



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Erasmus traineeship call a.y. 2025/26

Erasmus+ Traineeship call a.y. 2025/26

Monthly grants for the a.y. 2025/26: 2320

The monthly grants have been distributed to the 31 Departments and Phd programmes.

The Department aggregations are in the Medical and Engineering area.

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.



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Countries where traineeships may be performed

- **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;
- **third countries associated to the Programme**: Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey;
- **some third countries not associated to the Programme**: the United Kingdom and Switzerland.

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



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Length of the traineeship

The student can choose an internship **from 2 to 6 months**.
The financial contribution covers the chosen duration.
Traineeships shorter than 2 months (60 days) are not eligible.

The traineeship can start from the **1st September 2025** (with the exception of students applying for “a **future career**” who can start their mobility **from January 2026**) and must end by the **31st of July 2026** at the latest, on penalty of the contribution being withdrawn.

The traineeship must run without interruption or pauses.



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Financial contribution (1/3)

1. Mobility grant

Funding is divided into destination country groups:

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

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



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Financial contribution (2/3)

2. Additional contribution for students with fewer opportunities.

2.1 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 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** (not within the call deadline) **that will be communicated** on the page:

<https://www.unibo.it/en/study/international-experiences/internship-abroad/erasmus-mobility-for-traineeship/erasmus-grant>

In any case, candidates are recommended to promptly apply for the ISEE certificate.

The candidates who can participate at the call 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.

Warning: the ISEE declaration **must not be** submitted with the application



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Financial contribution (3/3)

2.2 Special funding for students with special needs that may be allocated by the European Union. Further information will be provided directly to selected candidates.

3. Green Travel

A specific grant is foreseen for the so called “**green travel**”, that is for the travel towards host university with sustainable means of transportation. Interested students will be required to keep travel documents as they should be submitted later, via Alma RM, at the end of the mobility period. More information in the guide for selected students.



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Who can apply (1/3)

The traineeship may be carried out as a **student** or as a **recent graduate**, with the following specific requirements:

Students participating in a traineeship:

must be enrolled in academic year **2024/25** for a first-cycle, single-cycle, or second-cycle degree programme run by Unibo and renew their enrolment at Unibo for the **2025/2026** academic year by the deadline established by the University (please refer to <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/enrolment-fees-and-other-procedures>).

In case of simultaneous enrolment in two degree programmes at UNIBO, students will have to opt for one out of the two degree programmes.

During the application procedure, students will be asked to select one of their students' careers. The mobility and its recognition will be connected to the chosen career and its relative degree programme.

Students enrolled in the 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 2024/2025 academic year may depart during the first year of their graduate degree programme (second cycle). These students, who apply **with reserve** (with “**future career**”), must be enrolled at Unibo for a graduate degree programme in the **2025/26** academic year. **Mobility is only allowed as of January 2026.**



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Who can apply (2/3)

New graduates participating in a traineeship:

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 the **31st of July 2026**.

Specialisation school students, residents and PhD students:

must be **properly enrolled** in medical or non-medical specialisation schools or a PhD programme run by Unibo; those enrolled in certain specialisation schools are eligible if they were enrolled in years prior to that of the call for applications, due to the scheduling of the respective ministerial calls for applications. For suspensions or extensions of training as prescribed by applicable regulations, students are allowed to apply provided they are enrolled before the regular enrolment date for one's specialisation programme/PhD.

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 closing date of the call (**13 May 2025**).

IMPORTANT: Since specialist or resident training contracts terminate on the date the legal study programme expires, a mobility period, if undertaken after one's specialist qualification has been awarded, does not entail the extension of specialist training or contract thereof, and entitles one solely to the monthly contribution established by the Erasmus+ traineeship programme.



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Who can apply (3/3)

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.



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Eligibility conflicts

Erasmus+ mobility experiences and grants can be **repeated** up to a **maximum of 12 months** (360 days) per degree. For single-cycle degree programmes (e.g., Medicine), the maximum number of months allowed is **24**, but the mobility duration must not exceed 12 months for each call for application within which the student has been selected for. Both study activities and traineeships are included in the 12/24 months;

Prior mobility experiences under Erasmus+ Programme (likewise, mobility for traineeships undertaken by a new-graduate) counts towards the mobility period maximum of 12 months for each cycle.

When submitting the application, the system checks prior experience of mobility and the application can be saved only if the candidate's remaining months are equal or greater than 60 days. The duration of the mobility chosen must be consistent with the remaining months. These requirements must be maintained until the beginning of the mobility.

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 (including scholarships for Joint Master's Degrees (pursuant to Erasmus Mundus Action 1 or any other EU funds) or grants allocated from the UNIBO funds available for mobility periods abroad.



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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 (European Member States and Third countries associated to the Programme only) and research centers, embassies and consular offices, nonprofits, associations, NGOs, and other organizations.

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);
- Mobilities at universities/higher education institutions in UK and Switzerland.

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.



