



RECTOR'S DECREE

Academic Year 2024/2025
RD No. 58 of February 5th 2024

ERASMUS+ PROGRAMME

Call for applications for traineeship mobility
Academic year 2024/2025

THE RECTOR

- Considering the Statute of the Campus Bio-Medico University of Rome;
- Considering the General Regulations of the University;
- Considering Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+, the Union Programme for education and training, youth and sport, which repeals Regulation (EU) No. 1288/2013;
- Considering Ministerial Decree No. 289 of 25 March 2021, establishing the “General guidelines for the planning of universities 2021-2023 and indicators for the periodic assessment of results”, insofar as it sets out the use of the Youth Fund;
- Considering the resolution of the Academic Senate of January 31st 2024;
- Considering that it is necessary to issue a Call for applications for the assignment of posts and mobility grants for overseas traineeship activities.

HEREBY DECREES THAT

As part of the Erasmus+ Programme, the Call for applications is issued for mobility in the academic year 2024/2025, with the aim of assigning posts and mobility grants in order for students of the Campus Bio-Medico University of Rome to carry out traineeship activities within the framework of the Erasmus+ Programme. The text of the Call is an integral part of this Decree (Annex 1).

Rome, 07/02/2024

Chief Executive Officer
and General Manager
Mr Andrea Rossi



The Rector
Prof. Eugenio Guglielmelli



UNIVERSITA'
CAMPUS
BIO-MEDICO
DI ROMA

Annex 1 to RD No. 58 of February 5th 2024

CALL FOR APPLICATIONS FOR TRAINEESHIP MOBILITY

**Academic year
2024/2025**

**ERASMUS+ PROGRAMME
KEY ACTION 1 – SMP
STUDENT MOBILITY FOR TRAINEESHIP**

www.unicampus.it/internazionale/mobilita-traineeship



Article 1 Introduction

The Erasmus+ Programme's *Student Mobility for Traineeship* allows students and recent graduates to apply the theoretical skills acquired during their degree programme in a workplace context, at an institution in one of the participating programme countries. The goal is for them to strengthen their technical skills with the aid of financial support provided by the European Commission.

Article 2 Eligible activities

The assignment of mobility posts within the framework of this Call is linked to the performance of traineeship activities at companies or institutions in one of the countries listed in Art. 8 below.

The following types of traineeship are eligible:

- a) Curricular, elective (ADE) or extracurricular traineeships: to be completed at least 30 days before the start of the graduation session or the PhD defence session, by which point the student must have submitted their graduation application request. In the case of extracurricular traineeships (for training or vocational guidance), the credits obtained are added to the student's record as supernumerary credits. Qualification traineeships set out by the syllabus cannot be recognised as curricular activities. If a student carries out activities relating to the subject areas of qualification traineeships, these will be recognised as elective (ADE) or extracurricular activities.
- b) Postgraduate or post-doctoral traineeships: to be completed within 12 months of graduation.

Any traineeship mobility placement must take place either entirely before or entirely after graduation, and in any case within the mobility periods specified in the table set out in Art. 5 of this Call. Regardless of the type of traineeship, the mobility placement must take place as a single, uninterrupted period. With the approval of their supervisor, students about to graduate can carry out the traineeship experience as a dissertation research activity abroad.

Article 3 Application admissibility requirements

Applicants whose mobility applications do not comply with the deadlines and procedures set out in this Call for applications will be excluded from the selection process. Applicants will also be excluded if, during the same study cycle for which they are applying, they have already carried out one or more mobility placements within the framework of the Erasmus+ Programme lasting a total of at least 12 months (for bachelor's, master's or PhD programmes) or 24 months (for single-cycle master's degree programmes).

