



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Area Formazione e
Servizi agli Studenti

Settore Relazioni Internazionali
Servizio Mobilità internazionale

*Data available from protocol registration:
Repository Number, Protocol Number, Title*

CALL FOR APPLICATIONS – SHORT-TERM INTERNATIONAL MOBILITY GRANTS FOR STUDENTS OF THE UNIVERSITY OF BERGAMO

PURPOSE OF THE CALL

In order to promote and enhance the internationalisation opportunities of the University and to support students' short-term mobility experiences, the University of Bergamo issues this Call for Applications for the award of grants to students undertaking short-term physical mobility abroad.

This Call provides ex post financial support only and does not constitute authorisation for mobility.

The grant is intended to support short-term study activities carried out abroad (e.g. Summer Schools, Winter Schools, or similar educational activities recognised within the study plan).

Activities related to internships or thesis work abroad are excluded.

ELIGIBILITY REQUIREMENTS

Applications may be submitted by students who:

- are regularly enrolled at the University of Bergamo in the academic year 2025/2026;
- have previously agreed on the activity to be carried out abroad with the faculty member responsible for internationalization in their Department or with the Head of the Degree Programme.;
- have obtained the formal approval by the Degree Programme Board (Consiglio Corso di Studio) for the purpose of academic recognition;
- have completed the activity as a short-term mobility period abroad at a foreign host university between 01/10/2025 and 30/09/2026;
- received an official document by the host university certifying the completion of the activity with dates and ECTS;
- have obtained, or are in the process of obtaining, recognition of the relevant credits in their study plan.

****Activities carried out online or remotely are not eligible.**

APPLICATION PROCEDURE

Applications are to be submitted exclusively online via the Google Form available at the following [link](#)

Applicants should log in using their institutional email address (@studenti.unibg.it).

Applications will be considered valid only if complete with all required documentation and submitted in the prescribed format.

Applications submitted by other means or incomplete applications will not be considered.



DEADLINES

Deadlines to submit applications are as follows:

- 15 May 2026 for mobility activities completed by 30 March 2026;
- 13 October 2026 for mobility activities completed by 30 September 2026.

REQUIRED DOCUMENTATION

Applicants are asked to upload the following documents:

- activity programme carried out abroad (e.g. Summer School, Winter School, or other educational activity), including courses attended, duration, and host institution;
- official certificate issued by the host university clearly indicating start and end dates of attendance and ECTS credits obtained;
- Transcript of Records (if applicable – this depends on the type of activity);
- travel receipts (tickets and other receipts). Travel days are **not included in the mobility duration**;
- accommodation receipts (if applicable)
- proof of payment for the activity (if applicable).

FILE NAMING REQUIREMENTS

All documents must be uploaded in PDF format and named as follows:

SURNAME_NAME_ID
SURNAME_NAME_MobilityProgramme
SURNAME_NAME_HostUniversityCertificate
SURNAME_NAME_BoardingPasses
SURNAME_NAME_Accommodation
SURNAME_NAME_PaymentReceipt

IMPORTANT NOTICE

Applications may be submitted only after completion of the mobility period and after the acquisition of the relevant credits, or, where recognition is still in progress, upon submission of a copy of the request to the Programme Board.

FINANCIAL CONTRIBUTION

The grant is awarded as follows:

- €500 for mobility periods shorter than 30 days with at least 3 ECTS/CFU credits recognised;
- €1,500 for mobility periods between 1 and 3 months with at least 5 ECTS/CFU credits recognised.

Payment will be made to the applicant's IBAN, as indicated in the application, only after the credits have been officially recorded in the student's academic record.

The grant is exempt from income tax (IRPEF) and regional tax (IRAP), in accordance with applicable tax regulations governing scholarships, grants and international mobility contributions.



NO DOUBLE FUNDING RULE

Double funding for the same activity is not permitted.

The grant may not be combined with other funding of any kind provided by the University of Bergamo for the same mobility experience.

SELECTION CRITERIA

Ranking lists will be drawn up on a merit basis, starting from the applicant's academic record, in accordance with the formula attached to this Call.

For each application deadline, the student's academic record will be evaluated as of 30 March 2026 or 30 September 2026, respectively.

In the event of a tie, preference will be given to the younger applicant.

Grants will be awarded until all available funds have been allocated.

RANKINGS

For each deadline, a ranking list will be published within 15 days of the end of the selection period on the University website:

<http://www.unibg.it/internazionalizzazione/bandi-tirocini-e-studio-allestero>

Publication of the ranking list constitutes official notification.

RECOGNITION OF THE MOBILITY PERIOD

In order to receive the grant, students are required to meet the following conditions:

- have previously agreed the mobility period with the relevant academic authorities and obtained approval from the Degree Programme Board;
- have completed, or be in the process of completing, the credit recognition procedure;
- have completed the mobility period at least 30 days before the thesis defence date

PROCEDURE MANAGER

In accordance with Law no. 241/1990, the person responsible for the administrative procedure is Dr. Elena Gotti, Head of Academic Affairs and Student Services.

PROCESSING OF PERSONAL DATA

The University guarantees that personal data provided in the context of this call will be processed in compliance with Legislative Decree no. 196/2003 and EU Regulation 2016/679 (GDPR).

Data will be processed exclusively for purposes related to the management of the selection procedure, ranking lists, allocation and payment of grants, and mobility management. Such data may be shared only with public administrations directly involved.

The Data Protection Officer is Liguria Digitale (email: dpo@unibg.it).

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



FURTHER INFORMATION

International Relations Office
Via S. Bernardino 72/e – Second Floor – Office 6
Tel. +39 035 2052832 (also via ticket system)

Appointments must be booked via the [online service](#):
(select “International Programmes Office – Erasmus+ Traineeship Call”)

REPORTING OF VIOLATIONS AFFECTING THE PUBLIC INTEREST OR THE INTEGRITY OF THE UNIVERSITY

In accordance with Legislative Decree No. 24/2023 (implementing the protection of persons who report breaches of Union law and national legislation), candidates participating in this selection procedure may report to the University’s Anti-Corruption and Transparency Officer (RPCT) any conduct detrimental to the public interest or to the integrity of the Administration.

Whistleblowers are granted the protection measures provided for under Chapter III of Legislative Decree No. 24/2023.

In addition, the identity of whistleblowers is subject to strict confidentiality, provided that reports are submitted through the dedicated channels made available by the University, namely the online platform available at: <https://unibg.whistleblowing.it/> or, alternatively, via the voice mailbox accessible at the following telephone number: +39 035 2052 160.

Further information is available on the University website, in the Transparency Administration section, at the relevant [link](#).

Reports received through the dedicated channels are handled exclusively by the RPCT, possibly with the support of specially trained and authorised staff bound by strict confidentiality obligations. Where the report is submitted via the platform, the RPCT will only become aware of the whistleblower’s identity where strictly necessary.

Any reports submitted through channels other than those specifically designated will be treated as ordinary reports and will not benefit from the special confidentiality protections guaranteed by the dedicated channels.

Bergamo, as per protocol registration

Head of Academic Affairs and Student Services

Dr. Elena Gotti

(Digitally signed pursuant to Legislative Decree 82/2005)