

Erasmus+

Enriching lives, opening minds.

Erasmus+ Mobility for Traineeship

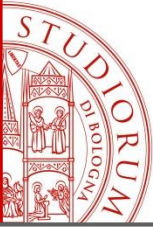
A.Y. 2022/23



Department of Legal Studies

LLM in Legal Studies (LEGS)

29/04/2022



Erasmus+ Traineeship

Official Call for Application a.y. 22-23

<https://www.unibo.it/en/international/internship-abroad/erasmus-mobility-for-traineeship/erasmus-mobility-for-traineeships-what-is-it-and-how-to-apply/erasmus-mobility-for-traineeships-what-is-it-and-how-to-apply>

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Agreements and networks

European Projects of Education and Training

International course catalogue

Incoming exchange students

Studying abroad

Internship abroad

International staff, professors and researchers

Erasmus+ Mobility for Traineeships: what is it and how to apply

Erasmus+ Mobility for traineeships is the EU-promoted student mobility programme which gives students a chance to broaden their vocational and training curriculum by working abroad in any public sector company or a private commercial enterprise located in European countries that have joined the Erasmus+ Programme. The Erasmus+ Mobility for traineeships Call for applications is published every year by the University of Bologna.

How to apply

Call for applications to Erasmus+ mobility for traineeship a.y. 2022/23

Within the Erasmus + Mobility for traineeship scheme a.y. 2022/23, a call is issued for applications to do two/three-month paid traineeships in European Union countries.

To take part in the Call you must:

- Read the [Call and its attachments](#) carefully;
- Check the [language requirements](#) needed;
- Get your host organization to fill out the [Company Agreement Form](#);
- Upload your application on line via [AlmaRM](#) as of **Friday 25 March 2022**. Deadline: **Wednesday 11 May 2022, 1 p.m.**;
- Check the results on [AlmaRM](#).

Length of traineeship and financial contributions

The duration of traineeships under this programme is **from 2 to 12 months** and students may receive a EU grant up to a maximum of 3 months.

Where can you go

The countries of destination are:

- 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;

ATTACHMENTS

[Erasmus Student Charter](#)
[.pdf 1280 KB]

CONTACTS

DIRI – SETTORE AREA GEOGRAFICA
EUROPA – UFFICIO MOBILITÀ PER TIROCINIO
Helpdesk: Palazzina della Viola, Via Filippo Re 4 - 40126 Bologna
Address/Mail: Via Zamboni 33 - 40126 Bologna
erasmus.placement@unibo.it

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

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

Erasmus+ Traineeship

What is Erasmus+ Traineeship programme?

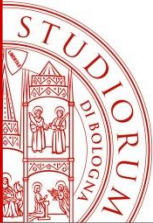
- The programme gives students a chance to carry out a traineeship with a business, training centre, university, research centre or other organization in countries belonging to the Programme

Countries where traineeships may be performed

Programme countries:

- the 26 European Union member states;
 - the 3 countries of the European Economic Area (Iceland, Liechtenstein, Norway);
 - the 3 candidate members (Macedonia, Serbia, Turkey).
-
- Mobility to **United Kingdom** and **Switzerland (Partner Countries)** are not eligible.

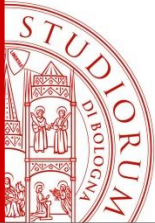




Erasmus+ Traineeship

Length of the traineeship

- The traineeship may last **2** or **3** months.
 - The financial contribution covers the chosen duration. Traineeships shorter than 2 months (60 days) are not eligible.
- The traineeship may **begin** on any date between:
 - ❑ **1st of September 2022 and**
 - ❑ **30 June 2023 (30 July 2023 for 2 months traineeships)**
 - Traineeship must **end** by **30 September 2023**
- The traineeship must run **without interruption** or pauses.
 - It will be possible, once the traineeship is began, to **extend** the duration of the programme and check possible funding



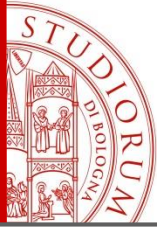
Erasmus+ Traineeship

Financial Contribution

- **21 scholarship** for the Department of Legal Studies
- European Union **funding** for Erasmus+ Mobility for Traineeships differs according to the **destination** country, as in the following table:

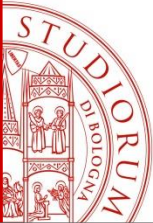
GROUPS	COUNTRIES	MONTHLY AMOUNT
group 1 (high cost of living)	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden.	500 euros
group 2 (medium cost of living)	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.	450 euros
group 3 (low cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary.	400 euros

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



Erasmus+ Traineeship

- An additional contribution of **€ 250 per month** is foreseen for candidates coming from poor **socio-economics backgrounds**. This contribution will be granted to candidates with **ISEE 2022 declaration** and/or the documentation concerning the income and asset situations (for international students whose nuclear family has income and/or assets abroad) for services for the right to higher education **up to € 23,626,32**.
- This declaration must be submitted 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>
- **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.
- **NEW 22/23!** A **specific grant** is foreseen for the so called “**green travel**”, that is for the travel towards host university with sustainable means of transportation.

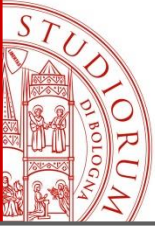


Erasmus+ Traineeship

Who can apply

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

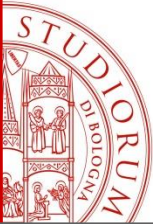
- Students **must be enrolled in a.y. 2021/22 for a first-cycle, single-cycle, or second-cycle degree programme** and **renew their enrolment for the 2022/2023** academic year by the deadline established by the University.
- Students enrolled in their third year, or who are “fuori corso” (past the envisaged completion time for the degree course), of an undergraduate degree programme who expect to graduate during the 2021/2022 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 2022/23 academic year and are allowed to carry out the mobility **starting from January 2023 onwards.**



Erasmus+ Traineeship

Who can apply

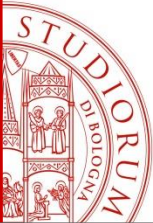
- **New-graduates must be enrolled in academic year 2021/22** for the last year of their study cycle **and not yet have graduated** by the deadline for this application procedure (**11 May 2022**).
- **Students may not be awarded their qualification before** their mobility period ends but must wait for 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.
- The traineeship abroad **as a new graduate** must be carried out and completed within one year of obtaining the graduation.



Erasmus+ Traineeship

Eligibility conflicts

- Erasmus+ mobility experiences and grants can be repeated up to a **maximum of 12 months (360 days) per degree**. Both **study** activities and **traineeships** are included in the 12 months. Prior mobility experiences under a LL Programme, Erasmus Mundus Programme or Erasmus+ Programme counts towards the mobility period maximum of 12 months for each cycle. 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.
- Students who apply may **not receive, during the same period** in which they receive funding for the Erasmus+ project, **any other types of EU grants** (ex. scholarships for Joint Master Degrees - pursuant to Erasmus Mundus Action 1) or grants allocated from the UNIBO funds available for mobility periods abroad;
- Erasmus+ Mobility for Traineeships grantees can also receive other **mobility abroad programmes promoted by University structures**, including mobility programmes that will take place in the **same academic year** (ex. Thesis abroad, Erasmus+ Study, Overseas, etc.) provided that these periods do not overlap, even partially.

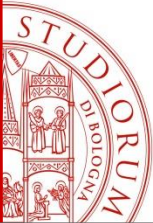


Erasmus+ Traineeship

Potential Host Organizations

“any public or private organization active on the labour market or in sectors such as education, training, youth, research and innovation”.

- That definition includes **public and private companies (including social enterprises), training centers, schools (where students act as assistants abroad), universities and research centers, nonprofits, associations, NGOs, and other organizations.**
- **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.
- **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).



Erasmus+ Traineeship

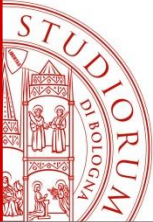
Language Requirements

- Evidence of a **minimum language level** in the main language of the traineeship must be given in order to apply.

- The minimum language level required to apply is **B1**

<https://www.unibo.it/en/international/internship-abroad/erasmus-mobility-for-traineeship/erasmus-mobility-for-traineeships-what-is-it-and-how-to-apply/language-requirements-for-erasmus-mobility-for-traineeship>

- Knowledge of the foreign language must be proved in one of the following ways, all of which are deemed to be equivalent:
 - ✓ being enrolled on a **degree programme entirely conducted in English** (see Annex 2 – such as LEGS); such students may only use this as a language requisite if applying to firms which stipulate English as the traineeship language;



Erasmus+ Traineeship

- Each candidate may submit **ONLY ONE** application
- Candidates find the host organisation independently and formulate the traineeship programme with said organisation, through the compilation and the signature of the **Company Agreement Form (Annex 4)**.
- Candidates must enter all company data and the traineeship proposal formulated by the host organisation on Alma RM according to the instructions contained in the file titled “Notes on filling in an application” and upload the Company Agreement within the **deadline (12/05/2021)**. The form must be filled in, signed and stamped by the company. Applications without Company Agreement Form will not be considered.
- Traineeship programmes the candidate agrees with the host organization must be consistent with his/her studies.