To be eligible for the selection process, students must (for the types of traineeship referred to in Art. 2):

- a) Be **duly enrolled at or about to graduate**¹ from UCBM in:
 - The first, second or third year of a bachelor's degree course;
 - The first or second year of a master's degree course;
 - The third, fourth, fifth or sixth year of a single-cycle degree course;
 - A PhD programme.
- b) Submit a mobility application in accordance with the instructions and deadlines set out in this Call;
- c) Submit a mobility application for a host institution located in one of the destination countries as referred to in Art. 8 below;

¹ In any case, graduating students are required to accept the mobility post (see Art. 6) before obtaining their degree to avoid being excluded from the ranking.



- d) Submit a mobility application for a host institution located in the Swiss Confederation (Switzerland): since this is not a programme country, Erasmus+ mobility posts in Switzerland take place within the framework of the “*Swiss European Mobility Programme*”, whereby mobility placements for all incoming and outgoing students are financed by Swiss universities under a special collaboration agreement between European universities and Swiss universities. All the conditions set out in this Call (in terms of eligible activities, selection requirements, assessment criteria, etc.) also apply to students competing for posts in Switzerland;
- e) Not be resident in the country where the mobility placement will take place.

Students are required to submit their mobility application within the deadlines set out in the following table:

Submission period for mobility applications		
Session 1	From 07/02/2024	Within 12:00 pm del 13/03/2024
Session 2*	From 06/05/2024	Within 12:00 pm del 27/05/2024
Session 3**	From 07/10/2024	Within 12:00 pm del 28/10/2024

- f) **The study grants related to the Call in question depend on the availability of Erasmus+ funds dedicated to traineeship activities.**

***Session 2 will be held only and exclusively if a portion of the funding is not used in session 1.**

****Similarly, session 3 will be held only and exclusively if a portion of the funding is not used in session 2.**

Consequently, sessions 2 and 3 will only be opened once the available funding has been exhausted.

Article 4 Choice of host institution

Mobility placements can be carried out at UCBM partners or at any non-affiliated public or private host university/institution. The following are excluded: institutions that manage EU programmes, EU institutions and bodies (including specialised agencies), and national diplomatic missions (embassies, consulates, etc.) of the country where the student is enrolled, as well as those representing the student's country of origin/nationality in the host country.

When sending the application, on the Esse3 application form, the student has the option of declaring interest in accepting any other destination by clicking on the "Qualsiasi destinazione" button. In case it is needed to slide the ranking list down, if this choice is selected, the student will have the right to change the destination selected on the moment of the application.

In order to simplify the identification of the host institution, the International Relations Office provides the students with three annexes:

Annex A) Erasmus Partner Universities - mobility places for traineeship activities foreseen by existing inter-institutional agreements with partner universities will be indicated (Acceptance Letter not necessary)

Annex B) Companies/Bodies/Institutes - a list of external bodies where UCBM students have already carried out work traineeship activities in previous years will be shared (Acceptance Letter required)

Annex C) Non Erasmus Partner Universities - a list of non-European agreements will be shared for which an acceptance letter will still be required (Acceptance Letter required).

Explanatory table:

Erasmus Destination	Acceptance Letter
Destination chosen from Annex A	Not required
Destination chosen from Annex B; Annex C; or new external entity	Required

On the UCBM e-learning platform, in the “Opportunities abroad” section of the Career Service, students can view any further traineeship opportunities announced by corporate partners, as well as a number of websites useful for searching for open positions overseas.

If students wish to carry out the mobility placement with a host institution listed in Annex B and C, they must independently verify the institution's willingness to accept them by having an *Acceptance Letter*² filled in, stamped and signed. If a student submitting an application as part of Session 1 is unable to produce the *Acceptance Letter* by the deadline set out in Art. 3 above, UCBM reserves the right to admit them to the selection process on a provisional basis. In this case, the assignment of the mobility placement is only finalised following receipt by the International Relations Office of the aforementioned *Acceptance Letter*, duly completed, signed and stamped by the host institution. The letter must be submitted no later than the following deadlines to avoid exclusion from the relevant ranking:

	Deadline for sending the <i>Acceptance Letter</i>
Session 1	13/03/2024 by 12:00 (to be sent by email to erasmus@unicampus.it)
Session 2*	27/05/2024 by 12:00 pm (Acceptance Letter to be attached to the Esse3 mobility application)
Session 3*	28/10/2024 at 12:00 pm (Acceptance Letter to be attached to the Esse3 mobility application)

* As governed by Art. 3, f)

To obtain an *Acceptance Letter*, students must undergo the host institution's selection procedure in accordance with the institution's own terms and conditions. The final assignment of the traineeship mobility and the student's performance of said placement are therefore subject to successful selection by the host institution, whose decision on the application is final.

