



Call for applications for  
**ERASMUS+ FOR TRAINEESHIP A.Y. 2018/2019**  
finalized to the allocation of financial contributions for internships in Europe



## INDEX

1. [RECIPIENTS AND REQUIREMENTS FOR PARTICIPATION](#)
2. [DURATION](#)
3. [CONTRIBUTION](#)
4. [ELIGIBILITY OF ORGANIZATION FOR WHICH TO APPLY](#)
5. [DEADLINES AND METHODS FOR IDENTIFYING THE HOST ORGANIZATION](#)
6. [APPLICATION SUBMISSION](#)
7. [SELECTION AND EVALUATION OF APPLICATIONS](#)
8. [PROCEDURES FOR SELECTED STUDENTS](#)
9. [ONLINE LINGUISTIC SUPPORT](#)
10. [INSURANCE COVER and ENTRY INTO THE HOST COUNTRY](#)
11. [DATA TREATMENT](#)
12. [RESPONSIBLE OFFICIAL](#)
13. [OFFICE OF REFERENCE](#)

Date: 10/05/2018  
Ref. No. 3247/2018  
Reg. No. 46493  
Title: V  
Class: 6  
UOR: Area Sviluppo e Rapporti con le Imprese – Career Service

**POLITECNICO DI MILANO**  
**AREA SVILUPPO E RAPPORTI CON LE IMPRESE**

T H E M A N A G E R

- » GIVEN the Regulation no. 1288/2013, dated 13 December 2013, of the European Parliament and Council establishing the new Erasmus Plus Program (Erasmus+) in the fields of education, training, youth and sport for the period 2014-2020;
- » GIVEN the Erasmus Charter for Higher Education 2014-2020 awarded by the European Commission to the Politecnico di Milano;
- » Considering that the European Commission, as part of its Erasmus+ program (Key Action 1 – Individual mobility for the purposes of education) includes the funding of mobility grants for students involved in placements abroad;
- » GIVEN the “Guidelines for managing international student mobility” approved by the Academic Senate on 14/11/2017
- » GIVEN the Law 183/1997 within the ambit of which MIUR provides national co-funding in support of student mobility placements within the Erasmus scheme;
- » GIVEN the provisions regarding placements contained in Ministerial Decree no. 142, 25 March 1998, “Regulations concerning the provisions for implementations of the principles and criteria stated in art. 18 of Law no. 196, 24 June 1997, on training and work experience placements”;
- » GIVEN the regulation concerning independence of Universities with regard to teaching methods approved by Ministerial Decree no. 270/2004 supplementing and amending Ministerial Decree no. 509/1999

H E R E B Y D E C R E E S

the publication of the Call for applications for Erasmus+ for Traineeship a.y. 2018/2019 finalized to the allocation of financial contributions for traineeships in Europe, the text of which is attached to this document and forms an integral part of the same.

Milan, 10/05/2018

Development and Corporate Relations Area Manager  
Dr. Federico Colombo

Digitally signed, according to Digital Administration Code (CAD)

**Erasmus+ for Traineeship**, is the key action of the Erasmus+ EU Program finalized to mobility for a traineeship (Hereinafter 'internship') period in public or private institutions/organizations/companies (Hereinafter 'host organization'; *see art. 4 for specific requirements*) in one of the participating countries in the Program (Program countries – see Art. 4).

## 1. RECIPIENTS AND REQUIREMENTS FOR PARTICIPATION

Application can be made, according to deadlines and rules shown in this Call, only by **students**:

- **enrolled** in Bachelor of Science, Master of Science, 5 years single cycle programme, PhD School, Specializing Masters of first and second level and Graduate School in Architectural and Landscape Heritage (hereinafter 'students'), **including students graduating in July 2018** and students who foresee to graduate till **July 2019<sup>1</sup>**
- interested in carrying out **between October 1<sup>st</sup> 2018 and September 29<sup>th</sup> 2019**:
- » a *CURRICULAR COMPULSORY* (for CFUs or for thesis) or *CURRICULAR NON COMPULSORY* (not for CFUs) INTERNSHIP to be concluded before the graduation date  
or
- » an *EXTRACURRICULAR INTERNSHIP* in condition of new graduate/Master graduate or Specializing School graduate/ new PhD Holder (Hereinafter 'new graduates') entirely after dissertation

