



ERASMUS+ STUDENT TRAINEESHIP PROGRAMME TRAINEESHIPS ABROAD FOR STUDENTS - 2020/2021 ACADEMIC YEAR

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.

3. DURATION AND REQUIREMENTS

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

To be eligible the candidate must be regularly enrolled at the time of selection in one of the study courses indicated in Annex 1. **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.



4. 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.

5. APPLICATION PROCEDURE AND DEADLINES

To participate to the competition, candidates must fill in and submit their candidature online, through the IT platform available at the following link, by entering the UNIMI credentials:

https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=studenti_domanda_borse_tirocinio_estero2020

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



when it is not possible to complete the application in a unique session or when filling the sections according to a different order it's preferred.

Once completed the application, it will be possible to visualize and print a recap of the inserted data and it will be possible to download the **PDF file of the application, that will have to be signed (with handwritten or digital signature) and uploaded again in the system.**

At the conclusion of the procedure a screenshot will confirm the correct submission of the application request to the competent office.

Moreover, the system will send two communications to the official UNIMI contact e-mail of the student:

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

Please note that the online procedure will close at 2 pm (Italian time) on 18 December 2020.

The application request must be completed with the following attachments:

- 1) CV duly signed ;
- 2) self-certification assessing the exams undertaken and their scores (as printed from Unimia <https://cas.unimi.it/login?service=http%3A%2F%2Funimia.unimi.it%2Fportal%2Fserver.pt>) ;
- 3) 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 website page <https://www.unimi.it/en/study/language-proficiency/placement-tests-and-english-courses/accepted-language-certificates>;
- 4) informatics skills certifications, if any;
- 5) any other possible qualification coherent with the traineeship;
- 6) published scientific papers, if any (maximum 3).

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

In the final step, the student will be required to upload the scanned pdf file of the whole application request, previously printed and undersigned with handwritten signature, together with a valid identity document in two copies (double-sided). The Call and the annexes are available at: <https://www.unimi.it/en/international/study-abroad/traineeships-abroad/erasmus-traineeship-outgoing-opportunities>

Candidates can choose up to three destinations, indicating the preference order.



6. SELECTION PROCEDURES

Public selection of the candidates will be carried out by an evaluation Committee set up for that purpose and it will foresee a selection interview.

Selection criteria are as follows:

- a) evaluation of *curriculum vitae* and any other qualifications (up to 7 points);
- b) language competences, as specified in the entry requirements, to be checked during the interview, with the only exception of those who submit the certifications indicated at number 3), art.5 (up to 3 points);
- c) evaluation of the interview (up to 10 points);
- d) merit proved during the University career, also in consideration of the traineeship programme to be undertaken abroad (up to 10 points).

Please notice that for the selection, the Committee might ask the candidates to attend an interview with the Host Institution.

Selection process concluded, the Committee will make a ranking list for each destination, on the basis of the whole score obtained by summing all the points receive for each criteria.

Date of the interviews will be published within **18 December 2020** at the following website page <https://www.unimi.it/it/internazionale/studiare-allestero/tirocini-allestero/erasmus-traineeship-outgoing>

With regard of the restrictive measures introduced to prevent the spread of Covid-19, the interviews will be held exclusively remotely.

Final results of selection will be published on the website page, within **15 January 2020**.

For information regarding didactic issues, the candidates can address the teachers indicated in Annexe 1, while for administrative information they can contact the Office for the International Mobility and for the International Promotion through the platform [Informastudenti](#) (by selecting the group "Traineeship - call and selection").

7. SCOLARSHIPS

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:

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).

8. DISABLED STUDENTS

In order to encourage greater numbers of students with disabilities to participate in the Programme, the Erasmus+ Italy National Agency may award each disabled student on mobility a grant higher than the grant defined nationally, to cover the additional costs associated with any special requirements they may have (specially equipped accommodation, specific teaching materials, a companion), provided these are properly documented.

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.



UNIVERSITÀ DEGLI STUDI DI MILANO

IL RETTORE
(Elio Franzini)
signed Elio Franzini

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