



**Art. 1 – Requirements for Participation**

For the **Academic year 2024-2025**, it is launched the call for applications for the allocation of **10 mobility grants for internships (2 for each Department) of a minimum duration of 2 months**. The grants will be awarded to **students who, for the academic year 2024-2025, are enrolled** (in course or out of course, full-time or part-time) **in a regular course of study at the University of Macerata that involves the validation of teaching activities and the awarding of a degree, including first-year students**.

Students meeting the following requirements may submit their application in this call:

- 1) For the Academic Year 2024-2025, they are regularly enrolled at the University of Macerata and in good standing with the payment of tuition fees
- 2) They do not benefit, in the same period, from other funds provided by other mobility programs
- 3) They carry out their mobility in a country other than Italy, other than their country of origin and other than the country in which students reside during their studies
- 4) They commit to validate at least 3 foreign ECTS credits (the Italian *Crediti Formativi Universitari CFU*) resulting from the mobility as **an integral part of their curriculum** and not as 'in excess' credits
- 5) They are enrolled within the normal duration of the course of study increased by one year (no more than one year out of course from the a.y. of reference).

Non-EU applicants may participate in this call as long as they have a valid residence permit and comply with the provisions in force in the host country.

**Art. 2 – Potential Host Organizations**

The internship can take place at: private or public companies or enterprises of small, medium or large size (including social enterprises); governmental offices at the local, regional or national level (municipal, provincial, regional and national administrations); chambers of commerce, associations representing craftsmen and professionals, and trade unions; universities and research institutes; foundations; schools or educational institutes or centers at any level from pre-school to secondary education, including vocational and adult education; non-profit organizations, associations or NGOs; bodies providing vocational guidance, vocational counselling and highly qualified information services.

**Delegations or public institutions** such as cultural institutes, etc., can be considered **eligible organizations** for internships as long as the principle of trans-nationality is met (trainees acquire different skills from those they would acquire with an internship in their own country).

In addition, the **Diplomatic Missions of the student's country of origin** located in the host country (Embassies, Consulates, etc.) are also eligible for the internship.

The allocation of the financial contribution is subject to the acceptance by a host organization and the corresponding Acceptance Letter (ATT.1) uploaded in the online form at the time of application.

**Art. 3 – Preliminary actions for internships**

The internship does not imply any economic burden for the host organization. The University of Macerata is responsible for insurance coverage against accidents in the workplace and civil liability (damage caused to third parties). The candidate must ask the host organization to send an acceptance letter on letterhead as per the facsimile in Attachment 1. The candidate is free to agree with the company on the starting date of the internship, providing that the internship takes place after the publication of the ranking list and ends no later than **30 September 2025**.

The Acceptance Letter (ATT.1) must be provided at the time of application.

The mobility contribution does not give rise to social security or tax benefits.

The internship in no way constitutes an employment relationship. Therefore, it is not paid by the host organization unless otherwise agreed with the same organization.

If the host organization grants the student an allowance or any other form of benefit (including non-monetary benefits, such as reimbursement of expenses, meal vouchers, transport, etc.) this is compatible with the contribution from the University.

The trainee's hourly and weekly schedule at the host organization shall conform to the working hours observed there. **The trainee is required to perform a minimum of 20 hours per week.**

The International Mobility Office will provide advice, information, and support for Visa applications, residence or work permits, health coverage and insurance. The office will take care of the entire administrative procedures, such as the signing of the mobility contract, preparation of the required documents before departure, monitoring of the experience, disbursement of the contribution, final validation of credits as provided for by the trainee's study plan, as well as the issuing of final documents.

**EXTENSIONS:** If needed for their agreements with the host organization and/or for the validation of credits, **beneficiaries can extend the duration of their internship beyond the period already agreed upon** once the necessary administrative steps have been taken. **In this case, the possibility of granting further economic support will be evaluated.**

**Art. 4 – Allocation of Economic Contributions**

Mobility flows will be set up by adopting uniform selection criteria between Departments: **two grants will be allocated to each Department**. Postgraduate Schools and Masters Courses will be included in the Departments to which they belong.

*Allocation to students from other Departments due to lack of applications:* after selecting, if the number of eligible candidates from one Department does not equal the number of grants provided, contributions will be allocated to candidates based on their score, regardless of the Department they belong to.

*Reallocation of grants due to renunciations by winning students or an increase in financial resources:* depending on the actual availability of the budget allocated to international internships for the entire academic year 2024-2025 and in particular with regard to any additional resources, or in case of renouncement or unavailability of beneficiaries, all eligible candidates who have not been placed in the ranking list will be contacted again during the year, until the available funds are exhausted.

