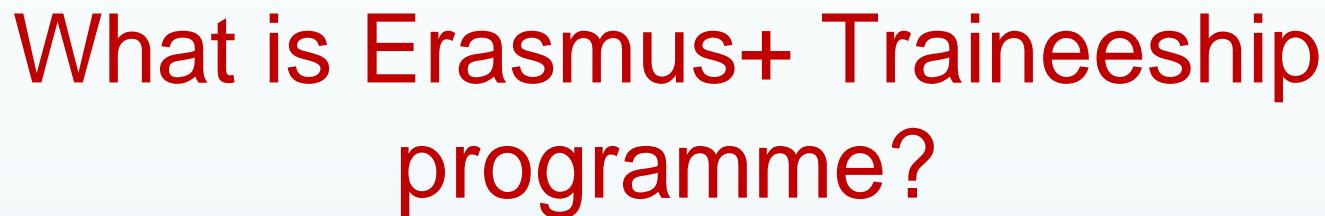


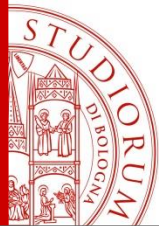
# Erasmus+ mobility for traineeship

## A.Y. 2025/2026

**Department of Legal Studies**

**LLM in Legal Studies (LEGS)**





# Why Undertake an Internship?

## Common Concerns Among Students:

- Difficulty in finding a suitable company
- Potential conflicts with class schedules
- Falling behind on exams

## Benefits:

- Recognized as a curricular internship
- Opportunity to earn academic credits
- Valuable hands-on experience for future career prospects
- Enhancing your CV with practical skills
- Applying acquired academic knowledge in a real work environment
- A smooth entering into the job market

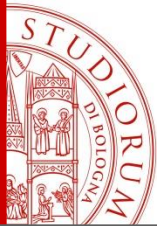
# Countries where traineeships may be conducted:

## Programme countries:

- the 26 European Union Member States;
- the additional 3 countries of the European Economic Area (EEA): Iceland, Liechtenstein and Norway;
- accession candidate countries: North Macedonia, Serbia, Turkey
- United Kingdom and Switzerland (Partner Countries)



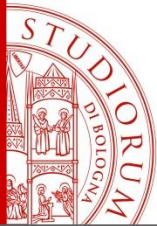
**NB. Mobilities at universities/higher education institutions in United Kingdom and Switzerland are not eligible.**



# Length of the traineeship

The traineeship **does not require a specific number of hours** to be accumulated but must have a minimum duration of **60 consecutive working days, up to a maximum of 6 months** (unlike the curricular internship).

- **Duration: from 2 to 6 months, at the student's discretion.**
  - The financial contribution covers the chosen duration
  - traineeships shorter than 2 months (60 days) are not eligible and cannot be financed
- **The traineeship may begin from the 1st of September 2025**
- **End of traineeship:** no later than July 31st, 2026, or the financial contribution will be revoked.
- The traineeship must run **without interruption or pauses**.

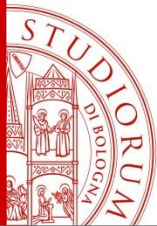


# Calculation of the actual traineeship days

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The count of actual days starts from **the date the Certificate of Arrival is uploaded** and ends on **the date the Certificate of Departure is uploaded**.

- Weekends and public holidays are also included in the day count.
- For consistency, all months are considered to have a standard duration of 30 days, regardless of their actual length.
- The financial contribution and monthly allowances will be calculated based on the total number of **physical mobility days**.

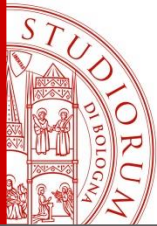


# Traineeship period

Indicate the chosen duration of the traineeship and **the expected start date.**

It will be possible **to modify the start date of the traineeship** in agreement with the host organization, while respecting the deadlines set by the call.

**The financial contribution will be calculated based on the actual duration of the exchange, that is, the actual days spent abroad.**



# Financial contribution

The amount of funding depends on the destination country of the mobility student and the number of days actually spent abroad.

