**Traineeship Mobility Agreement**

**for the Erasmus+ / K01 Higher education Programme**

**Project n. 2025-1-IT02-KA131-HED-000307504**

**CODICE CUP G41I25000160006**

**a.y. 2025/2026**

**BETWEEN**

The University of Milan (I MILANO01), security number 80012650158, based in via Festa del Perdono, 7 – 20022 Milan, represented by the Rector Marina Brambilla, hereinafter referred to as “**The Institute**”

And

Mr./Mrs./Mss.:   
Surname: --------------------   
Name: -----------------   
Nationality: -----------------------  
Date and place of birth: ------------------------------------  
Address: ---------------------------------   
ID/passport number: --------------------------------------   
e-mail: ------------------------------  
Enrolled in the course of study: ---------------------------------

Hereinafter referred to as the “**The Participant**”

**HAVE AGREED UPON**

the Special Conditions and that the following attachments form part of this Agreement (from now on referred to as “**The Agreement**”)

**Annex I Learning Agreement for Traineeship set between the Institute of enrolment, the Host Company and the Participant.**

**Annex II Erasmus Student Card**

*The provisions set forth in the Special Conditions shall prevail over those in the attachments.*

As to the Annex I of the present Agreement the original signature is not requested: copies and digital signatures could be allowed (including the network Erasmus Without Paper) under the Italian and the Institute legislation.

Based on the type of mobility and the situation of the student, which will be communicated later, the financial contribution financed by European Erasmus+ funds **can** include the following:

* Monthly individual support grant for long-term mobility
* Daily individual support grant for short-term mobility
* Financial contribution in the case of fewer opportunities of 250.00 euros/month (for long-term mobility)
* Financial contribution in the case of fewer opportunities of 100.00 euros (for short-term mobility up to the 14th day of activity)
* Financial contribution in the case of fewer opportunities of 150.00 euros (for short-term mobility between the 15th and the 30th day of activity)
* Additional contribution for the internship of 150.00 euros/month (for long-term mobility towards countries associated with the Programme)
* Travel support (green and non-green travel)
* Individual support grant for the days of travel added
* Inclusion support (in the case of additional contribution based on real costs)
* Travel support for expensive travel (replacing the travel support)

Students enrolled in doctoral studies, postgraduate schools, and those who attend mobility programs after graduation cannot benefit from the Financial contribution in cases of fewer opportunities (based on income).

The intern can benefit from the following:

* Financial contribution financed by European Erasmus+ funds
* Mobility period without European Erasmus+ funds (“zero grant”)
* Mobility period with financial contribution financed by European Erasmus+ funds and a mobility period without European Erasmus+ funds (“zero grant”)

**TERMS AND CONDITIONS**

**ARTICLE 1 – Aim of the Contribution and General Conditions of the Agreement**

* 1. This Agreement establishes the rights, obligations, and special conditions applicable to the financial contribution granted for the mobility as part of the Erasmus+ Programme.
  2. The Institute will supply the Participant with the EU grant (**Erasmus financial contribution)** so that the participant can undertake the Erasmus mobility for Traineeship purposes as part of the Erasmus+ Programme.
  3. The Participant accepts the grant, as established by Article 3, and commits to carry out the mobility for study purposes, as described in Annex I.
  4. Any changes and/or additions of/to the Agreement must be agreed by the Parties and set out in writing using Informastudenti\_Categoria Internazionale\_Erasmus Traineeship.

**ARTICLE 2 – Mobility period**

**2.1** The mobility period will be of … months.

|  |  |
| --- | --- |
| Starting day |  |
| Ending day |  |

**2.2** The certificate issued by the Host Institution at the end of the mobility (Transcript of records/Transcript of Traineeship) – or any other certificate attached to these documents – must certify the effective dates of starting and ending of the mobility period, including the virtual mobility (if applicable).

Dates of starting and ending must correspond to, respectively, the day of the Participant’s arrival to the Host Institution, the last day in which the Participant should have attended the Host Institution.

|  |  |
| --- | --- |
| Name of the Host Institution |  |
| Country |  |

**2.3** The activities eligible for the contribution must be carried out between September 1, 2025, and December 31, 2026.

The mobility period, including eventual other mobility periods already attended abroad and financed by the Erasmus programme, must not exceed 12 months per cycle of study (24 months for a Master’s degree single cycle).

|  |
| --- |
| I declare that my mobility will end by December 31, 2026. |
| I declare that I am aware that my mobility must be carried out or entirely before or entirely after graduation. |
| I declare that the internship will start only after graduation and must be carried out within 12 months from graduation (only for graduated participants). |

**ARTICLE 3 – Mobility Grant**

**3.1** The financial contribution is calculated following the financial regulations reported by the Erasmus+ Programme Guide Call 2025 and related National regulations.