Students are also responsible for:

- checking with the host institution that the conditions are in place to ensure compliance with the deadlines, conditions and eligibility requirements set out in this Call;
- if necessary, being able to provide certification of the language level required by the chosen host institution within the deadline set by or agreed with the host institution;
- researching the laws governing entry and stay in the host country by contacting the relevant diplomatic missions (embassies, consulates) in Italy.

Before expressing a preference for one of the partner universities listed in Annex A, students are required to verify that it is possible to meet the nomination deadlines set by the partner.

² The model letter is available on the page dedicated to this Call for Proposals on the University website.



Article 5 Eligible mobility types, duration and period

Traineeship activities abroad may only take place within the period shown in the following table:

	Mobility placement start date	Mobility placement end date
Session 1	From 01/06/2024	To be completed by 31/07/2025
Session 2*	From 01/07/2024	
Session 3*	From 12/12/2024	

* As governed by Art. 3, f)

Within the framework of this Call, students may choose one of the following types of mobility:

Type	In-person duration (min-max)	Remote duration
Long-term	2-12 months	n/a
Long-term blended	2-12 months	1-10 months
Short-term blended ³	5-30 days	1-11 months

The type of mobility must be specified when submitting the application on Esse3 by entering it in the relevant free text field. If the student does not specify the type, the mobility will automatically be considered long-term. Before submitting the application, it is the student's responsibility to check that the host institution is willing to carry out a *blended* mobility.

³ For third-cycle mobility (PhD students), the virtual (remote) component of the mobility placement is not mandatory.

Article 6

Ranking, deadlines and assignment of mobility grants

Applications that are submitted within the deadlines and meet all the eligibility requirements will be assessed by assigning a score out of a maximum of 100, rounded to the first decimal place, according to the following merit-based criteria:

Students enrolled in the first year of the course			
No.	Criterion	Score calculation formula	Max score
1	Final mark of previous qualification (secondary school leaving certificate, degree)	$\text{Max pts} * \text{final mark} / \text{maximum mark}$	95 pts
2	English language level (at least B1)	B1 = 1 pt B2 = 2 pts C1 and C2 = 3 pts	3 pts
3	Host country language level (at least A2)	A2, B1 = 1 pt B2, C1 and C2 = 2 pts	2 pts

Students enrolled in all other years			
No.	Criterion	Formula	Max score
1	Weighted average ⁴	$\text{Max pts} * \text{weighted average} / 30$	45 pts
2	Consistent academic performance in the last academic year completed	$\text{No. of exams taken} / \text{No. of exams available to be taken as of 31/10/2023} * 50$ <small>Passes, extracurricular credits, electives (ADE) and partial exams are not taken into account.</small>	50 pts
3	English language level (at least B1)	B1 = 1 pt B2 = 2 pts C1 and C2 = 3 pts	3 pts
4	Host country language level (at least A2)	A2, B1 = 1 pt B2, C1 and C2 = 2 pts	2 pts

Students enrolled in a PhD			
No.	Criterion	Score calculation formula	Max score
1	Final mark of master's degree	$\text{Max pts} * \text{final mark} / \text{maximum mark}$	95 pts
2	English language level (at least B1)	B1 = 1 pt B2 = 2 pts C1 and C2 = 3 pts	3 pts
3	Host country language level (at least A2)	A2, B1 = 1 pt B2, C1 and C2 = 2 pts	2 pts

The merit-based ranking for the assignment of mobility posts is drawn up in descending score order. The mobility posts (Annex A) and the available Erasmus+ grants are assigned according to the aforementioned ranking until exhausted. In the event of a tied score, priority will be given to the student who has not

⁴ The average is rounded to the first decimal place for values equal to or greater than 0.05.



previously benefited from an Erasmus+ mobility grant. Following this, if necessary, priority will be given to the younger student.