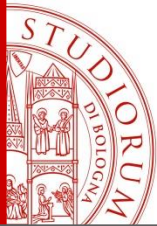
Groups	Destination country	Monthly grant
<b>Group 1 (high cost of living):</b>	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Lichtenstein, Luxemburg, Norway, Sweden, Switzerland, the Netherlands, United Kingdom.	<b>€ 500</b>
<b>Group 2 (medium cost of living) and group 3 (low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

## **OVERLAPPING FUNDING IS NOT ALLOWED**

***It is not possible to combine this grant with other funding for stays abroad provided by EU funds or UNIBO.***

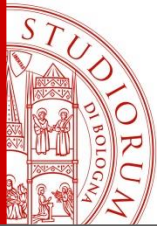
\*On request, SUITABLE candidates may be given **Erasmus zero-EU grant status**, which allows them to obtain a number of mobility benefits without receiving the EU grant





# Additional contribution for students with fewer opportunities

- A contribution of **€ 250 per month** is envisaged for candidates coming from poor **socio-economics backgrounds**. This contribution will be granted to candidates with **ISEE 2025** declaration and/or the documentation concerning the income and asset situations (for international students whose nuclear family has income and/or assets abroad) for services for the right to higher education up to € 27.726,79. **This declaration must be submitted by candidates**, according to the procedures and deadlines that will be communicated on the page <https://www.unibo.it/en/international/internshipabroad/erasmus-mobility-for-traineeship/erasmus-grant>
- **In any case, candidates are recommended to promptly apply for the ISEE certificate.**
- Candidates, who are enrolled in the 2024/25 academic year and expect to graduate by March 2026 without renewing the enrollment in the 2025/2026 academic year, are also required to submit the ISEE 2025, according to the timing and procedures that will be communicated.
- Please note that students failing to respect the deadlines will not receive this contribution.



# ATTENTION - ISEE

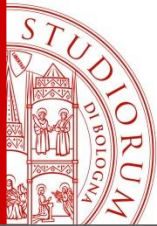
**THE ISEE DECLARATION MUST NOT BE SUBMITTED WITH THE APPLICATION**

**IT IS NOT A REQUIREMENT FOR ELIGIBILITY**

**IT DOES NOT NEED TO BE SUBMITTED BY THE APPLICATION DEADLINE**  
**(MAY 13, 2025)**

**IT SHOULD NOT BE DELIVERED TO THE ERASMUS-TRAINEESHIP OFFICE**

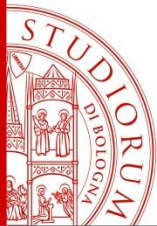
**IT MUST BE UPLOADED ONLY ACCORDING TO THE**  
**INSTRUCTIONS PROVIDED BY ER.GO**



# Financial contribution

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- **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.
- **Possible Contributions for Green Travel** (Bus or Train) – More information in the guide for selected students.
- **Grant winners will be insured for civil liability** (damage caused to third parties) and against accidents in the workplace by the University policy and/or through INAIL.

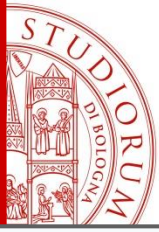


# Compatibility

The traineeship is compatible with:

- Other periods abroad funded by UNIBO
- Other mobility programs within the same academic year
- Other traineeships

**As long as the periods do not overlap**



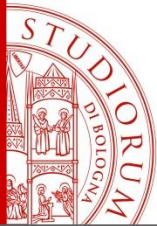
# Who may apply

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- A student enrolled in a degree program for the academic year 2024/2025, regardless of nationality,
- You can apply for the traineeship abroad if you are:


**1. Students**

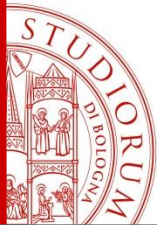
**2. Recent graduates**



# How to apply- STUDENTS

- must be **enrolled in academic year 2024/25** for a second-cycle degree programme run by Unibo and **renew their enrolment** at Unibo for the 2025/2026 academic year
- who expect to **graduate within March 31, 2026** can carry out the traineeship also as a student, even if they **do not renew their enrolment** for the A.Y.2025/26. Students who are in this situation **must not** submit a new study plan for 2025/2026

 **The traineeship must be completed before the graduation date and at least 20 days before the final graduation requirements deadline!**

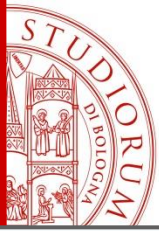


# How to apply- RESENT GRADUATES

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- must be enrolled at Unibo in academic year 2024/25 for the last year of their study cycle and not yet have graduated by the closing date of the call (13 May 2025).

