



## ERASMUS+ STUDENT TRAINEESHIP PROGRAMME ACADEMIC YEAR 2025/2026 2<sup>nd</sup> EDITION

Deadline: 7<sup>th</sup> November, 2025 - 2 pm (Italian time)<sup>1</sup>

### 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

Students enrolled in the degree programs listed in the table in **Annex 1**, which is an integral part of this Call, are eligible to apply for a study period abroad aimed at carrying out a training internship.

Students interested in carrying out a traineeship in the UK have to read carefully the information available at <https://www.gov.uk/browse/visas-immigration>, to learn the entry requirements, what kind of Visa is needed and the release time. We inform students that in the past there have been issues with the Visa process from the UK for students selected. The University of Milan cannot mediate in any way in the process. Students must be aware that they may face delays and additional costs for the issuance of a visa (also outside the UK), including those for health insurance, which can not be covered by the University of Milan.

### 3. DURATION AND REQUIREMENTS

The physical mobility for traineeship financed by this call must have a duration of minimum 2 months and maximum 12 months. It is to be completed **no later than July 31<sup>st</sup> 2027 and respecting the indications reported in the Annex n.1.**

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<sup>1</sup> The present translation refers to the official Italian text "Bando Erasmus+ Traineeship 2025/2026 - II edizione", to which students must refer to in case of inconsistencies.



A mandatory requirement for candidates is to be enrolled, at the time of application, in one of the courses of study indicated in **Annex 1**. **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, **but the application to the Call must be before the graduation**. In this case, the internship must be completed within 12 months since the graduation and no later than July 31<sup>st</sup>, 2027.

Traineeships can be carried out in **blended** mod, 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. Selected trainees can take online language preparation courses through the online language support platform of the European Commission "EU Academy".

The mobility can start **from 01/03/2026** and after the conclusion 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, listed on Annex n. 1. 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, provided that they are **duly enrolled upon application**. The graduates' traineeship may only begin after graduation and must be completed **within 12 months since graduation** and by July 31<sup>st</sup>, 2027.

In both cases, insurance coverage is required. Candidates in group 1) are entitled to insurance coverage as University students, Candidates in group 2) are required to pay an insurance fee, on pain of cancellation of the traineeship. Insurances are valid until 30/09 of each year. Therefore, graduates who start their **internship before September and terminates it after October** must pay **two** separate insurances, with the second payment on 01/10.

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, or 24 months for single-cycle Master's degree programmes. Only periods of physical mobility will be considered relevant.

Students, PhD 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 be proficient in the language(s) required by the host institution, along with strong personal motivation.

European students may undertake Erasmus+ traineeships in their country of origin, subject to the favourable opinion of the chosen institution. However, in the selection process, preference will be given to candidates applying for a country other than their own.

## 5. APPLICATION PROCEDURE AND DEADLINES

It will be possible to submit the application online from **October 23<sup>rd</sup>, 2025 at 2.00 pm until November 7<sup>th</sup>, 2025 at 2.00 pm** (Italian time). To participate in the competition, candidates must fill in and submit their application online, through the IT platform dedicated, by entering the UNIMI credentials on the link that will be published on the webpage Call for applications <https://www.unimi.it/it/internazionale/studiare-allestero/cerca-una-opportunita-internazionale/bando-erasmus-traineeship-aa-2025/26-ii-ed>

Unless otherwise indicated, candidates must complete all required sections to submit the application correctly. After completion of each section, candidates need to save the inserted data by pressing the button “Salva e prosegui” (“Save and continue”). If it is not possible to complete the application in one session or if candidates prefer to fill out the sections in a different order, they can click “Save” to save the data.

Once the application is complete candidates can review and print a summary of the entered data. Candidates should download the **PDF file of the application, sign it (either by hand or digitally), and upload it back to the system.**

At the end of the process, a confirmation screen will appear to verify the successful submission of the application to the relevant office. Additionally, the system will send two notifications to the student’s UNIMI email address:

1. notification that the application has been submitted;
2. notification of the registration number identifying the submitted application. This second notification may arrive a few hours after the first and serves as confirmation that the relevant office has received the application.

