

Erasmus Plus Programme Mobility for traineeship A.Y.2022/23

Guide for selected students

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LANGUAGE This English-language version is for publicity purposes only. The Italian version shall prevail in all cases, including conflict.

After completing the on-line registration on Alma RM, you must fulfil a few duties that involve the host company, the International Relations Office at the University of Bologna and the relevant Office by study field/campus.

The following is a chronological list of what you need to do.

Please remember that you must fulfil your duties through the platform **Alma RM** accessible from “*Studenti online*” (for students only) or <https://almarm.unibo.it/almarm/welcomeStudenti.htm> (access for students and graduates).

Selected students are required to renew their enrolment at UNIBO for the 2022/2023 academic year by the set deadlines, excluding cases of exemption as described in the call.

If you made a “future career” application and will leave as a student enrolled in the first year of a second-cycle degree programme, you must formalise your enrolment for the second-cycle degree programme before leaving and can only leave in the second semester.

CHECKLIST

Note: Remember that, for Erasmus+ grant purposes, **you must:**

- complete a mobility period in presence of at least **60 days** or for PhD students with short mobility of at least 5 days;
- complete your mobility period between **01/09/2022 and 30/09/2023**.

Your Erasmus+ status and grant **will be revoked** if you do not satisfy these requirements.

PRIOR TO DEPARTURE

- Fulfill the eventual procedures to enter the host country (VISA request, Schengen permit of stay renewal, and so on...)
- Obtain **approval for your Learning Agreement** from your Degree Programme Board (DPB) through the AlmaRM portal;
- Obtain **approval for your Learning Agreement** from your host organization and upload it to the AlmaRM portal;
- **Sign and upload** your Mobility Agreement to the AlmaRM portal.

DURING THE TRAINEESHIP

- Upload (within the first week of the traineeship) your **certificate of dates - with the start date of the mobility** (signed and stamped by the host organisation) to AlmaRM;
- You can request an extension of your traineeship period or add a period of virtual mobility;
- Request your **final attendance certificate** (signed and stamped by the host organization) and the “**Certificate of work**” (certification of the activities completed).

AT THE END OF THE TRAINEESHIP PERIOD

- Upload your **certificate of dates - with the end date of the mobility - and certificate of work** to AlmaRM and ask your host organization to send them by e-mail to erasmus.placement@unibo.it
- Submit your **request for recognition** of the activities completed abroad (for those who carry out the traineeship as student);

- Complete the “Erasmus+ participant report/EU Survey”, after receiving the email invitation to do so.

PRIOR TO DEPARTURE

VISA AND HEALTH INSURANCE

For EU citizen students

In order to spend time in a European Union country (including Iceland, Norway and Liechtenstein which, while not being an EU country, does fall within the Schengen area) all you need is your **Identity Card**. Make sure it has not expired nor will it expire while you are abroad.

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. Further information is available from your Local Health Board or at http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=624&area=Assistenza%20sanitaria&menu=vuoto) or at <http://ec.europa.eu/social/main.jsp?catId=559&langId=it>

In the pre-accession countries that adhere to the Erasmus+ Programme (Nord Macedonia, Serbia and Turkey), specific health care policies have to be put in place which are valid during the mobility period. The students who have won an Erasmus Plus traineeship in the above-mentioned countries will need to go to the foreign country's Embassy or Consulate **well in advance** to find out what the bureaucratic procedures are that need to be dealt with before departure (obtaining a visa, residency permit, health care, etc.).

For students who are non-EU citizens

Non-EU students at the University of Bologna must **always go to** the Foreign country's Embassy or Consulate to find out what bureaucratic procedures are that need to be dealt with before departure (obtaining a visa, residency permit, health care, etc.).

You can download the certification attesting that you have been awarded an Erasmus+ Traineeship directly from Alma RM if requested for Visa purposes by the Consulate or you can contact the Erasmus+ Mobility for Traineeship Office (erasmus.placement@unibo.it)

ACCIDENT AND CIVIL LIABILITY INSURANCE

During the mobility, students benefit from accident and civil liability insurance provided by the University. In addition, accidents in the workplace are covered by INAIL insurance policy.

For students who carry out the traineeship as a recent graduate, 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.

APPLICATION PROCEDURE

If you are doing your traineeship at a foreign university, contact the host University's International Relations Office to find out what the application procedure is.