Following the publication of the merit-based ranking and by the dates indicated in the following table, successful students are required to formally **accept the mobility post** by sending an email to erasmus@unicampus.it from their institutional address (name.surname@alcampus.it). The subject line should read “Erasmus SMP Mobility Acceptance”, while the body of the email should specify the mobility period agreed with the host institution (start and end date of the mobility placement) and the desired OLS language (see Art. 12):

	Publication of the ranking	Deadline for acceptance
Session 1	By 20/03/2024	25/03/2024
Session 2	By 03/06/2024	10/06/2024
Session 3	By 04/11/2024	11/11/2024

The number of scholarships depends on the amount of European funding that Università Campus Bio-Medico has obtained from the European Commission.

The budget dedicated to extra-European mobility is equivalent to 20% of the European funding dedicated to the Traineeship mobility.

The ranking is unique for all UCBM Faculties, however each Course is entitled to at least one scholarship - if there are candidates from all UCBM Courses.

In this sense - regardless of the position in the overall ranking - the candidate from each Course with the highest score will definitely be entitled to the Erasmus+ scholarship.

The winning student has the possibility to change destination within two weeks of the publication of the ranking list. This possibility is reserved for the following cases only:

- 1) Change from "Erasmus Partner University" to "External Organisation".
- 2) Change of External Organisation

Please note

a) A change of destination is only possible if the duration of the new mobility is less than or equal to the duration of the first destination chosen.

Art. 7

Obligations before, during and after the mobility placement

Students **are required to always use their university email address (*name.surname@alcampus.it*) for all correspondence with the UCBM International Relations Office**. The UCBM mailbox is the only channel used to send any notifications, communications, requests or documents relating to mobility placements.

Students who are assigned a mobility post through this Call must fulfil a series of obligations before, during and after the mobility period:

1. BEFORE THE MOBILITY PLACEMENT, students are required to:

- **comply with the deadlines** set out in this Call and respond to any further requests and notifications from the UCBM International Relations Office;



- attend, if requested by the International Relations Office, any meetings (either in person or online) aimed at providing information on how the mobility placement is to be carried out;
- obtain any **linguistic certifications** required to carry out the traineeship activities within the deadlines set by the host institution;
- ask the host institution to complete the **Learning Agreement for Traineeship (LA)** form. This form, signed by the student and the host institution, will be sent to the relevant departmental faculty board for final authorisation of the mobility placement and recognition of the activities carried out abroad (see Art. 9). The LA must be signed by all the parties involved (student, host institution and UCBM) prior to departure. **Approval of the LA by the relevant departmental faculty board is required in order for the mobility placement to be carried out.** It is therefore essential to take particular care in completing the LA correctly and to send it to the International Relations Office at least 21 days before the scheduled departure date, allowing it to be approved in good time;
- sign the **Mobility Agreement** (see Art. 8) received by the International Relations Office at least one week before the scheduled departure date; the Mobility Agreement must be signed by all the parties involved (student and UCBM) prior to departure;
- thoroughly research the rules governing entry and stay in the host country and any further bureaucratic requirements set out by the host institution;
- take out the supplementary or additional insurance policies they deem appropriate.

2. DURING THE MOBILITY PLACEMENT, students are required to:

- ask the host institution, within 7 days after arriving in the country, to complete the **Certificate of Arrival** and send it by email to the International Relations Office, duly signed and stamped by the host institution's contact person and in PDF format;
- promptly report any problems relating to the traineeship activity carried out and/or the host institution and, where necessary, any interruption of the mobility placement due to force majeure;
- if changes are necessary to the activity plan set out by the Learning Agreement, it is obligatory to send the "During the Mobility" section, completed and approved by the host institution's contact person, to the International Relations Office within one month after the mobility placement start date;
- ask the host institution, **at least 10 days before the mobility placement end date**, to fill in the "After the Mobility" section of the Learning Agreement (see also Art. 9) and to have it sent **directly to erasmus@unicampus.it by the host institution** within 7 days after the mobility placement end date.

