



UE+MI

THE RECTOR

HAVING REGARD TO	the ECHE 2021-27 attributed to the University by the European Commission;
HAVING REGARD TO	the invitation to submit proposals 2024 EAC/A08/2024 in relation to the Erasmus + Programme;
DEEMED	to start the selection procedure aimed at assigning the Erasmus+ 2025-26 scholarships for internship purposes;
WHEREAS	the publication of this Selection Notice is subject to the pending approval of the application for funding and the subsequent signing of the Erasmus + 2025/2026 funding agreement between the Agenzia Nazionale Indire/Erasmus + and the University of Naples Federico II.
HAVING REGARD TO	the correspondance between Research, Internationalization and Third Mission Area (PG/2025/0051007 15/04/2025) and the LUPT Center (PG/20250057040 of 30/04/2025) which aim at including in the Erasmus+ Call for application for traineeship mobility also the mobilities belonging to the European Alliance - Aurora and pending the formalization of what is necessary for this purpose;
CONSIDERING	that all the activities and related funding provided for in this Selection Notice are subject to change in compliance with the provisions of the Erasmus + 2025/2026 funding agreement.

DECREES

Notice of issuance - subject to the approval of the university's application - of the attached Call for Application of Erasmus+ Scholarship Selection for traineeship mobility program for the 2025/2026 academic year.

The Rector

Matteo Lorito

Research, Internationalization and Third Mission Area
Interim Manager: *Alessandro Buttà*
Organizational unit responsible for the procedure:
Erasmus+ and International Mobility Office
Responsible for the procedure:
The Head of the Office: *Marta Maciocia*



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Art. 1 – SUBJECT

Definitions:

Student mobility for traineeship: mobility aimed at offering students the opportunity to enrich their educational and professional curriculum through work experience and/or preparation of the degree thesis abroad. During the internship, students can work in public or private companies in one of the European countries participating in the Program.

Learning agreement for traineeship (LAT): a clearly defined work/internship plan approved by the Department's Erasmus Delegate or by another supervisor at the Department and the host institution.

Traineeship Certificate: certificate issued by the host institution, duly signed, indicating the results achieved during the internship period.

Delegato Erasmus di Dipartimento o da altro supervisore individuato dal Dipartimento: contact person for the internship period and for the signing of the LAT.

Long term mobilities: mobilities scheduled for periods between two months (60 consecutive days) and six months (180 consecutive days).

Short term mobilities: mobilities scheduled for short periods between 5 and 30 days.

* * *

The call for applications hereby published is to award **313 Erasmus+ mobility grants** for traineeships lasting from **two months (120 consecutive days) to six months (180 consecutive days)** and from 5 to 30 days for short mobilities to be completed **by 31st October 2026**. Activities must take place exclusively in the following countries: the others 26 Member States of the European Union, the 3 countries of the European Economic Area (Iceland, Liechtenstein, Norway), and the candidate countries Republic of North Macedonia, Serbia and Turkey. **NO UK, NO SWITZERLAND. For students enrolled in bachelor's, master's and single-cycle degree programmes, the short-term mobility period must be combined with a period of virtual activity.**

All the students on a Bachelor's, Single-Cycle Master's, Master's degree programs and PhD and Specialisation Schools at the University of Naples Federico II regularly enrolled at the University of Naples "Federico II" for the academic year 2024-25, are eligible for selection, with the aim of carrying out traineeship or thesis preparation activities within companies, training institutions, academic institutions and other organisations.

In accordance with Articles 5-6 of this call for applications, candidates must independently select the institution where they want to complete the traineeship period.