LEARNING AGREEMENT FOR TRAINEESHIP

The Learning Agreement for traineeship is the work plan at the host company, which shows the contents of the traineeship agreed with the host company in the Company Agreement Form and the information regarding learning activity, which will be approved at the end of the mobility period. This document should be signed by the Degree Programme, you and your host company.

The stages students should follow (including postgraduate students) and new graduates on the Alma RM are:

- a) presentation of the learning agreement for traineeship (l.a.t.) on Alma RM
 - ! *For those doing their traineeship as **students**, the presentation of the l.a.t. on the Alma RM contextually includes indicating teaching activities which will be approved on your return.*
 - ! *For those doing their traineeship as a **new graduate**, the presentation of the l.a.t. does not include indicating activities to be approved on your return as it is impossible to change one's career after being awarded your degree. Nevertheless, the l.a.t. must still be presented and contain all the information regarding the traineeship found in the Company Agreement Form.*

For detailed information about the presentation of the l.a.t., consult the "LAT Student Manual" available on Alma RM.

- b) approval of the l.a.t. by the Degree Programme which will make the form already filled out and signed by the Degree Programme, available on Alma RM
- c) print and sign (handwritten, not printed) the trainee box
- d) send the scan of the l.a.t. to the host company with two signatures, asking for it to be filled out (Table C) and returned countersigned
- e) load the scan onto Alma RM with the three signatures (yours, the Degree Programme's and host company's) preferably at least 20 days prior to departure

We advise students to keep an original copy of the l.a.t.

Some Degree Programmes impose a deadline for obtaining the l.a.t. approval. The preparation requires a lot of time so it is essential to start immediately!

For further details, consult the instructions in the Learning Agreement section on the Alma RM.

Warning: The Learning Agreement is not a substitute for the individual study plan, which must be regularly presented in line with the deadlines set by your Degree Programme.

If the activities scheduled in the Learning Agreement are not included in your individual study plan, so it must be changed, we suggest you do so through the normal procedures and timeframe of your Degree Programme. If this is not possible, the system will automatically modify your study plan when the activities scheduled in the Learning Agreement are recognized in your academic career.

The stages for **PhD students** to follow on Alma RM are:

- a) The PhD student presents the learning agreement for traineeship (l.a.t.) on Alma RM.

- The system will allow the PhD student to download the l.a.t. from Alma RM with all the contents of the traineeship agreed with the company in the Company Agreement Form.
- b) The PhD student has the l.a.t. approved (in hard copy) by the competent body within the Phd Programme Degree and has the l.a.t. signed by them.
 - c) The PhD student sends the scan of the l.a.t. to the host company with two signatures, asking for it to be filled out and returned countersigned
 - d) The PhD student loads the scan onto Alma RM with the three signatures (his/her, the Phd Programme Degree's and host company's) preferably at least 20 days prior to departure.

We advise PhD students to keep an original copy of the l.a.t.

MOBILITY AGREEMENT

- a) Fill out the operating fields of the **Agreement for traineeship mobility** on Alma RM: this is the contract with the general rules regarding the traineeship rapport and with acceptance clauses of the Erasmus Plus grant. After keying in the required data, you must save and print it, then sign it.
- b) The student must do a **scan copy (pdf format) of the mobility agreement and upload it on the AlmaRM tool. The Mobility Agreement must be uploaded on the Alma RM tool before the beginning of the traineeship mobility and in any case, no later than the first week of the month before the beginning of the traineeship**, otherwise the payment of the grant may be delayed.

The upload of the mobility agreement is independent of the conclusion of LAT approval procedure.

Please note that those who are carrying out an Erasmus+ mobility will be able to sign the mobility agreement only after the conclusion of the previous period.

The mobility could be performed entirely abroad (physical mobility) or, if allowed by the host institution, partially on a remote mode by the home country (virtual mobility), resulting in the so-called "blended mobility". In this case, only the mobility period performed in a physical mode (that is any mobility carried out from abroad, even if online) will be financed, according to the rules listed in the mobility agreement.

Physical mobility must last at least 60 days. Virtual mobility periods are not funded and will not be calculated within the total amount of 12/24 months of mobility allowed per study cycle.

Virtual mobility can be added to the physical mobility planned during the application phase. Virtual mobility can start, once the planned physical mobility period ends and through the functionality of Alma RM (point 5) "Change type of mobility".

