ERASMUS+ MOBILITY FOR TRAINEESHIP PROGRAMME

Call for applications for 300 grants

ACADEMIC YEAR 2017/18

DEADLINE: 29 May 2017 –12 pm CET

Issued by Managerial Decree Rep. No. 1097/2017 Prot. No. 37813 dated 30/03/2017

LANGUAGE
The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.
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GENERAL INFORMATION

AIM
Erasmus+ Mobility for Traineeships, a part of the Erasmus+ 2014-2020 programme, is a way to help promote student traineeship mobility. The programme awards financial contributions to cover part of the outlay borne by students abroad while participating in a traineeship.

COUNTRIES WHERE TRAINEESHIPS MAY BE CONDUCTED
Erasmus+ Mobility for Traineeships gives students a chance to conduct a traineeship at a business, training centre, university, research centre or other organisation in countries which participate in the programme: the 27 European Union member states, the additional 3 countries of the European Economic Area (Iceland, Liechtenstein and Norway), and the Republic of Macedonia. Mobility in Switzerland or Turkey is not eligible.

LENGTH OF TRAINEESHIP AND FINANCIAL CONTRIBUTIONS
The traineeship may last two or three months, according to the student’s choice. The financial contribution covers the chosen duration, though those shorter than 2 months (60 days) are not eligible. The mobility period can be extended, upon the student’s request, but without any guarantee of a financial contribution.

The traineeship may begin on any date between 1 September 2017 and 30 June 2018 (with the exception of students referred to in point 1 “Who may apply”), and must end by 30 September 2018 at the latest, on penalty of the contribution being withdrawn. The traineeship must run without interruption or pauses.

European Union funding for Erasmus+ Mobility for Traineeships differs according to the destination country, as in the following table:

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

The contribution will be paid in two instalments: the first (equal to 80% of the total) at the beginning of the traineeship, the remaining 20% to be calculated and paid when the student has returned and handed in the complete end-of-traineeship documentation.

Taxable status of the Erasmus+ grant

According to art.1, paragraph 50 of Italian law no. 208 of 28 December 2015, scholarships for international mobility are subject to the exemptions provided for in art. 1, paragraph 3 of Italian decree law no. 105 of 9 May 2003, converted with amendments by law no. 170 of 11 July 2003.
**Additional funding**
ER.GO grant-holders (Regional Authority for the Right to Higher Education of Emilia-Romagna) should contact ER.GO directly concerning any additional contributions, via the website www.er-go.it. Call centre: tel. +39 051 6436900, e-mail: info@er-go.it.

Special funding for students with disabilities who are awarded the grant may be allocated by the European Union. Disabled students, if grant winners, must notify the offices of their status upon acceptance.

**Insurance coverage for civil liability and accidents in the workplace**
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.

**WHO MAY APPLY**
1) Both students and new graduates participate in a traineeship.
To be eligible, students must meet the below requirements:

- **Students** participating in a traineeship: must be enrolled in academic year 2016/17 for a first-cycle, single-cycle, or second-cycle degree programme and renew their enrolment for the 2017/2018 academic year by the deadline established by the University (please refer to http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea). Students who plan to graduate by 31 March 2018 are invited to check with their school if they need to renew their enrolment for the academic year 2017/2018;
- 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 2016/2017 academic year may depart during the first year of their graduate degree programme (second cycle). **These students**, who apply **with reserve**, must be enrolled for a graduate degree programme in the 2017/18 academic year and **are allowed to carry out the mobility as of January, 2018**

- **New graduates** participating in a traineeship: must be enrolled in academic year 2016/17 for the last year of their study cycle and not yet have graduated by the date when the ranking lists are published (20 June 2017);

- **Specialisation school students, residents and PhD students**: must be properly enrolled in medical or non-medical specialisation schools or a PhD programme; 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 date when the ranking lists are published (20 June 2017).

**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.

Further rules for specialisation school students, residents, PhD students and physicians on specialist training
Before applying to the present call, all specialisation school students, residents and PhD students must discuss their training schedule abroad with the Specialisation School Director or the PhD programme Supervisor and obtain, if winners, authorisation for the traineeship from the School Board/PhD Board (upon the Supervisor's approval). Non-medical specialisation school students must also check whether the teaching regulation of their specialisation school allows them to carrying out educational activities abroad.