3. AFTER THE MOBILITY PLACEMENT, students are required to:

- fill in the online **Participant Report**. Students will receive the request to complete the report from the European Commission at their institutional email address at the end of the mobility placement;
- ensure that the International Relations Office has correctly received the **"After the Mobility" section of the Learning Agreement**, completed and signed by the host institution;
- contact the UCBM International Relations Office to confirm that they have returned to the country and to verify that all the necessary documents have been received to recognise the activities carried out abroad and pay out the remaining mobility grant instalment.



The following table summarises the requirements for sending and requesting the documents set out by this Call for mobility placement assignees:

Document/notification	To be sent/requested
Acceptance Letter	Attached to the mobility application
ISEE declaration 2023	Attached to the mobility application
Acceptance of mobility placement	Within the deadline set out in Art. 6 RD No. 58 of February 5th 2024
Learning Agreement	At least 21 days prior to the scheduled mobility start date
Mobility Agreement	Sent by the office via email prior to departure, to be returned signed within 2 days of receiving the document
Certificate of Arrival	Within 7 days after arrival in the country
Request for changes to the LA	Within 1 month after the mobility start date
Extension request	At least 30 days prior to the mobility end date
Participant Report	Within 7 days after the mobility end date
Learning Agreement – “After the Mobility” section	Within 7 days after the mobility placement end date and at least 30 days prior to the graduation session (graduating students only)



Article 8

Mobility grant amounts and payment process

Mobility contributions are calculated exclusively for the period actually spent abroad carrying out the eligible activities referred to in Art. 2. These contributions can be financed through:

- Erasmus+ mobility grants financed by the European Union;
- Additional contributions from the Youth Support Fund financed by the Italian Ministry of University and Research.

Erasmus+ mobility grants are awarded according to the merit-based ranking and within the limits of the funds available. The size of the Erasmus+ mobility grant varies depending on the destination country in relation to the cost of living:

	DESTINATION COUNTRIES	LONG-TERM GRANT*	SHORT-TERM GRANT*
Group 1 (high cost of living)	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway Region 14 partner countries: Faroe Islands, Switzerland, United Kingdom	€500.00/month	€70.00/day in person up to the 14th day €50.00/day in person from the 15th day to the 30th day
Group 2 (medium cost of living)	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal Region 13 partner countries: Andorra, Monaco, San Marino, Vatican City State	€450.00/month	
Group 3 (low cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Türkiye, Serbia	€400.00/month	
Group 4 (Regions 1-12)	Third countries not associated with the programme in regions 1 to 12.	€700.00/month	Not provided

*Amounts may vary depending on the provisions of INDIRE, the National Agency for Erasmus+

The total amount of the Erasmus+ mobility grant is defined based on the number of days actually spent abroad. The mobility grant will be paid in two *instalments*: an advance (70% of the total provided for the entire mobility), paid at the beginning of the period, and the remaining balance (30% of the total based on the actual days spent carrying out the mobility) upon submission of the “*After the Mobility*” LA, the *Participant Report* and any other required documentation. All the details on the mobility grant terms and conditions and payment process are set out in the **Mobility Agreement** signed by UCBM and the student prior to departure. This agreement acts as a contract between the signatories.

The **additional contributions from the Youth Support Fund** are awarded exclusively to students who carry out curricular activities abroad⁵. The additional contribution amount is calculated based on the income bracket of the applicant and the destination country.

MONTHLY AMOUNTS BY MOBILITY GRANT AND BY DESTINATION COUNTRY				
Income bracket (ISEE)	Monthly amount			
	Group 1	Group 2	Group 3	Non-EU
ISEE < 13,000	€700	€650	€600	€600
13,000 < ISEE < 21,000	€600	€550	€500	€500

⁵ For example, a traineeship linked to dissertation research activities or a traineeship required as part of the syllabus of the relevant degree programme. No grants are provided for postgraduate traineeships.

