with stateless or refugee status, provided they are enrolled at the University of Bologna.
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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.
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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 2018 and 30 June 2019** (with the exception of students applying for “a future career”), and must end by **30 September 2019** at the latest, **on penalty of the contribution being withdrawn**.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>Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, UK, Liechtenstein, Norway,</td>
<td>400 euros</td>
</tr>
<tr>
<td>group 2 (medium cost of living)</td>
<td>Austria, Belgium, Germany, France, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal,</td>
<td>350 euros</td>
</tr>
<tr>
<td>group 3 (low cost of living)</td>
<td>Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of Macedonia</td>
<td>350 euros</td>
</tr>
</tbody>
</table>
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 2017/18 for a first-cycle, single-cycle, or second-cycle degree programme and renew their enrolment for the 2018/2019 academic year by the deadline established by the University. Students who plan to graduate by 31 March 2019 don’t need to renew their enrolment for the academic year 2018/2019;

- 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 2017/2018 academic year may perform the internship 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 2018/19 academic year and are allowed to carry out the mobility not before January 2019.
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Who can apply 2/2

- **New-graduates must be enrolled in academic year 2017/18 for the last year of their study cycle and not yet have graduated** by the deadline for this application procedure (9 May 2018);

- **Students with FIT curriculum** enrolled in academic year 2016/17 at Unibo for the last year of their study cycle (first-cycle and second-cycle) may participate **only as new graduates**; also these students must not graduate before the closing date of the call (9 May 2018);

**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.
“Eligibility conflicts” 1/2

• Erasmus+ mobility experiences 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.
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“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).
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Language requirements 1/2

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

• having passed a language proficiency test (idoneità) at the Bologna University Language Centre (CLA) 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 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 1/1/2016;
• having passed one of the TESTs for participation in international mobility programmes at the University Language Centre held before April 2018 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.
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Language requirements 2/2

- having passed one of the TESTs at the University Language Centre (CLA) for participants in international mobility programmes. (only if taken on or after 01 January 2016) at the B1 level or above;
- having obtained a certificate issued by another university language centre in Italy or Europe, at a level of B1 or above, on or after 1 January 2016;
- having obtained an official certificate issued by one of the Certifying Bodies in the table of equivalence of the Common European Framework of Reference, supplemented with certification of Portuguese (consult the file “CEFR table” on the website). The level must be B1 or higher and the date of issue not prior to 1 January 2016, regardless of the official length of validity set by the certifying body;
- having the ESABAC diploma (only valid for students who are applying to traineeships at companies that use French as the traineeship language);
- having a diploma from the Galvani Institute of Bologna in the German or English international division (only valid for students who are applying to companies that use German or English as the traineeship language)
- having a certificate of adequate language abilities issued by the host organisation in the Company Agreement Form.
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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.

The deadline to apply is WEDNESDAY, 9 May 2018 at 12 p.m. (Rome time/CET)

In order 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;
Documents to be uploaded to AlmaRM in order to apply:

- a pdf file containing information on the traineeship, compiled, signed and stamped by the company, using the Company Agreement Form (see annex 5);
- a pdf file containing the student’s curriculum vitae in European format written in Italian/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).
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POTENTIAL HOST ORGANISATIONS
The organisation the student intends to do a traineeship with must conform to the description given in the *Programme Guide* (version 2, 2018) issued by the European Commission, that is: “any public or private organisation active on the labour market or in sectors such as education, training and youth”.

That definition includes public and private companies (including social enterprises), training centres, schools, universities and research centres, nonprofits, associations, NGOs, and other organisations. The organisations eligible for hosting a traineeship extend to schools where students act as assistants abroad.

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

International Relations Offices at institutes of higher education are eligible to host student mobility traineeships, provided the student is not performing an activity covered by an EU contribution and there is no conflict of interest.
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 (9 May). After the submission of the application and the conclusion of the selection procedure, **the host company cannot be changed.**

- Ask for advice to faculty members (professors);
- Use the [List of websites for searching traineeships](attachment:4) (attachment 4)
- Refer to our Internship Office:
  Viale Risorgimento, 2 - 40136 Bologna
  [ingarc.tirocini.bo@unibo.it](mailto: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
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Selection criteria

1) School 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 20 May 2018 and can be used for the purposes of calculating their educational career evaluation scores.
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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. The activity might be recognized as a curricular internship or as an internship in preparation of the final thesis. Winners can find out about credit recognition from their Degree Programme Office and/or the School International Relations 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.
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CALENDAR

Language tests at the University Language Centre: from April 9 to April 16, 2018 – to be booked on AlmaRM from March 21 to April 4, 2018.

Applications open online on Alma RM: 15 March 2018

Deadline for applying: 9 May 2018 12:00 p.m. (Rome time)

Ranking lists published on Alma RM: 8 June 2018

Deadline for winners to accept online via Alma RM: 15 June 2018

1 September 2018 – 30 June 2019: beginning of the traineeship (students applying for a future career can leave after the beginning of January 2019).

30 September 2019: final deadline for all the traineeships.
Info about the call for applications, scholarships and administrative issues:

DIRI - Settore Area Geografica Europa
Tel. 051 2088102
Email: erasmus.placement@unibo.it

www.unibo.it
International Relations and Student Mobility Office
Internship Office
Scuola di Ingegneria e Architettura – Vicepresidenza di Bologna

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