

AREA  
PER L'INTERNAZIONALIZZAZIONE



**SAPIENZA**  
UNIVERSITÀ DI ROMA



**“Erasmus+ Traineeship” in the frame of the Erasmus+ Programme for 300 Three-month Mobility Grants**

**Academic Year 2023-2024**

**Deadline On-line Application: April 27, 2023 at 2:00 pm  
(Italian time)**

On-line call and application form:

<https://www.uniroma1.it/it/node/28741>



**Useful links:**

- **Application form:**  
[https://relint.uniroma1.it/candidatura\\_placement/login.aspx](https://relint.uniroma1.it/candidatura_placement/login.aspx)
  
- **Cost of life** in different host countries:  
<https://www.numbeo.com/cost-of-living/>
  
- **Work conditions:**  
[https://eures.ec.europa.eu/living-and-working/living-and-working-conditions\\_en](https://eures.ec.europa.eu/living-and-working/living-and-working-conditions_en)
  
- Erasmus **scholarship:** <https://www.uniroma1.it/it/pagina/esoneri-e-contributi-monetari-gli-studenti-partenza>
  
- **For technical support** during the application phase please fill in the Help desk form:  
<https://relint.uniroma1.it/candidatura/sendmail.aspx>
  
- Info and advice on host institutions at:  
<https://www.uniroma1.it/it/pagina/ricerca-dellorganizzazione-ospitante>



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| <b>ROADMAP</b>                                  |                                 |
|---|---------------------------------|
| <b>Call opening</b>                             | 3 February 2023                 |
| <b>Deadline for submitting application</b>      | 27 April 2023                   |
| <b>Formal assessment of applications</b>        | 2-15 May 2023                   |
| <b>Candidates shortlisted for the selection</b> | 16 May 2023                     |
| <b>Interviews at Faculty</b>                    | 17 May – 31 May 2023            |
| <b>List of candidates receiving grants</b>      | Presumably within 30 June 2023  |
| <b>Mobility period</b>                          | 1 September 2023 – 31 July 2024 |



## Art. 1 General Information

### Art. 1.1 The Erasmus+ Programme

Erasmus Plus is the EU programme in the fields of Education, Training, Youth and Sport for the period 2021-2027 that **promotes the international mobility of students and future graduates** towards other countries participating in the programme (see Art. 1.5) to improve transversal and professional competences with particular attention to the job market and their contribution to the creation of a cohesive society.

### Art. 1.2 Erasmus for Traineeships

*Erasmus+ for Traineeship* grants are allocated for the following activities at foreign host institutions:

- A) professional education and orientation traineeships;
- B) curricular traineeships.

The beneficiaries of the *Erasmus+ for Traineeship* Programme are exclusively students enrolled at Sapienza University of Rome. Recent graduates can also take advantage of the grants by **applying during the last year of enrolment, before graduation. In this case, the traineeship must be carried out and concluded** within 12 (twelve) months of graduation and within the deadlines indicated in this call.

#### PLEASE NOTE:

- Students who intend to carry out their traineeship as **recent graduates**, must submit the application for the selection **before discussing their graduation thesis under penalty of the grant allocation (are not eligible and cannot be financed)**
- Students who intend to complete their traineeship during their **programme of study**, must maintain their “student” status throughout the traineeship. Students who graduate during their traineeship period will lose their right to the grant and be asked to return the received funds.



### **Art. 1.3 Digital Opportunity Traineeships**

Please note that traineeships involving the following activities will be considered as “traineeships in digital skills”:

- Digital marketing (i.e.: social media management, web analytics);
- Digital graphical, mechanical or architectural design;
- Development of apps, software, scripts or websites;
- Installation, maintenance and management of IT systems and networks;
- Cybersecurity;
- Data analytics, mining, visualisation;
- Programming and training of robots and artificial intelligence application.

Activities like generic support to company customers, administrative activities such as data entry in the company data base or generic office tasks are not considered as part of the digital skills category.

In order to facilitate the search for **eligible host institutions** for traineeships in Digital Skills, the European Commission has invited European companies to publish their offers on [Drop'pin@EURES](mailto:Drop'pin@EURES) or [ErasmusIntern](#). However, students can seek other institutions autonomously, **provided the traineeship activities correspond to the above-mentioned activities.**

### **Art. 1.4 Duration of the Traineeship**

This call provides for traineeships that last no less than two months (60 days) and that can be funded up to 3 months. An extension can be obtained if formally authorised in advance.