21,000 < ISEE < 26,000	€500	€450	€400	€400
26,000 < ISEE < 30,000	€400	€350	€300	€300
30,000 < ISEE < 40,000	€300	€250	€250	€250
40,000 < ISEE < 50,000	€250	€200	€200	€200
ISEE > 50,000	€200	€150	€150	€150

The additional contribution from the Youth Fund is assigned in ascending order of ISEE until the available funds have been exhausted. Students who do not submit an ISEE declaration will be automatically placed in the highest income bracket. If the student or graduate interrupts the mobility placement, he/she is required to return the grant paid in proportion to the days authorised but not spent abroad. **If the overseas mobility placement does not last as long as the minimum duration (see Art. 5), the full grant amount received must be returned, except in proven and documentable cases of force majeure.**

Swiss universities are responsible for funding the mobility periods of students travelling to Switzerland, and any contribution related to the Erasmus+ Programme is excluded. The grant amount to be provided by Swiss universities has yet to be defined.

Mobility grants are tax-exempt pursuant to Article 1, paragraph 50, Law 208 of 2015 and Articles 50, paragraph 1, letter c) of the TUIR (Italian Income Tax Code) and 10-bis, paragraph 1 of Legislative Decree No. 446 of 15 December 1997.

Finally, it should be noted that the number of mobility grants available is not defined until notification is received from the National Agency for Erasmus+ regarding the allocation of funds for traineeship mobility.

Article 9 Academic recognition

The International Relations Office will begin the procedure for recognising the activities carried out abroad following receipt of the documentation attesting the end of the mobility placement (see Art. 7, point 3). This recognition is based exclusively on what was authorised prior to departure (and modified if necessary) by the relevant departmental faculty board through the LA and confirmed by the “After the Mobility” section, which reports the activities carried out.

Students wishing to graduate at the end of the mobility period must send an email to erasmus@unicampus.it with the subject line “Documents for ERASMUS SMP RECOGNITION for GRADUATION” at least 30 days before the date of the graduation session in order to allow the traineeship activities carried out abroad to be recognised and added to the student's record in a timely manner.

Article 10 Submission of the mobility application

In order to submit the mobility application, students must:

- log in to the Esse3 user area (<https://didattica.unicampus.it/didattica/Home.do>);
- select “International mobility” in the menu on the right;
- select the “EXCHANGE PROGRAMS” mobility section in the drop-down menu;
- click on “Actions” and select the relevant Call;
- fill in all the fields;
- select, in descending order of preference, a maximum of two (2) from the partner universities listed. If the student wishes to carry out the mobility placement at another university/institution chosen independently, it is mandatory to select only the generic option “University/host institution” (non-partner); specify the type of mobility (see Art. 5);



- proceed with the registration process;
- attach the following to the application (PDF format only): (a) the **Acceptance Letter**⁶ signed and stamped by a tutor from the host institution (if it is not one of the partners listed in Annex A); (b) any language certifications⁷ they hold; (c) the degree/leaving certificate⁸ showing the final mark (exclusively for students enrolled in the first year of a bachelor's degree or a PhD programme); (d) the ISEE 2023 statement;
- select the “Confirm registration and final print” button;
- save and store the “Call registration” receipt for future reference.

Article 11 Insurance

The accident and civil liability insurance provided automatically to students upon enrolling at the university is extended for the entire duration of their stay abroad. Students on a mobility placement are required to arrange their own health coverage during their stay abroad, under the conditions set out by the host country (more information can be found on the [Ministry of Health's dedicated web page](#)).

Basic health care and direct access to national health services in EU member countries is generally guaranteed by the European Health Insurance Card (EHIC). Students are responsible for obtaining this card if they do not already have one or if it has expired or been lost.