ACCOMMODATION

Please contact your host organisation for information about possible housing services.

ONLINE LINGUISTIC SUPPORT (OLS) ASSESSMENT TEST

Take the pre-departure test, as explained in the paragraph below.

The Erasmus + programme includes the so called On-Line Linguistic Support (OLS).

OLS offers mobility students the chance to assess their linguistic skills if the traineeship language is one of the following: German, English, Spanish, French, Dutch, Czech, Danish, Greek, Polish, Portuguese, Swedish, Bulgarian, Finnish, Croatian, Hungarian, Romanian, Slovak, Swedish, Estonian, Irish, Latvian, Lithuanian, Maltese and Slovenian. The EU makes the IT platform available and it will give all recipient institutes (and therefore also our University) a corresponding license number. The test is obligatory and students must sit it **before** departure and **after** returning. Depending on the level taken in the pre-departure test, the license for taking the on-line course may also be assigned. Students who receive a license for the assessment of their linguistic skills and to take part in the language course will receive a specific e-mail at the institutional address (name.surname@studio.unibo.it) **Please check this e-mail address (also spam folder)** as it is important to access the IT platform within the time limits set by the EU and which will be made known in the notification e-mail. Assessment tests will be allocated according to the date of departure.

Please see also:

<http://www.unibo.it/en/international/foreign-internships/on-line-linguistic-support>

Phd student with short mobility will receive the OLS assessment test for mobility period of at least two weeks.

ONLINE PREPARATION COURSES

- MOOC "Personal Risk Reduction in Insecure Contexts" (in your Alma RM home page), online free course (in English), to be done before the departure. Read the course description.
- Online courses on Health and Safety in Study and Research Areas: <https://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>

These courses are not mandatory but highly recommended.

In any case, we remind you that the host organisation must make sure that the trainee has the conditions of safety and health required by the national legislation in force and they must have safety protocols you must be informed on.

In case of inertia/ delay by the host organisation, it is recommended to ask for information.

USEFUL LINKS TO VISIT

It is strongly advised to visit the web page: www.viaggiare Sicuri.it

DURING THE TRAINEESHIP (within the first week of the traineeship)

1. **Download** from the section on Alma RM: ARRIVAL COMMUNICATION the **Certificate of dates**. Have your supervisor fill out, sign and stamp the "start date of the training" part and load the document onto Alma RM.
Warning: *If the company does not have a stamp, the supervisor must attach a statement on headed paper declaring they do not own one.*
- 2) **Fill in** on the Alma RM, in the relevant space, your contacts abroad (address and mobile number in use abroad). The data can be inserted accessing Alma RM with your institutional

credentials and following the path: Home page> Profile management (from menu on the left side)> Contacts>Change contacts>modify.

3) **Register**, if you have not already done so, on the website

<https://www.dovesiamonelmondo.it/home.html>

EXTENSION REQUEST without a grant

During the traineeship, it is possible to extend the period of the traineeship, without a grant, but maintaining the Erasmus Plus status and the relative insurance coverage.

What is required:

- c) ask the host organisation for permission for an extension, having them sign the *Request for Extension* form that can be downloaded from Alma RM, in the EXTENSION REQUEST section
- d) upload the document in pdf format onto Alma RM

When the extension request can be asked:

- **no later than** the initial planned completion date.

Keep in mind to inform your Degree Programme about your purpose of extending the mobility before submitting the request.

Remember that:

- the extension period requested must fall within the maximum duration for mobility per cycle foreseen under the Erasmus + programme (c.f. Call 2022/23, paragraph Eligibility Conflicts), otherwise the extension request may be rejected by the office;
- the extension of the traineeship without prior authorization will in any case form part of the 12/24 month-per-cycle reckoning;
- for traineeships as a recent graduate, the extension must also fall within the maximum eligibility period (that is within one year of obtaining the graduation).
- the payment of the extension period is not guaranteed;
- When funded, the grant related to the extension period will be paid at the end of the whole mobility period with the last installment of the contribution assigned and after handing in all final documents required;

PLEASE NOTE THAT the request for extension must be submitted only in the case of an extension of physical mobility.

Instead, in case of continuation of activities in virtual mode (from Italy and remotely), the virtual mobility can start, once the planned physical mobility period ends and through the functionality of Alma RM (point 5) "Change type of mobility".