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.



The University of Milan is not responsible for applications not received following what described above.

In case of technical problems or issues with the login, students must notify the International Mobility Office on Informastudenti - INTER Erasmus traineeship, by providing a screenshot of the encountered problem, at least 48 hours before the deadline.

**Please note that the online procedure will close at 2 pm (Italian time) on November 7<sup>th</sup>, 2025.**

The candidate must **upload** the following:

1. **Signed CV** (PDF format; max. 5 MB);
2. **Academic transcript**, with clear indication of exams undertaken, available on Unimia (PDF format; max. 5 MB). This document is not required for PhD,
3. Any **language certifications, if available**, proving the level achieved over the last five 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 issued by the Language Service of the University of Milan - SLAM**, valdi for 5 years of the time of application (for information: <https://www.unimi.it/it/studiare/competenze-linguistiche/test-e-corsi-di-lingua-bandi-di-mobilita>). If the required language level is shown on your transcript of records, it is possible to attach a Unimia screenshot in pdf format. This screenshot must show the level of the language according to the QCER and it does not expire;
4. 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>

To participate in the competition, candidates must fill in and submit their application online, through the IT platform dedicated, by entering the UNIMI credentials on the webpage:

[https://elixforms.unimi.it/rwe2/module\\_preview.jsp?MODULE\\_TAG=studenti\\_domanda\\_borse\\_tirocinio\\_estero\\_llediz\\_2526&ELANG=it&IATL=it](https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_domanda_borse_tirocinio_estero_llediz_2526&ELANG=it&IATL=it)

**Candidates have the option to express their preference only for a single destination.**



## 6. 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) Evaluation of *curriculum vitae* and any other qualifications (minimum 1 point, max 7 points);
- b) Evaluation of the interview (minimum 1 point, max 10 points);
- c) Language skills as specified in the access requirements, to be assessed during the interview, except for those who submit the certificates listed in Art. 5 of this Call (max 3 points);
- d) Academic performance, also in relation to the traineeship programme to be carried out abroad. For specialization and PhD students this evaluation will happen during the interview (minimum 1 - max 10 points).

Please note that, for the purposes of the selection, the Committee may also require candidates to attend a preliminary interview with the Host Institution.

At the conclusion of its work, 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 a zero in any of the sections a), b) and d) will result in the exclusion from the selection. In the case of a tie, younger candidates will have the priority.

To be eligible, each Commission may require to verify any specific requirements of the Host Institution.

The Commission reserves the right to assign eligible students to a different location than the one they selected, provided that vacancies remain after the selection process and that the students meet the specific requirements outlined in Annex I.

Acceptance of the selected candidates, as well as those on the ranking list, is subject to approval by the Host Institution.

**The dates and procedures for the interviews** will be announced by **10/11/2025** and published on the Call for application webpage.

Following the publication of the selection results, selected students must inform the office of any withdrawal **within 5 days** from the publication date of the ranking list.

The **final results** of the selection will be **announced by 10/12/2025** on the Call for application webpage.

**Departures can be scheduled starting from 01/03/2026** and, if necessary, must take into account the processing times for the visa issuance.



For information regarding academic issues, the candidates can address the teachers indicated in Annexe 1, while for administrative information they can contact the International Mobility Office through the platform [Informastudenti](#) (select the category “Traineeship - call and selection”).

In order to ensure safe international mobility, all selected students are required to complete the Form available in the International section of the website.

## 7. 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.

Eligible candidates may apply for Erasmus zero-grant status. This will allow to participate in the mobility program and receive all the associated benefits, but without the Erasmus+ grant.