COMPANY AGREEMENT FORM (1) A.Y.2021/22

TRAINEESHIP OFFER for:

Name and Surname of the Trainee (2)

Traineeship period:

× 3 months starting from: 27/09/2021

Working hours per week (18 - 40 hours per week): 35

Traineeship title: Post Graduate Traineeship on European Union Law.

Traineeship in Digital Skills Yes No ×

If yes, your traineeship offer is/was published on the following platforms: <http://erasmusintern.org/>
Drop'pin@Eures

Yes No ×

Detailed programme of the training period: (4)

During the internship at FratiniVergano - European Lawyers, Ms. Cipriani will be entrusted with a number of tasks related to the Firm's activity: contributing to the drafting of the daily monitoring bulletin, aimed at keeping the Lawyers of the Firm up to date with the EU institutional, regulatory and judicial developments; contributing to legal research projects; following European Parliament committee's hearings or events on topics concerning the sectors of interest to the Firm. She will have the opportunity to contribute to the drafting of memos for clients and notes for further studies and, depending on her skills, to carry legal researches independently.

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:

The experience will provide Ms. Cipriani with the opportunity to deepen his understanding of the EU decision-making process, to get familiar with an international working environment and to improve her English skills. Notably, the trainee will strengthen her technical skills and knowledge of EU law, with the aim of acquiring additional professional tools helping her in defining the future steps of her career.

Monitoring plan:

Daily meeting with the Mentor; weekly meeting with the Supervisor.

Evaluation plan:

Review and open discussion of activities and written contributions; weekly report to the Supervisor

Main language of the traineeship: ENGLISH

Level requested at the beginning of traineeship: B1 B2 X C1 C2



Bando Erasmus+ Tirocinio

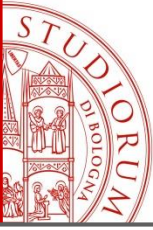
Application Procedure

Candidates need to:

- use the @studio.unibo.it credential
- log in on AlmaRM
- upload the following pdf:

- **Company Agreement Form**
- **CV (ITA o EN)**
- **Motivational letter**
- **additional language certificate(s)**
- **additional self certificate of 1° cycle degree programme (outside UNIBO)**
- **additional titles and experiences abroad**





Erasmus+ Traineeship

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, the United Kingdom, Serbia) is particularly long and does not always result in a visa being issued. Non-EU students are therefore encouraged to consider this aspect when choosing the host organization.
- In case of assistance, please get in touch with our International Desk: internationaldesk@unibo.it
- **Visa /Health Insurance** also for EU students going to the **United Kingdom**.



Erasmus+ Traineeship

How to find a company for the independent traineeship

- It is actually a job search. Candidates must:
 - ✓ define in what field they want to carry out the traineeship, what language skills they have, what professional ambitions/interests they have, in which countries they would like to go.
 - ✓ research host organizations that fit their interests. Contact the host organizations directly with a CV, a specific letter of motivation (specifying the required period) and the description in English for the host organizations of the Erasmus+ program (this document is online among the documents useful to search for a traineeship independently)

Candidates can also:

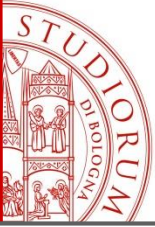
- ask their **professors** for some tips
- turn to **Mobilitas service** (see Annex 3)
- consult Annex 3 (**List of websites for sourcing traineeships**)
- check onto the **Online Internship Service** if there are host organisations with an internship agreement with the University of Bologna for curricular internships and contact directly asking for an Erasmus internship
- After the submission of the application and the conclusion of the selection procedure, **the host company cannot be changed.**



Erasmus+ Traineeship

How to find a company

- It is actually a **job search**.
- Candidates must:
 - define in what field they want to carry out the **traineeship**, what **language** skills they have, what professional **ambitions/interests** they have, in which countries they would like to go.
 - research host organizations that fit their interests. Contact the host organizations directly with a **CV**, a specific **letter of motivation** (specifying the required period) and the description in **English** for the host organizations of the Erasmus+ program (this document is online among the documents useful to search for a traineeship independently)
- Contact persons by study field/Department 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.
- 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.



