



# ERASMUS+ STUDENT TRAINEESHIP PROGRAMME ACADEMIC YEAR 2024/2025 I EDITION

Deadline: June 5<sup>th</sup> , 2024 - 2 pm

## 1. WHAT IS THE ERASMUS+ PROGRAMME

Approved by the European Parliament and the Council of the European Union in December 2020, the Erasmus+ programme includes all European initiatives in the fields of education, training, youth and sports. Erasmus + mobility for traineeship allows students to undertake a period of traineeship at Higher Education Institutions holding the Erasmus Charter, or any public or private organization active in the labour market or in areas such as education, training and youth.

The University of Milan upholds the values enshrined in the European Charter for Higher Education, guarantees equal access, transparency in the procedure and support for participants with fewer opportunities. It promotes inclusion, endorses measures for the protection of the environment, strengthens European identity and encourages active citizenship.

## 2. ERASMUS+ STUDENT TRAINEESHIP

Action 1 - Erasmus offers student, alongside the traditional mobility for study, the opportunity to undertake a traineeship abroad at a company, research or training centre, university or other organization, in one of the Programme Countries or a Partner Country as indicated in Section 10 of this Call. The student will be entitled to a grant for the traineeship period, as well as transfer credits for activities successfully completed. These activities must be agreed upon with the Department Erasmus Coordinators and included in the Learning Agreement for Traineeship. The competent academic bodies are responsible for awarding transfer credits.

Students interested in carrying out a traineeship in the UK have to read carefully the “UK Visa requirements” available at the following links: <https://www.unimi.it/it/internazionale/studiare-allestero/tirocini-allestero/erasmus-traineeship-outgoing> and <https://www.gov.uk/check-uk-visa/>

Students must keep in mind that they may incur delays and additional costs for the issuance of a visa for the UK, including those for health insurance, which can not be covered by the University of Milan. The International Mobility Office can issue a certificate of selection, including the amount of the scholarship granted and the type of mobility, but it cannot issue the “**certificate of sponsorship**” necessary for the issuance of the visa, which remains the responsibility of the host institution. It is therefore the candidate's responsibility to ascertain with the destination institution about the possibility and manner of issuing such a certificate.



### 3. DURATION AND REQUIREMENTS

Traineeships carried out by **Students, graduates and Postgraduate Schools students** can have a minimum duration of **2 months** and a maximum duration of **12 months**; **PhD student** traineeships may last **5 to 30 days** or **2 to 12 months**. For both categories, traineeship activities must be completed no later than **September 30<sup>th</sup>, 2025**.

Traineeships can be carried out in **blended** mode, by combining virtual mobility with physical mobility in a consecutive manner (i.e. without interruption of activities). The physical mobility period must be at least 2 months and at least 5 days in case of short mobility for Phd students.

A mandatory requirement for candidates is to be enrolled, at the time of application, in one of the courses of study. **Enrollment in one of the University's courses of study must be maintained throughout the whole duration of the traineeship. It is not possible to graduate during the traineeship.**

Graduates may also carry out the traineeship abroad, **provided that the application for the Call for Applications is prior to graduation**. In this case, the internship must be completed within 12 months of graduation and no later than September 30<sup>th</sup>, 2025.

Selected trainees can take online language preparation courses through the online language support platform of the European Commission "EU Academy".

Departure can only take place starting **from 01/09/2024** and after completion of the formalities required by the International Mobility Office following the selection process.

### 4. WHO CAN APPLY

The following profiles can apply for Erasmus+ Traineeship:

- 1) **Students of the University of Milan** who are regularly enrolled in Bachelor's, Master's, and single-cycle Master's degree programmes, as well as PhD students and Postgraduate Schools students. In this case, the traineeship must be completed before graduation;
- 2) Graduates from Bachelor's, Master's, and single-cycle Master's degree programmes, Phd and Postgraduate Schools, provided that they are **duly enrolled upon application**. The graduates' traineeship may only begin after graduation and must be completed **within 12 months of graduation** and by September 30<sup>th</sup>, 2025 anyway.



In both cases, insurance coverage is required. Candidates in group 1) are entitled to insurance coverage as University students, with the exception of postgraduate medical students, who will have to take out insurance on their own. Candidates in group 2) are required to pay an insurance fee, on pain of cancellation of the traineeship.

#### Specific requirements

Students enrolled in Medicine and IMS (International Medical School) can apply if enrolled at least in their 4<sup>th</sup> year and start their traineeship in their 5<sup>th</sup> year.

Students enrolled in Language Mediation and Intercultural Communication can apply if enrolled at least in their 2<sup>nd</sup> year of Bachelor's degree programme, starting their internship in their 3<sup>rd</sup> year.

Those who have already completed Erasmus study or traineeship programmes may also apply, provided that the overall mobility period, including any periods previously completed in the same study cycle, does not exceed 12 months for Bachelor's, Master's, PhD, and Postgraduate Schools programmes, or 24 months for single-cycle Master's degree programmes. Only periods of physical mobility will be considered relevant.