Participation complies with the following **conditions**:

- » not be *entitled, in the same period, of another Community contribution* provided by other programs/projects (other fellowship under the Erasmus+ program in the same period of the internship or another program funded by Community funds and/or any additional contribution provided by the host organization from Community funds available for the mentioned organization as part of participation/management in/of European projects)
- » to not have used already the *maximum number of months of mobility* allowed by the Erasmus+ program for your course of study (see Art. 2)
- » carry out a *full-time* internship (from 21 to 40 hours per week)
- » not be *residents/citizens in the Country where you intend to carry out the internship*;
- » non-EU citizens must possess also a *valid stay permit for Italy, for the whole duration of the internship*.

Please note that those *enrolled in a Specializing Master* must also meet the following conditions:

- » to be students of a FULL TIME Master;
- » to not be workers (hired as employee or collaborator),
- » to not have been employee or collaborator of the proposed host organization.

Furthermore, please note that in order to participate in this Call, those *enrolled in a PhD School* must not have activated their PhD Course in *executive mode* or *higher education apprenticeship*.

<sup>1</sup> Exchange students and incoming double degree students are excluded, since not regularly enrolled  
<sup>2</sup> [http://ec.europa.eu/education/opportunities/higher-education/doc/students-questions-answers\\_en.pdf](http://ec.europa.eu/education/opportunities/higher-education/doc/students-questions-answers_en.pdf) (ref. question n. 19); the candidate must apply and be selected before graduation; for more information on extracurricular internships <http://cm.careerservice.polimi.it/en/graduates/>

## 2. DURATION

Erasmus+ internship can have a **minimum duration of 2<sup>3</sup> months and maximum 12 months**. Internships under this 2017/18 Call must, in all cases, take place **in the period between October 1<sup>ST</sup> 2018 and September 28<sup>TH</sup> 2019**.

It should be noted, however, that:

- » each candidate has a maximum number of Erasmus mobility months both for Study and Internships, being them funded or not, to be used within the same cycle of studies<sup>4</sup>:
  - 12 months in I° or II° or III° cycle (*Bachelor of Science, Master of Science, PhD School, Specializing Masters, Specializing School*);
  - 24 months for single cycle programme (4/5 years);
- » the Commissions in charge (see Art. 7) evaluate the number of funded mobility months to assign to each selected winner
- » the duration of the internship is determined also by the availability and the conditions given by the *host organization*
- » only for new graduates the internship must however:
  - have been concluded *within 1 year after graduation*;

## 3. CONTRIBUTION

The applicants selected for an Erasmus+ internship will be entitled of a ministerial or Community financial contribution<sup>5</sup>.

Career Service will divide the number of monthly Erasmus+ contributions funded **proportionally** to the number of applications as follows<sup>6</sup>:

- » Bachelors of Science and Masters of Science in Architecture and Urban Planning and Graduate School in Architectural and Landscape Heritage
- » Bachelors of Science and Masters of Science in Design
- » Bachelors of Science and Masters of Science in Engineering<sup>7</sup>
- » PhD School
- » Specializing Masters Schools

It will be up to single selection Committees (see Art. 7) the monthly distribution to apply to each selected applicants.

Any extra/extension period to mobility if compared to monthly contributions assigned to each applicant are not covered by the financial contribution; However, any remaining funds allocated to the Areas or subsequently available, will be redistributed to cover these periods or among students in the reserve list.

**The amount of a single monthly instalment** is related to the country of destination of the intern. Specifically, the funds are divide according to groups of countries and based on living costs:

<sup>3</sup> Internships with duration less than 2 months full time, effectively performed (without closings of the host organization in the middle) cannot be eligible for the Program.

<sup>4</sup> A cycle of study is over every time the matriculation number is changed, e.g. the Bachelor degree is a cycle of study while the Master of Science is another.

