



ERASMUS+ STUDENT TRAINEESHIP PROGRAMME TRAINEESHIPS ABROAD FOR STUDENTS - ACADEMIC YEAR 2024/2025¹

Deadline: December 11th, 2024 - 2 pm

1. WHAT IS THE ERASMUS+ PROGRAMME

The Erasmus+ Program, approved by the European Parliament and the Council of the European Union in December 2013, encompasses all European initiatives in the fields of education, training, youth, and sport.

The Erasmus+ Program is structured into 3 Actions. Action 1 - Erasmus is confirmed as a measure to support cross-border student mobility. The activities carried out abroad are recognized by the student's home University, provided that the results achieved are positive.

2. ERASMUS+ STUDENT TRAINEESHIP

Action 1 - Erasmus includes mobility for traineeships, alongside traditional study mobility. Students have the opportunity to undertake a traineeship with a company, research or training centre, university or other organization. The student are entitled to financial aid for the traineeship period, as well as transfer credits for successfully completed activities. These activities must be agreed upon with the Department Erasmus Coordinators and set out in the Learning Agreement for Traineeship. The relevant academic bodies are responsible for awarding transfer credits.

Students enrolled in the degree programs listed in the table in Annex No. 1, which is an integral part of this Call, are eligible to apply for a study period abroad aimed at carrying out a training internship.

3. DURATION AND REQUIREMENTS

A traineeship lasts a minimum of 2 months and a maximum of 12 months. It is to be completed **no later than July 31st 2026.**

¹ The present English Call for applications is a translation of the official document in Italian and it is meant for reference only.



To be eligible, candidates must be regularly enrolled at the time of selection in one of the study courses indicated in **Annexe 1**, and **maintain this status during their period abroad. Students are not allowed to graduate during the internship abroad.**

Graduates may undertake a traineeship abroad, as long as they apply before graduation. In this case, the traineeship must be completed within 12 months of the graduation date and must end, in any case, no later than July 31st 2026.

Students and recent graduates can also participate in **blended mobility**, combining a virtual period with physical mobility (with no interruption between the two). The physical component of the mobility must last a minimum duration of 2 months. PhD students can undertake a mobility lasting from 5 to 30 days or from 2 to 12 months, as detailed in Annex 1.

Trainees can benefit from online language courses offered on the European Commission's platform "EU Academy".

4. WHO CAN APPLY

The following individuals are eligible 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, when listed on Annex 1. In this case, **the traineeship must be fully completed before the date of thesis dissertation;**

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 the time of application.** The traineeship may only begin after graduation and must be completed within 12 months of the graduation date and in any case no later than **July 31st 2026.**

In both cases, insurance coverage is required. Candidates in group 1) are entitled to insurance coverage as University students, except for postgraduate medical students, who must arrange their own insurance. Candidates in group 2) are required to pay an insurance fee, failing which trainees will not be able to begin their internship.

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. Only physical mobilities count towards this total.

During the Erasmus+ traineeship period, students are required to adhere to the regulations of the host organization. Throughout the duration of the traineeship, students—except for those who are



graduates at the time of departure—remain enrolled at the University of Milan, to which they must continue to pay tuition fees for the academic year corresponding to the mobility period.

Candidates must prove full proficiency in the language(s) required by the host institution, along with strong personal motivation.

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 in 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_estero_llediz_2425&ELANG=it&IATL=it

Unless otherwise indicated, candidates must complete all required sections to submit the application correctly. After completion of each section, candidates need to save the inserted data by pressing the button “Salva e prosegui” (“Save and continue”). If it is not possible to complete the application in one session or if candidates prefer to fill out the sections in a different order, they can click “Save” to save the data.

Once the application is complete candidates can review and print a summary of the entered data. Candidates should download the **PDF file of the application, sign it (either by hand or digitally), and upload it back to the system.**

At the end of the process, a confirmation screen will appear to verify the successful submission of the application to the relevant office. Additionally, the system will send two notifications to the student’s UNIMI email address:

1. notification that the application has been submitted;
2. notification of the registration number identifying the submitted application. This second notification may arrive a few hours after the first and serves as confirmation that the relevant office has received the application.

Any technical issue must be reported to Informastudenti>International>Erasmus Traineeship before the deadline, providing a screenshot of the problem.

The online procedure closes at 2 pm (Italian time) on December 11th, 2024.