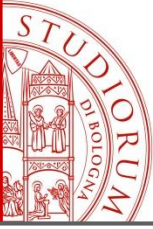
Erasmus+ Traineeship

Selection criteria

Departments Committee's assessment of (maximum 40 points):

- 1) **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 must 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 2022** and can be used for the purposes of calculating their educational career evaluation scores.



Erasmus+ Traineeship

Getting your traineeship recognised

- LM Legs recognition guidelines are published in the pdf available on this page: <https://corsi.unibo.it/magistralecu/Giurisprudenza-Bologna/programmi-di-mobilita-approvazione-modifica-e-riconoscimento-delle-attivita>

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

SECOND CYCLE DEGREE/TWO YEAR MASTER IN
LEGAL STUDIES

HOME PROGRAMME ADMISSION STUDYING OPPORTUNITIES NOTICE BOARD CONTACTS IT EN

HOME / OPPORTUNITIES /

International mobility programmes: approval, amendments, and recognition of learning activities

General information and administration procedures

INTERNATIONAL MOBILITY PROGRAMMES

Erasmus+ is the European Union's main programme to support education, training, youth, and sport, and comprises all the previous programmes activated in different fields of education (LLP, Youth in Action, Erasmus Mundus, Tempus, Alfa, Adulink and the programme of cooperation with industrialized countries).

The [Erasmus+ Study programme](#) allows students to spend time abroad studying or training (through the [Erasmus+ Traineeship](#)) between three to twelve months at a European institute that signed the Erasmus+ 2021-27 agreement.

[Overseas](#) is the mobility exchange programme that promotes mobility in extra-EU countries and allows students to study at a partner University that has signed a mobility agreement with the University of Bologna. The programme offers students the opportunity to attend courses and, in some specific cases, take part in research for dissertation purposes, attend courses of oriental languages or work as an Italian foreign language assistant.

ADMINISTRATION PROCEDURES

Information regarding the required procedures to approve, modify and get recognition of the activities completed abroad within an international mobility programme are available here:

- [How to fill in and submit the Learning Agreement](#)
- [How to amend the Learning Agreement](#)
- [Getting recognition for activities completed abroad](#)
- [Rules for recognition of learning activities completed abroad](#)

CONTACTS

INTERNATIONAL MOBILITY OFFICE -
DEPARTMENT OF LEGAL STUDIES
EMANUELE GAIBA

Email: aform.mobintgiuribo@unibo.it

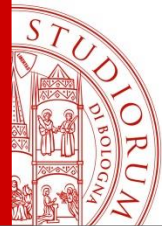
Tel: +39 0512084092
Indirizzo: Via Filippo Re 8, 40126 Bologna (BO)
Phone Hours:
Monday-Friday: 9.00-12.00

It's possible to book appointments on M5Teams.

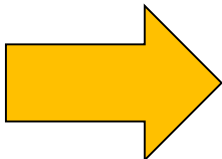
RULES FOR RECOGNITION OF LEARNING ACTIVITIES COMPLETED ABROAD WITHIN AN INTERNATIONAL MOBILITY PROGRAMME

- [Rules for the recognition of the learning activities - LEGS.](#) [.pdf 357Kb]
- [Erasmus+ Study a.y. 22-23 Presentation](#) [.pdf 2174Kb]



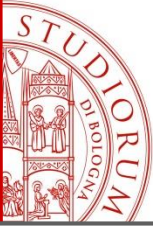


Bando Erasmus+ Tirocinio



<https://corsi.unibo.it/magistralecu/Giurisprudenza-Bologna/programmi-di-mobilita-approvazione-modifica-e-riconoscimento-delle-attivit>