**The ranking list will be used to allocate any additional scholarships that become available after the publication of this call.**

#### Art. 5 - Application Procedure and Deadlines

The application must be submitted by filling in the **online form** available on the following website of the International Mobility Office:

[http://iro.unimc.it/studenti/studenti-in-partenza/Mobilita\\_tirocinio\\_ExtraUE](http://iro.unimc.it/studenti/studenti-in-partenza/Mobilita_tirocinio_ExtraUE).

**Applications must be submitted on-line no later than 1 p.m. on Wednesday, 16 October 2024.**

The application must include the following information: a) personal information, b) Student Registration Number, c) Tax code, d) a valid e-mail address, e) host organization details. Failure to comply will result in exclusion. After submission, a copy of the application is automatically sent by e-mail to the candidate: it must be printed, **signed and sent** by e-mail in PDF<sup>1</sup> format within **Wednesday, 23 October 2024**.

**Failure to email the original signed application form will result in the exclusion of the candidate from the selection procedure.**

The signed application form is also valid for eligibility and preferential requirements as a **Declaration in lieu of certification** (e.g., registration on the professional register, academic qualifications, specialization, certification, etc. according to art. 2 L15/68, art. 46 DPR 445/2000) and as a **Declaration in lieu of affidavit and certified copy** for all states, facts and personal qualities not included in the previous declaration (art. 46 DPR 445/2000, e.g. service activities, professional assignments, etc.) for copies of optional documents that the candidate wishes to submit.

The Office reserves the right to check on the authenticity of substitute declarations. **At the time of submission of the Learning Agreement, the student must attach an official document containing the company's data and contact information (Chamber of Commerce registration, company bylaws, etc.) from which the company's activities, the manager's profile, address and official telephone numbers can be inferred. The Office reserves the right to make appropriate checks on the veracity of these documents.**

*Please note: the omission of even just one element implies the non-evaluation of the self-certified title.*

Financial contributions will be awarded once the appropriate administrative steps have been taken. Should all available contributions not be awarded, the terms of this call will be reopened.

#### Art. 6 – Selection, Formulation and Approval of the Ranking List

Contributions will be awarded to all candidates (regardless of nationality) regularly enrolled<sup>2</sup> at the University of Macerata (in course or out of course, full-time or part-time) who fulfill the prescribed requirements according to the criteria listed below.

**N.B. Winning students are responsible for gathering information and documentation well in advance to obtain a residence permit or visa in the host country. To this end, it is advisable to contact the**

<sup>1</sup> It is strongly recommended that students use their UNIMC e-mail account, which can be activated through the following web page: <http://mail.studenti.unimc.it>. Some e-mail providers do not deliver e-mail sent by the University server or send it to the SPAM folder. Therefore, if a candidate supplies an e-mail address that is not their UNIMC account, the University will not be held responsible for the failure to deliver an automated e-mail for printing (which can result in disqualifying the candidate) nor for any eventual problems in communicating with the candidate. Please check the e-mail account you provide at least once a week to see if there are urgent messages from the International Mobility Office – even at the opening of the call.

<sup>2</sup> See art. 1, point 1 for the meaning of “enrolled students”.

**Diplomatic Missions of the student's country located in the country of destination (Embassies and Consulates).**

The ranking list is formulated using the criteria set forth below.

**1. Previous study experiences abroad (only if self-certified through the online form) – (Max 30 points)** broken down as follows:

- a. Erasmus Study: 5 points for each Erasmus Study already carried out regardless of the duration, up to a maximum of **20 points**;
- b. Other non-Erasmus mobilities for study and for thesis research undertaken for any reason: mobilities abroad that allow for the acquisition of CFUs will be considered. 2.5 points will be attributed to each mobility regardless of the length, up to a maximum of **10 points**.

The experiences must be declared by the candidate in the application, which is also valid as a self-declaration. The applicant must also demonstrate the truthfulness of what has been declared **by attaching a PDF document related to the experience** and demonstrating its temporal duration. The online application form is valid as self-declaration or certified copy.

**If the experience is declared in the application and the relevant evidence is not submitted**, it will not be considered in the evaluation of the application.

**No documentation must be produced** for experiences acquired within an international mobility program promoted by the University of Macerata.