Number of available grants by department:

Department	Bachelor's, single's cycle Master and Master degree	PhD and specialisation courses	TOTAL
Agriculture	10	3	13
Architecture	12	2	14
Biology	16	4	20
Economics, Management, Institutions	10	1	11
Pharmacy	13	2	15
Physics	15	2	17
Law	12	2	14
Chemical, Materials and Production Engineering	16	3	19
Civil, Building and Environmental Engineering	16	5	21
Electrical Engineering and ICT	15	3	18
Industrial Engineering	30	5	35
Mathematics	5	1	6
Molecular Medicine and Medical Biotechnologies	10	2	12
Advanced Biomedical Sciences	1	1	2
Translational Medicine	3	1	4
Neuroscience, Reproductive Sciences and Dentistry	1	1	2
Public Health	2	1	3
Clinical Medicine and Surgery	5	2	7
of Veterinary Medicine and Animal Production	8	2	10
Chemistry	10	2	12
Economics and Statistics	4	1	5
Political Sciences	14	3	17
Social Sciences	8	1	9
Earth, Environment and Resources Sciences	4	1	5
Humanities	16	3	19
AURORA Alliance	3		3
Total	259	54	313

Doctoral and specialization courses scholarships that will not be awarded can be used by three-year, master's and single-cycle degree courses.

Art. 2 – ELIGIBILITY REQUIREMENTS

Eligible for selection:

- all students regularly enrolled in degree courses at the University of Naples Federico II for the a.y. 2024-2025 in accordance with article 1;
- have a knowledge of English or another functional language for the performance of activities at a B1 level minimum in accordance with article 3.

Students who are simultaneously enrolled in two study programmes can apply for both; in case of double allocation, the student can only accept ONE scholarship.

Through the Erasmus+ Program students may benefit from the Erasmus grant more than once, for a maximum of 12 months per study cycle, regardless of the number and type of mobility (for study and/or



traineeship purposes). For students enrolled in single-cycle degree programmes combining Bachelor's and Master's degrees, the maximum number of months is 24.

Students may carry out the traineeship, **which must in any case be completed by 31st October 2026**, even after graduating, as long as:

1. **at the moment of submitting the application to participate in the selection, candidates are still regularly enrolled in a degree course at the University;**
2. **the final qualification, (i.e. the Degree, PhD and Specialization School Degree) is obtained before the departure for the foreign country (during the mobility period students may not change their status in any way, i.e. they cannot graduate)**
3. **the traineeship activities are finalized within one year following the graduation and, in any case, no later than 31st October 2026.**

Art. 3 - SUBMISSION OF APPLICATION

The application form must be completed starting from **the day of publication of this call till no later than 11.59 p.m. (23:59) on 3th June 2025**, according to the following instructions:

1. **STUDENTS ENROLLED IN A BACHELOR'S, SINGLE-CYCLE MASTER'S, MASTER'S DEGREE PROGRAMS MUST CAREFULLY FOLLOW THE INSTRUCTIONS SET OUT IN ATTACHMENT 1;**
2. **STUDENTS ENROLLED IN DOCTORAL PROGRAMS AND SPECIALISATION SCHOOLS MUST APPLY BY FILLING OUT THE FORM AVAILABLE AT THE FOLLOWING LINK:**

<https://forms.office.com/e/D8aAxv1pTW>

Uploading the following documents:

- a. CV in Europass format;
- b. certificate or statement of language knowledge (English or another functional language) for the performance of activities at a B1 level minimum, alternatively declaration according to Attachment 2 and Attachment 3;
- c. the training project to be carried out (free text max 1000 characters);
- d. latest ISEE (optional) Late transmission of the ISEE will not be allowed. Therefore, where not uploaded, the Erasmus+ and International Mobility Office will automatically assign the candidate the maximum bracket for the purposes of calculating MUR and University supplementary fees, with the sole exception of non-EU candidates.

Failure to submit the application by the deadline and in the manner specified in this article shall constitute grounds for exclusion from the selection.

Language proficiency of at least B1 level (QCER) MUST be owned after courses or tests in one of the following institutions:

1. international organisations and/or institutions recognised by the MIUR (<https://www.miur.gov.it/enti-certificatori-lingue-straniere>)
2. University Language Centre (CLA)
3. foreign universities where the student has carried out a period of Erasmus studies.

Students have to enclose to their candidatures a certification/attestation or a declaration *in lieu* of the certificate/certificate already obtained at one of these bodies/institutions, using only the form in Attachment 2. Missing to fill-in and sign the declaration and/or lack of information, needed to the subsequent verifications, will cause rejection of the candidature and scholarship withdrawal.