Physicians in specialist training must check with the host organisation to make sure there is proper insurance coverage during their traineeship abroad. If the host organisation does not provide such coverage, they must take out a policy of their own. Please note, lastly, that physicians in specialist training shall not receive any economic contribution from the host organisation during their traineeship. They must also make sure the traineeship falls within a single academic year.

**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.

**2) Candidate 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.

**3) Candidates must possess an adequate knowledge of the foreign language** which the host organisation identifies as the language to be used during the traineeship (see the language requirements section).

**4) Applications cannot be accepted from students enrolled to degree programmes under the previous degree system, prior to Italian ministerial decree 509/1999**

**ELIGIBILITY CONFLICTS**

There may be conflicts relating to both the grant and the "status" of Erasmus students, thereby making them ineligible.

Students who submit an application:

- may repeat the mobility experience and receive related grants in the course of the 3 study cycles up to a maximum of 12 months (360 days) per cycle (24months/720 days for single-cycle programmes).
- Both study activities and traineeships count towards the 12 out of 24 months.
- Prior mobility experience 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.
• Students who have been awarded other foreign stay funding 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.

• International students who have been allocated an Erasmus Mundus Action 2 scholarship and who are enrolled in courses as part of a second cycle degree/two-year master or a PhD degree programme cannot simultaneously receive the Erasmus+ grant. These students are requested to contact their EMA2 coordinator for further clarification.

• The Erasmus+ Mobility for Traineeships grant can be combined with the PhD scholarship supplement for periods abroad up to the completion of the length of stay funded as part of the standard amount of the scholarship approved annually by the Board of Governors (currently the first six months). It cannot be combined, however, with the PhD scholarship supplement for periods longer than the term deliberated annually by the Board of Governors and any other scholarships provided by University funding. In the latter case, PhD students who are awarded Erasmus+ Mobility for Traineeship grants must choose which contribution to use. Please contact the PhD Programme Office for further information.

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

• 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 and for the same purpose (traineeship), provided that these periods are consecutive. The provision of any restrictive aspects must be verified in the call for applications from individual University structures.

**LANGUAGE REQUIREMENTS**

Evidence of a suitable language level must be given in order to apply; the language level will be assessed during selection and compilation of the ranking list.

Knowledge of the foreign language must be proved in one of the following ways, all of which are deemed to be equivalent:

• having passed a curricular language proficiency test at the Language Centre at the University of Bologna or another university, 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 conducted in English (see annex 3); such students may only use this as a language requisite if applying to firms which stipulate 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 01 January 2015;
• having passed one of the TESTs for participation in international mobility programmes at the University Language Centre held before May 2017 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. Please note that University Language Centre tests will be offered in a single session (with several test dates to choose from for each language) valid for applications to the 2016/17 Erasmus+ Mobility for Traineeship and the 2017/18 Erasmus+ Mobility for Studies second call.

The test results for 2017/18 Erasmus+ Mobility for Traineeship will also be considered valid for possible participation in the 2017/2018 Erasmus+ Mobility for Studies second call. They cannot be sat again.

• having passed one of the TESTs at the University Language Centre for participants in international mobility programmes. (only if taken on or after 01 January 2015) 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 2015;

• having obtained an official certificate integrated with the Portuguese language certificate (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 2015, regardless of the official length of validity set by the certifying agency;

• having the ESABAC diploma (only valid for students who are applying to traineeships at companies that use French as the internship language);

• having a diploma from the Galvani Institute of Bologna in the German and English international division (only valid for students who are applying to companies that use German or English as the internship language)

• having a certificate of adequate language abilities issued by the host organisation in the Company Agreement Form.

Certificates confirming knowledge of the foreign language must be actually possessed by the call for application deadline and must be stated in the on-line application. A copy of the certificate(s) must be uploaded to AlmaRM as part of the on-line application (see the Application Procedure section).

Students who have taken a suitability test or exam at the University of Bologna, those enrolled in degree programmes entirely conducted in English, and those who have sat or will sit TESTs at the University of Bologna Language Centre do not need to upload their certificates.