**3.2** The Participant will receive a financial contribution financed by European Erasmus+ funds for the physical mobility period and for the days of travel, including additional days for green travel, if applicable, according to procedures that will be explained later.

**3.3** The Participant will receive a total financial contribution of … euros for the mobility period, equal to … euros per month.

The mobility grant will be issued only for the actual period spent abroad, as resulting from the Certificate of Stay.

Therefore, if the mobility is carried out in a *blended* format, meaning that a part is spent abroad and another part in Italy, the period spent in Italy will not be covered by the Erasmus grant. The period carried out abroad at the Host Institution cannot be shorter than 2 months.

**3.4** The final amount of the financial contribution for the mobility period will be determined by the number of months carried out, as set out in Article 1.2, multiplied by the monthly amount related to the Host Country. In case the number of months is incomplete, the financial contribution will be calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly unit cost; the final calculation will be made by the Institute, using the Mobility Tool+ portal.

**3.5** The Participant must send the request for the physical mobility extension within the deadlines reported by the Erasmus+ Programme Guide, so within 30 days of the end of the mobility. If the Institute approves the extension, the present Agreement must be amended. The Participant will not receive the financial contribution for the extension period, even if it is authorized. At the end of all the mobilities attended during the a.y. 2025/2026, the Institute will verify the availability of funds to finance the extensions.

**3.6** The refund for the expenditures sustained by the Participants with fewer opportunities (or, if applicable, the travel contribution, the green travel contribution, or inclusion contribution), if applicable, is paid based on the receipts presented by the Participant.

**ARTICLE 4 – Conditions for financial contribution**

**4.1** The financial contribution cannot be used to cover expenses already reimbursed with other EU funds. The financial contribution received by the Participant is compatible with every other source of funding, including earnings/ payments that the Participant might receive while working alongside their studies or attending the traineeship, as long as the Participant carries out and finalises the activities established by Annex I.

**4.2** The Participant cannot request a refund for currency exchange losses or bank charges incurred by the bank to the Participant for transferring money from the Institute.

**4.3** Before the departure, the Beneficiary must arrange with the Institute an efficient traineeship programme to be followed abroad, by drafting the so-called *Learning Agreement for Traineeship*. In case the Participant finalizes the planned programme, the Institute proceeds with the academic recognition of the accomplished activities at the Host Institution, as an integrated part of the study course, or as otherwise agreed upon in the Learning Agreement for Traineeship.

**4.4** The Institute recognizes, without any programme integration or additional tests, the educational activities carried out by the Beneficiary at the Host Institution, as long as they are compliant to the activities in the Learning Agreement for Traineeship and are attested by the Traineeship certificate (section “After Mobility” on the Learning Agreement).

Any infringements by the Beneficiary of the traineeship programme set in this article can justify the demand for reimbursement of the ERASMUS grant, except in cases in which the Beneficiary could not complete its own traineeship programme due to force majeure or extenuating circumstances confirmed by the Erasmus coordinator and recognized in writing by the National Agency.

**4.5** Within 10 days of the end of their stay, the Participant commits to providing the Institute with the certificate issued by the host institution, certifying the final traineeship period completed abroad, stating the exact starting and ending dates of the period of mobility, with all relevant documents certifying the traineeship’s activities carried out abroad; particularly, the certificate proving the completed activities with the related academic credits (section “After Mobility on the Learning Agreement).

**4.6** If the Participant does not precisely respect article 4.5, the Institute has the right to ask for the total refund of the financial contribution assigned under this Agreement.

**ARTICLE 5 - Payment modalities**

**5. 1** According to the procedures and deadlines communicated by the Institute, the Participant must complete the form available at the following link ------- with their bank details. Any changes to the link will be communicated immediately.

**5.2** Within 30 days of the signature of the Agreement by both parties, the Participant will receive the total amount of the financial contribution specified in article 3. A delay in the distribution of the grant will be exceptionally possible if the Participant does not fill out the Agreement within the deadlines stated by the Institute of enrolment.

**ARTICLE 6 – The refund of the financial contribution by the Participant**

**6.1** The financial contribution, entirely or partially, must be refunded if the Participant has not respected the terms of the Agreement. However, the request for refunding the economic contribution, financed by European funds, is not valid if the Participant has not been able to fulfill the activities described in Annex I due to “force majeure”; this situation must be communicated to the Institute and verified by the National Agency.

**6.2** In the event that the Participant decides to change the mobility period agreed upon for any reason they must inform the Institute in writing, stating the motivations and refund the financial contribution if already received.