The Erasmus+ mobility must conclude by 30 September 2023 anyway.

AT THE END OF THE TRAINEESHIP PERIOD

On completion of the traineeship, you must ask your company supervisor to fill out, sign and stamp part II of the **certificate of dates and the certificate of work**.

The certificate of work must be downloaded from the Alma RM section: CERTIFICATE OF WORK.

Moreover, you must load onto Alma Rm:

- the **Certificate of Dates** filled out, signed and stamped in each section.
- the **Certificate of Work** filled out and signed in each section.

And ask the host organization to send both documents by e-mail directly to erasmus.placement@unibo.it

Deadline: E-mail delivering of the documents by the host organisation is required **WITHIN 15 DAYS FROM THE END OF THE TRAINEESHIP and in any case no later than the 07/10/2023 (for those who complete their traineeship at the end of September 2023)**. It is responsibility of the student to monitor that the delivery occurs within the above deadline and to send the host organization possible reminders.

The grant amount is calculated according to the dates certified for the physical mobility by the host organisation as stated on the final attendance certificate. You are responsible for checking these dates before uploading the document to AlmaRM. No subsequent changes and/or corrections to this document will be allowed.

ONCE BACK IN ITALY

If not already done, you must ask the host organization to send directly to erasmus.placement@unibo.it

- the Certificate of Dates filled out, signed and stamped in each section.
- the Certificate of Work filled out and signed in each section.

Deadline: **WITHIN 15 DAYS FROM THE END OF THE TRAINEESHIP and in any case no later than the 07/10/2023 (for those who complete their traineeship at the end of September 2023)**. It is responsibility of the student to monitor that the delivery occurs within the above deadline and to send the host organization possible reminders.

Moreover, you must:

- **fill out the on-line Participant Report/EU Survey** after receiving the invitation by e-mail, which will be sent automatically at the end of the study period, to the institutional postal address (...@studio.unibo.it). The on-line Participant Report invitation will come from an European Commission institutional address.
- **Deadline:** the Erasmus Participant Report must be completed **within 15 calendar days upon receipt of the invitation to complete it**.
- **take the second assessment and final OLS assessment** after receiving the invitation by e-mail which will come from the OLS platform.
- **Deadline:** the test must be completed within the deadline set in the invitation e-mail.

Please note that, if you scored C2 in your first language assessment, you will not have to take the final language assessment.

Failure to complete the Participant Report and the OLS final assessment test may result in the revocation of the Erasmus grant.

Recognition Approval

Those who have carried out their traineeship as **students**, must contact the relevant [Office by study field/campus](#) to ask for the activities they carried out abroad to be approved, through AlmaRM.

Requirements for obtaining the approval request:

- hand in any final additional documentation required to the relevant Office by study field/campus
- hand in the approval request, via Alma RM, abiding by the time scales indicated by the Office by study field.

DEADLINE: 5 November 2023, unless your Degree Programme Board has specified an earlier date. Please remember that it is necessary to request recognition for your dissertation research, even though no credits are involved.

There are no provisions in place for **new graduates** and **PhD students** to present the approval request.

The PhD students are expected to present the results of their work carried out abroad to the Graduate School and send the relative acknowledgement resolution to the Traineeship Mobility Office (erasmus.placement@unibo.it).

New graduates will be able to receive, on request, a certification relating to their mobility.

IN THE EVENT OF WITHDRAWAL

If, after accepting the traineeship, you decide not to leave, log into Alma RM, go to the box: **OUTBOUND MOBILITY** and click on the *Withdrawal* key. You should do this as soon as possible in order to give the next student on the ranked list the opportunity to take up the exchange post.

If you already received the grant, you must refund the total amount. The request to refund the grant will be sent by email to the student's institutional email address (@studio.unibo.it) with the relevant information.

The withdrawal is a permanent action. In case you formalise your withdrawal onto AlmaRM, your status cannot be reverted anymore.

If you fail to return the ERASMUS+ scholarship within the payment term, your enrolment will be suspended in compliance with Art 13 of the Student Tuition Policy issued with Rector's Decree n. 662/2018, dated 05 July 2018, published in B.U. n. 257, 15 May 2018 and subsequent amendments.

