



Traineeship Mobility Agreement

for the Erasmus+ / K01 Higher education Programme

Project n. 2026-1-IT02-KA131-HED-000420920

CODICE CUP G41I26000150006

a.y. 2026/2027

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 support for 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

- 1.1** This Agreement establishes the rights, obligations, and special conditions applicable to the financial contribution granted for the mobility as part of the Erasmus+ Programme.
- 1.2** The Institution shall provide the Participant with the European Union financial contribution to undertake an Erasmus mobility for Traineeship within the framework of the Erasmus+ Programme.
- 1.3** 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.
- 1.4** 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.

Start day	
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End day	
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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, 2026, and December 31, 2027.

The total duration of the mobility period, including any mobility already carried out abroad under the Erasmus programme, may not exceed 12 months per study cycle (or 24 months for single-cycle Master's degree programmes).

- | |
|---|
| ☐ I declare that my mobility will end by December 31, 2027. |
| ☐ 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 2026 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 communicated to the student.

3.3 The Participant will receive a total financial contribution of:

- **Individual support grant:** Euro _____ corresponding to Euro _____ (monthly amount)
- **Travel grant:** Euro _____



A trip will be considered *green* if both the outbound and the return journeys are carried out using low-emission means of transport, such as bus, train or car sharing. **In this case, the travel grant will be duly supplemented after the participant's return from the mobility. Up to 2 travel days may be added and funded, and in the case of a green trip, up to 6 travel days may be added. Travel tickets/receipts for both the outbound and return journeys must always be provided.**

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 Beneficiary Module 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 a financial contribution for the extension period, even if it is authorized. At the end of all the mobilities attended during the a.y. 2026/2027, 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 any other source of funding, including earnings/payments that the Participant might receive while working alongside their studies or attending the traineeship, provided 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 departure, the Participant must agree with the Institution on a clearly defined traineeship programme to be carried out abroad, by completing the document entitled *Learning Agreement for Traineeship*. Provided that the Participant demonstrates the effective implementation of the agreed programme, the Institution guarantees the academic recognition of the activities carried out at the host organisation, as an integral part of the curriculum of the study programme in which the Participant is enrolled, or as otherwise specified in the Learning Agreement for Traineeship.
- 4.4** The Home Institution shall recognise, **without any additional coursework or examinations**, the learning activities carried out by the Participant at the Host Institution, provided that they comply with the activity plan approved in the *Learning Agreement for Traineeship* and are certified in



the *After the mobility* section of the Learning Agreement. Failure by the Participant to comply with the traineeship programme referred to in this article may justify a request for reimbursement of the ERASMUS grant, except where the Participant was unable to complete the traineeship abroad due to force majeure or mitigating circumstances attested by the Erasmus coordinator and formally recognised in writing by the National Agency.

- 4.5** Within 10 days of the end of 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 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** In the event of non-compliance with Article 4.5, the Institution shall have the right to request the full reimbursement of the grant awarded under this Agreement..

ARTICLE 5 - Payment arrangements

- 5.1** The Participant must provide their banking details, in accordance with the procedures and deadlines communicated by the Institution, at the following link: -----
- 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 2. A delay in the grant payment will be exceptionally possible if the Participant does not fill out the Agreement within the deadlines stated by the Institute.

ARTICLE 6 – Reimbursement Of the Financial Contribution by the Participant

- 6.1** The financial contribution, or part of it, must be reimbursed if the Participant does not comply with the terms of this Agreement. However, no reimbursement of European Union funds may be requested when the Participant has been unable to complete their mobility period as described in Annex I due to **force majeure**; the occurrence of such circumstances must be reported to the Home Institution and accepted 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 also undertakes to reimburse the full amount of the grant should they interrupt the traineeship without the prior authorisation of the Institution and in the absence of duly proven reasons of force majeure. Since the minimum eligible duration of an ERASMUS traineeship is two months, or five days in the case of short-term mobility for doctoral candidates, if the Participant carries out a traineeship abroad lasting less than two months or five days, they shall be required to return the entire grant awarded.

ARTICLE 7 – Insurance

- 7.1** Insurance coverage must include at least **health insurance, third-party liability insurance, and accident insurance.**

For intra-EU mobility, basic coverage is usually provided by the student's National Health Service also during the stay in another EU country through the **European Health Insurance**



Card (EHIC). However, such coverage may not be sufficient, particularly in the event of repatriation and/or specific medical treatment, or in the case of international mobility. In these situations, **additional private health insurance** may be required.

Third-party liability and accident insurance cover damages caused by the Participant or suffered by the Participant during the stay abroad. The regulation of these types of insurance varies across countries, and standard insurance policies may not be sufficient to cover the Participant, for example when the Participant is not considered an employee or is not formally enrolled at the host institution.

It is also recommended to have insurance coverage against the **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. 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.

Trainees who carry out the mobility after graduation are required to pay a fee for this insurance coverage; failure to do so will result in the cancellation of the traineeship. The insurance policies are valid until 30 September each year. Therefore, graduates who begin their traineeship in September must pay two separate annual fees, with the second payment due on 1 October.

Medical specialization trainees must verify directly with the Host Institution that they are covered by the required insurance for the entire traineeship period abroad. If such coverage is not provided by the Host Institution, it must be arranged independently.



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 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 Institution 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 The data 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 fulfil the obligations arising from the Agreement due to **force majeure** shall not be considered in breach of contract.

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 constituting **force majeure** must be formally communicated to the other party without delay, indicating its nature, the likely duration, and the foreseeable effects.

16.4 The parties shall immediately take all necessary measures to mitigate any damage resulting from the force-majeure event and shall make every effort to resume the implementation of the action 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 present Agreement shall enter into force upon signature by either the Institution or the Participant, depending on which party signs last..

The Participant:

Name and Surname: -----

Student Number: -----

Signature: _____



UNIVERSITÀ DEGLI STUDI DI MILANO



For the Institution:

Name and Surname: Marina Brambilla

Position: Rector

Signature:

FOR REFERENCE ONLY