**6.3** The Participant commits to refund the total amount of the financial contribution if they interrupt the traineeship without the Institute’s prior authorization and unless they can demonstrate a situation of “force majeure”. Because the minimum duration eligible for Erasmus mobility is two months or 5 days, for short-term mobility, if the Participant attends a mobility period shorter than two months or 5 days, they should refund the entire amount of the financial contribution received.

**ARTICLE 7 – Insurance**

**7.1** The insurance must include at least **health insurance, injury and third-party liability insurance**.

For intra-EU mobility, a basic coverage is normally provided by the National Sanitary Service of the Participant even during stays in different Countries of the European Union, through the European Health Insurance Card. Nevertheless, the coverage of the European Health Insurance Card cannot be considered enough especially in case of **repatriation and specific medical surgery** or mobility extra EU. In that case, an additional private health insurance is strongly suggested. The injury and third-party liability insurance cover the damages caused by or to the Participant during the stay abroad. The policy legislation changes according to the host country and the standard insurance could not be enough to protect the Participant. For example, in the case that the Participant is not considered employed or formally enrolled in the Host Institution. In addition it is strongly recommended an insurance for loss or theft of documents, travel tickets and luggage.

**7.2** The University manages on behalf of the Participant the relative share of insurance for the following

risks:

* Injury: policy UNIPOLSAI n. 78/188575113 – valid until September 30, 2027;
* third part liabilities policy UNIPOLSAI ASSICURAZIONI S.P.A n. 65/203752854 – valid between 00.00 of December 31, 2024 to 00.00 of December 31, 2027.

Every accident must be reported as hereinafter stated:

INJURIES

In case of injury the participant must go immediately to the emergency room.

The injury must be reported following the modalities agreed with Health Protection, Management Operations, and Quality System Office, in street Santa Sofia 9, Milan, email: [infortuni@unimi.it](mailto:infortuni@unimi.it). Modules are available at the page https://work.unimi.it/servizi/luoghi\_sicurezza/26528.htm (www.unimi.it > LaStatale@work > Servizi per tutti > Salute e sicurezza > Infortuni> Denuncia infortuni Studenti, borsisti, dottorandi e altre categorie).

THIRD PARTY LIABILITIES

The report must be addressed to Asset, Real Estate, and Insurance Services Division - Insurance Contract Office (immobili.assicurazioni@unimi.it), by sending a copy of any claims for damages or a copy of the any notices of investigation along with the drafted note by the Person in charge at the Institute, concerning what happened (reporting date, place and causes of the accident), stating the outcome of the damaged party, its name and domicile together with any eyewitnesses of the event.

**The participants who undertake mobility after graduation are required to deposit an insurance amount, under penalty of cancellation of the traineeship.**

**The insurance is valid until the September 30 of each year. Consequently, the graduated participants who start the mobility during the month of September must pay two separate annual payments, with the second due on October 1st.**

Medical interns must verify with the Host Institution the availability of insurance valid for the entire mobility period. If the Host Institution does not provide the insurance, the Participant must activate it autonomously.

**ARTICLE 8 – OLS (Online Language Support)**

**8.1** The Participant can complete their linguistic evaluation using OLS in the case of mobility for which the main language of learning is available in Online Linguistic Support (OLS). The Participant can verify their linguistic knowledge by registering on European Platform EU Academy: <https://academy.europa.eu>. Further information will be provided as soon as it is available.

**8.2** The level of linguistic proficiency in \_\_\_\_\_\_\_\_\_\_\_\_ (report the primary working language used) that the Participant has or is committed to have by the departure for the mobility period is

**A1 A2 B1 B2 C1 C2**

**ARTICLE 9 – EU SURVEY**

**9.1** At the end of the mobility the Participant must send the EU Survey online, duly filled out within 30 days of receiving its draft. The Participants who do not fill out and submit the EU Survey could be obliged by their Institute to return the received grant partially or entirely.

**ARTICLE 10 – Ethics and Values**

**10.1 Ethics:** [the mobility activity must be carried out in accordance with the highest ethical standards and](https://www.reverso.net/traduzione-testo#sl=ita&tl=eng&text=l'attivit%C3%A0%20di%20mobilit%C3%A0%20deve%20essere%20svolta%20in%20linea%20con%20i%20pi%C3%B9%20elevati%20standard%20etici%20e%20con%20i%20principi%20etici%20applicabili%20come%20previsti%20dal%20diritto%20europeo,%20internazionale%20e%20nazionale.) ethical principles enforced by the European, International and National Law

**10.2 Values:** the Participant must respect the European core values (human dignity, freedom, democracy, equality, rule of law, and human rights)

**10.3** If the Participant infringes any of his obligations, the scholarship can be reduced.

**ARTICLE 11 – Data protection**

**11.1**The Insitution will provide Participants with the privacy policy before their uploading in the electronic system appointed to manage the mobility Erasmus+ <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.