**The mobility MUST take place in within the period 1 September 2023 – 31 July 2024.**

Traineeships may not be interrupted or suspended. Mobility periods of less than 2 months or cancellation of the mobility period, mean that the student forfeits the E+ Traineeship mobility period and must return the entire or partial grant received.

The Erasmus+ Programme provides candidates with the opportunity to experience a maximum of up to a 12-month mobility period abroad for every cycle/level of study (Bachelor and Master Programmes) and up to 24 months for single-cycle study programmes. Mobility periods completed as part of *LLP/Erasmus (for study and/or placement)* and *Erasmus Mundus* also count towards the maximum number of



mobility months, if they were completed during the same cycle of study, even at another university.

Recent graduates mobilities for traineeship within the Erasmus+ also count towards the maximum number of mobility months.

### **Art. 1.5 Participating Countries**

*Erasmus+ for Traineeship* mobility periods can be completed in any European Union member state and other countries participating in the programme (third countries associated to the programme). These include:

- **Member States of the European Union:** Belgium, Bulgaria, Czech Republic, Greece, Spain, France, Lithuania, Luxembourg, Hungary, Portugal, Romania, Slovenia, Denmark, Germany, Estonia, Ireland, Croatia, Cyprus, Latvia, Malta, Netherlands, Austria, Poland, Slovakia, Finland, Sweden.
- **Third countries associated to the programme:** North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Turkey.

### **Art. 1.6 Seeking the Traineeship Host Institution**

The candidate must **independently find an organization willing to host him/her** as a trainee and then propose to carry out an internship at the contacted institution either independently or through the intermediation of a professor. For application to this call, acceptance must be formalized by means of an acceptance letter (*Letter of Acceptance*, see Annex 1).

Host institutions may also be found at: Sapienza website: <https://www.uniroma1.it/it/pagina/ricerca-dellorganizzazione-ospitante>

The host institution for the traineeship period must satisfy the definition given in the "*Programme Guide*" (version 2, 2023) published by the European Commission, which is: "any public or private organisation that is active on the labour market and or in sectors such as education, training and youth."

#### **Eligible hosts include:**

- Enterprises: public or private; small, medium or large;
- Agencies: public agencies at the local, regional or national levels;
- Trade unions or other job market representatives, including Commerce Chambers, professional and trade associations;
- Research Institutes;



- Foundations;
- Schools, institutes, educational centres at any level;
- NGOs and other non-profit associations;
- Professional orientation, professional consulting and information service organisations;
- European Council, United Nations, UN Economic Commission for Europe, UN Organisation for Education, Science and Culture and UN and UNESCO offices;
- Universities or university-level institutions in any member state or programme country.

For traineeships carried out at the university level (i.e., university labs, libraries, etc.), **activities must concern professional training, NOT study** (i.e., traineeships in university Erasmus offices).

In the case of traineeships at Italian cultural institutes abroad, schools, commerce chambers abroad, legal studios abroad and private companies headquartered in Italy, the principle of transnationality must be guaranteed (i.e., if the trainee were to acquire different know-how to that available in the country of origin).

**UNELIGIBLE host institutions include:**

EU institutions and other bodies, including specialised agencies. The full list is available at: [http://europa.eu/about-eu/institutions-bodies/index\\_en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm))

**It will not be possible in any way to modify the host institution presented in the application phase and which has been subject to evaluation by the Evaluation Commission, for the purpose of selection, except for serious and proven reasons.** However, it will be at the discretion of the Evaluation Commission to decide on the institution's change request.

**Art. 1.7 Credit Recognition**

For those who carry out a **mobility period as students**, the *Erasmus+ for Traineeship* mobility is structured as an internship experience whose recognition procedure must be carried out according to the regulations and educational plans of the various study programmes, and following the procedures established by the their individual faculties.





Selected candidates are required to seek information about CFU (ECTS) recognition **before departure at their Department Office and/or at the Faculty Traineeship Office.**

## **Art. 2 Grants**

Grants under the Erasmus+ for Traineeship mobility programme are assigned exclusively for carrying out **in presence** training activities.