**2. Previous work experience (including volunteering, traineeships, sport activities, etc.) abroad and not abroad (only if certified through the online form) – (Max 30 points)** organized as follows:

- a. Erasmus Placement/Traineeship: 5 points for each Erasmus Placement/Traineeship already carried out regardless of the duration, up to a maximum of **15 points**;
- b. Other Traineeship experiences abroad (e.g. MAECI Program, Expo Internships, etc.): 3 points for each Traineeship experience abroad already carried out regardless of the duration, up to a maximum of **6 points**;
- c. Curricular Internship: **3 points**;
- d. Part-time job (150 ore) and Senior Tutor at the University of Macerata: **2 points**;
- e. Other experiences (work experience, sport, volunteering): 2 points for each experience, up to a maximum of **4 points**.

**3. Other qualifications – (Max 35 points)** organized as follows:

- a. the weighted average of marks obtained in each exam recorded by the application deadline of this call scores between **4 to 30 points**:
  - on a 30-point scale, a mark of 24 scores 4 points
  - on a 30-point scale, a mark of 25 scores 7 points
  - on a 30-point scale, a mark of 26 scores 10 points
  - on a 30-point scale, a mark of 27 scores 15 points
  - on a 30-point scale, a mark of 28 scores 20 points
  - on a 30-point scale, a mark of 29 scores 25 points

- o on a 30-point scale, a mark of 30 scores 30 points
- b. Training courses, specialization courses, language courses, seminars, etc.: 2.5 points for each course taken regardless of duration, up to a maximum of **5 points**.

The candidate's work and study experiences must be declared in the application, which is also valid as a self-declaration. The applicant must demonstrate the truthfulness of what has been declared **by attaching a PDF document related to the experience** and demonstrating its duration. The online application form is valid as a self-declaration or certified copy.

**If the experience is declared in the application and the relevant evidence is not submitted**, it will not be considered in the evaluation of the application.

**No documentation must be produced** for experiences acquired within an international mobility program promoted by the University of Macerata.

- 4. 'Erasmus Buddy' program (Max 5 points):** Students who have welcomed and guided international students during past academic years (starting from the a.y. 2015/2016) for the 'Erasmus Buddy' program promoted by the International Mobility Office, will gain one point for each time they have obtained a positive evaluation from the international students entrusted to them. The International Mobility Office will verify this information.

On the grounds of scoring, if two or more candidates reach the same ranking, the scholarship will be assigned to the candidate with the lowest Equivalent Economic Status Index (the Italian *ISEEU*) for the academic year 2024-2025. In case of a further tie, the contribution will be awarded priority to the candidate who is **in course with his/her course of study**. If there is still a tie, the contribution will be assigned to the **youngest candidate**.

<b>Art. 7 – Financial Contribution Amount</b>
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According to the certified period of stay abroad, the maximum contribution amount will be calculated on the *ISEEU* basis presented to the Student Office upon payment of tuition fees for the relevant academic year, without prejudice to the conditions:

- To have acquired foreign credits as provided for in Art. 1
- To be enrolled within the normal duration of the course of study increased by one year (no more than one year out of course from the a. y. of reference as provided for in Art. 5.)

In addition to the economic contribution, students will receive a **reimbursement of documented travel expenses** up to the following ceilings.

The financial contribution will be awarded on the basis of **travel and subsistence expenses**, which must be documented.

**NON-ERASMUS+ EUROPEAN COUNTRIES:**

ISEE value	Contribution Band	Monthly contribution up to a maximum of	Contribution for travel costs up to a maximum of
Up to € 26.000,00	I	€ 1.000	€ 530,00
From € 26.001,00 to € 32.000,00	II	€ 950	
From € 32.001,00 to € 40.000,00	III	€ 900	
Over € 40.001,00 or without presenting a valid <i>ISEEU</i> certificate	IV	€ 850	

**AFRICA**

ISEE value	Contribution Band	Monthly contribution up to a maximum of	Contribution for travel costs up to a maximum of
Up to € 26.000,00	I	€ 800	€ 1.000,00
From € 26.001,00 to € 32.000,00	II	€ 750	
From € 32.001,00 to € 40.000,00	III	€ 700	
Over € 40.001,00 or without presenting a valid ISEE certificate	IV	€ 650	

**RUSSIA / SOUTH AND NORTH AMERICA / ASIA (except for Japan)**

ISEE value	Contribution Band	Monthly contribution up to a maximum of	Contribution for travel costs up to a maximum of
Up to € 26.000,00	I	€ 1200	€ 1.500,00
From € 26.001,00 to € 32.000,00	II	€ 1150	
From € 32.001,00 to € 40.000,00	III	€ 1100	
Over € 40.001,00 or without presenting a valid ISEE certificate	IV	€ 1050	

