



KEY ACTION 1 (KA131)

CALL FOR TRAINEESHIP MOBILITY APPLICATIONS – Academic Years 2024/2025 and 2025/2026

Project n. 2024-1-IT02-KA131-HED-000201910 – CUP F19I24000300006

PREAMBLE AND CALL FOR APPLICATIONS

Selections are hereby announced to establish rankings of eligible candidates for international mobility under Action 1 – KA131 (hereinafter KA131) Erasmus+ Traineeship for the academic years 2024/2025 and 2025/2026

Erasmus+ is the European Union programme for education, training, youth, and sport for the period 2021–2027, established by Regulation (EU) No. 2021/817 of the European Parliament and of the Council of 20 May 2021.

Under Action 1 of the Programme, mobility for traineeship allows university students to carry out a traineeship period at companies or organizations, operating in the labour market or in areas such as education, training, and youth, located in one of the Programme Countries and Partner Countries listed on page 6. The Erasmus+ traineeship provides a financial contribution to partially cover expenses during the traineeship period.

Selected students will have the opportunity to develop specific skills and gain a better understanding of the socio-economic culture of the host country.

To this end, the European Commission encourages traineeship opportunities aimed at acquiring digital skills across all academic disciplines. **Digital skills** are intended to develop advanced technological competencies (such as cybersecurity, big data analysis, quantum and/or artificial intelligence, programming languages, website development, search engine optimization – SEO) as well as transversal skills: web design, digital marketing (e.g., social media management, web analytics), software development, graphic design, and digital mechanical or architectural design. The following activities **do not fall** under this category: general customer service, order processing, data entry, and basic clerical tasks.

As a general rule, the Erasmus+ Traineeship mobility period ranges from a minimum of 2 months to a maximum of 12 months.

It is possible to carry out one or more Erasmus+ mobility periods, whether alternating between study and traineeship or not, for a total of up to 12 months of Erasmus+ mobility (study and/or traineeship) per cycle of study. Students enrolled in a single-cycle degree programme may carry out up to 24 months of mobility within the cycle, but for a maximum of 12 months per Call.

Under the 2024 Call, the University of Bergamo has allocated €41,000.00 towards traineeship mobility grants for students, regularly enrolled in a bachelor's, master's, or single-cycle degree programme.

Under this Call, all mobility periods must be completed by **31/07/2026**.

GRANT ALLOCATION:

Grants are awarded for:

- **Curricular traineeships** recognized as an integral part of the student's study plan;
- **Traineeships with elective or additional credits**, eligible only if no traineeship is included in the study plan.

Absolute priority will be given to curricular traineeships.

Grants are awarded exclusively for full-time traineeship activities (minimum 30, maximum 40 hours per week), recognized as an integral part of the study programme, either as elective or additional credits.

Research activities may be considered eligible to the extent that they constitute professional training; for this purpose, the Learning Agreement for Traineeships must be completed so as to clearly reflect this type of training.

***During the Erasmus traineeship mobility period, it is not possible to participate in any other international mobility, Erasmus/non-Erasmus.**

****Grants will NOT be awarded for traineeships conducted in the Italian Language.**

BLENDED MOBILITY:

Beneficiaries may agree with the host company on a blended mobility arrangement: a period of remote work from Italy combined with a minimum of 2 months (61 days) of physical mobility at the host organisation abroad.

The activity must be consistent with the mobility objectives agreed upon through the Learning Agreement. The blended mobility will be fully recognized (e.g., via ECTS) for all activities carried out during both the virtual and physical mobility periods **BUT the period of virtual mobility performed from Italy will NOT be covered by the funding.**

The grant will be paid only for the physical mobility period abroad, which must not be less than 2 months.

In the event that, for justified reasons, part of the activity is carried out remotely but within the host city, the mobility will be considered physical mobility, and the participant will therefore be entitled to receive the corresponding grant

MOBILITY PERIOD:

In order to allow for a wider distribution of funds, the University of Bergamo awards traineeship grants with a **minimum duration of 2 months and a maximum duration of 6 months**; any extension of a traineeship initially planned for less than 6 months must be requested and authorized at least one month before the end of the mobility period and any additional grant payment will be based on the availability of funds.