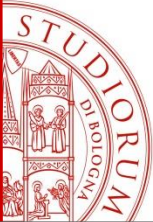
A.A.	Università/Scuola/Ente	Paese	Indirizzo Web	Contatti	Info	Attivazione Tirocinio con Bando Erasmus+
2021-22	Jesus Alamo Ascencio - Spagna	Spagna	www.dimitrainternational.com	Jesus Alamo Ascencio - dimitrainternational@gmail.com	Dimitra International, is a the name of the Law firm of the Lawyer Jesus Alamo Ascencio, that offers legal services in Spain and Europe.	x
2021-22	European Public Law Organization (EPLo) - Grecia	Grecia	www.eplo.int	Ariadne Kopidaki - akopidaki@eplo.int	The EPLo is an international organization dedicated to the creation and dissemination of knowledge in the area of Public Law lato sensu and Governance, including but not limited to, inter alia, national, comparative and European public law,	x
2021-22	DFMG Solicitors LLP - Irlanda=eire	Irlanda	www.dfmng.ie	Patricia Mc Govern pmcgovern@dfmng.ie	Providing legal advice and services. Main focus of areas practiced included Intellectual Property, Business Law, General Litigation, Employment and Property Law.	x
2021-22	Italia Canarias Consulting SL - Spagna	Spagna	https://italiacanariasconsulting.com	Rocco Di Pierri rd@italiacanariasconsulting.com	The company offer services such as financial and business consultancy, legal commercial and employment firm, qualification for the legal profession, services for business planning and development, property search service	x
2021-22	KBM MEDIA SOLUTIONS LTD - Ireland4Europe - Irlanda=eire	Irlanda	www.kbmmediasolutions.com	John Daly info@workexperienceinlondon.com	KBM Media Solutions is part of KBM Group and is a rapidly growing Digital Marketing Agency, Software Development Hub and a VET School providing SEO, Web Marketing, Graphic Designing Courses and Microsoft office training packages.	x
2021-22	Lawlinguists - Spagna	Spagna	https://www.lawlinguists.com	Angelica Tiberi recruitment@lawlinguists.com	the company specializes in legal translations	x
		Gran Bretagna e		Michele Menato: michelem@bandmlaw.co.uk	Law firm based in London. It deals with international civil	



Erasmus+ Traineeship

Getting your traineeship recognised

- Students who take part in the Erasmus+ Mobility for Traineeship Programmes must follow the recognition procedure established in the regulations and course structure diagrams for their degree programme. It is possible to **get credit (CFU) recognition** as long as an internship activity is planned in the study plan.
- In particular, activities such as the **INTERNSHIP** can be taken abroad.
 - ❑ The **INTERNSHIP** can be cover for **6 credits**, **12 credits** or **18 (6+12) credits** (covering the free choice activity of the second year).
 - ❑ The student can include the **INTERNSHIP ABROAD FOR PREPARATION OF THE FINAL EXAMINATION** if the internship is related to the master thesis preparation.
- The number of hours should match the number of credits of the activity (**1 CFU equals 25 hours of work** during the internship).
- Ex. 12 CFU = 300 hours; 40 hours/week are around 160 hours per month



Erasmus+ Traineeship

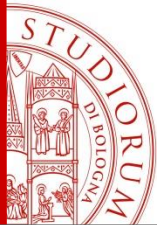
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- **healthcare in the host country**, by contacting their own healthcare board or the relevant diplomatic representatives.

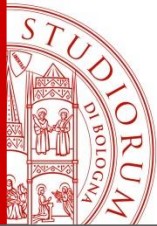
Legislation and regulations governing the immigration of **non-EU students** in different countries participating in the Erasmus+ Programme depend on the nationality of the student. Students are therefore responsible for obtaining all required information and the documents which will allow them to enter 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, Serbia) is particularly long and does not always result in a visa being issued. Non-EU students are therefore encouraged to consider this aspect when choosing the host organization.

For advise and **immigration support non-EU students** can always get in touch with our dedicated International Desk (internationaldesk@unibo.it)



CALENDAR

- ❑ **Language tests at the University Language Centre:** from **April 26 to April 29, 2022** – to be booked on AlmaRM from **April 6 10 a.m. to April 13, 2022 10 a.m.**
- ❑ Applications open online on Alma RM: **25 March 2022**
- ❑ Deadline for applying: **11 May 2022 1 p.m.(Rome time)**
- ❑ Ranking lists published on Alma RM: **17 June 2022**
- ❑ Deadline for winners to accept online via Alma RM: **24 June 2022**
- ❑ **Beginning of the traineeship: 1st September 2022 – 30 June 2023** (latest start date 30 July 2023 for two months traineeships only), except for students applying for a future career (from January 2023).
- ❑ **30 September 2023: final deadline for all traineeships.**



CONTACTS

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Lunedì-Venerdì 09:00-12:00

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