In regards to international mobility TESTs, those who take language placement tests may get them automatically recognised as evidence of curricular proficiency only if they apply for Erasmus+ Mobility for Traineeships for the A.Y. 2017/18 and if they reach or exceed the proficiency pass mark established in their study plan. Recognition may be granted even when one’s study plan establishes curricular proficiency in a year following the 2017/18 academic year.

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, 2017) 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, non-profits, associations, NGOs, and other organisations.

The organisations eligible for hosting a traineeship extend to schools where students act as Italian language 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.

If a student applies for a traineeship at a foreign university, s/he is expected to check the registration procedure with the international relations office of the host university.

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), as well as organisations operating EU programmes (so as to avoid conflicts of interest and/or double funding),
- National diplomatic corps (embassies etc.) of the country where the student is enrolled, and those of the student’s homeland/nationality present in the host country (e.g. a French student cannot do a traineeship at a French embassy in Germany, etc.).

FINDING A COMPANY

Candidates must find the host organisation independently and formulate the traineeship programme with said organisation. The host organisation must indicate its acceptance of the trainee by filling in and signing the Company Agreement Form (annex 5) within the call deadline (29 May). Candidates will have to upload this document in pdf format within the same deadline. Applications without a Company Agreement Form will not be accepted.

Schools may provide support in looking for companies if they have a list of companies available. It is therefore a good idea to visit the offices listed in annex 1 and find out. Students may also consult the “List of websites for sourcing traineeships” document (annex 4) which contains useful information on how to find a host organisation.

After the submission of the application and the conclusion of the selection procedure, the host company cannot be changed or substituted.

DIVISION OF GRANTS AMONG SCHOOLS

There are 300 Erasmus+ Mobility for Traineeship grants for 2017/18. Considering that 2017/18 EU funds are not known yet, the aforementioned grants have been defined according to 2016/17 funds. The University of Bologna reserves the right...
to award additional grants using the 2017/18 funding which may exceed that of 2016/17.

The 300 grants have been distributed to the 11 schools and PhDs research programmes proportionate to:

- the number of on-schedule enrolments (data referring to academic year 2016/17);
- the popularity of traineeships abroad, based on Erasmus+ data from A.Y. 2016/17.
- the likelihood of mobility being carried out abroad, based on Erasmus+ data from A.Y. 2016/17

Some schools may further divide up their grants internally between the Vice Dean’s offices which comprise the school (see box below).

Grants destined for medical and non-medical specialisation schools are attributed to the schools to which they belong.

<table>
<thead>
<tr>
<th>School</th>
<th>Grants allotted to the school for independent traineeships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Veterinary Medicine - Vice Dean of Agriculture</td>
<td>12</td>
</tr>
<tr>
<td>Agriculture and Veterinary Medicine - Vice Dean of Veterinary Medicine</td>
<td>5</td>
</tr>
<tr>
<td>Economics, Management and Statistics, Bologna campus</td>
<td>17</td>
</tr>
<tr>
<td>Economics, Management and Statistics, Rimini campus</td>
<td>6</td>
</tr>
<tr>
<td>Economics, Management and Statistics, Forlì campus</td>
<td>5</td>
</tr>
<tr>
<td>Pharmacy, Biotechnology and Sport Science</td>
<td>15</td>
</tr>
<tr>
<td>Law</td>
<td>16</td>
</tr>
<tr>
<td>Engineering and Architecture</td>
<td>40</td>
</tr>
<tr>
<td>Arts, Humanities and Cultural Heritage</td>
<td>42</td>
</tr>
<tr>
<td>Foreign Languages and Literatures, Interpreting and Translation Bologna campus</td>
<td>22</td>
</tr>
<tr>
<td>Foreign Languages and Literatures, Interpreting and Translation, Forlì campus</td>
<td>11</td>
</tr>
<tr>
<td>Medicine</td>
<td>23</td>
</tr>
<tr>
<td>Psychology and Education</td>
<td>14</td>
</tr>
<tr>
<td>Science</td>
<td>23</td>
</tr>
<tr>
<td>Political Science, Bologna campus</td>
<td>23</td>
</tr>
<tr>
<td>Political Science, Forlì campus</td>
<td>23</td>
</tr>
<tr>
<td>PhDs</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

In the event of allocation of new funds and if, for lack of suitable demand, a School is unable to award all the grants allocated to it, they will be made available to the School with the fullest ranking list, and in case of a tie, to the School with the highest number of students enrolled. Any grants waived at a later date will be assigned to the second fullest list of suitable candidates, and so on.

