



Public Call for Applications: Internship Program for Mobilities in Non-European Countries Academic Year 2025-2026

GENERAL INFORMATION

As part of its internationalization policies, the University of Macerata promotes student mobility opportunities for study, research training and internships.

To encourage mobility for internships abroad, the University intends to promote an '*Internship Program for Mobilities in Non-European Countries*'. The program is to be activated through cyclical calls for applications and is guaranteed by financial support for **international internships** with the aim of offering additional and complementary training experiences to those offered within the Erasmus+ Traineeship Program.

Through participation in the program, students will be able to: experience the reality of the world of work in an international context, come into contact with different cultures, enhance their language skills, integrate the knowledge acquired during academic studies, acquire specific and transversal skills (*soft skills*) particularly useful in the world of work, such as the ability to interact in multilingual and multicultural work environments, creativity, adaptability, sense of initiative, inclination to problem-solving.

The host organization search is highly formative. It allows candidates to refine their ability to actively seek a foreign company and understand how to propose themselves in the job market. The preparatory actions to the application constitute a real 'training within training' project: in preparing the application, students will have to analyze their expectations maturely and independently, clarify their professional goals and draw up a proposal in which to plan their activities in the medium term, setting themselves concrete goals. A formative experience that makes it possible to anticipate the world of work and obtain a complete education, capable of integrating theoretical and practical aspects.

The Internships Program for Mobilities in Non-European Countries can be carried out in the following geographical areas: **Asia, Africa, Central America, North America, South America, Oceania, United Kingdom and Switzerland.**

NB: The choice of destinations is subject to evaluation by the University, especially in the event of international emergencies or situations of instability that may cause delays, changes, or limitations in departures. This is to ensure the highest possible level of caution and safety.

Students are strongly advised to regularly consult the website of the Ministry of Foreign Affairs and International Cooperation (<http://www.viaggiareassicuri.it>), as well as other official sources, to stay informed about the conditions in the host country.

Art. 1 – Requirements for Participation

For the **Academic year 2025-2026**, 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**. Grants will be awarded to students who, in the **academic year 2025–2026, are enrolled**—whether in-course or out-of-course, full-time or part-time—in a **regular degree program at the University of Macerata that includes the recognition of academic activities and leads to the awarding of a qualification. First-year students are also eligible.**

Students who meet the following requirements are eligible to submit an application under this call:

- 1) For the Academic Year 2025-2026, 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 must be enrolled within the standard duration of their degree program, extended by no more than one additional academic year (i.e., no more than one year beyond the regular duration of the program in relation to the reference academic year). The calculation must take into account any changes of program, withdrawals, or previous enrollments.

NB: For the purposes of calculating the maximum allowable duration (standard duration of the program + 1 year), any program changes, transfers, withdrawals, or previous university careers are also considered. The count of academic years begins from the student's first enrollment in any university-level degree program, regardless of the current course of study.

Examples:

- If a student initially enrolled in a three-year bachelor's program and then changed to another program after two years, the years already attended are still counted.
- If a student withdrew from their studies after one year and later enrolled in a new program, that initial year is still included in the total calculation.
- If a student transferred from another university or faculty, the years spent in the previous program are also included in the count.

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 2026**.

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 2025–2026 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

Applications must be submitted on-line no later than 1 p.m. on Wednesday, 15 October 2025.

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 PDF¹ format within **Wednesday, 22 October 2025**.

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.

¹ 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.



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 enrolled² 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.

NB: 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 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**.

² See art. 1, point 1 for the meaning of "enrolled students".



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
 - 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 2025–2026. 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**.

Art. 7 – Financial Contribution Amount

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.) The calculation must take into account any changes of program, withdrawals, or previous enrollments.

NB: For the purposes of calculating the maximum allowable duration (standard duration of the program + 1 year), any program changes, transfers, withdrawals, or previous university careers are also considered. The count of academic years begins from the student's first enrollment in any university-level degree program, regardless of the current course of study.

Examples:

- If a student initially enrolled in a three-year bachelor's program and then changed to another program after two years, the years already attended are still counted.
- If a student withdrew from their studies after one year and later enrolled in a new program, that initial year is still included in the total calculation.
- If a student transferred from another university or faculty, the years spent in the previous program are also included in the count.

In addition to the financial contribution, **students will be reimbursed for documented travel expenses**, up to the specified maximum amounts.

The grant will be awarded based on **documented travel and subsistence costs**.

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 ISEE 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 brackets used for tuition fee reductions at the University of Macerata will be taken into account. Should these brackets be updated, those established in the Student Administrative Guide for the relevant academic year will apply.

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_2025-2026/questionario_interno_studenti_out_extraUE

- **Supporting documents for travel and subsistence expenses**

All students who end their stay for internship on **30 September 2026** must submit the above documentation no later than **6 October 2026**. **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 2025–2026. 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 period, upon submission of the required documentation, and within the maximum eligible travel grant limit.

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: arint.umi@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, 26 November 2025**. 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, 3 December 2025. 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**³ (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.

³ 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.

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, the start of the internship must be officially certified. This is done through the **completion and submission—by the host institution’s contact person—of the Internship Start Certificate**, which must include the internship start date, the official stamp of the host institution, and the signature of the legal representative or internship supervisor. (This document is provided before departure.)

Only after the beneficiary has officially confirmed their commencement of the internship at the host institution will the first installment of the grant be disbursed.

Art. 11 - Interruption of Internship

In the event that the internship is terminated before the scheduled end date, the International Mobility Office must be promptly informed via email (arint.umi@unimc.it). The grant amount will be adjusted to reflect the actual duration of the internship, **provided that a minimum continuous stay of two months, as required by the call, has been completed**. Otherwise, **any funds already received must be returned, and academic credits cannot be awarded**.

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 provided by applicants in response to this call for applications will be processed exclusively for the purposes of managing the selection procedure, in accordance with Legislative Decree No. 196 of 30/06/2003 (Personal Data Protection Code) and EU Regulation 2016/679 (General Data Protection Regulation – GDPR). Applicants may, at any time, request that their data no longer be used for the purposes described above.

Pursuant to Article 4 of Law No. 241 of 7 August 1990 (Regulations on Administrative Procedure and the Right of Access to Administrative Documents), the person responsible for this procedure is Antonella Tiberi, Head of the Internationalization Area.

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 @: arint.umi@unimc.it W: <http://iro.unimc.it/it>

Given in Macerata.

The Rector
Prof. John Mc Court