



ERASMUS+ STUDENT TRAINEESHIP PROGRAMME TRAINEESHIPS ABROAD FOR STUDENTS - ACADEMIC YEAR 2019/2020

1. WHAT IS ERASMUS+

The Erasmus+ Programme, approved by the European Parliament and the Council of the European Union in December 2013, brings together existing EU programmes in the field of education, training, youth and sport.

The Erasmus+ Programme implements three main Actions. Erasmus+ Action 1 supports the transnational mobility of students, whose activities abroad will be recognized by the student's home university provided the outcomes are favourable.

2. ERASMUS STUDENT TRAINEESHIP

Alongside the traditional mobility for study (course attendance and exams, thesis preparation, research, laboratory and clinic-based activities) Erasmus+ Action 1 offers students a second opportunity for mobility in the form of a Student Traineeship to be undertaken in a foreign country in enterprises, research and training centres, or other organizations. For the period of their traineeship, students will receive a grant and credit recognition for the activities they have undertaken and successfully completed during their traineeship. These activities must be agreed upon with the Erasmus Coordinators and identified in the Training Agreement. The relevant academic bodies deliberate and recognise the student's activities.

1. DURATION AND CONDITIONS

Traineeships abroad can last for a minimum of 2 months and must be completed within **30 September 2020**.

In order to be eligible, candidates must be regularly enrolled in a Degree Course (undergraduate or graduate), PhD or advanced course at the time of application; graduated can do their traineeship abroad, as long as they were not yet graduated when submitting their candidature. Students must be regularly enrolled throughout the entire traineeship period, with the only exception of candidates who undertake their traineeship period after graduation.

2. WHO CAN PARTICIPATE

1. **Students from the University of Milan regularly enrolled** in first-cycle, second-cycle and single-cycle degree programmes, PhD programmes and advanced schools. In this case, the traineeship must be entirely carried out before the day of the thesis defense;

2. Graduated from a bachelor degree, master degree, single-cycle degree, PhD, advanced school, provided that they are **regularly enrolled at the time they submit their application**. In this case, their traineeship can start only after their final thesis defense and must be completed anyway by **30 September 2020**.



In both cases insurance coverage is required. For candidates under point 1, the insurance coverage is already provided by the University, with the only exception of resident doctors who need to provide insurance coverage by themselves. Candidates under point 2) have to pay a fee in order to get the required insurance; candidates who fail to do so will have their traineeship cancelled.

Students who have already participated in an ERASMUS+ programme in the past, either for study or placement, can take part in the present Erasmus+ traineeship programme, provided that in all the entire mobility period does not exceed 12 months per study cycle (bachelor degrees, master degrees, PhD programmes, advanced schools) or 24 months for single-cycle degree programmes only.

Students awarded an ERASMUS+ grant cannot benefit from other grants funded by the European Union at the same time.

During the ERASMUS+ traineeship period abroad, students are obliged to adhere to the regulations of their host institution. During the whole traineeship period, students must keep enrolled at the University of Milan by paying the regular fees for the academic year 2019/2020.

Candidates must prove excellent knowledge of the language/languages required by the host institution.

EU students may undertake their Erasmus+ traineeship in their Country of origin, with the permission of the host institution; nonetheless, the selection committee gives priority to students who choose a Country different from their Country of origin.

3. WHERE YOU CAN CARRY OUT YOUR TRAINEESHIP

The host institution can be “any public or private organisation active in the labour market or in the fields of education, training and youth”, according to the *Programme Guide, version 1(2019)* by the European Commission. For example, it can be a public or private enterprise (including social enterprises), a research institute, a school/institute/educational centre, a non-profit organisation, NGO and other organizations. This also includes schools where to carry out the 'assistantships' for student teachers.

In case you choose a school/institute/educational centre at upper secondary education level (i.e. university laboratories, university libraries, etc.), you need to undertake a professional training, NOT a study activity, and this must be clearly stated in the traineeship agreement.

The following are NOT eligible institutions:

- UE institutions, included specialised Agencies (see the complete list at https://europa.eu/european-union/about-eu/institutions-bodies_en) and bodies dealing with european programmes in order to avoid conflicts of interest and/or double financing)
- National diplomatic representations (Embassies, etc.) of the Country where the candidate is enrolled and of the Country of origin/citizenship in the host country (for instance, a french student cannot carry out the traineeship at a French Embassy in Germany).



4. HOW TO FIND THE INSTITUTION

The candidate will have to agree the content of the Traineeship project with the UNIMI Relator and a Professor at the host Institution.

You can contact the Professor responsible for the Erasmus Traineeship of your Course to ask for some help or guidance. You can consult the Annexe B “Elenco siti per ricerca tirocinio” to find the most relevant european platforms for Traineeships activities within the Erasmus programme.

You need to indicate the host institution and the activities to undertake in a formal document called “Letter of Intent” (Annexe A). Applications lacking this document duly filled and signed will be automatically excluded.

It's not possible to submit the Letter of Intent later on, nor change the host institution.