In any case, the re-allocation of grants will be proportional and, as a secondary objective, seek to use all the grants available.

**GETTING A TRAINEESHIP RECOGNISED**

Students who participate 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 and the
procedure established by their School. Winners can expect to find out about credit recognition from their Degree Programme Office and/or Internship Office before they leave.

PhD students and residents should seek recognition for their traineeship work respectively from the Academic Board/PhD Programme Director and the School Board.

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.

APPLICATIONS OPEN ON MONDAY, 8 MAY 2017

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

To apply, candidates must:

- 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;
- upload the following to AlmaRM:
  - 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 his/her 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).

Important

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.

Application

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 (annex 5). The form must be filled in, signed and stamped by the company. Please note that the traineeship project plan is one of the points on which the application will be assessed (see the “Selection procedure” section).
With regard to the academic requirements:

- Students who are enrolled in the third year of a bachelor’s programme in 2016/17 and expect to enrol as “fuori corso” in 2017/18, 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 2016/17 and expect to enrol in a second-cycle (master’s) programme in 2017/18 can submit an application 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 enrol in. Students will be allowed to carry out the mobility provided that they enrol in the chosen degree programme or at least at a degree programme belonging to the same School.

In any case, students who apply with a “future career” status can begin their mobility period starting in January 2018. Under no circumstances can students depart sooner, even if permission has been granted by the host organisation.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
ONCE PRESENTED, APPLICATIONS CANNOT BE ALTERED 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 http://www.unibo.it/Portale/Il+mio+Portale/La+mia+e-mail.htm.

The next steps are:

- the participant’s formal eligibility requisites will be verified, making the application as suitable for assessment by the school committees
- all formally-suitable applications are then assessed by the schools with the goal of drawing up ranking lists.

SELECTION PROCEDURES

The selection criteria used in assessing applications are as follows:

For students enrolled in a first-cycle degree programme (bachelor’s), a second-cycle degree programme (master’s) or a single-cycle degree (combined bachelor’s and master’s):

1) The 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, as described below:

- first-cycle degree (bachelor’s) students, single-cycle master's degree students and second-cycle master's degree students enrolled in years other than the first: the factors which make up the career score are the average normalised according to the average grade for the school in question (exams) and the number of credits as of 31 May 2017 and recorded in the students’ educational career as at 8 June 2017 (included) in relation to the total number of years enrolled in the current programme (regularly conducted studies). The consistency of conducted studies may be evaluated through any potential correction interventions performed by each school as established by the resolution issued by the Academic Senate on 21 July 2015.

- students enrolled in their first year of a second-cycle degree (two-year master’s): the calculation of career points consists of 6/7ths of the previous courses of study and 1/7th of individual student’s current course of study. With regard to previous courses of study, the study regularity factor is determined by the period in which the final exam was taken\(^1\), while progress is based on the degree mark, normalised with reference to the school of attendance. With regard to the individual student's current course of study, the following factors are considered: for progress, the normalised average; for consistency, the number of credits awarded by 31 May 2017 and recorded in the students’ career as at 8 June 2017 (included). If upon enrolment the candidate has more than one first-cycle qualification, the most recent is taken into consideration.

All students are obliged to promptly check the data in the Studenti Online application concerning their own educational career, to ensure that all completed learning activities and exams have been recorded as at 8 June 2017 and can be used for the purposes of calculating their educational career evaluation scores.

