



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

AREA  
FORMAZIONE E DOTTORATO



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# Erasmus Plus Programme Mobility for traineeship A.Y.2026/27 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.

Disclaimer: the University of Bologna is committed to raising awareness against gender stereotypes. It was decided to give linguistic differences greater visibility. When masculine gender is used in this document, the form is to be understood to refer in an inclusive manner to all people operating within the academic community.

**SETTORE ACCORDI E MOBILITÀ ERASMUS+ "UE" | UFFICIO MOBILITÀ PER TIROCINIO E MOBILITÀ  
DOCENTI E PERSONALE TA**

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# INTRODUCTION

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 2026/2027 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**.

# CHECK LIST

## PRIOR TO DEPARTURE

- Fulfill the 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
- **Take** the Online Language Support (OLS) test

## 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.
- Request, if necessary, an extension of your traineeship period.
- 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](mailto:erasmus.placement@unibo.it)
- Submit your **request for recognition** of the activities completed abroad (for those who carry out the traineeship as a student).
- Complete the **“Erasmus+ participant report/EU Survey”**, after receiving the email invitation to do so.

**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 **01/09/2026 and 31/07/2027**.

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

# PRIOR TO DEPARTURE

## DOCUMENTS TO ENTER THE HOST COUNTRY

### 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) and in Switzerland you need a **valid Identity Card for travelling abroad**. Make sure it has not expired, nor will it expire while you are abroad.

For mobility in Nord Macedonia, Serbia and Turkey, students **must go** to the foreign country's Embassy or Consulate **well in advance** to find out what entry documents and the bureaucratic procedures are that need to be dealt with before departure (passport/ID card, obtaining a visa, residency permit, health care, etc.).

### Students who are non-EU citizens

Legislation and regulations governing the entry and stay of non-EU students in the various countries participating in the Erasmus+ Programme depend on their citizenship. It is your responsibility to gather the necessary information well in advance and to obtain the required documents (visa, residence permit, health insurance, etc.) that will allow you to enter and stay in the destination country, by contacting the relevant diplomatic authorities, such as the Embassy or Consulate of the host country.

Students who are citizens of a non-EU country may need to prove that they have a **valid Italian residence permit** to circulate in the Schengen area for study purposes, or to apply for a visa at the embassy of the destination country located in Italy. In this case, they need to consider the time needed to issue/renew the residence permit in Italy, which can be very long. It is advisable to start the application for renewal of the Italian permit well in advance, enclosing all the necessary documents (incomplete applications are subject to longer verification times).

Students who are citizens of a non-EU country and who must return to Italy at the end of their mobility period should bear in mind that Italian rules are very strict: if the sequence of consecutive student residence permits is interrupted, it will only be allowed to re-enter the country in very few cases. If at the end of the study period abroad the student must return to Italy to complete their studies, it is recommended to apply for the renewal of the Italian residence permit and, if possible, obtain it, before leaving. If you need to apply for or renew your Italian residence permit, you should submit your application well in advance of your departure for your Erasmus destination: some universities require a copy of your residence permit at the application stage, and the procedures for issuing or renewing it can take a very long time.

### **Further information and useful contacts on the pages:**

1. <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/residence-permit/residence-permit>

- II. <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/residence-permit/frequently-asked-questions-about-residence-permits> at section "Travelling and returning home - I have to go abroad for a study mobility programme (Erasmus+, Overseas, internship, thesis preparation...).

Please be reminded that visa and health insurance costs cannot be covered by the University of Bologna and that, to obtain a visa, some countries may require you to provide proof of sufficient financial means. The minimum required amount varies and may, in some cases, exceed the total amount of the mobility grants.

**The University of Bologna shall not be held responsible for the non-issuance of a visa.**

If requested for Visa purposes by the Embassy/Consulate, you can download the certification attesting that you have been awarded an Erasmus+ Traineeship directly from Alma RM or you can contact the Erasmus+ Mobility for Traineeship Office ([erasmus.placement@unibo.it](mailto:erasmus.placement@unibo.it)).

### **Students selected for UK destinations**

To enter the United Kingdom students must have a passport with residual validity for the entire period of stay in the country.

Moreover, to carry out a traineeship in the UK students must obtain the Visa. Visa release may require long time. Please, consult the following page <https://www.gov.uk/check-uk-visa> for any further information and check with the host organisation directly the issues related to entry for internship in the UK.

As regards, health coverage, please consult <https://www.gov.uk/guidance/healthcare-for-eu-and-efta-citizens-visiting-the-uk> and contact your AUSL for more information.