FUNDING

TIMES AND AMOUNT OF THE PAYMENT

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

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

A contribution of € 250 per month is foreseen for students coming from poor socio-economics backgrounds with ISEE certification up to € 24.500. The deadlines and methods for presenting the ISEE are contained in the document attached at the end of this Guide.

The payment is made in two instalments, **upon delivery of the mobility agreement**: the first of 80% will be given within the start date of the mobility period ((without prejudice to year-end accounting closures exercise). Students are invited to deliver the mobility agreement in advance than the scheduled start date and **no later than the first week of the month before the beginning of the traineeship**, otherwise the payment may be delayed to the following month.

The contribution for students coming from poor socio-economics backgrounds can be provided before departure only if you respect the deadline for submission of the ISEE indicated in the attachment. Otherwise, the contribution can only be provided at the end of the mobility.

The second instalment will be given on your return after the delivery of the final documentation and after the acquisition of ISEE data. The balance of the financial support (or a recovery order in case a reimbursement is due) will be defined according to the physical mobility period certified by the host institution in the certificate of dates.

If you fail to return your ERASMUS+ scholarship balance due within the payment term, your enrolment will be suspended in compliance with. Art 13 of the Student Tuition Policy issued with Rector's Decree n. 662/2018, dated July 05 2018, published in B.U. n. 257, 15 May 2018 and subsequent amendments.

HOW IS THE PAYMENT MADE

The grant payment can **ONLY** be made via a transfer to a bank or postal current account (you must be a holder or joint-holder) or onto a **pre-paid card complete with IBAN number**. Prepaid cards must allow for credits equal to the amount of the grant. You are responsible for checking with your bank the maximum amount that can be sent to your card by credit transfer. If your grant exceeds that limit, the payment will not be successful.

Postal savings books are not accepted, even though they have an IBAN number, because they do not accept money transfers.

Your bank details must be included in the Mobility Agreement submitted via AlmaRM.

Any later changes can always be communicated via Alma Rm.

WARNING: the payment method specified (even in the event of any later changes) will be used, not only to pay the international mobility grant, but also for payments by the University of Bologna to the same person for student collaboration activities (150 hours), student fee refunds, PhD grants, scholarships for postgraduate medical students and salaries for employees at the University of Bologna.

N.B. Take care to indicate the correct IBAN number. If it is incorrect, the bank costs for failed bank transfers will be charged to the student.

ANY ADDITIONAL GRANTS

- Additional funding for students with certified special needs or pathologies requiring specific diet can be allocated by the European Commission. For information, contact the Traineeship Mobility Office (erasmus.placement@unibo.it).

CALCULATING FUNDING

The Erasmus + funding and the ISEE based additional contribution are calculated in terms of days calculated on the actual period spent abroad from the arrival date to the departure date shown on the "Certificate of dates".

The duration is calculated according to the business year of 360 days; so each month, irrespective of its duration, will be considered 30 days.

In the case of a period of mobility that does not correspond to a whole number of monthly payments, the grant will be calculated by multiplying the number of days in the incomplete month/s for 1/30th of the unitary monthly amount.

Examples with a monthly amount of €400.00:

1. Mobility from 01/02/2022 to 30/04/2022 (3 months/90 days)

Calculation: 30 days x 3 whole months (February - March - April)

total days = 3 x 30 = 90 days

$400.00 / 30 \times 90 = € 1.200,00$

2. Mobility from 01/02/2022 to 31/03/2022 (2 months/60 days)

Calculation: 30 days x 2 whole months (February - March)

total days = 2 x 30 = 60 days

$400.00 / 30 \times 60 = € 800,00$

In the event of any variation to the duration of the mobility, please contact the office using the contact details below.

Any extension period authorized, will not be funded.

With reference to long mobility, please note that, without prejudice to the minimum stay that can be funded (60 days), **if the effective days spent abroad are less than those planned in the mobility agreement, the following applies:**

- If the difference between the days effectively spent abroad and the duration planned in the mobility agreement is over 5 days, the grant will be recalculated by multiplying the number of days in the incomplete month/s for 1/30th of the unitary monthly amount and the grant received for the days not effectively spent abroad will have to be refunded to the University
- If the difference between the days effectively spent abroad and the duration planned in the mobility agreement is equal or less than 5 days, the duration planned in the mobility agreement will be considered, the grant will not be recalculated and no refund will be requested. Those days will therefore be recognized and funded and will enter into the calculation of the days of prior experience of Erasmus+ mobility, which is taken into consideration when applying for any further Erasmus+ mobility within the same study cycle (12/24 months limit, see “Eligibility Conflicts” paragraph of the call for applications -ERASMUS + MOBILITY FOR TRAINEESHIP PROGRAMME)
- The same provisions apply to authorized extensions of the mobility duration, only if funded.