Students, PhD students and Postgraduate Schools students who receive the Erasmus Grant cannot benefit from other scholarships or grants issued by the European Union.

During the Erasmus+ traineeship period, students are required to comply with the regulations of the host organization. For the entire duration of the traineeship, with the exception of graduates, students shall remain enrolled at the University of Milan, and pay tuition fees for the academic year referring to the mobility period.

Candidates must prove full proficiency in the language(s) required by the host institution.

European students may undertake Erasmus+ traineeships in their country of origin, subject to the favourable opinion of the chosen institution.

## 5. HOST INSTITUTIONS

The host institution/organisation must comply with the definition given in the [Programme Guide \(2024\)](#) issued by the European Commission, i.e.: “any public or private organisation on the labour market or in sectors including education, training and youth”. This definition includes public and private enterprises (including social entrepreneurship organizations), training centres, schools, universities and research centres, non-profit organizations, associations, NGOs, and other organizations.

Assistant lectureships in schools abroad are also eligible for the programme.



Traineeships at Higher Education Institutes (e.g. university laboratories, university libraries, etc.) must provide professional training (AS OPPOSED to study) and this must clearly stated in the work plan.

The following are NOT eligible as host organizations under the traineeship programme:

- EU institutions and other EU bodies including specialized Agencies (the complete list is available at [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en)), and agencies managing EU programmes (in order to avoid any conflicts of interest and/or double funding);
- The national diplomatic missions (Embassies, etc.) of the Country in which the student is enrolled, as well as national diplomatic missions of the student's Country of origin/citizenship in the host country (e.g. a French student may not undertake a traineeship in a French embassy in Germany, etc.).

## 6. IDENTIFYING THE HOST INSTITUTION

**Each student independently identifies a traineeship location.**

Erasmus coordinators of the Erasmus+ Traineeship programme for each subject area may help candidates finding traineeship opportunities. Annex B (“List of traineeship search sites”) includes references to key European Erasmus+ Traineeship platforms.

The candidate must discuss the learning agreement with the faculty member in charge of Erasmus Traineeships for his/her degree programme, and with the Erasmus Coordinator of the host institution.

The host institution and the activities to be carried out shall be formalized by completing and signing the "Commitment Letter" (Annex A). Applications lacking this document duly filled-in and signed will not be taken into consideration.

Once the application has been submitted and the selection process completed, the candidate can not change the institution for which they have applied.

## 7. DIGITAL OPPORTUNITY TRAINEESHIPS

It should be noted that the European Commission has launched “Digital Opportunity Traineeships” as part of the Erasmus+ programme to help students of all disciplines develop their digital skills through direct experience within the host institutions. Any traineeship providing training and practice in one or more of the following activities will be considered a "digital traineeship": - digital marketing (e.g. social media management, web analytics); - graphic, mechanical or architectural digital drawing; - development of applications, software, scripts or websites; - installation, maintenance and management of IT systems and networks; - IT security; - data analytics, mining, visualization; - programming and training of robots and artificial intelligence applications. General customer support, order fulfilment, data entry or office activities are not part of this type of



traineeship. For digital traineeship opportunities, please refer to the following platforms: <http://erasmusintern.org/>; [Drop'pin@Eures](mailto:Drop'pin@Eures).

## 8. HOW AND WHEN TO APPLY

Applications must be submitted online, through the dedicated platform at:

[https://elixforms.unimi.it/rwe2/module\\_preview.jsp?MODULE\\_TAG=studenti\\_domanda\\_borse\\_tirocinio\\_esterolediz20242025&ELANG=it&IATL=it](https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_domanda_borse_tirocinio_esterolediz20242025&ELANG=it&IATL=it)

To access, use your University credentials. Fill in all the sections of the form, unless otherwise indicated. Before moving from one section to the next one, click on the "Save and continue" button. If you do not intend to complete the form in a single session, or if you prefer to fill in the sections in a different order, just click on "Save".

Once you have completed the form, you may view and print a summary of data entered. Download your **final application in pdf format, sign it (handwritten or digital signature) and upload it to the system.**

A final screen will confirm the submission to the competent office. Furthermore, the system will send two messages to your institutional email address:

1. a notice of submission;
2. a notice containing your application number. You may receive the latter a few hours after the first notice, as confirmation that the application is being handled by the competent office.

The submitted application may not be modified after the deadline. If more than one application is received from the same candidate, the last application submitted by the deadline will be considered.