**Please note that visa and healthcare costs cannot be covered by the University of Bologna.**

## **HEALTH INSURANCE**

Before the departure, make sure to contact the host organization to find out how to access healthcare in the host country.

If you are a European citizen, 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 (EHIC)**, which, however, is used differently according to the country you are travelling to. Check the rules for accessing the healthcare system in the hosting country and consider whether it is necessary to obtain private health insurance. Health insurance can be found autonomously by the student who wishes to activate it.

Further information is available from your Local Health Board or at <https://www.salute.gov.it/new/it/tema/cure-nellunione-europea/> or at <http://ec.europa.eu/social/main.jsp?catId=559&langId=it>

If you are a non-European student, ask for information about health insurance coverage you may have and check whether you must activate further coverage for your mobility.

## ACCIDENT AND CIVIL LIABILITY INSURANCE

During the mobility, **students** benefit from accidents and civil liability insurance, for the **activities authorized by the Learning Agreement for Traineeship and at the workplace declared**, provided by the University. In addition, accidents in the workplace are covered by INAIL insurance policy.

Insurance coverage applies automatically, provided that the student is regularly enrolled in one of the degree programmes of the University of Bologna.

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, which can be found autonomously among the offers available on the market.

Further Information: <https://www.unibo.it/en/study/life-at-university-and-in-the-city/health-and-assistance/insurance>

## TRAVEL SAFELY

The University of Bologna provides its academic community with some tools aimed at informing and preparing those travelling abroad on risk management and the protection of their health and safety:

I. **Read the Protocol for activities carried out abroad** by staff and students of the University of Bologna: [https://www.unibo.it/en/attachments/ProtocolloMobilitestero\\_UNIBO.pdf](https://www.unibo.it/en/attachments/ProtocolloMobilitestero_UNIBO.pdf) (Section 3 "Students", paragraph 3.1 Activity without specific risks and 3.2 Activity with specific risks)

II. **Take the following online preparation courses:**

- **MOOC "Personal Risk Reduction in Insecure Contexts" (in your Alma RM home page)**, The course provides tools and resources for those preparing to spend a period abroad in potentially insecure contexts. Its aim is to increase awareness of the precautions and strategies to be adopted to protect one's health and safety and to promote behaviour appropriate to the context in which one is staying. Read the course description on your AlmaRM home page.
- **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>

We remind you that the host organization must make sure that trainees have the conditions of safety and health required by the national legislation in force and they must have safety protocols you must be informed about. In case of inertia/ delay by the host organization, ask for information.

In addition, consult the **RECOMMENDATIONS – STUDENT MOBILITY PROGRAMMES** available on your AlmaRM profile. In particular, you are encouraged to gather information on your destination country (social, political and security context, as well as

local customs, traditions and religion) through the website of the Italian Ministry of Foreign Affairs and International Cooperation (MAECI): [www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it) .

**Non-EU students** must turn to their Embassy to know how to signal their presence in the country of destination of their mobility.

## DOCUMENTS TO RECEIVE THE GRANT

### NOMINATION

At the end of the selection procedure and acceptances, the Erasmus+ Traineeship Office informs the host organizations by e-mail of the outcome of the procedure and provides guidance on the subsequent steps to be taken. You will be copied knowledge in e-mail communication.

### APPLICATION PROCEDURE (for traineeship at universities)

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.

If requested, the application procedure (i.e. the admission request to the host university) is your responsibility and must be carried out according to the procedures established by the partner university. You will need to check the procedures, deadlines, and specific requirements (linguistic, academic, enrolment) of the host university well in advance.

Turn to the Erasmus+ Traineeship office in case signatures from our university are required.

**Please, be aware that the Erasmus+ Traineeship Office cannot sign documents requiring to certify or declare specific language levels or competencies.**

### 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 (LAT) on Alma RM

- ! *For those doing their traineeship as **students**, the presentation of the LAT 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 LAT 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 LAT 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 LAT, consult the "LAT Student Manual" available on Alma RM.*

- b) approval of the LAT 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 LAT 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 LAT.