*In order to benefit from the Erasmus contributions, the student awarded with a mobility scholarship must, strictly before departure, accept the terms of the financial contract and follow the instructions that will be provided at the time of the assignment of the mobility. Any extensions will be financed only if funds are available.*

### **Art. 2.1 EU scholarship**

- 1. The contribution for the mobility is to be understood as **an economic support** for the higher expenses related to living abroad: they are therefore not aimed at covering all the expenses incurred.*
- 2. The use of the Erasmus+ contribution **is incompatible with further grants deriving from other programs/actions financed by the European Union.***
- 3. The EU grant is related to the cost of living in the country of destination and to the days of attendance certified by the foreign institution:*

| <i>Programme Countries</i>  | <i>al mese</i> |
|---|----------------|
| <b>GRUPPO 1 = costo della vita ALTO:</b><br>Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway  | 500,00 euro    |
| <b>GRUPPO 2 = costo della vita MEDIO:</b><br>Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal   | 450,00 euro    |
| <b>GRUPPO 3 = costo della vita BASSO:</b><br>Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia | 400,00 euro    |



## Art. 2.2 Erasmus+ travel contribution

1. The Erasmus+ 2021/2027 programme Action 1 encourages the use of green means of transport, i.e. travels with a low level of CO2 emissions to make international mobility more inclusive and sustainable.
2. A "Green Travel Grant" contribution will, therefore, be recognized to those who use sustainable means of transport (such as train, car sharing, bus) to reach their destination.
3. The contribution will be recognized at the end of the Erasmus mobility and **will be paid upon presentation of the supporting documents proving the actual green trip.**

Those who undertake a sustainable journey will be awarded: a one-off TOP UP contribution of **€50.00** and a **per diem with a value corresponding to the daily amount relating to the monthly grant**. The per diem will be recognized for each day of green travel (both outward and return) necessary in order to reach the destination for a maximum of 4 days.

## Art. 2.3 Supplementary contributions for disadvantaged economic conditions

1. Mobility students may receive an additional contribution of €250.00 per month based on the economic condition of the student. This additional contribution will be recognized to candidates who have presented, upon their enrolment at Sapienza, an ISEE (ISEE for the right to university study DPCM 159/2013) of up to **24,335.11** (DM 1320 of 17.12.2021, art. 4).
2. **The data must be available on Infostud** before accepting the terms of the Financial Contract, otherwise, the additional contribution cannot be assigned.
3. For participants with fiscal residence abroad, the M.U.R. contribution will be differentiated on the basis of the contribution levels of the country of origin, based on the resolution of the Board of Directors no. 455/2022 of 12.19.2022. The additional contribution will be due to residents of category A countries.



#### **Art. 2.4 Integration for students with disabilities and/or with special needs**

In order to allow for a wider participation in the mobility, the Indire Erasmus+ National Agency provides funds for candidates with special needs. Students who fall into this category **are required to communicate their disability situation, both in the application phase and in the acceptance phase of the mobility**. The assignees will receive information about the possible funding via email at the institutional email account. Information is also available on the dedicated web page: <http://www.uniroma1.it/erasmus/studenti/esse-students/erasmus-studenti/esse-diversamente-abili>

#### **Art. 2.5 Erasmus + Grant Taxation**

Pursuant to Art. 1, paragraph 50 of Bill N. 208 (28.12.2015), scholarships for international mobility benefit from the exemptions provided for in Article 1, paragraph 3, of Bill N. 105 of May 9, 2003, converted, with amendments, by the law n. 170 of 11 July 2003, subject to further regulatory changes.

If EU funds are unavailable or additional EU funds are assigned, or upon student request and following authorization by the university, students may be assigned an "**Erasmus zero-EU-grant**" status, following the ranking order, which allows them to benefit from the advantages linked to the mobility, but without receiving EU grants.

#### **Art. 2.6 Grant Payment**

Grants will be paid in two instalments:

- first instalment (80%) - at the beginning of the traineeship period, usually within 30 days of receipt of the declaration of arrival at the host site, except for any deferments (for example: closing periods of the university, etc.);
- second instalment (20%) - upon the student's return to Italy, following delivery of the complete traineeship documentation, calculated on the basis of the effective days of mobility.
- any payment of financial contributions for the authorized extension days will be **fully paid at the end of the mobility** (see art. 2).