For example:

Mobility duration: 3 months (90 days)

1. Mobility from 01/02/2023 to 25/04/2023

Calculation: 30 days x 2 whole months (February - March) + 01/04 to 25/04

total days = 2 x 30 = 60 days + 25 days in April = 85 days

the difference between planned duration (90 days) and effective duration (85 days) is equal (or less) than 5 days, so the grant does not change:

$400.00 / 30 \times 90$ (as planned) = € 1,200.00

2. Mobility from 01/02/2023 to 24/04/2023

Calculation: 30 days x 2 whole months (February - March) + 01/04 to 24/04

total days = 2 x 30 = 60 days + 24 days in April = 84 days

the difference between planned duration (90 days) and effective duration (84 days) is over 5 days, so the grant is recalculated on the effective duration:

$400.00 / 30 \times 84$ (effective) = € 1,120.00

Mobility duration: 2 months (60 days)

The above calculation does not apply, being the durations shorter than 2 months (60 days) not eligible.

The only exception to this rule is represented by the mobility carried out from 01/01/2023 to 28/02/2023 which is eligible for funding for its duration of 58 days.

SHORT MOBILITY GRANT (ONLY FOR PHD STUDENTS): In case PhD students would opt for a short mobility, the grant amounts will be different from the regular grant amounts described above. Further information will be sent directly to the interested participants.

GREEN TRAVEL: The new Erasmus+ program foresees the “green travel support” for participants taking sustainable and environmentally friendly means of transportation to reach (and return from) the mobility destination. Participants performing the green travel will receive a *una tantum* fixed amount of 50,00 euros, IF they will use train and bus and upon presentation, through the Alma RM platform, of invoices/tickets for the mean(s) of transportation used.

FULL GRANT REPAYMENTS

If you have already received the mobility grant and you decide to withdraw from the Erasmus+ mobility, you must refund the total amount of the scholarship to the University of Bologna, even if your mobility period has already started or ended.

Moreover, you must refund the total amount of the grant (if you already received it) if your Erasmus+ status and scholarship are revoked by the relevant office.

The request to refund the grant will be sent by email to the student's institutional email address (@studio.unibo.it) with the relevant information.

If you fail to return the ERASMUS+ scholarship within the payment term, your enrolment will be suspended in compliance with Art 13 of the Student Tuition Policy issued with Rector's Decree n. 662/2018, dated 05 July 2018, published in B.U. n. 257, 15 May 2018 and subsequent amendments.

CONTACTS

For general information on the call for application and Erasmus mobility (delivery of the mobility agreement, delivery of the final documentation):

and

For information about educational issues (Learning Agreement for Traineeship, credit recognition), please get in touch with the relevant Office by field/campus:

<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/erasmus-office-directory>

ENCLOSURE

Already issued with Management Order N. 3241/2022 ref. 123816 dated 25/05/2022
Updated with Management Order N. 4839/2022 ref. 0171179 dated 26/07/2022

ADDITIONAL CONTRIBUTION TO THE ERASMUS+ TRAINEESHIP GRANT

2022/2023: deadlines and procedures to submit the ISEE (Equivalent Financial Situation Indicator) declaration and/or the documentation concerning the income and asset situations (for students whose nuclear family has income and/or assets abroad), payments schedule and further control measures.

The Erasmus + Traineeship grant, financed by the Erasmus National Agency, foresees an additional contribution of **€250 per month**. This additional contribution is paid to students with the ISEE (Equivalent Financial Situation Indicator) **up to € 24.500,00**.

All candidates for the 2022/23 Erasmus + traineeship call for applications (included those who expect to graduate by March 2023 without renewing the enrollment in the 2022/2023 academic year) can submit their 2022 ISEE certification for uses in relation to the right to higher education **starting as of now**, through the ER.GO website (www.er-go.it), section online services, using the SPID credentials. If you cannot apply for them, use your University credentials (@studio.unibo.it). The completion of the personal and economic data section is needed in order to submit the ISEE.