Some Degree Programmes impose a deadline for obtaining the LAT 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 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 (LAT) on Alma RM. The system will allow the PhD student to download the LAT 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 LAT approved (in hard copy) by the competent body within the Phd Programme Degree and has the LAT signed by them.
- c) The PhD student sends the scan of the LAT 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 LAT

## 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 Degree Programme and the host institution, partially on a remote mode by the home country (virtual mobility), resulting in the so-called “blended mobility”. Virtual mobility can be added to the physical mobility planned during the application phase. In this case, **before signing** the mobility agreement and **starting the internship**, you must agree on virtual mobility with your Degree Programme and with the host institution. If both parties agree, the blended mobility option must be chosen when signing the mobility agreement. It is also necessary to request an extension of the mobility through the appropriate section of Alma RM. Moreover, it is necessary to track any variation of the mobility typology (when from physical to virtual or vice versa) through the appropriate functionality of Alma RM “modifica tipologia di mobilità “(point 4).

In case of blended mobility, 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 consecutive 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 is an integral part of the total duration of the mobility and therefore, in case of traineeship with student status, the recognition of the activities can be requested upon termination of all activities (physical and virtual activities) and always before graduation.

**Please note: Mobilities entirely in virtual mode are not eligible.**

## ONLINE LINGUISTIC SUPPORT (OLS) ASSESSMENT TEST

The Erasmus+ program provides students with the so-called Online Language Support (OLS), i.e. the possibility of using an online platform that allows students with Erasmus+ status and scholarship to evaluate and strengthen their language skills.

Use of the OLS platform is foreseen to:

- allow participants to increase their linguistic knowledge, so that they can get the most out of the Erasmus mobility period
- use a linguistic support, such as the OLS, accessible in a fluid and simple way which allows to promote language learning and linguistic diversity.

Participants will have the opportunity to improve their language skills by taking online language courses before and during their stay abroad. Assessment tests and “communities of learners” are available in 29 languages (24 official EU languages + the languages of Erasmus+ associated countries). Online courses for 24 languages are available from level A1 to B2. More courses will be gradually included to reach all levels for the 29 languages. In addition to that, students can communicate with each other through OLS forums.

To take the test and attend language courses, students must register on the [EU Academy](#) platform, using their institutional email address @studio.unibo.it. To take the test, you must enter in the "Explore topics" box the keywords "assessment test" or "placement test".

**All students with Erasmus+ status are required to take the pre-departure OLS test. At the end of the test, you can download a certificate with the result.**

## INTERNSHIP AGREEMENT

The Erasmus+ Traineeship programme does not require signature of internship agreements, but if requested by your host organization, contact the Erasmus+ Traineeship Office well in advance.

## ACCOMMODATION

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

# 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.

## 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. The request for an extension must have **academic reasons** only.

What is required:

- 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
- upload the document in pdf format onto Alma RM

When the extension request can be asked:

- **no later than one month** before the initial planned end date of the period (for long-term mobility).

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 2026/27, paragraph Eligibility Conflicts), otherwise the extension request may be rejected by the office. An exception is made for requests for extensions to be carried out remotely (virtual mobility), because they do not fall within the calculation of maximum duration for mobility per cycle.
- 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 both in case of an extension of physical mobility and in case of virtual mobility. It is always necessary to track any variation of the mobility typology (when from physical to virtual or vice versa) through the appropriate functionality of Alma RM “Modifica tipologia di mobilità” (point 4).

**The Erasmus+ mobility must conclude by 31 July 2027 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](mailto:erasmus.placement@unibo.it)

**Deadline:** E-mail delivery of the documents by the host organization is required **WITHIN 15 DAYS FROM THE END OF THE TRAINEESHIP and in any case no later than the 23/08/2027 (for those who complete their traineeship at the end of July 2026)**. It is the 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 physical mobility by the host organization 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](mailto: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 23/08/2027 (for those who complete their traineeship at the end of July 2027).** It is the 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 30 calendar days upon receipt of the invitation to complete it.**

Failure to complete the Participant Report 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: within five weeks of the end of your mobility** and, in any case, no later than **6 September 2027**, 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 through the AlmaRM platform.

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

**PhD students**, enrolled from the **40th cycle onwards**, once uploaded the documents onto the AlmaRM, will not be able to use the AlmaRM online procedure for academic recognition. Instead, they must proceed via the Dottorandi application (<https://dottorandi.unibo.it/>). Once the recognition of the activity has been approved, PhD students must contact the Erasmus+ Traineeship Office ([erasmus.placement@unibo.it](mailto:erasmus.placement@unibo.it)) to send the relevant documentations.

**PhD students, enrolled up to 39<sup>th</sup> cycle**, are expected to present the results of their work carried out abroad to the Phd Programme Board (also through their supervisor) and send the acknowledgement resolution/decreed to the Traineeship Mobility Office ([erasmus.placement@unibo.it](mailto:erasmus.placement@unibo.it)).