**PhD students:**
- The PhD programme Coordinator’s assessment of: (maximum 40 points):
  - traineeship project content (contained in the company agreement form) and its relevance to the candidate’s PhD curriculum
  - reasons for doing the traineeship
  - language proficiency
  - any other factors mentioned by the PhD student in his/her application

- Educational career assessment (maximum 60 points) based on:
  - the grade in the PhD admission exam (maximum 30 points)
  - the Master’s degree grade (maximum 30 points)

**For those enrolled at a Specialisation School:**
- the committee’s judgment on: (maximum 40 points):
  - traineeship project content (contained in the company agreement form) and its relevance to the candidate’s specialization
  - reasons for doing the traineeship
  - language proficiency

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\(^1\) The single degree session, deliberated by the University Governing Bodies on 27/01/2015 in the framework of the update of the Teaching Regulations, has been divided, for the purpose of evaluating the study consistency factor for the current call for applications, in the following periods:

- Period 1: from 1 April to 31 July (equivalent to the 1st session of the previous regulations)
- Period 2: from 1 August to 23 December (equivalent to the 2nd session of the previous regulations)
- Period 3: from 7 January to 31 March of the following A.Y. (equivalent to the 3rd session of the previous regulations)
any other factors mentioned by the resident in his/her application

- The educational career assessment (maximum 60 points) is based on the following:
  - For students enrolled in years other than the first
    - the average in the specialisation school exams awarded within 31 May 2017 and recorded in the students’ career as at 8 June 2017 (maximum 30 points);
    - the master’s degree marks (maximum 30 points)
  
  For first-year students
  - Assessment of previous course of study: consistency of study and achievement will be considered (each of them up to maximum 30 points). The study consistency factor is determined by period in which the final exam was taken, while progress is based on the degree mark, normalised with reference to the school of attendance.

For candidates with first-cycle qualifications obtained abroad for whom information such as the exam session or degree score is not available (as these are peculiarities of the Italian university system), the educational career will be evaluated by a specific board.

If there is a tie in terms of points, priority will go to the younger candidate. Students who are graded zero in the part reserved for the committee's judgment are ipso facto not eligible.

RANKING LISTS, ACCEPTANCE, WITHDRAWAL, LATE ENTRY
There is just one call for applications. Ranking lists will be drawn up by schools or, if a school has so arranged, by Vice Deans’ Offices.

Ranking lists will be published on 20 June 2017 via the Alma RM service used by candidates in creating their applications online. Publication thereon is the only legal means of making the selection results known. Candidates will need to use their university credentials to consult the lists. Candidates will not be notified directly in writing.

The ranking will list GRANT WINNERS and those found SUITABLE.

GRANT WINNERS must accept the grant ONLINE by 27 June 2017, connecting to Alma RM https://almarm.unibo.it where they should also download and print the forms needed for drawing up the contract. Winners who fail to accept online by 27 June 2017 will be considered withdrawn, without further notice.

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.

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- Period 2: from 1 August to 23 December (equivalent to the 2nd session of the previous regulations)
- Period 3: from 7 January to 31 March of the following A.Y. (equivalent to the 3rd session of the previous regulations)
If any grant winners withdraw, if formalised by 15 June 2018, the Mobility Traineeship Office will allocate the contribution to the students who are next in line in the ranking list, who may be contacted via e-mail and/or phone and be invited to accept the grant within 3 working days, on penalty of losing the grant. Grants that become available as a result of withdrawals made official after 15 June 2018 will be allocated only to Erasmus zero-EU grant students that are be in the rankings, following the same criteria for the allocation of university scholarships not assigned for a lack/shortage of suitable applications.

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 in a timely manner and obtaining the documents which will allow them to enter and stay in the destination country, by contacting the relevant diplomatic representatives.

In particular, it should be noted that the procedure for obtaining a visa for European countries that do not belong to the SCHENGEN area (Bulgaria, Croatia, Cyprus, Ireland, Romania and the United Kingdom) is particularly long and does not always result in a visa being issued. Non-EU students are therefore encouraged to consider this aspect when choosing the host organisation.

CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications open online</td>
<td>8 May 2017</td>
</tr>
<tr>
<td>Candidate deadline for applying online via Alma RM</td>
<td>29 May 2017 no later than 12:00 p.m. (Rome time)</td>
</tr>
<tr>
<td>Ranking lists published on Alma RM</td>
<td>20 June 2017</td>
</tr>
<tr>
<td>Deadline for winners to accept online via Alma RM</td>
<td>27 June 2017</td>
</tr>
</tbody>
</table>

ANY CHANGES TO THE ABOVE TERMS WILL BE POSTED ON http://www.unibo.it/erasmusplacement.