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 2025/2026 academic year, the monthly amount of the Erasmus+ Traineeship grant has been determined as follows:

| Destination country                                                                                                                                                                                                                                                                                                                                                    | Grant          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden.<br>Third Countries not associated to the Programme of Region 13: Andorra, Monaco, San Marino, Vatican City State<br>Third Countries not associated to the Programme of Region 14: Fær Øer Islands, Switzerland, United Kingdom | € 550,00/month |
| <b>Group 2:</b> Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain<br><b>Group 3:</b> Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Turkey, Hungary, Serbia                                                                                                                                                 | € 500,00/month |

Any extensions, even if authorised, will not be financed. At the end of all the mobilities 2025/26 it may be possible to verify if there are any remaining funds to assign to extensions.

The grant will be awarded only for the period actually spent abroad. The monthly amount to be applied based on the destination country must be multiplied by the number of full months spent



abroad. In the case of incomplete months, the financial contribution is instead calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly unit cost, as calculated through the European Commission's platform (Beneficiary Module).

Recipients of an Erasmus+ grant may not receive other EU-funded grants for the same period. If you are awarded an Erasmus+ grant, you are required to check for any conflicts with other calls for funds for which you have applied or intend to apply. Should European funds not be sufficient to cover all the mobilities, the University of Milan will inform students in due time about the funds allocation criteria.

The contribution is paid upon departure, subject to the university budget closing period between the end of 2025 and the beginning of the following year. In consideration of the University's year-end financial closure, the scholarships will be disbursed approximately starting from April 2026.

## 8. TRAVEL GRANT

Action 1 of the Erasmus+ Programme 2021/2027 includes two different types of scholarship to cover travel expenses, according to the table below. The green grant involves Erasmus Traineeship beneficiaries 25/26 who will undertake a sustainable trip to and from their final mobility destination. The green supplement will be verified by the Mobility Office at the end of each mobility and after checking the final travel documents. The International Mobility office will inform the selected students, in due time, on how to submit their travel documents to access the grant.

| Kilometres             | Amount in euro for "standard" travel | Amount in euro for "green" travel |
|------------------------|--------------------------------------|-----------------------------------|
| Between 10 e 99 KM     | 28 euro per participant              | 56 euro per participant           |
| Between 100 e 499 KM   | 211 euro per participant             | 285 euro per participant          |
| Between 500 e 1999 KM  | 309 euro per participant             | 417 euro per participant          |
| Between 2000 e 2999 KM | 395 euro per participant             | 535 euro per participant          |
| Between 3000 e 3999 KM | 580 euro per participant             | 785 euro per participant          |
| Between 4000 e 7999 KM | 1.188 euro per participant           | 1.188 euro per participant        |
| Over 8000 KM           | 1.735 euro per participant           | 1.735 euro per participant        |

## 9. SUPPLEMENTARY GRANT

In order to promote participation in the Programme by students who are in economically disadvantaged situations, and to encourage students with physical- or mental-health-related needs to participate in the programme, in line with the principle of equal access promoted by the Erasmus+



Program, the European mobility grant can be integrated with additional funds. The income position of students participating in the Erasmus+ programme will be determined based on the ISEE-University certificates for the academic year 2025/2026, as submitted according to the procedures and deadlines prescribed by the University of Milan for the purposes of a reduction on the second instalment of tuition fees (while the regulation 25/26 is updated, students can refer to the 2024/2025 fee regulation at <https://www.unimi.it/en/study/bachelor-and-master-study/fees-and-howpay-them/fees-current-academic-year> for reference). PhD students as well as graduates leaving for their mobility after graduation cannot access these additional funds.

Foreign students whose household earns income and holds assets abroad, and who are therefore unable to request the 'ISEE Università' certificate pursuant to Article 8 of DPCM 159/13, will be assigned to the ISEE bracket corresponding to the value of the 'ISEE parificato' issued by a CAF (Tax Assistance Centre) and submitted to the International Relations Office according to the procedures that will be communicated by the Office.

The International Mobility office will inform the selected students, in due time, on how to submit their documents to access the grant.

#### 10. 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.

THE RECTOR  
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