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Traineeship in digital skills

It is considered as a “**traineeship in digital skills**” any traineeship where trainees receive training and practice in at least one or more of the following activities:

- digital marketing (e.g. social media management, web analytics);
- digital graphical, 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 <http://erasmusintern.org/> platform to look for traineeships aimed at developing digital skills.

However, the student can independently identify the host organisation provided that the planned activities coincide with those mentioned above.



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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/study/international-experiences/internship-abroad/erasmus-mobility-for-traineeship/erasmus-mobility-for-traineeships-what-is-it-and-how-to-apply/language-requirements-for-erasmus-mobility-for-traineeship>



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Application procedure (1/2)

Each candidate may submit **ONLY ONE** application.

Candidates find the host organisation **independently** and formulate the traineeship programme with the host organisation, through the compilation and the signature of the **Company Agreement Form (Annex 4)**.

Candidates must upload the Company Agreement form in pdf format on Alma RM within the deadline **(13 May 2024 1 pm)**.

The form must be filled in, signed and stamped by the company.

Applications without Company Agreement Form will not be considered.

N.B. Annex 6_Personal data processing_for host organisation

to be sent to the host organisation with the Company Agreement Form.

It does not need to be returned signed.



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Application procedure (2/2):

Academic Requirements

Traineeship programmes the candidate agrees with the host organization must be consistent with his/her studies. In particular:

- Students who are enrolled in the third year of a bachelor's programme in **2024/25** and expect to enroll as “fuori corso” in **2025/26**, or to graduate and carry out the traineeship as new graduate, must submit traineeship projects consistent with the curriculum/course structure of their current study programme.
- Students who are enrolled in the third year of a first-cycle (bachelor's) programme in **2024/25** and expect to enroll in a second-cycle (master's) programme in **2025/26** can submit an application **with reserve**, on the base of a “**future career**”. These students must submit a traineeship project consistent with the learning activities of the future degree programme they wish to enroll in. Students will be allowed to carry out the mobility provided that they enroll in the chosen degree programme or at least at a degree programme belonging to the same Department/Aggregation of Departments endowed with grants.

In any case, students who apply with a “**future career**” status can begin their mobility period starting in **January 2026**.



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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:

- consult **Annex 3_** List of websites for sourcing traineeships
- turn to **Mobilitas service** (cfr. Annex 3)
- consult the Una Europa project “Master International Research (**MIRI**) internship programme” for thesis in the field of sustainability (cfr. Annex 3);
- check onto the **Online Internship Service** if there are host organisations with an internship agreement with the University of Bologna for curricular internship and contact directly asking for an Erasmus internship;
- contact people by study field/campus/Departments (the contacts are online)
- ask their professors for some tips;



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Selection criteria:

Department/Aggregation of Departments Committee's assessment of (maximum 40 points) based on:

- **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

Educational career assessment (maximum 60 point) 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 2025 (h. 11:59 p.m.)** and can be used for the purposes of calculating their educational career evaluation scores.



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Getting your traineeship recognised

Political Science bachelor students can recognize the Erasmus traineeship as an elective Unibo course only.

Political Science master students can recognize the Erasmus traineeship as an elective Unibo course or as Unibo thesis preparation.

Students doing the Erasmus traineeship after graduation could not recognize any Unibo activity.



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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.

To carry out mobility in the **UK** the student must obtain a **visa**. The visa may take long time. Please note that there are **high costs for visa and health care** that cannot be covered by the University of Bologna. Please refer to <https://www.gov.uk/check-uk-visa> for all information. Upon acceptance by the host organization, **the student must check directly with the organisation the issues related to entry for traineeship in the United Kingdom.**

Please note that possible costs for visa and health care cannot be covered by the University of Bologna. The University of Bologna will not respond if the visa is not issued.



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Insurance Coverage

Students: Unibo offers an insurance coverage for accidents and civil liability in the workplace.

New graduates: the insurance coverage provided by the University covers civil liability only, while accident coverage in the workplace is given by INAIL. These students are strongly recommended, for greater protection, to activate private insurance coverage.

Health Insurance:

Basic health cover is provided with your National Health Insurance even during your time in another European Union country by using your **European Health Insurance Card**, which, however, is used differently according to the country you are travelling to.

Costs are incurred directly abroad with the possibility to request a refund to the AUSL upon return. However, since there may be important differences between the expenses incurred abroad and the Italian rates underlying the refund, it is strongly recommended to check with your AUSL and possibly take out a private supplementary health insurance, valid for the country and for the duration of the internship.



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Calendar

Language test at the University Language Centre (CLA)

from the 07/04/2025 to the 11/04/2025

To be booked on alma RM from 31/03 (h. 12) to 04/04/2025 h. 12

Applications open online on AlmaRM: 25 March 2025

Deadline for applying: 13 May 2025 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

Beginning of the traineeship: from the 1st September 2025

For students applying for a future career: from 1st January 2026

Final conclusion for all traineeships: 31 July 2026





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Thank you for your attention

Ufficio Mobilità per tirocinio e mobilità docenti e personale TA

**AFORM - Area Formazione e Dottorato - Settore Accordi e
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