



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE



Erasmus+

## ERASMUS+ KA131 ANNOUNCEMENT FOR ERASMUS TRAINEESHIP MOBILITY A.A. 2024/2025 FAQ

**1. I have just graduated from a Bachelor's degree programme and am not yet enrolled in a Master's degree programme. Can I apply?**

Yes, but you must first proceed to enrol in the Master's degree course. In order to authenticate yourself in the TURUL application you must be enrolled at the university.

**2. I am enrolled in the first year. Can I submit the application?**

Yes. However, you must register for the second year (a.y. 2024/2025) before your departure or in any case by the deadlines set out in the a.y. 2024/2025 Study Manifesto. CFUs acquired by 19 February 2024 and registered in your career by 19 February 2024 will be considered when calculating the merit coefficient

**3. Is it possible to take part in the Erasmus for Traineeship after graduation?**

No. You must still be an enrolled student when applying online to the call. In fact, in order to do a post-graduate traineeship, you must apply as enrolled student and you can carry out the mobility after obtaining your degree completing it within 12 months after graduation.

**4. Is it possible to apply both for the Generic destination seat ("Sede Generica") and for the individual appointed seat ("Sede Nominativa")?**

No. You can only apply for one of the two options

**5. Do I have to be in possession of a language proficiency certificate in order to apply?**

As indicated in paragraph 5.1 of the Call for Proposals, knowledge of at least one foreign language other than Italian is a mandatory condition for applying to this Call for Mobility. Knowledge of foreign language must be self-declared and possessed when filling in the online application form on TURUL. The self-declaration of possession of the declared language knowledge (language and level) presupposes that:

- a) you are in possession, at the time of participation in this call for applications, of a language certificate issued by an appropriate certifying body, certifying that you have passed a language proficiency test (please note that simple certificates of attendance are not considered valid). The



recognised language certificates are listed in Annex 1; certificates other than those listed in Annex 1 may possibly be evaluated for the purposes of the rankings

or

b) you are in one of the cases of exemption from having a certification from an external body, listed in Annex 2 to the Announcement.

For the purposes of this notice, it is emphasised that certifications from certifying bodies and the CLA are taken into consideration regardless of the date on which they were obtained.

N.B. In the TURUL application, you are not required to enclose your certificate of language knowledge and declared level. However, you must be in possession, at the time of your application, of the certificate corresponding to the declared language and level, as required by the self-certification institution, and present it to the Offices if requested. If you have passed language tests at the CLA, you do not need to be in possession of the certificate: the Office will carry out the necessary checks directly with the CLA.

**6. I am in possession of a certificate of knowledge of a foreign language but not yet of the specific certification and/or level of language proficiency required by the university where I would like to spend the mobility. Can I submit the application?**

Yes. The linguistic knowledge or type of certification required by the partner universities doesn't need to be possessed at the time of application to UNIFI, but must be acquired before departure or within the deadlines and in the manner set by the partner itself (see Announcement Art. 6).

**7. I hold several certifications relating to the same language. Can I apply declaring all of them?**

No. Only one certificate, the one with the highest level, will be assessed per language.

**8. I am not in possession of any language certificate. Can I submit my application?**

If you are not in one of the exemption cases provided for in Annex 2 to the call for applications, you must be in possession of a certificate of knowledge of at least one foreign language in order to apply.

To book a test, you can contact the University Language Centre CLA, and take the test within the deadline of the call for applications.

**9. I need advice on filling in the Learning Agreement for Traineeship. Whom to contact?**

At each School there is an International Relations Service at your disposal for questions relating to educational aspects (*Learning Agreement for Traineeship*, recognition of credits, etc.).



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Look for the International Relations Service of your School on this page <https://www.unifi.it/cmpro-v-p-5218.html>

Some degree courses also have a specific Delegate.

It is strongly recommended that you consult the Delegates and/or contact your School's International Relations Service before completing the *Learning Agreement for Traineeship*.

**10. I am a student enrolled in a third-cycle course, how should I proceed to apply?**

PhD students can also apply via Turul application at <https://ammissioni.unifi.it/ENTER>

**11. What is the difference between a WINNING student and an ELIGIBLE student in the ranking?**

For the purposes of the ranking, a 'winning' student is the student who has been allocated a destination; an 'eligible' student is the student who has not been assigned with a destination.

**12. I have already closed the application but I would like to make some changes. How can I do?**

Within the deadline of the call for applications, send a request to the Help desk of the Turul application <https://ammissioni.unifi.it> via the "Request assistance" command, asking for your application to be reopened. After making any additions you deem appropriate, you must proceed again to close and submit your application.

Please note: Help Desk assistance service will be active until April 3, 2024, 1.00 pm