<sup>5</sup> This latter is assigned by MIUR to Universities under the law n. 183/1987 in order to support mobility for internships within the Erasmus Community program; the MIUR co-financing distribution criteria are approved by the University Board of Governors. In order to better support students to acquire the skills necessary for their future, a partnership between the Erasmus+ and Horizon 2020 programmes has been established. This partnership will provide and promote further traineeship opportunities for students and recent graduates who wish to acquire digital skills<sup>22</sup> and competences required to perform jobs and thrive in an economy and society which is being continuously digitally transformed. Students and recent graduates from all disciplines are invited to apply for a traineeship in these domains. These traineeships are expected to take place in the EU Member States as well as in Horizon 2020 associated countries.

It is also possible that a School allocates additional funds to increase the number of available mobility grants for its candidates, once defined the number of selected candidates with ministerial or Community financial contribution.

<sup>6</sup> Each commission will be effectively created and contributions will be effectively assigned only in case a sufficient number of applications is received from the specific group of Courses/School

<sup>7</sup> Study Courses of Building and Construction Engineering, Building Engineering-Architecture, Building and Architectural Engineering, Management of the Built Environment also included.

GROUP 1 (HIGH living cost)	Denmark, Finland, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom	€ 480/month
GROUP 2 (MEDIUM living cost)	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€ 430/month
GROUP 3 (LOW living cost)	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, FYR of Macedonia	€ 430/month

**Please note:**

- » Politecnico di Milano **does not assign Erasmus+ mobility for internships not supported at least partly by contributions**; the candidates interested to carry out an internship abroad, even if not funded by Erasmus program, can refer to its formalization to the dedicated pages on the Career Services website (<http://cm.careerservice.polimi.it/en/students/>)
- » The Erasmus contribution to mobility for internships **can be combined with any other contribution received by the host organization**, provided that it complies with what in Art.1, condition 1; Please note, however, that the host organization is not necessarily required to provide any additional contribution to the applicant.
- » The Erasmus intern **continues to take advantage of any national/regional study grants or scholarships of which is the beneficiary**. The students awarded of a scholarship as referred in the Ministerial Decree of 9 April 2001 and eligible but not recipient may also take part, as scheduled, to the allocation of supplementary contributions of the Erasmus Contribution. For PhD School students, the Erasmus contribution is compatible with the 50% increase of the scholarship awarded by the Politecnico di Milano for the period abroad.

### FISCAL TREATMENT OF ERASMUS + CONTRIBUTION

According to Law 28.12.2015 n. 208 Art. 1, paragraph 50 to scholarships for international mobility can be applied the exemptions provided by Article 1, paragraph 3, of the Decree-Law of 9 May 2003, n. 105, converted with amendments by Law 11 July 2003, n. 170.

### STUDENTS WITH DISABILITIES

In order to allow a wider participation in the Erasmus+ Program to students with disabilities, there are additional EU funding to support Erasmus contribution. The contribution will be based on real actual costs, for which the request must be duly reasoned and justified.

The selected students under the present Call and with the requirements can ask to the Career Service about how to apply for this contribution

#### 4. ELIGIBILITY OF ORGANIZATION FOR WHICH TO APPLY

Host organization must be located in one of participating countries to Erasmus+ program (Program Countries):

- » **the EU member countries** (Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary)
- » the extra EU participating **countries** (Iceland, Liechtenstein, Norway, former Yugoslavian Republic of Macedonia)

**Please note that:**

- » It will not be possible to ask to carry out internships *either in Italy or in the citizenship country or in that of academic origin;*
- » *mobilities to Switzerland are not allowed;*
- » *given the political and institutional situation, international mobilities to Turkey are suspended for the academic year 2018-2019.*

The host organization can be a **public or private company, body, institution, foundation, organization.**

The following types of organizations are **not eligible** as host organizations:

- » organizations that manage Community programs
- » EU institutions and other EU bodies, including specialized agencies (the complete list can be found at <http://europa.eu/about-eu/institutions-bodies/>)
- » national diplomatic representatives (embassies, consulates, etc.) from which the candidate comes from and present in the host country;
- » The European Central Bank.

Host organizations that may be considered as eligible are *also public agencies or institutions such as cultural institutes, schools, Italian Chambers of Commerce abroad, etc. and private companies whose registered offices are in Italy provided that the transnational principle is guaranteed* (e.g.: the intern gains know-how other than that which they would gain with placements in their own countries).