CERTIFICATES ISSUED BY LANGUAGE LECTURERS OF THE DEGREE COURSE, OR THE MERE RECORD OF LANGUAGE EXAMS INCLUDED IN THE DEGREE COURSE WITHOUT THE SPECIFIC INDICATION OF THE CEFR-LEVEL ACHIEVED WILL NOT BE ACCEPTED. THE OLS ASSESSMENT (Online Linguistic Support - Erasmus+) WILL NOT BE ACCEPTED.

EXEMPTION:

1. students enrolled in the LM37 class degree or already in possession of the L11 class degree.
2. students attending degree programs offered in English at the Federico II University.
3. mother tongue students.

The above-mentioned student will only have to upload the declaration in attachment 3.

Art. 4 - SELECTION

The selection of winners is the sole responsibility of the departments/schools, and is based on the following formulas:

BACHELOR'S DEGREE (LT) AND SINGLE-CYCLE DEGREE (Combined Bachelor's and Master's -LMCU)

$$Score = Average Marks * \frac{Actual CFUs}{Expected CFUs} 100\alpha$$

MASTER'S DEGREE (LM)

$$Score = \frac{\left(\frac{VLT}{110} 30\right) * 180 + Average Mark * Actual CFUs}{180 + Expected CFUs} 100\alpha$$

Where VLT is the final grade of the Bachelor's degree

For the DOCTORAL and SPECIALIZATION SCHOOLS degree courses, the evaluation will be carried out by the Departments and will focus on the basis of merit, motivation and linguistic knowledge.

The credits acquired are those recorded as of **March 31st, 2025**, and will be automatically registered through the computerized procedure on **June 5th, 2025**. Students are encouraged to verify the correct registration of exams taken by the specified date. The Erasmus+ and International Mobility Office is in no way responsible for any missing or late registrations of activities/exams that could be useful for the score calculation.

Expected CFUs are, by convention, the maximum number of credits that students can have in the year of enrolment according to the following example scheme:

EXPECTED CREDITS							
Year of Enrolment							
	1	2	3	4	5	6	Off-track students
LT	30	90	150	-	-	-	180
LMCU	30	90	150	210	270	330	300 o 360
LM	30	90	-	-	-	-	120

Each department may determine, if it wishes to apply it, the "α" factor, and/or add additional evaluation criteria to the objective score generated by the formulas above.



This information will be published on the websites of the respective individual departments.

As a point of clarification, candidates holding a degree obtained at a foreign university must verify that the graduation mark is present in their academic records and has been converted to the Italian grading system, namely, expressed on a scale of zero to one hundred tenths (66-110). If this information is not available in the academic records, it is the candidate's responsibility to contact the Student Office to request its inclusion.

Art. 5 – HOST INSTITUTIONS

The host institution may be, by way of example:

- a public or private organisation operating in the labour market or in the fields of education, training and youth;
- a local, regional or national public body;
- a social part or other labour representative, including chambers of commerce, associations of craftsmen or professionals and trade unions;
- a research institute;
- a foundation;
- a non-profit organisation, an association or an NGO;
- a body providing vocational guidance, career counselling and information services;
- a Higher Education Institute or University.
- The following types of organisation are **NOT** eligible as host institutions for student traineeships:
- EU institutions and other EU bodies, including specialised agencies (the full list can be consulted at https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_en);
- organisations in charge of EU programmes, such as ERASMUS+ National Agencies.

Art. 6 – AURORA EUROPEAN ALLIANCE MOBILITY

With partial exception of what is provided for in art. 1, Aurora European Alliance scholarships must be carried out among the Alliance partners:

- Universität Innsbruck - AT;
- Vrije Universiteit Amsterdam - NL;
- Copenhagen Business School - DK;
- Universitat Rovira i Virgili - ES;
- Universität Duisburg-Essen - DE;
- Palacký University Olomouc - CZ;
- University of East Anglia - UK;
- University of Iceland - IS.

The selection will take place as indicated in the previous art. 4.

Art. 7 – SEARCH FOR HOST INSTITUTIONS

Candidates must select the host institution autonomously. By way of example, they may use the following tools:

- Universities with which the Federico II has entered into Erasmus agreements for study purposes.
- Departments' Erasmus webpages;



- Creation of an account on the following website: www.erasmusintern.org. By clicking on "sign up" and ticking the option "I'm looking for an internship", candidates can create their own profile and find the company/organisation that is best tailored to their study course goals and future career opportunities.
- Other databases belonging to the University;
- Any source and/or search tool (social media, personal contacts, intermediary agencies, etc.);
- On the website at the following link: <http://www.eaecnet.com>, accessing the International Internships section, where vacancies for internships abroad are posted on a regular basis.