Interruptions or suspensions of the traineeship are not admissible. Carrying out mobility periods shorter than 2 months or canceling the mobility will result in the termination of the Erasmus+ for Traineeships mobility, and the grant—or any amount already paid to the beneficiary—must be refunded to the University.

Short holiday closures of the host organisation shall not be considered an interruption of the mobility period; the EU grant may be maintained during the closure of the host organisation. However, it does not apply and will not count towards the minimum required stay of two months. Any closure periods must in any case be authorized in writing by the University.

The start and end dates must be agreed upon between the host company/organisation and the University of Bergamo in the Learning Agreement. The actual start of the mobility can only take place after completion of the selection procedure and administrative formalities.

ELIGIBLE COUNTRIES:

The traineeship mobility can be carried out in Programme Countries and in Partner Countries from Regions 13 and 14, as indicated on page 7.

Mobilities to Turkey are currently suspended until further notice.

HOST ORGANISATIONS:

Students are required to independently identify a host organisation, taking into consideration the learning objectives of their degree programme.

To search for possible destinations, the following resources are available:

- The European platform: <https://erasmusintern.org/> (*only EU destinations should be considered*);
- The Stage4eu platform: [https://stage4eu.it/destinazione-europa](https://stage4eu.it/destinazione-europa;);
- The list of partner companies available in your personal **SPORTELLO INTERNET** under the section *Tirocinio/lavoro > aziende or opportunità*.
Please note: under *aziende*, it is not possible to filter by foreign locations, but you can select a sector. Under *opportunità*, through the advanced search function, it is possible to view opportunities from abroad.
- The section *Opportunità* at the following link: <https://www.unibg.it/internazionale/andare-allestero/erasmus/erasmus-traineeships>

The following host destinations are eligible:

- Higher Education Institutions holding an **Erasmus Charter for Higher Education (ECHE)**;
- Public or private organisations active in the labour market or in fields such as education, training, and youth.

Such public or private organisations may include:

- Public or private companies or organisations of any size (including social enterprises);
- Public bodies at local, regional, or national level;
- Social partners or other representatives of the labour market, including chambers of commerce, professional associations or guilds, and trade unions;
- Research institutes; foundations; schools/institutes/educational centres (at any level, from pre-school to upper secondary education, including vocational and adult education);
- Non-profit organisations, associations, or NGOs;
- Career guidance, professional counselling, and information services.

Excluded from Erasmus+ traineeship mobility are:

EU programme managing bodies, EU institutions (including European Agencies and Erasmus+ National Agencies), national diplomatic representations of the student's country of origin located in the host country (such as embassies or consulates), the European Central Bank, and other institutions and bodies of the European Union, including the Court of Justice of the European Union and the European Court of Auditors, as well as other interinstitutional entities performing specialised functions.

(A full list of such institutions is available at: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_it)

To be noted:

The legal headquarters of the host organisation and the actual location where the traineeship takes place must both be situated in one of the eligible countries (listed on page 7).

****Traineeships in the applicant's country of residence or in other non-EU locations not included under Destination Countries - pg 7) are not eligible.**

LANGUAGE REQUIREMENT:

An official language certificate at a minimum level of B1 in the working language of the traineeship is required. The certificate must be no more than 24 months old at the time of application (e.g. Cambridge English Qualifications, IELTS, TOEFL, DELF, DELE, ZD, Goethe-Zertifikat B2, telc, etc.).

Alternatively, applicants may submit:

- a university language exam taken as part of their study plan, equivalent to at least B1 level, or
- a passing result from the university's computerized language test (<https://www.unibg.it/internazionale/andare-allestero/partire/accertamento-conoscenza-linguistica>).

Students enrolled in a master's degree programme delivered entirely in English are exempt from providing certification for traineeships which are carried out in English.

N.B.:

Host organisations abroad may require a language level higher than B1, certified by official documents. It is the applicant's responsibility to check whether the host organisation has specific language requirements and to prepare the necessary documentation to demonstrate language proficiency.