**CANADA / JAPAN / OCEANIA / USA**

ISEE value	Contribution Band	Monthly contribution up to a maximum of	Contribution for travel costs up to a maximum of
Up to € 26.000,00	I	€ 1400	€ 1.500,00
From € 26.001,00 to € 32.000,00	II	€ 1350	
From € 32.001,00 to € 40.000,00	III	€ 1300	
Over € 40.001,00 or without presenting a valid ISEE certificate	IV	€ 1250	

**N.B.:** Students do not need to submit any *ISEEU* application to the International Mobility Office. **It will be valid the one already submitted to the Student Office upon payment of tuition fees.**

The contribution bands envisaged for fee reductions at the University of Macerata is taken into consideration. In the event of a change in these contribution bands, the ones defined by the Administrative Guide for Students for the relevant academic year will be considered.

Winning students will receive their financial contribution **only if they validate at least 3 foreign CFUs.**

To allow for the disbursement of the contribution, within **10 days of returning from the internship** students must deliver to the **International Mobility Office** the following original documents – some of which must be duly stamped and signed by the contact person of the host organization:

- **The *Transcript of Work* signed and stamped by the host organization reporting the start and end dates of the internship and the evaluation of the trainee's performance, which will also be used for the final validation of credits (ECTS)**
- **The certificate stating the start and end dates of the internship**

- The quality assurance questionnaire of the International Mobility Office available at the following link: [https://iro.unimc.it/it/studenti/studenti-in-partenza/Mobilita\\_tirocinio\\_ExtraUE/Istruzioni\\_vincitori\\_tirocinio\\_ExtraUE\\_2024-2025/questionario\\_interno\\_studenti\\_out\\_extraUE](https://iro.unimc.it/it/studenti/studenti-in-partenza/Mobilita_tirocinio_ExtraUE/Istruzioni_vincitori_tirocinio_ExtraUE_2024-2025/questionario_interno_studenti_out_extraUE)
- Travel and subsistence documents

All students who end their stay for internship on **30 September 2025** must submit the above documentation no later than **6 October 2025**. **In case of failure to submit the required documents by the deadline, the internship practice will not be finalized and the amounts received by students will be recovered.**

The disbursement of the international mobility contribution will take place in two solutions: the first 50% of the contribution foreseen for the duration of the mobility, and the remaining 50% at the end of the mobility period, after students have validated the activities carried out abroad. The first amount will be paid within 30 days from the signing of the mobility contract and/or after receiving the certificate of internship start, based on the *ISEEU* for the academic year 2024-2025. If not available, the *ISEEU* of the previous year will be considered. The Office will make the necessary updates in case of differences in *ISEEU* at the time of payment of the balance. If students do not document their *ISEEU*, the maximum value will be considered and consequently, the lowest financial aid will be awarded.

Travel expenses will be reimbursed at the end of the mobility and after the submission of the relevant documentation.

Students must provide the International Mobility Office of the University of Macerata with a document certifying the start date of the internship by e-mail: [cri@unimc.it](mailto:cri@unimc.it).

Students who renounce their mobility after their departure and/or do not obtain at least 3 foreign CFUs are required to repay the amounts already received.

**Regardless of their length, months are conventionally counted as all 30 days. Students are required to complete 60 or 90 days of internship.**

#### Art. 8 - Administrative Requirements - Accept or Decline

The rankings will be approved by Rectoral Decree and published on the Mobility Office's website <http://iro.unimc.it/it> by **Wednesday, 27 November 2024**. It represents an official communication to candidates.

**The selection results of the call will not be communicated to the applicants in any other form. They are required to independently verify the rankings.**

The financial contribution winners must send their **written acceptance or renunciation** to the International Mobility Office **no later than Wednesday, 4 December 2024**. **Namely one week after the publication of the rankings.**

Failure to comply with this requirement will result in exclusion from the selection process.

#### Art. 9 - Finalization of Agreements with the Host Organization

After the acceptance of the grant, the International Mobility Office will support the winning students in finalizing the agreements with the host organizations. The original **Learning Agreement for**



**Traineeship (L.A.T.)** will be produced in Italian or English. It shall be duly completed and signed by the trainee and the host organization **at least two months before departure**.

