



ERASMUS+ STUDENT TRAINEESHIP PROGRAMME - ACADEMIC YEAR 2020/2021

1. WHAT IS THE ERASMUS+ PROGRAMME

Approved by the European Parliament and the Council of the European Union in December 2013, the Erasmus+ programme includes all European initiatives in the fields of education, training, youth and sports.

It consists of 3 actions. Action 1 - Erasmus is confirmed as a measure to support cross-border student mobility. The activities carried out abroad will be recognized by the student's home University, subject to a positive outcome.

2. ERASMUS+ STUDENT TRAINEESHIP

Action 1 - Erasmus provides for traineeship mobility, alongside traditional study mobility. Students have the opportunity to undertake a traineeship with a company, research or training centre, university or other organization, in the following countries: the 28 member states of the European Union; Iceland, Liechtenstein, and Norway, as part of the European Economic Area; the Republic of Macedonia, and Serbia. In view of the ongoing Brexit negotiations between the European Union and the United Kingdom (UK), mobility to the UK is subject to an agreement to ensure the continuity of the Erasmus+ programme. The student will be entitled to financial aid for the traineeship period, as well as transfer credits for activities completed successfully. These activities must be agreed with the Department Erasmus Coordinators and set out in the Learning Agreement for Traineeship. The competent academic bodies are responsible for awarding transfer credits.

1. DURATION AND REQUIREMENTS

A traineeship shall last at least 2 months and shall be completed **no later than 30 September 2021**.

Candidates must be enrolled in a Bachelor's, Master's, or single-cycle Master's degree programme, or in a doctoral or postgraduate programme, upon application. **Graduates may undertake a traineeship abroad, as long as they have applied before graduation.** With the exception of graduates, all trainees must remain enrolled in one of the University's study programmes for the entire duration of the traineeship.

The mobility programmes hereunder are subject to the Covid-19 health emergency. Candidates who cannot reach their destination country due to Covid-19 measures and restrictions, may start and complete their traineeship remotely.

Departure can only take place after completion of the formalities required by the Mobility Office.



2. WHO CAN APPLY

They following 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 doctoral and postgraduate programmes. The traineeship must be completed before graduation;

2) Graduates from Bachelor's, Master's, and single cycle Master's degree programmes, as well as doctoral and postgraduate programmes, provided that they are **duly enrolled upon application**. The traineeship may only begin after graduation, and must be completed by 30 September 2021.

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.

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, doctoral, and postgraduate programmes, or 24 months for single-cycle Master's degree programmes.

Erasmus+ grant recipients may not simultaneously receive other scholarships funded 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, students shall remain enrolled at the University of Milan, and pay tuition fees for the 2020/2021 academic year, with the exception graduate trainees.

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. However, in the selection process, preference will be given to candidates applying for a country other than their own.

3. HOST INSTITUTIONS

The host institution/organization must comply with the definition given in the [Programme Guide \(2020\)](#) issued by the European Commission, i.e.: “any public or private organization 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) as 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), 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.).

4. IDENTIFYING THE HOST INSTITUTION

The candidate shall agree in advance the content of the traineeship project with a tutor from the University of Milan and a tutor from the host institution.

Faculty members in charge of the Erasmus Placement programme in each subject area may help candidates find traineeship opportunities. Annex B hereto (“List of traineeship search sites”) includes references to key European Erasmus+ Traineeship platforms.

The host institution and the activities to be carried out shall be formalized by completing and signing the “Letter of Intent” (Annex A). Applications lacking this document duly signed and completed will not be taken into consideration.

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

5. DIGITAL OPPORTUNITY TRAINEESHIPS

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.



6. HOW AND WHEN TO APPLY

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

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_domanda_borse_tirocinio_esteroleidiz20202021

To access, use your University credentials. Fill out all the sections of the form, unless otherwise indicated. Before moving from one section to the next, 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 (in writing or digitally) and upload it to the system.**

A final screen will confirm 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.

Please note that the online procedure will close at 2 pm (Italian time) on 24 November 2020.

The application must **attach** the following:

1. Letter of Intent signed by the host institution and by the Milan University tutor (PDF/A format; max. 5 MB);
2. Signed CV (PDF/A format; max. 5 MB);
3. Academic transcript, available on Unimia (PDF/A format; max. 5 MB). This document is not required of postgraduate and doctoral students;
4. Any language certifications proving the level achieved over the last three years (as a SINGLE PDF/A 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>;
5. Any IT skills certifications (PDF/A format; max. 5 MB);
6. Any other qualifications that may be relevant for the purpose of the application (as a SINGLE PDF/A 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>

7. SELECTION PROCESS

Applications will be assessed by ad-hoc Committees, by subject area, based on the following criteria:

- a) Traineeship project (1 to 10 points);
- b) Academic career and CV (1 to 10 points);
- c) Language skills (1 to 5 points);
- d) Other qualifications (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 items.

Candidates scoring at least **18 points** overall will be eligible for the programme. In the case of a tie, the younger candidate will prevail.

The final ranking will be posted to the dedicated webpage by 18 December 2020.

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

For training information, please contact Department Erasmus Coordinators and Traineeship Programme Managers; for administrative information, contact the International Mobility and Promotion Office.

8. GRANTS

Students high enough in the ranking 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.

Eligible candidates may apply for Erasmus zero-EU grant status. This will allow you to receive benefits for the mobility period, though with no EU 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 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 2020/2021 academic year, the monthly amount of the Erasmus+ Traineeship grant has been determined as follows:

Table 1 Destination country

Destination country	Grant
Group 1 (high cost of living): Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	€ 400.00/month
Group 2 (average cost of living): Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	€ 350.00/month
Group 3 (low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Macedonia, Romania, Slovakia, Slovenia, Turkey	€ 350.00/month

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

It will be paid upon departure, though delays may occur around the closing of the University's financial statements (end-2020/beginning-2021).

9. 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 > University > Privacy.

THE RECTOR

(Elio Franzini) signed Elio Franzini

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