At the time of application, please remember to:

- Obtain a **letter of intent** from the host organisation confirming their willingness to accept you as an Erasmus trainee, including a brief outline of the proposed work programme and the name of the company tutor. The letter should also specify the language of the internship;
- Provide the **approximate period** of the traineeship;
- Ensure you meet the required **language level** (see **LANGUAGE REQUIREMENT** above);
- Confirm that you meet the **requirements outlined in the VADEMECUM** for your degree programme, necessary to start the traineeship (check under "Opportunità" on the webpage of your degree course);
- Obtain a written **authorisation (nullaosta)** for the proposed traineeship from the academic tutor responsible for internships in your degree programme.

ELIGIBILITY REQUIREMENTS:

1. The candidate must meet one of the following conditions:
 - Be a university student regularly enrolled for the academic year 2024/2025 in a Bachelor's, Master's, or Single-Cycle degree programme that includes a traineeship in the study plan, or—if not included—the possibility of adding it as an elective or extra-credit activity.
 - For those intending to start their traineeship from September 2025 onwards, enrollment in the 2025/2026 academic year must be completed before departure.

*Students with a traineeship included in their study plan must apply in the academic year in which the traineeship is scheduled. In other words, if the traineeship is foreseen in the second

year of the programme, the student may not apply during the first year unless they have formally requested early inclusion in the study plan and received approval. Students who do not have the traineeship included in their plan must submit a request for inclusion before the application deadline, and attach the approved request presented to the Board of their degree programme (Consiglio di Corso di Studi).

- Be enrolled in the 2024/2025 academic year in a Bachelor's, Master's, or Single-Cycle degree programme and plan to graduate by the graduation session of April 2026. In this case, students are not required to pay tuition fees for the 2025/2026 academic year. If the student does not graduate by that session, they must renew their enrollment, otherwise the grant will be revoked and the traineeship credits will not be validated.

N.B.: Enrollment must be formalized by paying the university enrolment fees in accordance with administrative deadlines.

2. **Not be a citizen or resident of the country where the traineeship is to take place.**
3. Have a minimum B1 level according to the Common European Framework of Reference for Languages (CEFR) in the language of the traineeship, which must not be Italian.
4. Be a citizen of an EU Member State or of another country participating in the Programme, or a citizen of a third country provided that they are regularly enrolled at the University of Bergamo.
5. In the case of non-EU citizens, hold a valid residence permit for the entire duration of the traineeship.
6. Fulfil the requirements outlined in the Curricular Traineeship Guidelines (Vademecum) of their degree programme for the recognition of the credits needed to activate the traineeship.
7. Where applicable, the traineeship experience may be linked to the preparation of the final thesis. Students who choose to combine the Erasmus traineeship with thesis work must contact their thesis advisor before the start of the traineeship to ensure that the work programme is truly aligned with the thesis content.
8. Not receive, during the Erasmus+ traineeship period, any other grant for the same mobility, whether financed by EU funds or university funds.

STUDENTS WITH SPECIAL NEEDS

Students with disabilities or specific learning disorders (SLD) who wish to apply are strongly advised to contact the International Relations Office (Room 6 – San Bernardino), well in advance of the application deadlines, and to ensure in good time that the host organisation is able to provide adequate support services.

To make participation in the programme as inclusive as possible, it is possible to request, through the International Relations Office and subject to the availability of EU funds, **an additional financial contribution** from the Erasmus+ National Agency.

APPLICATION SUBMISSION

Applications must be submitted via the Google Form at the [link](#) provided by **12:00 (noon)** on the dates listed below, and must include the following documents:

- A **Curriculum Vitae** in the Europass format (available at the following link: <https://europass.europa.eu/en/create-europass-cv>), written in Italian or English;
- A **motivation letter** (max. one A4 page), written in Italian or English;
- A **letter of intent** (see the section → Documenti e Modulistica at the following link:

<https://www.unibg.it/internazionale/andare-alleestero/erasmus/erasmus-traineeships>;

- **Authorisation**/approval from the academic tutor responsible for internships for the relevant degree programme;
- A **language certificate** (see the section LANGUAGE REQUIREMENT);
- Only if applicable, the request submitted to the Board of the relevant Degree Course for the inclusion of the traineeship in the study plan, or for the early scheduling of the traineeship in advance of its regular academic year, along with proof of approval.