**11.2** Thedata collected will be processed solely for the execution of the Agreement by the Institute, the National Agency Erasmus+ INDIRE, and by the European Commission, without prejudice to transmit them to bodies responsible for financial audit in accordance with community legislation (Corte dei Conti and European Anti-Fraud Office - OLAF).

**11.3 The Participant** may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of their personal data to the home institute and/or the National Agency. The participant may lodge a complaint with the European Data Protection Supervisor regarding the processing of their personal data by the European Commission.

**ARTICLE 12 – Suspension of the Agreement**

**12.1** The Agreement could be suspended on the initiative of the Participant or the Institute if exceptional circumstances – in particular, “force majeure” (see Article 16) – make impossible or excessively difficult the fulfillment of the Agreement. The suspension will be activated on the day planned by the parties. The Agreement could be restarted later under the regulations of the programme.

**12.2** The Institute can, at any time, suspend the Agreement if the Participant has committed or has been suspected of having committed:

a) substantial errors, irregularities, frauds;

b) serious violation of the duties of the present Agreement or during its award (including the faulty implementation, submission of false information, missing information requested, violation of ethical laws (if applicable), etc.).

**12.3** Once the circumstances allow the restarting of the Agreement, the parties must plan a date of restart (at least one day later the day of the suspension). The suspension will be revoked with effect from the end of the suspension.

**12.4** During the suspension, the Participant will not receive any financial contribution.

**12.5** The Participant must not claim compensation for any suspension imposed by the Institute.

**12.6** The suspension does not affect the right of the Institute to terminate the Agreement (see Article 13).

**ARTICLE 13 – Termination of the Agreement**

**13.1** The Parties can terminate the Agreement if the circumstances make its fulfillment unfeasible, impossible or excessively difficult.

**13.2** In the case of termination for “force majeure” (see Article 16), the Participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds must be refunded.

**13.3** In the event of serious violation of the duties or if the Participant has committed irregularities, frauds, corruption, or they are involved in criminal organizations, money laundering, terrorism-related crimes (including the financing of terrorism), child labour or human trafficking, the Institute can terminate the Agreement notifying a formal notice to the counterparty.

**13.4** The Institute reserves the right to initiate legal action if the eventual refund requested is not paid within the dates communicated to the Participant by official letter.

**13.5** The termination is valid from the date reported on the communication: “date of termination”.

**13.6** The Participant shall not be entitled to claim compensation for the termination of the Agreement established by the Institute.

**ARTICLE 14 – Checks and Audits**

**14.1** The parties of the Agreement undertake to provide any detailed information requested by the European Commission, the Italian National Agency Erasmus+ INDIRE or any other outside body authorised by the European Commission or the Italian National Agency to check that the mobility period and the provisions of the Agreement are being properly implemented.

**14.2** Any result related to the Agreement can implement the actions at Article 6 or any other legal measure in terms of national law applicable

**ARTICLE 15 – Responsibility**

**15.1** Each party will exempt the other from every civil liability for damages caused by the party or its staff after this Agreement has entered into force, provided that the damages are not caused by serious, intentional and wrong behavior by the other party or its staff.

**15.2** The National Agency, the European Commission or their staff are not held accountable in case of claims against the provisions of this agreement, concerning caused damages during mobility. Accordingly, the National Agency or the EU Commission cannot cover any claim for compensation or paid compensation per complaint.

**ARTICLE 16 – Force majeure**

**16.1** The Party that is unable to fulfill the Agreement due to “force majeure” cannot be considered defaulting.

**16.2** “Force majeure” refers to any event or situation that:

- prevents one Party from fulfilling their duty established by the Agreement

- is unpredictable, extraordinary and out of the Parties’ control

- is not due to their error or negligence (or of any other stakeholder involved in the process)

- turns out to be unavoidable despite the exercise of all due care.

**16.3** Any situation attributable to “force majeure” must be formally reported to the counterpart without delay, including the nature, the probable duration and the predictable effects.

**16.4** The Parties must adopt all necessary measures to limit any damage provoked by “force majeure” and do their best to restart the Agreement as soon as possible.

**ARTICLE 17 - Applicable Law and Competent Court**

**17.1** The Agreement is governed by Italian Law.

**17.2** The competent court determined by the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the Participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

**ARTICLE 18 – Entry in force**

The agreement is in force at the moment of the signature by the Institution or the Participant, depending on whichever party signs it last.

The Participant:   
  
Name and Surname: ---------------------------

Student Number: -----------------------

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Institution:

Name and Surname: Marina Brambilla

Position: Rector

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_