ISEE and/or the documentation concerning the income and asset situations submission for the Erasmus+ additional contribution will also be valid for the UNIBO tuition fees 2022/2023 calculation.

In particular, the procedure for the submission of the ISEE and/or the documentation concerning the income and asset situations (for students whose nuclear family has income and/or assets abroad) is the same for the additional contribution and for the UNIBO tuition fees calculation, but

1) Students planning to leave **from 01/09/2022 to 31/01/2023**: If they present their ISEE certification **within June, 30th 2022**, they will receive the additional contribution with the payment of the mobility grant first instalment (at the beginning of their mobility period). Otherwise, if they present their ISEE certification **after June, 30th 2022, but within the deadline for the calculation of the tuition fees 2022/2023**, they will receive the additional contribution at the end of their mobility period;

2) Students planning to leave **from 01/02/2023 to 30/06/2023 (30/07/2023 for two-month traineeship only)** must present their ISEE certification **within the deadline for the calculation of the tuition fees 2022/2023**. These students will receive the additional contribution with the payment of the mobility grant, at the beginning of their mobility period;

3) **PhD students** selected under the Erasmus + traineeship call for applications are requested to follow the instructions contained in this communication and in the web-page indicated below.

All the information for the ISEE and/or the economic situation for income/assets abroad calculation, and the information about how to fill out the ER.GO online form are available at

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

DEADLINES:

Type of Student	Deadline for submitting the ER-GO online form	Submission of the ISEE declaration with sender's protocol number	Deadline for completing the economic data section (sender's protocol number and ISEE with annotations)	Deadline for sending online the documentation concerning income and assets abroad
Student leaving from 01/09/2022 to 31/01/2023	30/06/2022	29-30/06/2022	15/07/2022	08/07/2022
Student leaving from 01/02/2023 to 30/07/2023 OR Student leaving from 01/09/2022 to 31/01/2023 who has not submitted the ISEE within 30/06/2022*	02/11/2022 (h.18:00)	01-02/11/2022	23/12/2022	22/11/2022
Student leaving from 01/02/2023 to 30/07/2023 - submission with an extra-charge** OR Student leaving from 01/09/2022 to 31/01/2023 who has not submitted the ISEE within 30/06/2022**	15/11/2022 (h.18:00)	14-15/11/2022	23/12/2022	22/11/2022

*Students leaving from **01/09/2022 to 31/01/2023** that will present their ISEE **after June 30th 2022** will receive the payment of the additional contribution at the end of their mobility period.

Submitting the ISEE within **November 15th, 2022, will be requested the payment of an extra-charge on the tuition fees amount, as ruled by the UNIBO regulations about students' tuition fees, published at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

Students who will lack the ISEE submission, who will not complete the economic data section or will not send the documentation concerning income and assets abroad within the deadlines listed above, will not receive the additional contribution, but only the regular Erasmus+ mobility grant.

Students leaving from **01/09/2022 to 31/01/2023** are strongly advised to submit the ISEE certification, to complete the economic data section and to send the documentation concerning income and assets abroad **within the deadlines** listed above, if they want to receive the additional contribution before departure. In the negative, this additional contribution will be paid at the end of the mobility.

WARNING:

Students whose nuclear family has income and/or assets in Italy

To submit the ISEE, students must use their SPID credentials to access the [ER-GO Form](#) and fill in the "Personal Data" and "Economic Data" sections. If you cannot apply for them, use your University credentials.

In the ECONOMIC DATA section, students are ONLY asked to enter the INPS protocol number of the ISEE certificate (e.g., INPS-ISEE-2022-XXXXXXXX-00) and will thus be able to view, in real time, the ISEE, ISPE and ISEE certificate equivalence coefficient, obtained directly by ER.GO from the INPS database.

Those who still do not have an INPS protocol number for their ISEE certificate (e.g., INPS-ISEE-2022-XXXXXXXX-00) will nonetheless be able to submit and confirm their applications online by entering the sender's protocol number (e.g., CAF000XX-PG0000-2022-N0000000), contained in the RECEIPT issued at the time of the application, but may do so solely during the period from **June 29th to June 30th** (for students leaving from **01/09/2022 to 31/01/2023**) or from **November 1st to November 2nd** (for students leaving from **01/02/2023 to 30/07/2023** or for those who did not respect the previous deadline). ER.GO will then obtain the details of the ISEE certificate by querying the INPS IT system. Students will be informed by SMS about the availability of the ISEE data and will be asked to confirm them entering again the ER.GO online system within **July 15th** (for students leaving from **01/09/2022 to 31/01/2023**) or **December 23rd** (for students leaving from **01/02/2023 to 30/07/2023** or for those who did not respect the previous deadline). Students failing to respect these deadlines will not receive the additional contribution.