DEADLINES:

⚠ Please note: At least two weeks are required from each deadline for the publication of the ranking list and the completion of pre-departure procedures. Please take this into account when planning your traineeship start date:

- 25/07/2025 (for departures by 30/09/2025)
- 04/09/2025 (for departures by 15/11/2025)
- 15/10/2025 (for departures by 16/12/2025)
- 24/11/2025 (for departures by 20/01/2026)
- 12/01/2026 (for departures by 05/03/2026)
- 20/02/2026 (for departures by 24/04/2026)
- 07/04/2026 (for departures by 20/05/2026)

N.B.: Grants will be awarded until all available months have been allocated. After each deadline, the remaining budget will be updated and made available for the next application round. Once the funds are exhausted, future deadlines will remain valid for unfunded traineeships.

RESULTS

After each application deadline, the ranking list will be determined based on merit, according to each candidate's academic record, using the formula published in the dedicated Erasmus+ mobility section on the university website:

👉 <https://www.unibg.it/internazionale/andare-alleestero/erasmus>

Each student's academic career will be assessed as of the following dates, based on when they apply:

- For the 25/07/2025 deadline → academic record as of 30/04/2025
- For deadlines from 04/09/2025 to 24/11/2025 → academic record as of 10/08/2025
- For deadlines 12/01/2026 and 20/02/2026 → academic record as of 30/11/2025
- For the 07/04/2026 deadline → academic record as of 28/02/2026

In the event of a tie in the final score, priority will be given to candidates with a curricular traineeship. If the tie persists, priority will go to candidates who have never taken part in any Erasmus+ mobility. If there is still a tie, the younger candidate will be given priority.

Following the evaluation of applications, the ranking list will be published at:

👉 <https://www.unibg.it/erasmus-traineeship>

This publication of the ranking list serves as the official notification of results.

No individual written communication will be sent to applicants.

Eligible students must follow the instructions published together with the ranking list.

In case of withdrawal

If a selected student withdraws from the programme, other eligible candidates will be contacted via email, following the order of the ranking list.

Should a selected beneficiary no longer meet the eligibility requirements, they must notify the University immediately in writing by email at: giovanna.della-cioppa@unibg.it

FINANCIAL CONDITIONS AND FUNDING SUPPORT

The Erasmus+ programme provides monthly financial support, with grant amounts that vary depending on the host country, as detailed in the table below:

DESTINATION GROUP	COUNTRY	MONTHLY GRANT
GROUP 1	Austria, Belgium, Germany, France, Netherlands, Denmark, Ireland, Iceland, Finland, Sweden, Liechtenstein, Norway, Luxembourg <u>Partner countries in Regions 13 and 14:</u> <ul style="list-style-type: none"> Region 13: Andorra, Monaco, San Marino, Vatican City <u>Region 14:</u> : Faroe Islands, Switzerland, United Kingdom 	€ 500,00
GROUP 2	Cyprus, Greece, Spain, Portugal, Malta, Estonia, Latvia, Czech Republic, Slovakia, Slovenia	€ 450,00
GROUP 3	Bulgaria, Lithuania, Hungary, Poland, Romania, Serbia, North Macedonia, Turkey, Croatia	

**** Mobilities to Turkey are currently suspended**

To be noted: The monthly grant is not intended to cover the full cost of living abroad, but rather to partially offset the additional expenses that may be incurred in the host country due to the generally higher cost of living compared to the home country.

N.B: For countries in Regions 13 and 14, students are advised to:

- check the entry requirements for the chosen destination country well in advance, gathering all necessary information regarding visa issuance, health insurance, and any other documents required for legal residence abroad;
- take into account additional costs such as visa fees, health insurance, and any other charges that may apply to enter the selected country.

ADDITIONAL GRANTS

Please note that the Student Services Office (Servizio per il diritto allo studio) may award additional funding for international mobility, according to the criteria set in a specific call for applications, which will be published in summer 2025.

Students who meet the eligibility requirements are strongly encouraged to apply for this supplementary grant.