The L.A.T. must be approved and signed by The University of Macerata. Students may therefore apply to the **Didactic-Scientific Coordinator of extra-Erasmus Internships**<sup>3</sup> (the Italian *Coordinatore didattico-scientifico dei tirocini extra-Erasmus*) or to the International Mobility Office, which will forward the document to the Delegated Professor.

**Before departure**, students must sign the **Mobility Contract for Internship**, which is necessary for the disbursement of the contribution. Before signing the contract, The Mobility Office will verify the regularity of the students' status. Before departure, please gather information about the country of destination and accommodation (room and board), travel and local transport. It is advisable to contact the host organization to agree on the exact day and time of arrival and other organizational details (recommended transportation, dress code, etc.).

**At the time of departure**, students must have the following documents:

- A valid ID that does not expire during the mobility period
- A valid private health insurance covering the mobility period abroad. It is advisable to consult a public health authority (the Italian *Azienda Sanitaria Unica Regionale ASUR*) for all information on health care abroad. Private health insurance can be taken out with an insurance company or through a travel agency
- Any residence or work permit, or entry visa. To this end, it is advisable to contact the relevant Diplomatic Missions in the country of destination

The International Mobility Office will provide all other required documents for departure at the time of signing the mobility contract.

The University of Macerata underwrite the following insurance policies to cover trainees abroad:

- Insurance coverage for **civil liability** (damage caused to third parties)
- Insurance coverage **against accidents** in the workplace (damage caused to the trainee in the workplace)

Insurance details are specified in the Learning Agreement. **Each student must take out any additional private insurance for repatriation and/or specific medical intervention.**

#### **Art. 10 – Arrival and Stay at the Host Organization**

Upon arrival at the host institution, students must prove the start of their internship by completing and delivering the **certificate of internship start**, which is provided before departure by the Mobility Office of Macerata. The Certificate must include the start date of the internship, the stamp of the host organization and the signature of the legal representative or supervisor of the internship. Only after receiving the certificate of internship start, the Mobility Office will disburse the first amount of the grant.

<sup>3</sup> The **Didactic-scientific Coordinator of extra-Erasmus Internships** is the designated professor for the Department or for the disciplinary area. He/she has to approve in advance the Learning Agreement for Traineeship of the beneficiary in mobility and, after the internship, validate the training credits. The list of names with disciplinary areas and related contacts can be found on [iro.unimc.it](http://iro.unimc.it).

**Art. 11 - Interruption of Internship**

Students who interrupt their internship before the fixed end date must promptly send an official communication to the International Mobility Office via email ([cri@unimc.it](mailto:cri@unimc.it)). The economic contribution will be adjusted to the actual period spent abroad.

**Art. 12 – Final Validation of Credits**

At the end of the internship, the Mobility Office will validate at least 3 foreign curricular credits (ECTS/CFUs). The internship experience will be evaluated according to the **European Credit Transfer and Accumulation System (ECTS) for which 25 hours of activity are equivalent to 1 ECTS/CFU credit**. The total number of hours of internship will be certified in the final certification and evaluation document issued by the host organization, called **Transcript of Work**.

**Students can validate CFUs** based on the hours of activity regularly certified by the host organization. Please note that 25 hours of activity are equivalent to 1 ECTS/CFU credit and that internship activities have a different allocation of credits depending on the curriculum of each Bachelor and Master Degree Program.

**Art. 13 – Re-opening of Terms**

If an unsatisfactory number of applications is received, the terms of this selection notice may be re-opened for the award of further grants during the academic year.

**Art. 14 – Final Provisions**

Personal data submitted by a participant in this call for applications – under Legislative Decree No. 196 of 30/06/2003 (Personal Data Protection Code) and the EU RGPD 2016/679 (European Regulation for the Protection of Personal Data) – will be processed exclusively to manage this procedure. At any time, each applicant may request the denial of their use for the aforementioned purposes.

According to art. 4 of Law 241 of 7 August 1990 (Rules on Administrative Procedure and Right of Access to Administrative Documents), the person in charge of this procedure is Antonella Tiberi, Head of the International Mobility Office.

**INFORMATION AND CONTACTS**

University of Macerata  
International Mobility Office  
Via Pescheria Vecchia n. 8 – 62100 Macerata  
Opening hours: Tuesday – Wednesday – Thursday from 10.30 a.m. to 1.00 p.m.  
T: 0733 258 2553      F: 0733 258 6039      @: [cri@unimc.it](mailto:cri@unimc.it)      W: <http://iro.unimc.it/it>

Given in Macerata.

The Rector  
*Prof. John Mc Court*