Article 12 Online Language Support (OLS)

Through the **OLS** (Online Language Support) platform, students who are assigned a mobility post can carry out a language course in one of the languages of the EU member states, provided free of charge by the European Commission, with the exception of native-speaking students. More information will be provided upon signing the Mobility Agreement. The course can be taken before or during the stay abroad.

Article 13 Protection and processing of personal data

In accordance with the provisions of [Regulation \(EU\) 2016/679](#) (hereinafter also referred to as the “EU Regulation”), Legislative Decree No. 196 of 30 June 2003 (hereinafter also referred to as the “Privacy Code”) and its subsequent modifications and additions, as well as Legislative Decree No. 101 of 2018, we hereby inform you that all personal data relating to students who apply for and/or successfully obtain mobility posts and provided by said students when participating in this Call or otherwise acquired for this purpose by UCBM will be processed by the latter as Data Controller in compliance with the provisions of the policy on the processing of personal data referred to in Art. 13 of the EU Regulation, available at the link <https://www.unicampus.it/risorse-e-uffici/internazionale>.

In particular, the personal data relating to the students concerned will be processed for the sole purpose of executing and managing this Call for applications and in a way that is instrumental to its execution, as well as to fulfil any legal or regulatory obligations, EU legislative obligations, and/or obligations resulting from the Italian Data Protection Authority provisions concerning the protection of personal data. This is without

⁶ The letter template can be downloaded from the university's web page for this Call.

⁷ For English, the results of placement tests taken at the University Language Centre (ULC) are also considered valid for this purpose. Students can enquire about the level achieved by sending an email to tutorunicampus@trinityschool.it. All students who have achieved level C1.3 or above on the Trinity placement test and who are requesting an exemption or the possibility of attaching this result to their Erasmus Call application must sit an additional oral exam at the ULC.

⁸ For students enrolled in the first year of a bachelor's degree: secondary school leaving certificate; for students enrolled in the first year of a master's degree: bachelor's degree certificate; for students enrolled in a PhD: master's degree certificate.



prejudice to the processing of personal data necessary to fulfil any defence needs, whether in or out of court. The data will be processed using manual and/or automated and computerised methods according to principles of lawfulness and correctness in order to protect the privacy and rights of the students concerned, using suitable measures for security and the protection of data, including data that is sensitive or reveals an individual's state of health, as required by the Privacy Code and the EU Regulation. The personal data of the students concerned will be processed by UCBM staff for this purpose, as expressly authorised pursuant to Articles 29 of the EU Regulation and 2-*quaterdecies* of the Privacy Code, as well as by any closely related service providers necessary for UCBM's activities, specifically appointed as data processors pursuant to Article 28 of the EU Regulation, *using the methods and within the limits necessary to pursue the aforementioned purposes, including in the event of any transfer to third parties.* With regard to the possible transfer of the personal data of the students concerned to third countries outside the European Economic Area (EEA), UCBM makes it known that any processing will be governed in accordance with the regulations and on the basis of the provisions of Chapter 5 of the Regulation, in compliance with the European Data Protection Board's Recommendations 02/2020. *The students concerned are entitled to the rights set out in Articles 15 et seq. of the aforementioned Regulation, as well as the right to lodge a complaint with the Italian Data Protection Authority, as set out by Art. 77 of the Regulation, or to appeal to the appropriate courts (Art. 79 of the Regulation), through the methods indicated in the specific policy provided by UCBM pursuant to Art. 13 of the EU Regulation.*

Article 14 Information

International Relations Office

Via Álvaro del Portillo, 21 – 00128 – Rome
Trapezio Building, floor 0

Public opening hours

Monday and Wednesday from 10:30am to 12:30pm

Tuesday and Thursday from 2:30pm to 4:30pm

Appointment in person or online

[Book a meeting](#)

Website: <https://www.unicampus.it/risorse-e-uffici/internazionale/bandi-erasmus>

Telephone: +39 06.22541.8887/8760

Email: erasmus@unicampus.it

For anything not explicitly stated in this Call, the relevant Guide to the Erasmus+ Programme for the KA1 Funds used to finance the grants shall apply.