Further announcements will be made regarding the procedures and timelines for:

- top-up contributions for students with fewer opportunities (e.g. socio-economic disadvantage, disabilities, or specific learning disorders – DSA);
- any additional national contributions provided by MUR (Italian Ministry of University and Research).

INSURANCE COVERAGE

Each beneficiary is covered by an accident and third-party liability insurance policy provided by the University of Bergamo. Additionally, beneficiaries are entitled to standard INAIL insurance coverage on behalf of the Italian State, valid in EU countries.

The insurance policies for accidents and third-party liability apply exclusively to incidents occurring during educational/training activities. The details of these policies will be specified in the financial agreement, which each beneficiary must sign before departure.

However, each beneficiary is personally responsible for obtaining travel insurance and health coverage at their own expense. This must include protection in case of temporary or permanent disability, serious illness, and repatriation of remains in the event of death.

Healthcare abroad is covered for emergencies only, via the European Health Insurance Card (EHIC) (Tessera Europea di Assicurazione Malattia – TEAM), issued by the relevant local health authority (A.T.S. or A.S.S.T.).

Further country-specific details are available at:

<https://www.salute.gov.it/portale/cureUE/homeCureUE.jsp>

For broader coverage, students are advised to consult their local health authority or private insurance provider.

Non-EU students enrolled in the Italian National Health Service (SSN) cannot use the EHIC in Iceland, Norway, and Liechtenstein, as this is not permitted under current EU legislation (Regulation EC 859/2003). They are therefore strongly advised to contact their local health authority (ASL) in advance.

TRAVEL SAFELY – Useful Resources

The following websites provide important information for anyone planning to travel abroad.

We strongly recommend reading them carefully, registering with the “Dove siamo nel mondo” portal, and taking note of useful contacts, such as the local embassy or consulate, the Crisis Unit, local police, etc.

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

<https://www.viaggiasesicuri.it/home>

<http://www.salute.gov.it/nuovocoronavirus>

https://www.esteri.it/it/sportello_info/domandefrequenti/sezione_viaggiare/

PRE-DEPARTURE REQUIREMENTS

Beneficiaries who have formalized their acceptance will receive all the necessary information and documentation from the International Programs Office in order to plan the start of their mobility period. Before departure, they must have completed the following steps:

- Define, in agreement with the host organization and the internship coordinator of their degree program, the work plan for the traineeship to be carried out abroad (Learning Agreement for Traineeships);
- Register the host organization through the university’s online portal (Sportello Internet) and ensure that the internship agreement has been signed;
- Enter the training project (containing the same information as the Learning Agreement for Traineeships) into the student online portal and obtain approval from the designated academic supervisor;

- Sign the Erasmus+ Traineeship grant agreement, which specifies the number of months awarded;
- Complete the language assessment through the OLS (Online Linguistic Support) platform;
- Check with the appropriate authorities for any immigration requirements in the host country, particularly if they do not hold EU citizenship.

PLEASE BE REMINDED THAT:

The mobility period can only begin after the completion of the administrative procedures, which include:

- The signing of the **Vocational Agreement** (called Convenzione) with the host organization, if not already in place. The required document can be found at the following [link](#)
- The **registration** of the traineeship project via the portal Sportello Internet;
- The **Learning Agreement** for Traineeships, detailing the activities to be carried out and signed by the three parties;
- The signature of the **Erasmus+ mobility agreement** by both the trainee and the University of Bergamo (only after the signatures of the Learning Agreement).

LANGUAGE SUPPORT (Online Linguistic Support – OLS)

Before departure, all students must complete an online language assessment to evaluate their proficiency in the main language to be used during the traineeship abroad.

This will help identify those who may need to take an online language course.

They will be responsible for completing the course, as specified and agreed in the financial agreement.

AT THE START AND DURING THE TRAINEESHIP

All students must send, via email (to the address that will be provided prior to departure), the certificate of arrival and weekly reports.