## 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 to give the next student on the ranked list the opportunity to take up the exchange post.

If you have already received the grant, you must refund the total amount. The request for a refund of the grant will be sent by email to the student's institutional e-mail address ([studio.unibo.it](mailto: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:

Destination country	Monthly grant
<b>Countries group 1 (high cost of living):</b> Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Lichtenstein, Luxemburg, Norway, Sweden, Switzerland, the Netherlands, United Kingdom.	€ 550
<b>Countries group 2 (medium cost of living):</b> Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.	€ 500
<b>Countries group 3 (low cost of living):</b> Bulgaria, Croatia Hungary, Lithuania North Macedonia, Poland, Romania, Serbia, Turkey.	€ 500

An additional Erasmus contribution of € **250 per month** is foreseen for students coming from poor socio-economics backgrounds with **ISEE 2026** certification up to € **28.339,88**. The deadlines and methods for presenting the ISEE are contained in the document attached at the end of this Guide (**Annex 1**).

Moreover, a **travel support** will be provided based on specific kilometer ranges and on whether the journey was made in a green or non-green way. Green travel refers to travel by bus and/or train, provided that these modes of transport were used for the majority of the outward and return journey in terms of distance travelled.

Further information in **Annex 2** at the end of this Guide.

The payment of the mobility grant is made in two instalments, **upon delivery of the mobility agreement**: the first of 70% 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 disability or certified special needs (pathologies requiring specific diet, etc.) can be allocated by the European Commission. For information, contact the Traineeship Mobility Office ([erasmus.placement@unibo.it](mailto: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 €500.00:

1. Mobility from 01/02/2027 to 30/04/2027 (3 months/90 days)

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

Total days = 3 x 30 = 90 days

$400.00 / 30 \times 90 = € 1.500,00$

2. Mobility from 01/02/2027 to 31/03/2027 (2 months/60 days)

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

Total days = 2 x 30 = 60 days

$400.00 / 30 \times 60 = € 1.000,00$

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

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 01/02/2027 to 25/04/2027

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) = € 1.500.00

2. Mobility from 01/02/2027 to 24/04/2027

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) = € 1.400.00

Mobility duration: 2 months (60 days)

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

In addition, this calculation does not apply when the mobility ends on 31/07 because no funding can be provided beyond 31/07.

**Example**

duration mobility 3 months (90 days)

mobility from 01/05/2027 to 31/07/2027

If the certified start and end dates of mobility correspond respectively to 01/05/2026 and 31/07/2026, the contribution covers 90 days.

If the certified start date is 03/05 and the certified end date is 31/07, the grant covers 88 actual days of mobility and not 90, even if the difference between expected duration and actual duration of mobility is less than 5 days.

Similarly, the certified end dates of mobility beyond 31/07 will be transferred by the offices to 31/07, with calculation of the contribution for actual days of mobility.

**Travel grant:** Una tantum travel support is also provided. See Annex 2

**SHORT MOBILITY GRANT (ONLY FOR PHD STUDENTS):** In case PhD students opt for a short mobility, the grant amounts will be different from the regular grant amounts described above. Further information is in the [Addendum](#) PhD\_Short Mobility below.

## 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.**

## CERTIFICATION OF MOBILITY GRANT

At the following page: <https://cedolinifo.unibo.it/cedolini/> (where the student can access with his/her institutional credentials) the vouchers and the "Certificazione Unica" relating to the mobility grant received will be made available. The vouchers are made available in the month in which the mobility grant is paid. The "Certificazione Unica" (CU) is published yearly according to the time set by law. The "Certificazione Unica" (CU) is an official document that must be read, and it is important for the compilation of individual income tax return.

# ADDENDUM PhD\_SHORT MOBILITY

PhD students are kindly asked to refer to the information above for the management of their mobility period. This document integrates and deepens some aspects related to the short mobility and its funding.

**DURATION:** Short mobility lasts from a minimum of 5 days to a maximum of 30 days and must be carried out only in presence at the host institution (physical mobility).

Physical mobility of 30 days **cannot** be extended.

Mobility planned for a period of less than 30 days can be extended to a maximum of 30 days but remain without funding.

**It is not possible to change the duration of the mobility from short to long and vice versa.**

**Optional:** Virtual mobility can be added to the physical mobility planned during the application. Virtual mobility must be previously agreed with the PhD degree course and the host organization. In this case, before signing the mobility agreement and starting the internship, you must agree on virtual mobility with your PhD Degree Course and with the host institution. If both parties agree, the blended mobility option must be chosen when signing the mobility agreement. It is also necessary to request an extension of the mobility through the appropriate section of Alma RM. Moreover, it is necessary to track any variation of the mobility typology (when it switches from physical to virtual or vice versa) through the appropriate functionality of Alma RM “Modifica tipologia di mobilità” (point 4).