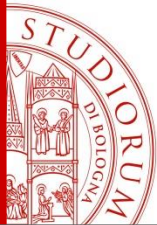
**The traineeship abroad as a new graduate must be carried out and completed within one year of obtaining the graduation and within July 31st, 2026**



# Traineeship Abroad and Graduation Date

- **Traineeship as a Student:** You can only graduate after completing your traineeship abroad.
- **Traineeship as a Recent Graduate:**
  1. You must apply before your graduation date.
  2. You cannot graduate during the traineeship period.
  3. You must start the traineeship after you have graduated.
  4. You must complete the traineeship within one year of graduation and no later than July 31, 2026.



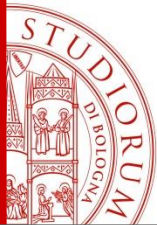


# Duration of mobility in the study cycle

- Erasmus+ mobility experiences and grants can be repeated up to a **maximum of 12 months (360 days) per degree.**

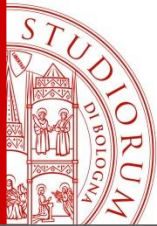
**The 12 months include all periods of mobility, both study activities and traineeships, both as a student and as a Resent graduate.**

- 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.



# Eligibility

- There is no citizenship requirement, as long as the candidates are enrolled at UNIBO.
- You can participate **only if, at the start of the mobility, you meet the minimum eligibility requirement**, which is 2 months (60 days) of remaining EU funding.
- Students who have a remaining period of more than 60 days but less than 90 days will only be able to choose a **2-month (60 days) duration**.

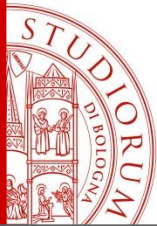


# Language Requirements

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**

- If you wish to carry out the **internship in English and you are a LEGS student**, you can use the following as proof of your language proficiency
  - ✓ 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.

**If you want to carry out the internship in a language other than your native language, and other than English**: please refer to the Call for Applications for detailed instructions on how to prove your language proficiency.



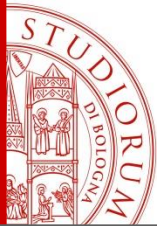
# Language Test

**If you wish to carry out the internship in a language other than your native language or English, and you do not have any proof of your language proficiency as per the Call for Applications:**

## **REGISTER FOR A CLA TEST**

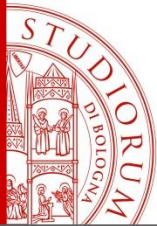
- Registration is open from **12:00 on March 31, 2025, to 12:00 on April 04, 2025.**
- Tests will take place from **April 07 to April 11, 2025.**
- You can find more information at <https://centri.unibo.it/cla/it/test-linguistici/test-per-programmi-erasmus-tirocini>
- To participate in the tests, registration is required via AlmaRM (<https://almarm.unibo.it>).
- You can take the test for a maximum of two languages, and for each language, you can only take the test once.

**A minimum score of B1 is required.**



# When choosing the host country, keep in mind:

1. Any rules concerning **entry into the host country**, promptly contacting the relevant diplomatic representatives in Italy
2. **Healthcare** in the host country, by contacting their own healthcare board or the relevant diplomatic representatives
3. **Immigration requirements for non-EU students** in the participating Erasmus+ countries **depend on the student's nationality**. It is the student's responsibility to gather the necessary information and acquire the required documents for entry and stay in the destination country by consulting the relevant diplomatic representations.
4. In particular, it should be noted that the procedure for **obtaining a visa for countries that do not belong to the SCHENGEN area** (Cyprus, Ireland, 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.
5. In case of assistance, please get in touch with our International Desk: [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

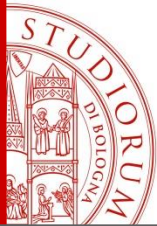


# Potential Host Organisations

*“Any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation”.*

For example, such organisation can be:

- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level;
- embassies or consular offices;
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- a school (where students act as assistants abroad)/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO;
- a body providing career guidance, professional counselling and information services;
- a university/Higher Education Institution (only in Programme Countries, not Switzerland and UK).



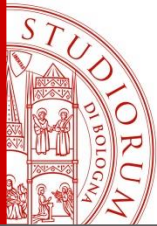
# Eligible Host Organisations

*“Any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation”.*

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.

**The traineeship must be relevant and consistent with his/her studies**

**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.

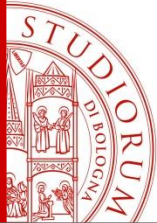


# NOT eligible as traineeship hosts:

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- 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](http://europa.eu/about-eu/institutions-bodies/index_en.htm) );
- Organisations operating EU programmes (to avoid conflicts of interest and/or double funding);
- Universities/Higher Education Institutions in partner countries (Switzerland, United Kingdom).