## **Art. 3 Application and Admission Criteria**

### **Art. 2.1 Admission Criteria**

To participate in the selection for an *Erasmus+ for Traineeship* mobility grant, the candidate must:

- 1) Be regularly enrolled at Sapienza University of Rome for academic year 2022-23, in a:
  - Three-year Bachelor programme (year two onwards);
  - Master programme;
  - One-cycle programme (year two onwards);
- 2) Have **at least two months (60 days)** available in his/her study cycle for traineeship mobility, as per the Erasmus + Programme, and not have already performed the maximum number of months of mobility allowed by the Erasmus + Programme (see Article 1.4)
- 3) **Have a Letter of Acceptance, completed, signed and stamped (or on headed paper)** by the host institution. **Only letters completed as per the model provided in Annex 1 and attached to the application (Art. 2.2) will be accepted.** Failure to do so will compromise your right to a mobility grant;
- 4) Not have received other funding from the EU or Sapienza University for periods abroad that overlap, even partially, with the Erasmus+ Traineeship period.

#### **PLEASE NOTE**

Students enrolled in Professional Master Courses, Specialisation Schools, Single Courses, and PhD Programmes **are NOT eligible**.

The requirements, referred to in this article, must be held by the student by the deadline for application submissions, under penalty of exclusion.

**The lack of even one of the aforementioned requirements will determine the exclusion of the candidate from the selection process.**

Candidates are admitted to the selection process subject to the assessment of the prescribed requirements.



The Administration may at any time, with a motivated provision, exclude candidates from the selection by default of the admission requirements prescribed by the call.

### **Art. 3.2 Application**

Each candidate may submit **ONLY ONE** application.

Application must be made **on-line** via the form available at: [http://151.100.101.75/candidatura\\_placement/login.aspx](http://151.100.101.75/candidatura_placement/login.aspx).

**Deadline for on-line application: April 27, 2023 at 2:00 pm (Italian time).**

Interested students must complete all the fields of the on-line application form and make sure to upload the following documents as an integral part of the application:

1. Scanned valid identity document;
2. CV in Italian or in English;
3. *Letter of acceptance* (see **Annex 1**) from the host institution, **on company letterhead and/or stamped, duly filled in and signed, under penalty of exclusion.**

#### **PLEASE NOTE:**

- A. the *Letter of Acceptance* must **comply with the template provided in Annex 1** to this Call. Incomplete documents or documents submitted in different formats will not be accepted.
- B. The proposed host institution must **complete, sign and stamp** (or provide in headed paper) the Letter of Acceptance and send it back to the candidate, who will upload it in pdf format<sup>1</sup> on the online application form. **The Letter of Acceptance will only be considered valid if all its sections are completed, including the “Language Requirements” and the “Brief description of the work programme” Sections.** Failure to do so will exclude the candidate from the selection process.
- C. The Letter of Acceptance **can NOT be submitted after the call deadline. Candidates who do not have a Letter of Acceptance by the deadline are not eligible.**

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<sup>1</sup> The *Letter of Acceptance* must be uploaded as a **single pdf file**, including all the pages of the document (see Annex 1).



**Failure to upload the application form of any of the aforementioned documents (1. Photocopy of ID, 2. Curriculum vitae and 3. Letter of Acceptance from host company) will cause exclusion from the selection.**

Candidates must ONLY use the university email account (@studenti.uniroma1.it). This will be the **only communication channel accepted** for the purposes of this selection procedure, even after the deadline of the call for applications.

#### **PLEASE NOTE**

After applying, each candidate will receive a report on the data entered at the e-mail address provided in the application form. **Therefore, each candidate must verify receipt of the report and the accuracy of the data provided, promptly communicating any errors in the compilation/reception of the application to the relevant office (by email at: [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it)) within 24 hours of the call deadline.**

#### **Art. 3.3 Selection Commissions**

The Selection Commissions (hereinafter: the Commissions), composed by professors and administrative staff will be indicated by the Faculty Deans.

**The selection will be based on qualifications**, according to the selection criteria that will be defined during the preliminary meeting of the Commission: these criteria will be formalized by the Commission in the first report and will, in any case, be defined in full coherence with the assessment elements object of Art. 3.4.

#### **Art. 3.4 Evaluation Selection Criteria**

Candidates will be assessed on basis of:

1. Traineeship project
2. Academic proficiency

##### **1. Traineeship Project: 0 - 40 points**

- **Content** of the traineeship project described in the Letter of Acceptance and
- **Coherence** of the traineeship with the candidate academic path.