In case of blended mobility, physical mobility must be at least 5 consecutive days.

Those who have already planned a physical mobility of 30 days can request an extension only to add the virtual component.

## FUNDING

The funding for short mobilities is as follows:

Duration	Funding per day
Short-term mobility for the period from 5 to 14 days	79 euro
Short-term mobility for the period from 15 to 30 days	56 euro

Mobility grant is calculated on the bases of the start date and end date certified by the host organisation in the certificate of period. Virtual mobility is not funded. The duration of mobility is calculated in calendar days (for example, 31 day January or 28 days February).

An additional contribution to the mobility grant is envisaged for Phd students with a short mobility coming from poor socio-economics backgrounds. This contribution will be granted to candidates on ISEE 2026 basis (up to € **28.339,88**) and it amounts to € 100 for the period from 5 to 14 days and € 150 for the period from 15 to 30 days. Also in this case, it is necessary to follow the indications and deadlines that will be given for the presentation of the ISEE to the page:

<https://www.unibo.it/en/international/internship-abroad/erasmus-mobility-for-traineeship/erasmus-grant>, Attachments “ Additional contribution to the Erasmus+Traineeship grant a.y. 2026/27”.

Moreover, a **travel support** will be provided based on specific kilometer ranges and on whether the journey was made in a green or non-green way. Green travel refers to travel by bus and/or train, provided that these modes of transport were used for the majority of the outward and return journey in terms of distance travelled.

Further information in **Annex 2** at the end of this Guide.

## **ANNEX 1 - ADDITIONAL CONTRIBUTION TO THE ERASMUS+ TRAINEESHIP GRANT 2026/2027**

Issued with Management Order N. 2912/2026 Ref. 90760 dated 19/05/2026

**ADDITIONAL CONTRIBUTION TO THE ERASMUS+ TRAINEESHIP GRANT 2026/2027:** 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, financed by the Erasmus National Agency too, is paid to students with the **ISEE** (Equivalent Financial Situation Indicator) **up to € 28.339,88**.

**Candidates** for the 2026/27 Erasmus + traineeship call for applications (included those who expect to graduate by March 2027 without renewing the enrollment in the 2026/2027 academic year) can submit their **2026 ISEE certification for uses in relation to the right to higher education starting as of now**, through the [ER.GO website](#), section FAI DOMANDA ONLINE, using the SPID credentials. If you cannot apply for them, you can use your university credentials (studio.unibo.it). The completion of the personal and economic data section is needed 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 2026/2027 calculation.**

In particular, the procedure for the submission of the ISEE and 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 01/09/2026 to 31/01/2027**: If they present their ISEE certification **within June 30th, 2026**, 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, 2026, but within the deadline for the calculation of the tuition fees 2026/2027**, they will receive the additional contribution at the end of their mobility period.

2) Students planning to leave **from 01/02/2027 on** must present their ISEE certification **within the deadline for the calculation of the tuition fees 2026/2027**. 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 in the personal and economic data section are available at

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-deadlines>

**DEADLINES:**

Type of Student	Deadline to fill in the personal and economic data section	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 01/09/2026 to 31/01/2027	<b>30/06/2026</b>	29-30/06/2026	10/07/2026	03/07/2026
Student leaving from 01/02/2027 on <b>OR</b> Student leaving from 01/09/2026 to 31/01/2027 who has not submitted the ISEE within 30/06/2026*	<b>30/10/2026 (h.18:00)</b>	29-30/10/2026 (h.18:00)	21/12/2026	20/11/2026
Student leaving from 01/02/2027 on - submission with an extra-charge** <b>OR</b> Student leaving from 01/09/2026 to 31/01/2027 who has not submitted the ISEE within 30/06/2026**	<b>16/11/2026 (h.18:00)</b>	15-16/11/2026 (h.18:00)	21/12/2026	20/11/2026

\*Students leaving from **01/09/2026 to 31/01/2027** that will present their ISEE **after June 30th, 2026**, will receive the payment of the additional contribution at the end of their mobility period.