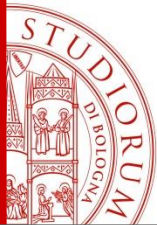


# Finding a company

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**It is actually a job search. Candidates must:**

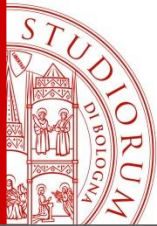
- **define in what field** they want to carry out the traineeship, what **language skills** they have, what **professional ambitions/interests** they have, in which **countries** they would like to go.
- research host organizations that fit their interests. Contact the host organizations directly with a **CV, motivation letter** (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)



# To search for the organization, you can also...

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- Use the **Mobilitas** service
- Consult the “**List of websites for sourcing traineeships**” document (Annex 3) which contains useful information on how to find a host organization
- Check the **Online Internship Service** if there are host organizations with an internship agreement with the University of Bologna for curricular internships and contact directly asking for an Erasmus internship
- Ask your **professors** for suggestions/contacts abroad
- Ask **students** who have already been abroad or contact the mobility office
- Conduct thorough research online and reach out directly to organizations you’re interested in, introducing yourself with a CV and motivation.



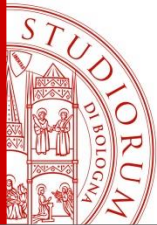
# Traineeships in digital skills:

- digital marketing (e.g. social media management, web analytics);
- digitalgraphical, mechanical or architectural design;
- development of apps, software, scripts, or websites;
- installation, maintenance and management of IT systems and networks; cybersecurity;
- data analytics, mining and visualisation;
- programming and training of robots and artificial intelligence applications.

***Generic customer support, order fulfilment, data entry or office tasks are not considered in this category***

Interested students can consult the offers on the  
<https://erasmusintern.org/digitalopportunities>

platform to look for traineeships aimed at developing digital skills.

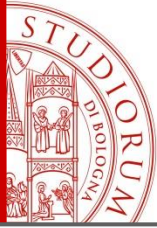


# Company Agreement Form

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- This document outlines the **internship offer** and is essential for your application.
- It defines the **host organization, duration**, and, most importantly, the **internship responsibilities**.

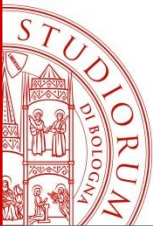
**Complete the sections you can, then ensure the host organization fills out, signs, and stamps it!**



# How to Introduce Yourself to the Host Organization:

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- **Communicate Professionally** – Pay attention to how you present yourself and the clarity of your communication.
- **Clearly State Your Motivation** – Briefly explain why you are interested in the internship and how it will help you apply the knowledge gained during your studies....
- **Ensure Relevance to Your Studies** – The internship should align with your academic background.
- **Prioritize Quality** – The experience should be meaningful, structured, and contribute to your professional growth.

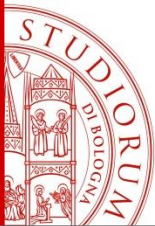


# How to Write a Cover Letter to the Host Organization

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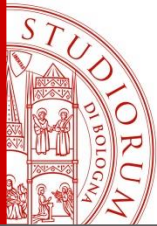
When reaching out to the organization via email, follow these guidelines:

- **Keep it concise and to the point** – Your message should be short and essential.
- **Address it to a specific person** – Include their full name and title.
- **Use the correct language** – Write in the language of the destination country, ensuring accuracy.
- **Maintain a professional tone** – Use formal, professional, and precise language, avoiding casual expressions or informal tone.



# What to Include in Your Email:

- **Introduce yourself** – Provide your full name and state whether you are a UNIBO student or a new graduate.
- **Specify the internship details** – You are applying for a traineeship of at least **60 days and up to 6 months**, funded by a scholarship. It must start on or **after September 1, 2025, and be completed by July 31, 2026**.
- **Clarify financial and legal aspects** –
  - The internship is fully funded by the European Union
  - The company has no financial obligations towards you (this is crucial to mention!)
  - UNIBO provides full insurance coverage (also important!).
- **Express availability for an interview** – Mention your willingness to have a phone or video interview (Skype, Zoom, Teams, Meet, Cisco, etc.).
- **Provide your contact details** – Ensure the recipient can easily reach you.