The Faculty Commission will **organise interviews** with candidates in order to assess the coherence of the traineeship period with the students' academic path.



If the applicant has submitted a traineeship project and a Letter of Acceptance that are incongruent with his/her academic career, he/she might be excluded from the selection via a final decision by the Commission. The allocation of 0 (zero) points to the traineeship project from the Faculty Commission will bring about the exclusion from the selection process.

## **2. Academic Proficiency: 0 – 60 points**

Academic proficiency will be assessed on the basis of the regularity of studies and grades. The factors that contribute to the formulation of the score, related to the career are: **the weighted average**, compared to the weighted average grade of the student's study programme, and **the number of credits acquired** compared to the total number of credits expected for the year of enrolment in the current cycle (regularity of study). **Academic career data will be taken into consideration as of the call deadline**, including exams that have been self-certified in the application phase.

### **PLEASE NOTE**

The following do **NOT** apply in calculating your weighted average and acquired CFUs:

- exams taken abroad during Erasmus periods for which the recognition procedure has not been completed;
- extracurricular examinations (former Art. 6 of Royal Decree N. 1269/38) as these exams do not contribute to the achievement of CFUs required for the degree and are not included in the calculation of the average;
- integrated exams and ADE (elective activities), unless the credits for all the tests constituting the integrated exam have been successfully completed;
- single Course exams, unless they have already been recognized in the Bachelor, Master, or single-cycle study programme in which the student is enrolled for the current academic year;
- exams cancelled for failure to comply with prerequisites;
- exams declared as taken, but which were only booked and not taken or, even, not booked;
- CFUs related to the final exam.



If exams and/or training activities are not present on the Infostud Platform by the call deadline, **students must submit a self-declaration during the application phase (section 4 of the application form).**

The Administration reserves the right to verify the substitutive declarations. Should such controls reveal the non-veracity of the content of the declarations, the declarant will forfeit all allocated benefits, in addition to what is provided by provisions of Art. 76 of the D.P.R. N. 445/2000.

### **Art. 3.5 Candidates selection**

The Internationalisation Office will verify formal requirements foreseen in art. 3.1.

The list of candidates shortlisted for the interview will be published on the webpage <https://www.uniroma1.it/it/node/28741>. At the same time faculties will publish the dates of the interviews that will take place between 17 and 31 May 2023.

**Taking part in the interview is compulsory: candidates who will not attend will be excluded from the procedure.**

Please be aware that it **will NOT be possible to modify the interview date** except if overlapping the date of an exam (duly justified with evidence).

Faculties have the right to postpone the date of the interview providing timely communication to candidates via mail.

The assessment certificates will be collected by the Internationalisation Office in order to publish the formal ranking.

## **Art. 4 Rankings**

### **Art. 4.1 Ranking Process**

The grants made available through this call will be distributed amongst all Faculties proportionally to the applications received by each Faculty. In case of equal standing, the ranking will favour the younger candidate.

If all ranked candidates in the Faculty are exhausted, the grant will be allocated to the first eligible runner-up candidate, who has not received a grant, from the Faculty





with the highest number of eligible candidates, and in case of *ex aequo*, from the Faculty with the highest number of enrolled students.

The final ranking will be published on the on the webpage devoted to the Erasmus mobility: <https://www.uniroma1.it/it/node/28741>, presumably by 30<sup>th</sup> June, 2023. After 15 days from their publication, the rankings will be considered final.

If candidates waive their place, the ranking of eligible candidates will scroll downwards. The following eligible candidate in the final ranking list in the same Faculty will replace the candidate who has waived his/her place. The same procedure will be followed should new funding become available.

In the event of exhaustion of the ranking list of a Faculty, the grant will be awarded to the first eligible non-winning candidate, and therefore not awarded a grant, of the Faculty/Faculties with the highest number of eligible candidates and, in the event of an *ex aequo*, to the ranking of the Faculty with the highest number of enrolled students.

If further funding becomes available and there are no other eligible candidates, a new call for application may be published.