**Please note that the online procedure will close at 2 pm (Italian time) on June 5, 2024.**

The candidate must **upload** the following:

1. **"Commitment Letter"** signed by the host institution and by the UNIMI Erasmus traineeship coordinator (PDF format; max. 5 MB);
2. **Signed CV** (PDF format; max. 5 MB);
3. **Academic transcript**, with clear indication of exams undertaken, available on Unimia (PDF format; max. 5 MB). This document is not required for PhD and Postgraduate School students;
4. Any **language certifications, if available**, proving the level achieved over the last three years (as a SINGLE PDF file; max. 5 MB). Please refer to our website for the list of official certifications recognized by the University: <https://www.unimi.it/it/node/297#top>. The certificate may be replaced by a **level statement of level issued by the Language Service**



of the University of Milan - SLAM (for information: <https://www.unimi.it/it/studiare/competenze-linguistiche/test-e-corsi-di-lingua-bandi-di-mobilita>). Students who have already taken the Placement Test of English through SLAM, or a language-proficiency test, may contact SLAM via the Informastudenti service ("Language test") and request the corresponding level statement. **If the required language level is shown in the transcript of records, it is possible to attach a Unimia screenshot in pdf format;**

5. Any IT skills certifications (PDF format; max. 5 MB);
6. Any other qualifications that may be relevant for the purpose of the application (as a SINGLE PDF file; max. 5 MB).

Make sure you have the above documents ready in the required format before starting the application procedure. In the final step of the procedure, you will be required to print, sign and upload your application, and a copy of your ID (front and back). The Call for Applications and its Annexes are available at <https://www.unimi.it/it/internazionale/studiare-allestero/tirocini-allestero/erasmus-traineeship-outgoing>

## 9. SELECTION PROCESS

Applications will be assessed by Committees that will be nominated for each Area of study and that will carry out evaluations in presence or on-line, based on the following criteria:

- a) Traineeship project (as described in the "Commitment Letter" consistent with the course of study (1 to 10 points);
- b) Academic career and CV (1 to 10 points);
- c) Language skills, if available (up to 5 points);
- d) Relevant other qualifications, if available (up to 5 points)

Upon completion of the selection process, the Committee will draw up a ranking list based on the sum of the scores achieved by each candidate for each of the above criteria.

Candidates scoring at least **12 points** overall will be eligible for the programme. Scoring zero in any of the sections a), b), will result in the exclusion from the selection. In the case of equal scores, anagraphically younger candidates will be prioritised.

**The final ranking will be posted to the dedicated webpage by 30/06/2024.**

Any selected candidates wishing to waive their place must do so **within 5 days** of publication of the ranking.



For academic information, please contact Department Erasmus Traineeship Coordinators; for administrative information, contact the International Mobility and Promotion Office on the [Informastudenti](#) online platform (**INTER - Erasmus Traineeship - Erasmus Traineeship**).

## 10. GRANTS

Students favourably placed in the ranking list will be awarded mobility grants provided by the European Union, to be equally distributed across subject areas up to the total number of months covered by the available budget.

Erasmus+ Traineeship grants only cover additional mobility costs, such as travel expenses and a higher cost of living in the host country. They are not intended to cover the entire cost of the traineeship abroad. The monthly amount of the EU grant is set annually by the Erasmus+ Italian National Agency, based on the cost of living by country of destination, as set out in the EU tables.

For the 2024/2025 academic year, the monthly amount of the Erasmus+ Traineeship grant has been determined as follows:

Destination country	Grant
<b>Group 1</b> (high cost of living): Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Third Countries not associated to the Programme of Region 13: Andorra, Monaco, San Marino, Vatican City State Third Countries not associated to the Programme of Region 14: Fær Øer Islands, Switzerland, United Kingdom	€ 500.00/month
<b>Group 2</b> (average cost of living): Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain	€ 450.00/month
<b>Group 3</b> (low cost of living): Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Turkey, Hungary.	€ 400.00/month

The grant will be awarded only for the period actually spent abroad.

The contribution is paid upon departure, subject to the university budget closing period between the end of 2024 and the beginning of the following year.

For PhD students selected for short-term physical mobility, the amount of the individual grant has been determined as follows:

- up to 14 days of activities: € 79 per day
- from 15 to 30 days of activities: € 56 per day



If a Visa is necessary, based on the destination, Visa application fees shall be incurred by students.

**Please note that the grants will be awarded up to the limit of the funds made available to the University by the Erasmus+ National Agency on behalf of the European Commission. The amount of funding for 2024/2025 has not yet been disclosed. Should EU funds be insufficient to cover all mobility places, the University will announce grant-award criteria in due course.**

Non-fundable mobilities may be activated through zero-EU grant mode.

### **11. PERSONAL DATA PROCESSING**

Pursuant to EU Regulation 2016/679 ("General Data Protection Regulation - GDPR") and Legislative Decree no. 196/2003, as amended and supplemented, the University undertakes to respect the confidentiality of the information provided by the applicant. All data will be processed only for the purposes of participation in the programme. Information on the enforcement of the GDPR is available on the University website at <http://www.unimi.it/ateneo/73613.htm> - pathway: [www.unimi.it](http://www.unimi.it) > University > Privacy.

Milan,

THE RECTOR  
(Elio Franzini)  
signed Elio Franzini