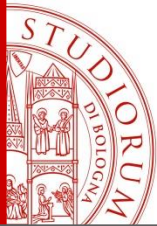
# Attachments to Include with Your Cover Letter:

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When sending your application email, make sure to attach the following documents:

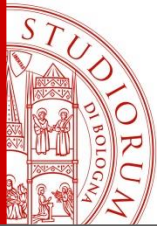
- **Curriculum Vitae (European format)** – Written in the language of the destination country. You can find the template on the official call for applications website.
- **Erasmus+ Traineeship Description** – A document in English explaining what the Erasmus+ Mobility for Traineeship program is. This can also be found on the official call for applications website.





# Next Steps...

- *If you do not receive a response:*
  - After a few days, follow up with the organization by phone.
- *If you receive a response:*
  1. Send the Company Agreement Form (downloadable from the official call for applications website).
  2. Agree on the **internship dates and define the internship project**, including the tasks and responsibilities you will undertake.




# Next Steps...

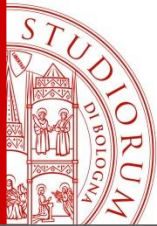
The host organization must return the **Company Agreement Form completed, signed, and stamped.**

 Preferably before the deadline: May 13, 2025, at 1:00 PM

(This allows time for any necessary corrections or modifications!)

 The Company Agreement Form must be uploaded online to ALMA RM along with your application!

Applications will NOT be accepted if the The Company Agreement is missing, incomplete, unsigned, or without the organization's stamp!

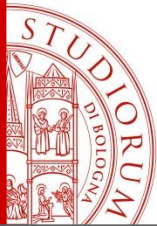


# Company Agreement Form

## IT IS ESSENTIAL

- that the form is **returned signed and stamped**. (If a stamp is not available, an official letterhead is acceptable.)
- that the following sections must be fully completed:
  1. **Detailed programme of the training period**
  2. **Knowledge, skills, and competences to be acquired**
  3. **Monitoring and Evaluation plan**

**Applications will NOT be accepted if the The Company Agreement is missing, incomplete or unsigned!**

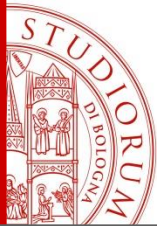


# Company Agreement Form

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**The absence or incorrect completion of the following fields will NOT impact your application:**

- ERASMUS Code → Only required if the internship takes place at a university
- VAT Number → Optional field
- NACE Code → Try to identify it using the link provided in the Company Agreement Form



# APPLICATION PROCEDURE

Each candidate may submit **ONLY ONE application**

Applications will only be accepted online via Alma RM

<https://almarm.unibo.it>

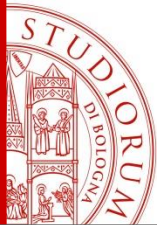
**APPLICATIONS OPEN ON 25 March 2025**

**The deadline is 13 May 2025 at 1 p.m. (Rome time)**

**Find the Host Organization** on Your Own and Agree on the Content of the Internship Training Plan

**- upload the following to AlmaRM:**

1. A pdf file containing information on the traineeship, compiled, signed and stamped by the company, using the **Company Agreement Form** (see annex 4);
2. A pdf file containing his/her **curriculum vitae**, written in Italian or English;
3. A pdf file containing his/her **reasons** for wanting to do this traineeship;
4. A pdf file containing any language certificates (**If you wish to carry out the internship in a language other than your native language or English**) ;
5. 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).



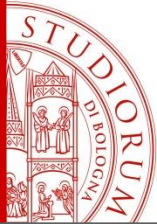
# Final submission of the application in ALMA RM

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**Save your application as a draft and review it carefully!**

**Contact the offices if you have any doubts regarding  
the completion.**

**ONCE DEFINITELY PRESENTED, APPLICATIONS  
CANNOT BE MODIFIED OR WITHDRAWN!**



# Acceptance of Application

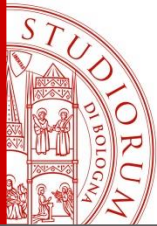
- When submitting the application, the system checks prior mobility experience and can be saved only if the candidate is eligible for the minimum mobility duration (60 days).
- Candidates who have more than 60 days but less than 90 days available must choose the two-month duration. These requirements must be maintained until the beginning of the mobility.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**ONCE DEFINITELY PRESENTED, APPLICATIONS CANNOT BE MODIFIED OR WITHDRAWN**