Art. 8 - PUBLICATION OF THE RANKINGS

The rankings will be posted on the websites of each Department or Aurora Alliance by **12th June 2025**. Students will be considered scholarship awarded, without further administrative steps, except as provided for in the following article.

Art. 9 – FURTHER OBLIGATIONS AND FILLING OF VACANCIES

Having identified the host organization, the students selected must draw up a carefully designed work/traineeship plan (**learning agreement for traineeship - LAT**) before their departure. Once approved by the Erasmus Delegate within the Department or by any other person in charge appointed by the Department and by the host institution, the LAT must be received by the Erasmus+ and International Mobility Office according to the instructions that will be published on www.unina.it within 20 days prior to the scheduled date of departure and in any case, for all, **by 30th January 2026**.

Students who have not presented the complete LAT by this date will be considered as withdrawn and it will be possible to proceed, in agreement with the department, to scroll through the rankings, with a dedicated notice published on the Erasmus page of the unina website by **25 February 2026**.

Once the LAT has been presented at the Erasmus+ and International Mobility Office, the place/company where the traineeship is held may not be modified in any way.

Art. 10 - ERASMUS AGREEMENT

Selected students, before leaving, will have to sign the Erasmus financial agreement following instructions which will be provided by the Erasmus+ and International Mobility Office.

Erasmus+ scholarships are compatible with any other form of funding, except of European funds covering the same costs.

Art. 11 - DURATION OF THE ERASMUS MOBILITY PERIOD AND FINANCIAL SUPPORT

The date of departure and the period to be spent abroad must be established in agreement with the host organisation and approved by the Erasmus Delegate within the Department, or any other person in charge designated by the Department.

Mobilities, both those scheduled for periods between **two months (60 consecutive days)** and **six months (180 consecutive days)** and those scheduled for short periods between **5 and 30 days**, must end in any case no later than **31st October 2025**. Please note that for students enrolled in bachelor's, master's and single-cycle degree courses, the short mobility period must be combined with a period of virtual activity.

For long term mobilities the scholarship is made up as follows:

1. An EU monthly allowance, shown in the following table depending on the destination country:



Group 1 High cost of living	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, Lichtenstein, Netherlands, Norway, Sweden	€ 550
Group 2 Average cost of living	Cyprus, Greece, Estonia, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain	€ 500
Group 3 Low cost of living	Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, Northern Macedonia, Serbia, Turkey	€ 500

An additional €250 monthly contribution is also available for students in disadvantaged socio-economic conditions, with ISEE \leq €10,000 used for university purposes as submitted by the Erasmus grant winners for their enrolling to the a.y. 2024-25.

2. Lump-sum travel grant: This is an amount adjusted based on the kilometre distance, as per the following table:

	Travel distance	Green travel	Non-green travel
Please use the European Commission distance calculator to determine the distance between place of origin and venue of the activity (see https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator).	10 – 99 km	56 EUR	28 EUR
	100 – 499 km	285 EUR	211 EUR
	500 – 1,999 km	417 EUR	309 EUR
	2,000 – 2,999 km	535 EUR	395 EUR
	3,000 – 3,999 km	785 EUR	580 EUR
	4,000 – 7,999 km	1,188 EUR	1,188 EUR
	8,000 km and above	1,735 EUR	1,735 EUR
Individual support to cover accommodation costs is eligible for subsidy for the travel time before and after the activity, up to a maximum of six travel days in the case of support for green travel.	Additional grant	1/30 of the scholarship amount up to a maximum of 6 days	

3. Additional funding from the Ministry of University and Research will be granted to students enrolled within the first year beyond the allotted time to attain a degree (in the 2025-26 academic year), on the basis of the ISEE declarations valid for university services submitted by students at the time of enrollment in the 2024-25 academic year, according to the following scheme:

ISEE	Erasmus+ SCHOLARSHIP MONTHLY MINISTRY INTEGRATION
$\leq 24,000$	€ 500
$24,001 < \text{ISEE} \leq 40,000$	€ 350
$40,001 < \text{ISEE} \leq 65,000$	€ 150



4. Further funding will be granted by the University of Naples Federico II on the basis of the ISEE certification used for university purposes as submitted by the Erasmus grant winners for their enrolling to the a.y. 2024-25. This is illustrated in the following table:

ISEE	Erasmus+ SCHOLARSHIP MONTHLY UNIVERSITY INTEGRATION
$\leq 24,000$	€ 300
$24,001 < \text{ISEE} \leq 40,000$	€ 240
$40,001 < \text{ISEE} \leq 65,000$	€ 150
OVER 65,000	€ 90

For short term the scholarship is made up as follows:

EU Member Countries and third countries associated to the Program

Daily Erasmus funding

Lenght	Daily funding	Integration of the individual funding (one-off)
Short term mobility from 5 to 14 days	<u>79 EURO</u>	<u>100 EURO*</u>
Short term mobility from 15 and 30 days	<u>56 EURO</u>	<u>150 EURO*</u>

**una tantum* contribution of € 100 for mobilities up to 14 days and € 150 for mobilities between 15 and 30 days is also available for students in disadvantaged socio-economic conditions, with ISEE \leq €10,000 used for university purposes as submitted by the Erasmus grant winners for their enrolling to the a.y. 2024-25.

TRAVEL FUNDING

	Travel distance	Green travel	Non-green travel
Please use the European Commission distance calculator to determine the distance between place of origin and venue of the activity (see https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator).	10 – 99 km	56 EUR	28 EUR
	100 – 499 km	285 EUR	211 EUR
	500 – 1,999 km	417 EUR	309 EUR
	2,000 – 2,999 km	535 EUR	395 EUR
	3,000 – 3,999 km	785 EUR	580 EUR
	4,000 – 7,999 km	1,188 EUR	1,188 EUR
	8,000 km and above	1,735 EUR	1,735 EUR
Individual support to cover accommodation costs is eligible for subsidy for the travel time before and after the activity, up to a maximum of six travel days in the case of support for green travel.	Additional grant	1/30 of the scholarship amount up to a maximum of 6 days	



MINISTRY OF EDUCATION, UNIVERSITY AND RESEARCH FUNDING

ISEE	IMPORTO GIORNALIERO
≤ 24.000	€ 17/day
$24.001 < \text{ISEE} \leq 40.000$	€ 12/day
$40.001 < \text{ISEE} \leq 65.000$	€ 5/day

UNIVERSITY OF NAPLES FEDERICO II FUNDING

ISEE	IMPORTO GIORNALIERO LORDO
< 24.000	€10/day
$24.001 < \text{ISEE} < 40.000$	€8/day
$40.001 < \text{ISEE} < 65.000$	€5/day
OLTRE 65.000	€3/day

INTERNATIONAL STUDENTS AND STUDENTS EXEMPT FROM TUITION FEES

International students (non-EU citizens pre-enrolled via University) and those exempt from paying tuition fees can qualify for higher grant amounts if, during the application process, they select (YES) in the relevant section of the questionnaire. Specifically:

1. Students with a disability of 35% or more;
2. Students who are children of beneficiaries of an invalidity pension;
3. Students recognised as “victims of duty” or their children;
4. Students with a refugee, asylum seeker, and/or stateless status;
5. Relatives of victims of terrorism, organised crime, or extortion.

In the questionnaire, the student must declare, under their own responsibility, that they meet one of the aforementioned requirements, appropriately documented according to the guidelines in the Student Handbook.

PLEASE, NOTE THAT IN ORDER TO DETERMINE THE AMOUNTS DUE, THE ERASMUS+ AND INTERNATIONAL MOBILITY OFFICE WILL RELY ON THE INFORMATION AVAILABLE ON THE DEDICATED PLATFORM SEGREPASS. IT IS THEREFORE IN THE STUDENTS' INTEREST TO VERIFY THE CORRECT PRESENCE OF THE ISEE. IN NO CASE CAN THE UNAVAILABILITY OF THE ISEE BE CHARGED TO THE ERASMUS OFFICE, NOR CAN THE BELATED UPLOAD OF THE DOCUMENT BE USED AS A JUSTIFICATION FOR THE RECALCULATION OF THE AMOUNTS DUE.