The application request must be completed with the following **attachments**:

1. CV signed (PDF/A; max 5 MB);
2. Self-certification of exams taken with grades - this document is not required for students enrolled in the third cycle of studies, i.e., students in specialization schools and doctoral programs (PDF/A format; max 5 MB).
3. any **language certificates** obtained in the last five years proving the language level (PDF/A; max 5 MB - for the list of certifications officially recognized by UNIMI, visit the website page <https://www.unimi.it/en/study/language-proficiency/placement-tests-and-english-courses/accepted-language-certificates>) or a **language proficiency statement** obtained through the University Language Centre - SLAM (valid over a five-year period). Students who have already taken the English Placement Test with SLAM or a language-proficiency test, may contact SLAM via the Informastudenti services ("TEST DI LINGUA" section) and request their language proficiency statement. **If the level of the language needed for your application specifically appears on your UniMi career, it is considered as always valid; candidates may submit a its screenshot in pdf;**²
4. IT skills certifications, if any (PDF/A; max 5 MB);
5. Any other qualifications that may be considered relevant to the traineeship being applied for (IN A SINGLE SCAN, PDF/A format; 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, the student is required to upload the scanned pdf file of the entire application, previously printed out and undersigned, 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/international-opportunities/bando-erasmus-traineeship-ii-ed-aa-2024/25>

Candidates have the option to express their preference for a single destination.

² These provisions update the previous information published on the online application procedure



6. SELECTION PROCEDURES

The public selection of the candidates will be carried out by an evaluation Committee set up for this purpose and it will foresee a selection interview, unless differently specified.

Selection criteria are as follows:

- a) Evaluation of *curriculum vitae* and any other qualifications (minimum 1 point, max 7 points);
- b) Evaluation of the interview (minimum 1 point, max 10 points);
- c) Language skills as specified in the access requirements, to be assessed during the interview, except for those who submit the certificates listed in Art. 5 of this Call (max 3 points);
- d) Academic performance, also in relation to the traineeship programme to be carried out abroad. For specialization and PhD students this evaluation will happen during the interview (minimum 1 - max 10 points).

Please note that, for the purposes of the selection, the Committee may also require candidates to attend a preliminary interview with the Host Institution.

At the conclusion of its work, the Committee will draw up a specific ranking list for each destination, based on the total points scored by each candidate for each of the categories listed above.

Traineeship projects from students who score at least 12 points will be considered eligible. A score of zero in either section a), b) and d) above will result in exclusion from the selection process. In the case of a tie in scores, priority will be given to the younger candidate by age.

To be eligible, each Commission may require to verify any specific requirements of the Host Institution.

Acceptance of the selected candidates, as well as those on the ranking list, is subject to approval by the Host Institution.

The dates and procedures for the interviews will be announced by 31/12/2024 and published on the following web page: <https://www.unimi.it/en/international/study-abroad/international-opportunities/bando-erasmus-traineeship-ii-ed-aa-2024/25>

Following the publication of the selection results, selected students must inform the office of any withdrawal within 5 days from the publication date of the ranking list.

The final results of the selection will be announced by 31/01/2025 on the following page: <https://www.unimi.it/en/international/study-abroad/international-opportunities/bando-erasmus-traineeship-ii-ed-aa-2024/25>

Departures can be scheduled starting from 01/03/2025 and, if necessary, must take into account the processing times for the visa issuance.



For information regarding academic issues, the candidates can address the teachers indicated in Annexe 1, while for administrative information they can contact the International Mobility Office through the platform [Informastudenti](#) (select the category “Traineeship - call and selection”).

7. SCHOLARSHIPS

Students ranking high enough will be awarded mobility grants funded by the European Union, which will be distributed equally across subject areas, up to the total number of months covered by the available budget.

Eligible candidates may apply for Erasmus zero-grant status. This will allow to participate in the mobility program and receive all the associated benefits, but without the Erasmus+ grant.

Erasmus+ Traineeship grants are intended to cover additional mobility costs, such as travel expenses and the higher cost of living in the host country. These grants are not intended to cover the full cost of the traineeship abroad. The monthly amount of the EU grant is set annually by the Erasmus+ Italian National Agency, based on the cost of living in the host country, as outlined in the EU tables.

Due to the closure of the University’s budget, scholarships will be paid approximately starting from April 2025. For the academic year 2024/2025, the monthly amount of the Erasmus Traineeship grant has been set at:

Destination country	Grant
Group 1 (high cost of living): Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden Third countries not associated with the Program in Region 13: Andorra, Monaco, San Marino, Vatican City State. Third countries not associated with the Program in Region 14: Faroe Islands, United Kingdom, Switzerland.	€ 500.00/month
Group 2 (medium cost of living): Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain. Group 3 (low cost of living): Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary.	€ 450.00/month



The grant will be awarded only for the period actually spent abroad, according to the final certificate of stay.

The costs for obtaining a visa, if required for certain destinations, are the responsibility of the student.

Students awarded an Erasmus scholarship cannot simultaneously receive other grants funded by the European Union.

For students with fewer opportunities, there is the possibility of receiving an additional contribution for the actual mobility period that is subject to funding.

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
(Marina Brambilla)

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