The content of the present project does not necessarily reflect the opinion of the European Union or that of the National “INDIRE” Agency, and does not render them in any way liable.

N.B. ALL ACTIVITIES AND RELATED FUNDING SET FORTH IN THIS CALL FOR APPLICATIONS ARE SUBJECT TO SIGNATURE OF THE ERASMUS+ MOBILITY FOR STUDIES FINANCIAL AGREEMENT FOR THE 2017/18 ACADEMIC YEAR, BETWEEN THE INDIRE/ERASMUS+ NATIONAL AGENCY AND THE UNIVERSITY OF BOLOGNA. PUBLICATION OF THIS CALL FOR APPLICATIONS IS THEREFORE CONSIDERED CONDITIONAL.
The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

PROCEDURE COORDINATOR

As per article 4, and also articles 7 and 8 of law 241 dated 7 August 1990 (New norms governing administrative procedure and right of access to administrative documents), the person in charge of the operation is the Head of the International Relations Division, Giovanna Filippini — +39 051 2088102 – erasmus.placement@unibo.it

Candidates may exercise their right of access to competition proceedings, pursuant to current laws. Requests should be addressed to the International Relations Division, Mobility Traineeship Office, Via Zamboni 33, Bologna, filling in the form which must first be requested from the same Office.

Privacy Policy as per art. 13 of d.lg. 30.06.03 n. 196 “Code governing personal data”.

1. Purpose of processing.
The University of Bologna will process any data it receives exclusively for institutional purposes and in compliance with the law protecting personal data. The personal data requested in this instance is designed to draw up ranking lists for allocation of international exchange positions and financial contributions.

2. Processing methods and persons involved

Personal data is processed by the University of Bologna and ER.GO, using both electronic systems and hard copy registration, in full compliance with the laws governing personal data protection (Italian Law Decree 196/03). Such data may be imparted to third parties for the candidate assessment procedures for a financial contribution or for further contributions supporting mobility.

3. The processing entity:

Processing of data used to draw up ranking lists for the awarding of exchange positions and financial contributions is the responsibility of Bologna University, via Zamboni, 33 – 40126 – Bologna, to whom claims may be addressed by those exercising rights under art. 7 of Italian Law Decree 196/003. The person responsible for data processing is the Head of the International Relations Division, Ms Giovanna Filippini.

4. Rights according to art. 7 of Italian legislative decre 196/2003:

1. The interested party has the right to obtain confirmation that personal data documents regarding him/herself exist, even if not yet recorded, and that they have been communicated in an intelligible form.
2. The interested party has the right to be told:
   a) where the personal data was obtained;
   b) why and how it is being processed;
   c) for what reasons it is being processed electronically;
   d) details about the processing entity, the persons responsible and the representative delegated as per article 5, section 2;
   e) the entities and categories of entity/person to whom the personal data may be divulged or who may come to know it in the role of designated representative within Italy, as managers or appointees.
3. The interested party has the right to:
   a) update, correct or, when an interest arises, integration of said data;
   b) delete, render anonymous or block any illegally processed data, including any details that are not necessary for the purpose(s) for which they were originally collected and processed;
   c) certification that the operations under letters a) and b) and the content thereof, have been brought to the attention of those to whom the data was shared, except where this proves impossible or would entail the use of mechanisms manifestly disproportionate to the protected right.
4. The interested party has the right to object, in full or in part:
   a) on legitimate grounds, to personal data regarding him/herself being processed, even when still relevant to the purpose for which it was collected;
   b) to private data regarding him/herself being processed in order to be sent as advertising material, or sold, or used for market research or commercial communications.

Bologna, 30/03/2017

INTERNATIONAL RELATIONS DIVISION

THE MANAGER

Ms Giovanna Filippini

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erasmus.placement@unibo.it
Open to the public: Via Filippo Re, 4
Monday, Wednesday and Friday: 9.00 - 11.15 a.m.