Art. 12 - ACADEMIC RECOGNITION

At the end of the study period abroad, the host University must issue the student with a duly signed certificate detailing the results achieved (**Traineeship Certificate**):

1. Students have to upload the Traineeship Certificate on MOBILITY.UNINA.IT and send it also the Departmental Coordinator;
2. PhD students and/or Specialisation Schools must send the Traineeship certificate by email to: **emanuele.barletta@unina.it** and to the Erasmus contact person of their Departmental Coordinator.

The missing uploading or transmission of the Traineeship Certificate at the end of the traineeship period, will entail the return of the complete amount of the received scholarship.



The University of Naples Federico II will guarantee the student full academic recognition of the activities carried out at the host institution, as agreed in the learning agreement for traineeship and on the basis of the results of the Traineeship Certificate, as an integral part of their course.

Art. 13 - PUBLICITY OF ADMINISTRATIVE PROCEDURES

This call for applications and any updates related to the aforementioned procedure, as well as all useful information for students, are published on the Erasmus webpage of the University website www.unina.it.

Any specific evaluation requirements and merit rankings are published on the respective Departments' websites.

Any communication intended for students will also be published on the same Erasmus webpage of the website and will have full legal effect as notification to the parties concerned.

Art. 14 - ACCESS TO DOCUMENTS AND PROCEDURE SUPERVISOR

Candidates have the right to access the documents relating to the procedure pursuant to current regulations.

The Head of the Erasmus+ and International Mobility Office of the University of Naples Federico II is responsible for any fulfilment related to this call for applications.

ARTICLE 15 – DATA PROCESSING

Information on the processing of personal data pursuant to art. 13 of Regulation (EU) 679/2016 laying down rules on the processing of personal data and the code regarding the protection of personal data, Legislative Decree No. 196/2003 supplemented and amended by Legislative Decree No. 101/2018

By filling in, delivering and transmitting the forms required for participation in this selection notice, the student provides his personal data to the University of Naples Federico II and assumes the quality of "interested party" to the processing of such data pursuant to of the art. 4, 1) of the EU Regulation.

PURPOSES AND MEANS OF PROCESSING: The personal data provided during the application for participation or acquired subsequently during the relationship with the University will be processed for institutional purposes, in particular for administrative and accounting obligations related to the agreement. To this end, personal data such as name, surname, residence, personal data, tax code, contact details, address, email, data relating to the qualifications held, to the school career may be collected.

Personal data will be processed by authorized personnel both electronically, through the computerized management of the data, and in paper mode, through the collection, storage and use of documents in files, dossiers and archives.

MANDATORY PROVISION OF DATA AND CONSEQUENCES OF ANY REFUSAL: the processing of personal data is mandatory for the purpose of assessing the requirements for participation in the aforementioned call. Particular categories of data (judicial data and particular state of health) are provided voluntarily to allow the University to carry out the procedure and/or the provision of the related services for participation. For these reasons, consent to the processing of data is not required. Any refusal will make it impossible for the University to fulfill these purposes and participation in the program.

COMMUNICATION AND DISSEMINATION OF DATA: Personal data will be processed for the performance of institutional activities according to the principles of lawfulness, necessity, non-excess, relevance and correctness, in accordance with European and national legislation and the University Regulations on the subject; the data may be disclosed in particular to the following subjects (Erasmus+ National Agency - INDIRE; European Commission, Ministry of Education, University and Research; University; Host company; Affiliated banking institution).



In compliance with the provisions on Transparent Administration (Legislative Decree No. 33/2013 and subsequent amendments) personal data, with the exception of the particular categories – referred to in articles 9 and 10 of the EU Regulation – are disseminated through publication on the university's institutional website for the period provided for by law.

RIGHTS OF THE INTERESTED PARTY: At any time the student may exercise his rights pursuant to articles 15-22 and 77 of the EU Regulation, where the conditions are met. The contact details of the Data Controller and the Data Protection Officer and the complete information for the interested party are published on the University website: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>