#### **Art. 4.2 Grant Acceptance**

When the rankings are published, **selected students will receive a communication on the result of the selection process at their university e-mail address (.....@studenti.uniroma1.it).**

Selected students will be invited to accept the grant within 5 business days. Failure to comply with the aforementioned term will be considered as a waiver of the grant. Eligible candidates who scroll up the ranking list will be required to comply with the procedures and times provided.

The definitive allocation of an EU Erasmus + grant is subject to:

- submission of the requested documents;
- completion of the *Learning Agreement for Traineeship*;
- signature of the financial agreement between the student and Sapienza University.

#### **Art. 4.3 Traineeship Waiver and Replacement**

The Erasmus Unit will assign grants to ranked next candidate until all ranked students have been offered a mobility grant. Students will be contacted via e-mail and invited to reply within 5 business days or automatically lose the grant.



#### **Art. 4.4 Admission to the Host Country and Insurance**

Students are responsible for inquiring about regulations concerning:

- Admission to the host country by contacting the relevant diplomatic missions (Embassies and Consulates) in Italy;
- Health care in the host country by contacting his/her local health authority or diplomatic mission.

The legislation and regulations governing the admission of non-EU students in the various countries participating in the Erasmus+ Programme are linked to the nationality of these students. It is the student's responsibility to collect the necessary information and obtain the documents that are required for admission and sojourn in the destination country at their respective diplomatic missions.

Insurance for accidents and civil liability on the workplace, which the student automatically benefits from through enrolment at the university, is extended, with the same procedures, for the entire period abroad at the host institution. All information on these insurance policies is available at: <http://www.uniroma1.it/ateneo/amministrazione/aree-e-uffici/direzione-risorse-umane-finanziarie-e-patrimoniali/area/polizze>

The aforementioned insurance only covers traineeship activities and does not include the coverage of risks related to the medical profession and health facilities. Students in the healthcare area are responsible for finding such insurance autonomously.

Students on mobility are required to independently have adequate health coverage for their stay abroad, in accordance with the procedures laid down by the host country: [http://www.salute.gov.it/portale/temi/p2\\_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani](http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani)

It is also recommended to register on the MAECI website managed by the "Where we are in the world" managed by the Crisis Unit ([www.dovesiamonelmundo.it](http://www.dovesiamonelmundo.it)) clearly indicating the requested data: names, city/town, university of destination, updated contact details and period of permanence.

#### **Art. 4.5 Narrative report (EU SURVEY)**

At the end of the mobility period participants will be requested to fill in a narrative report (EU SURVEY). The invitation to fill in the report will be sent via email.



## **Art. 5 Other Conditions**

### **Art. 5.1 Activities and Funding**

Please note that the information contained in this call may be modified and/or supplemented on the basis of subsequent updates and provisions by the National Erasmus + Indire Agency.

### **Art. 5.2 Checks**

As per Art. 71 of Decree N.445 (28/12/2000), the Administration will carry out checks, even randomly, as well as in all cases where there are well-founded doubts on the veracity of self-certifications. **False information, declared or self-certified, constitutes a reason for exclusion/forfeiture of the mobility grant.**

### **Art. 5.3 Final Authority**

Pursuant to Bill N. 241 (August 7, 1990), Tiziana De Matteis, Head of the Erasmus Unit, International Office, is responsible for the call for Sapienza University of Rome., e-mail address: [erasmustirocini@uniroma1.it](mailto:erasmustirocini@uniroma1.it).

### **Art. 5.4 Personal Data Protection**

The processing of personal data will be carried out in paper and/or computerized mode exclusively by personnel authorized to process data in relation to the tasks and duties assigned and in compliance with the principles of lawfulness, correctness, transparency, adequacy, pertinence and necessity. The data will be kept for the period necessary to carry out the procedure and to fulfil all legal obligations. The rights pursuant to articles 15 et seq. of the GDPR, may be exercised against the Data Controller at any time and, in particular, access to your personal data, rectification, integration, cancellation, limitation as well as the right to oppose the treatment. Without prejudice to the right to lodge a complaint with the Guarantor for the protection of personal data pursuant to art. 77 of the GDPR.

### **Art. 5.5 Referral rule**



For anything not expressly provided for in this Call, the provisions set out in the legislation cited in the premises of this decree, as well as the laws in force on the subject, are valid, as applicable.

**In case of conflicting interpretations between the English and Italian versions of this call, the Italian language text must be considered final.**

**Signed by the Rector**