5. DIGITAL OPPORTUNITY TRAINEESHIP

The European Commission has launched the initiative “ Digital Opportunity Traineeships”, within the Erasmus+ programme, with the aim of offering the students of all disciplines the chance to develop digital skills when doing their Erasmus Traineeship. Any traineeship will be considered as a “traineeship in digital skills” when one or more of the following activities are practised by the trainee: digital marketing (e.g. 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 and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

To know which institution can provide digital opportunity traineeships, please check the offers on the following platforms <http://erasmusintern.org/> and Drop'pin@Eures.

6. APPLICATION PROCEDURES AND DEADLINES

To apply, candidates must fill in and submit their applications online, through the IT platform available at the following link, by entering their UNIMI credentials:

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_domanda_borse_tirocinio_esterollediz20192020

Unless differently indicated, candidates must fill in all the requested sections to submit their applications correctly. After completion of each section, candidates need to save the inserted data by pressing the button “Salva e prosegui” (“Save and go on”). It is possible to “Save” the inserted



data and complete the application at a later stage, or to fill in the sections following a different order.

Once the application is completed, it is possible to see and print a summary of the application and to download the **PDF file of the application, to be signed (with handwritten or digital signature) and uploaded again in the system.**

At the end of the procedure, a final screenshot will confirm the application has been correctly submitted to the competent office.

Furthermore, the system will send two communications to the student's UNIMI e-mail:

1. notification that the application has been correctly submitted;
2. notification of the registration number identifying the application. This second communication might arrive some hours after the first one and it testifies that the competent office has taken in charge the application request.

The online procedure will be available **until 27/03/2020 at 14.00 (CET).**

You also need to submit the **following attachments:**

- 1) Letter of Intent signed by the host institution and the UNIMI Tutor (PDF/A format; max 5 MB);
- 2) CV duly signed (file PDF/A; max 5 MB);
- 3) a document summarizing the academic career with the exams passed, available at the Unimia page (file PDF/A; max 5 MB). This document is not required for PhD candidates or students enrolled in advanced schools;
- 4) any language certifications obtained in the last three years proving the language level (for the list of the certifications officially recognized by UNIMI, please visit the page <https://www.unimi.it/it/studiare/competenze-linguistiche/placement-test-test-di-ingresso-e-corsi-di-inglese#top>; (ONE SINGLE PDF/A file; max 5 MB);
- 5) IT certifications, if any (file PDF/A; max 5 MB);
- 6) any other optional document consistent with the proposed traineeship (ONE SINGLE PDF/A file; max 5 MB);

The candidate must gather all the above-mentioned documents in the required format before starting the application procedure.

In the final step, students will be required to upload the scanned pdf file of the whole application request, previously printed out and signed with a handwritten or digital signature, together with a valid identity document in two copies (double-sided). The Call and the Annexes are available at: <https://www.unimi.it/it/internazionale/studiare-allestero/tirocini-allestero/erasmus-traineeship-outgoing>



7. SELECTION PROCEDURES

A selection Committee, set up for each didactic area, will evaluate the candidatures according to the following selection criteria:

- a) evaluation of the traineeship project (from a minimum of 1 point to a maximum of 10 points);
- b) career evaluation (minimum 1point- max 10 points);
- c) language competences (min. 1 point-max. 5 points);
- d) other references (max 5 points)

At the end of the selection process, the Committee will make a ranking list according to the overall score. Only candidatures scoring at least **18 overall points** will be considered eligible. If two candidates obtain equal score, the youngest will arrive first.

The **final results** of the selection will be published on the website by **30/04/2020**.

Selected students who intend to give up, are required to communicate their willing **within 5 days** since the ranking list is published.

For information regarding academic matters, candidates can address the Erasmus Coordinators and Traineeship Responsible Professors of their Departments, while for any administrative information they can contact the International Mobility and Promotion Office.

8. SCOLARSHIPS

Selected students receive mobility grants funded by the European Union; the ERASMUS+ traineeship grants are intended purely as a contribution to assist with the extra costs of the mobility, such as travel expenses or a higher cost of living in the host country, and are not intended to cover the entire cost of the traineeship abroad. The monthly amount of the EU grant is set each year by the Erasmus+ Italy National Agency on the basis of European data on cost of life in each destination Country. For the academic year 2019/2020 the monthly Erasmus+ traineeship grant amounts to:

Country	Monthly Amount
Group 1 (higher cost of life): Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom	400,00 €/month
Group 2 (average cost of life): Austria, Belgium, Cyprus, France, Germany Greece, Italy, Malta, Netherland, Portugal, Spain	350,00 €/month
Group 3: (lower cost of life): Bulgaria, Croatia, Estonia, Czech Republic, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Former Yugoslavian Republic of Macedonia, Turkey	350,00 €/month



Students who undertake their traineeship in the framework of the *Swiss European Mobility Programme* can receive mobility study grants by Swiss universities, according to the amounts decided by the Swiss authorities. More information can be available on host institutions' websites.

9. PROCESSING OF PERSONAL DATA

According to Regulation (EU) 2016/679 (General Regulation on Data Protection or GRDP) as well as of Legislative Decree 196/2003 and subsequent amendments mm. ii. concerning the protection of individuals with regard to the processing of personal data, the Institution will treat information provided by candidates as confidential: all data provided will be processed exclusively for the purposes of - and for the time limited to - the present competition. The information on data protection regulations can be found at <https://www.unimi.it/en/university/legislation/privacy>.

Milan, 27/02/2020

Rector
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