- Once an application has been submitted, an email will be sent to the student's university email address (name.surname@studio.unibo.it) to confirm that the application was uploaded correctly.
- If there are any problems activating and/or using the university email address, candidates should consult the following page

<https://www.unibo.it/en/university/organisation-andcampuses/university-services/online-services/my-email/my-email>



# Selection Procedures

## 1) The Department's committee assessment of (maximum 40 points)

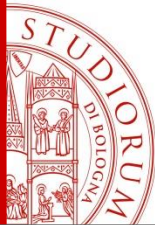
- traineeship project content (contained in the company agreement form) and its relevance to the candidate's study curriculum
- reasons for doing the traineeship
- language proficiency
- any other factors mentioned by the student in his/her application

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

- all completed learning activities and exams must be recorded by 29 May 2025 (included).

**Make sure to check SOL in advance to ensure that your academic records are correctly updated!**





# GRANT WINNERS



RANKINGS PUBLICATION: **June 23, 2025**



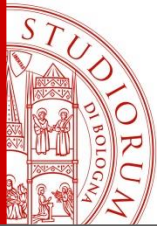
ACCEPT ONLINE **FROM JUNE 23 TO JUNE 30, 2025,**  
via ALMA RM



Download the required documents for contract  
signing

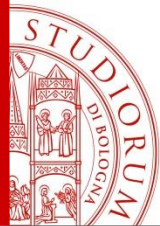


**Winners who fail to accept online by 30 June 2025  
will be considered withdrawn, without  
further notice.**



# Grant Winners

- On request, **SUITABLE candidates** may be given **Erasmus zero-EU grant** status, which allows them to obtain a number of mobility benefits without receiving the EU grant
- If any grant winners withdraw, if formalised by 1st of April 2026, the Mobility Traineeship Office will allocate the contribution to the students who are next in line in the ranking list, who will be automatically notified via email that they can accept the mobility grant.

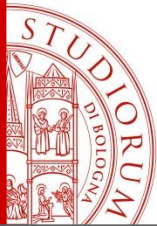


# Getting your traineeship recognised

The Erasmus+ Traineeship programme provides for the automatic recognition in the academic career for a certain number of credits that can be equivalent to:

- **1. “INTERNSHIP” which can cover for 6 credits, 12 credits or 18 (6+12) credits (covering the free choice activity of the second year).**
- **2. “INTERNSHIP ABROAD FOR PREPARATION OF FINAL EXAMINATION” if the traineeship activity corresponds with the object of the final dissertation.**
- **3. “Extra credits” if all the free choice credits have already been completed.**

For graduate students only: there will be no recognition of curricular credits. Please mind that 1 CFU equals to 24 hours of work, so when preparing your Learning Agreement for Traineeship (LAT) please consider that 6 CFU equals to 150 hours while for 12 CFU at least 300 hours are necessary.



# Calendar

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**Applications open online on ALMA RM: 25 March 2025**

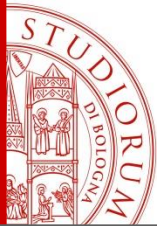
**Candidate deadline for applying online via Alma RM : 13 May 2025 no later than 1 p.m. (Rome time)**

**Ranking lists published on Alma RM : 23 June 2025**

**Deadline for winners to accept online via Alma RM : 30 June 2025**

**Departures : 1 September 2025**

**End of mobility period: July 31, 2026**



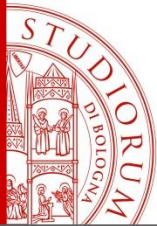
# IMPORTANT

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Read the call carefully!!

Obtain the completed, signed, and stamped  
Company Agreement Form!!

**A meeting will be organized in June  
for the grant winners.**



# CONTACTS

- **AREA FORMAZIONE E DOTTORATO**

Settore accordi e mobilità Erasmus+ “UE” – Ufficio mobilità per tirocinio e mobilità docenti e personale TA

Via Filippo Re 4, 40126 Bologna

[erasmus.placement@unibo.it](mailto:erasmus.placement@unibo.it)

Telephone Help Desk: Tel: +39 051 20 99348 - 98042 – 99089

(From Monday to Friday: 9:00 am – 13:00 pm)

Virtual Help Desk: <https://unibo.zoom.us/j/87304387828>

(Monday and Wednesday: 10:00 am – 11:30 am

Friday: 10:00 am – 11:00 am)

- **INTERNATIONAL MOBILITY OFFICE**

Department of Legal Studies

[mobility.law@unibo.it](mailto:mobility.law@unibo.it)