\*\*Submitting the ISEE within **November 16th, 2026**, will be requested the payment of an extra-charge, as ruled by the UNIBO regulations about students' tuition fees, published at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-deadlines>

**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 **01/09/2026 to 31/01/2027** 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 [ER.GO website](#), section FAI DOMANDA ONLINE. 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-2026-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-2026-XXXXXXXX-00) will nonetheless be able to submit and confirm their applications online by entering the sender's protocol number (e.g., CAF000XX-PG0000-2026-N0000000), contained in the RECEIPT issued at the time of the application, but may do so solely during the period from **June 29<sup>th</sup> to June 30<sup>th</sup>** (for students leaving from **01/09/2026 to 31/01/2027**) or from **October 29<sup>th</sup> to October 30<sup>th</sup>** (for students leaving from **01/02/2027 on** 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 website, section FAI DOMANDA ONLINE, within **July 10<sup>th</sup>** (for students leaving from **01/09/2026 to 31/01/2027**) or **December 21<sup>st</sup>** (for students leaving from **01/02/2027 on** 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 10<sup>th</sup>** (for students leaving from **01/09/2026 to 31/01/2027**) or **December 21<sup>st</sup>** (for students leaving from **01/02/2027 on** or for those who did not respect the previous deadline).

**Until the student completes 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 has lived independently (in accommodation not owned by a family member) and has earned an 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 of the territory where the income is produced and the assets owned and must be translated in Italian 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 € 28.339,88.

#### **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 the personal and economic data section, contact ER.GO by telephone at <https://www.er-go.it/contatti>

## ANNEX 2

### Travel contribution

A **one-off** travel support contribution is provided based on specific distance bands (travel distance) and on whether the journey is carried out using **green or standard (non-green)** travel modes.

A **green travel** is defined exclusively as travel by bus and/or train, provided that these means are used for the majority of the journey, in terms of distance covered, for both the outbound and return trips. Students who undertake a journey classified as green travel must retain and submit their travel tickets at the end of their mobility period. Please note that the submitted travel documents must show that the outbound journey took place on a date prior to or on the same date as the start of the mobility, and that the return journey took place on a date on or after the end of the mobility.

In the case of **standard (non-green) travel**, it is not necessary to submit travel tickets; however, a declaration confirming that the journey actually took place will be required.

**For both green and standard travel**, students must also declare that the cost of the journey has not been covered by other funds, as these would be incompatible with the travel support provided under the Erasmus+ Programme.

Students must apply for green travel support (and submit the relevant declaration) and provide the required declarations for standard travel at the end of their mobility, through the dedicated procedure available on the AlmaRM platform.

**Travel support will be paid together with the final balance, at the end of the exchange period, following the upload of the documentation required to close the mobility (Certificate of Attendance).**

Below is the table showing the amounts provided according to travel distance and type of travel:

Travelling Distance	Standard (non-green) travel support	Green travel support
Between 10 and 99 KM	€ 28,00 per participant	€ 56,00 per participant
Between 100 and 499 KM	€ 211,00 per participant	€ 285,00 per participant
Between 500 and 1999 KM	€ 309,00 per participant	€ 417,00 per participant
Between 2000 and 2999 KM	€ 395,00 per participant	€ 535,00 per participant
Between 3000 and 3999 KM	€ 580,00 per participant	€ 785,00 per participant
Between 4000 and 7999 KM	€ 1.188,00 per participant	€ 1.188,00 per participant
8000 KM or more	€ 1.735,00 per participant	€ 1.735,00 per participant

Distance band between the city of departure and the city of destination must be verified using the EC tool available at the following page:

[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Distance band refers to a single section of the journey while the corresponding amount covers both the outward and return journeys.

For the purpose of calculating the travel distance, the following must always be considered:

- Bologna as the “Start: place of origin”
- The registered office of the partner university as the “End: venue of the activity”

The travel distance for each mobility is calculated by the Erasmus+ Traineeship Office.  
Students are not required to calculate the distance or indicate the number of kilometres.

<b>Example of standard (non-green) travel support calculation</b>	<b>Example of green travel support calculation</b>
<ul style="list-style-type: none"><li>• City of departure: Bologna</li><li>• City of destination: Oslo</li><li>• Distance calculated (Bologna-Oslo): 1,721.56 km</li><li>• Applicable band: 500-1999 km</li><li>• Total contribution: € 309,00</li></ul>	<ul style="list-style-type: none"><li>• City of departure: Bologna</li><li>• City of destination: Oslo</li><li>• Distance calculated (Bologna-Oslo): 1,721.56 km</li><li>• Applicable band: 500-1999 km</li><li>• Total contribution: € 417,00</li></ul>

# 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>