If the ISEE certificate contains ANNOTATIONS, the student must contact INPS, a tax assistance center (CAF)

or the municipality again to sign a new complete and correct Self Certification (DSU) to replace the version containing omissions or discrepancies. Once the corrected ISEE has been obtained, it must be submitted to ER.GO by filling in again the ECONOMIC DATA section and entering the INPS protocol number for the ISEE without omissions. This procedure must be done within **July 15th** (for students leaving from **01/09/2022 to 31/01/2023**) or **December 23rd** (for students leaving from **01/02/2023 to 30/07/2023** or for those who did not respect the previous deadline).

Until the student complete the application, after the information has been obtained from the INPS IT system, the application will not be able to be considered for the payment of the additional contribution. Students failing to respect these deadlines will not receive the additional contribution.

The ISEE without specifying a family nucleus can be presented only if, for at least two years prior to submitting the application, the student have lived independently (in accommodation not owned by a family member) and have earned income of not less than € 9,000 per annum for at least two years.

Students whose nuclear family has income and/or assets abroad

International students with income and/or assets abroad who wish to receive the additional contribution must always and in any case follow the guided procedure proposed by the online application within the deadlines listed above.

International students cannot request an ISEE calculation. Instead, they must present the documentation confirming their economic situation and assets issued by the authority competent for the territory in which the income was earned and where the assets are held. This documentation must be translated into Italian and legalised by the Italian diplomatic authorities in the place of origin, or apostilled where required. The application will be complete only if the section of personal and economic data is filled in online and if the documentation of foreign income/assets is sent according to the deadline specified above and the modality specified on the web page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/documentation-regarding-the-economic-situation-of-international-students>

However, if your family resides in Italy and receives income and/or owns assets in Italy, you must request the ISEE calculation.

Students whose family has mixed incomes

Students residing in Italy or with Italian citizenship, but who (themselves or a family member) have income or assets abroad must document foreign income and assets in the same way as international students, even if these values were included in the Self Certification (DSU) submitted (and therefore in the ISEE calculation). The documents must be released by the local Authorities in charge for the territory where the income is produced and the assets owned, and must be translated by sworn translator and legalized according to the law. The documentation must be sent online within the deadlines specified above, otherwise the requested benefit will be lost.

Failing to submit the documentation within the deadlines listed in this communication, late submissions, the submission of incomplete documentation or the submission of documentation not in compliance with the information provided by this communication will result in ineligibility to the additional contribution.

EXCLUSION CATEGORIES

Students that will be excluded by the additional contribution are:

- a) Those who will lack to submit the ISEE certification or will not complete the economic data section within the deadlines listed in this communication;
- b) Students with income and/or assets abroad who will not fill out the ER.GO online form (personal and economic data sections) and will not send to Er.GO the complete and compliant documentation concerning their income and asset situations within the deadlines listed in this communication;
- c) Those who hold an ISEE calculation higher than € 24.500,00.

PAYMENTS SCHEDULE

Eligible students, who submit the ISEE certification within the deadlines reported above, will receive the additional contribution together with the first instalment of the mobility grant. Otherwise, they will receive the additional contribution at the end of the mobility.

FURTHER CONTROLS AND LOSS OF THE ADDITIONAL CONTRIBUTION

Further controls on economic situations will be managed by ER.GO on behalf of the University by using the databases involved in the ISEE calculation (i.e. Agenzia delle Entrate and INPS databases).

Self-declarations about economic data of ISEE with annotations and/or omissions will be controlled by ER.GO, even asking students further documentation stating the completeness and truthfulness of self-declared data. Evidence of untruthful declarations finalized to obtain the additional contribution will lead to its revoke and the student will be asked to refund the sum eventually already received.

For information and clarification regarding compilation of online form, contact ER.GO by telephone at tel.051-6436788 and 051-6436759.