TRAINEESHIP RECOGNITION IN THE STUDENT'S ACADEMIC RECORD

To ensure the traineeship is formally recognized:

- The OLS (Online Linguistic Support) test must be completed before departure.
- The following documents must be submitted at the end of the mobility period. The full name and position of the person signing the documents must match the company supervisor indicated in the Learning Agreement:
 - Certificate of Arrival/Departure
 - Learning Agreement – After the Mobility
 - Traineeship Log, fully completed and signed, including final reports
 - Erasmus Participant Survey, to be completed online using the link provided at the end of the traineeship

Students must keep travel receipts and boarding passes (if applicable) for both outbound and return journeys and submit them, if requested.

GRANT PAYMENT PROCEDURES

Personal, tax, and banking details used for grant payment will be those provided by the student in their personal area via the university's student portal. Students are responsible for ensuring that this information is entered correctly and kept up to date.

The Erasmus+ for Traineeships grant will be paid exclusively by bank transfer to a current account held (or jointly held) in the name of the student.

RESPONSIBLE FOR THE PROCEDURE

In accordance with Article 4 of Law 241/1990 and subsequent amendments, the person responsible for the administrative procedure is Dr. Elena Gotti, Head of the Orientation and International Programs Office.

FURTHER INFORMATION

For support, contact the International Relations Office (Room 6 – S. Bernardino):

- Tel: +39 035 2052832
- Submit a request via the Student Help Desk ticketing system, selecting "Erasmus (Outgoing)" and specifying "Erasmus Traineeship" in the subject line
- In-person support is available by appointment only, bookable via the app: [Servizi a sportello](#):
→ Select: Uff. Erasmus in uscita → Uff. Relazioni Internazionali – Bando Erasmus Traineeship

REPORTS OF VIOLATIONS THAT HARM THE PUBLIC INTEREST OR THE INTEGRITY OF THE UNIVERSITY

In accordance with the provisions of Legislative Decree No. 24/2023 (concerning the protection of individuals who report violations of European Union law and national legal provisions), candidates participating in this selection procedure may report to the University's Anti-Corruption and Transparency Officer (RPCT) any behaviors that harm the public interest or the integrity of the Administration. Those making reports are guaranteed the protective measures outlined in Chapter III of Legislative Decree No. 24/2023. Additionally, whistleblowers are guaranteed special protection of their personal identity, provided that the reports are submitted through the dedicated channels set up by the Administration, namely the specific online platform accessible at the following web address: <https://unibg.whistle-blowing.it/> or, alternatively, via the voicemail service available at the following phone number: 035 2052 160. Further information is available on the University's official website, in the Transparent Administration section, at the following link: <https://trasparenza.unibg.it/amministrazionetrasparente/altri-contenuti/prevenzione-corrruzione>.

PROCESSING OF PERSONAL DATA

The University guarantees the processing of personal data deriving from participation in the notice on the understanding that said processing will be carried out in compliance with Legislative Decree No. 196/2003 and Regulation (EU) 2016/679. The University informs that the personal data acquired will be processed in compliance with current legislation and used for the purposes of managing the procedure, drawing up the ranking, determining and disbursing funds and, in general, managing mobility. Such data may only be communicated to government bodies directly involved in the economic situation of the students.

The Personal Data Protection Officer is Michele Gorga, e-mail: dpo@unibg.it

The Data Controller is the pro tempore Rector of the University of Bergamo.

Any requests relating to the processing of personal data may be addressed to the latter.

FINAL NOTES AND WARNINGS

This call for applications will be published on the relevant pages of the University website within three days from the date of issuance of the Rector's decree related to this Call for Applications.

For all matters not expressly covered in this call and for any changes or additions, please refer to the information published on the University website:

<https://www.unibg.it/internazionale/andare-allestero/erasmus/erasmus-traineeships>

In the event that false declarations, incorrect data, or the use of forged documents emerge from the submitted documentation – without prejudice to criminal penalties under the Penal Code and special



laws, as well as Articles 75 and 76 of Presidential Decree 445/2000 – the candidate will be automatically excluded from this call for applications and will forfeit any benefits already granted. Furthermore, the candidate's degree program committee will be notified and may impose additional sanctions.

THE RECTOR
Prof. Sergio Cavalieri

*Documento firmato digitalmente
ai sensi dell'art. 24 del D.LGS 82/2005*