Erasmus+ mobility provides that internship is **relevant to the candidate course of studies**; therefore, whatever is the kind of internship to be carried out, activities and educational objectives must be approved before by the appointed **Academic Coordinator** (see Art.8).

If the student wants to use the Erasmus+ for the recognition of the curricular compulsory internship, it will be responsibility of the student to check the conditions imposed by the academic regulations of his course for the recognition of the activity

## 5. DEADLINES AND METHODS FOR IDENTIFYING THE HOST ORGANIZATION

The host organization can be:

- » **found by the candidate** by personal initiative/contacts/through the **Job&Internship Offers Board** on the Career Service web site<sup>9</sup>, in compliance with requirements of Article 4 of this Call. Upon submission of the application (see Art. 6), the applicant must already have an agreement with one or more (max 3) host organizations; the online application form doesn't require to upload documents proving the agreement, but the candidate is required to fill in the given fields (name and web site of the organization, place of internship, description of the activities proposed).
- » For tips on how to find a host organization by personal means: **FAQ Erasmus+ for Traineeship 2018/19**, Annex III to the Call and <http://cm.careerservice.polimi.it/en/faq-en/>
- » **Identified in the list** of available offers and their requirements, and available for consultation in the document "**Erasmus+ for Traineeship Opportunities 2018/2019**", available at: <http://cm.careerservice.polimi.it/en/career-program/erasmus-for-traineeship-en/> and also attached to this Call (**Annex I**)

**Please note:** *the identification of a host organization in the list of the offers available, attached to this Call, does not guarantee the acceptance by the required organization; after closing of the Call and selection of the winners the Career Service will send to the desired host organization on behalf of the winner candidate his/her application, but in case of rejection of the application or of no reply to the application by the host organization (the economic and logistic situation of the host organization could change in the meantime in a way to not grant the availability previously allowed, or the selected candidate profile may not be appropriate to what is required by the same organization), the winner candidate will necessarily have to proceed to identify by himself a substitute organization*

In any case the selected candidate among the winners of the Call will necessarily present to the Career Service **email/letter of acceptance** from a host organization **no later than 2 months before the starting month of the internship indicated in the Application**.

The selected winner **won't be allowed to change the internship starting month reported within the application form**, *except in the case of its anticipation (within the period provided by this Call) or upon reasoned extension granted by the Career Service*.

The candidate that cannot provide proof of acceptance by an organization within the two months before the starting date of the internship required during online application will be **automatically excluded**. The scholarship will be then granted to another candidate in the waiting list.

**Please note:**

- » *in case of selection among scholarship winners and before the start of the internship the candidate will be able to change the host organization from the one/s named during application or approved. In any case, the application must be newly approved by the Academic Responsible for International Mobility/Erasmus+ for Traineeship (see Art. 8)*
- » *candidates eventually recalled at a later stage to that of the first ranking list and that did not already submit for a host organization found by personal means during online application will be allowed to ask for a postponement of maximum 60 days from the starting month inserted in the application*

<sup>9</sup> only for students/new graduates in Bachelor of Science and Master of Science



During submission, it will be possible to apply **from a minimum of one (compulsory) to a maximum of three host organizations**, as follows:

- » from 1 to 3 choices found by personal means  
OR
- » 1 choice among **Erasmus+ for Traineeship Opportunities 2018/2019** <sup>9</sup> (Annex I to the Call) plus (eventually) up to 2 opportunities found by personal means

We suggest the candidates indicate the opportunities according to your priority order.

## 6. APPLICATION SUBMISSION

Interested students must necessarily fill in time the application available on Online Services **(International Mobility for traineeship) from 10 May 2018 until 12.00 am of 31 May 2018**, including the required attachment, **otherwise the application will not be considered eligible**; the attachment will vary depending on the group of courses/School, as indicated below.

It is not necessary/allowed to deliver hard copy of the document to the Career Service.

The application is well done only if the candidate can verify, accessing the section of the Online Services *International Mobility for traineeship*, the availability of the summary of submitted data and the attachment/s plus the message "Complete Application"; the summary replaces the application receipt.

### PLEASE NOTE:

1. Since this is a Public Call, it will not be possible to accept any application in late, and not submitted through the dedicated tool and according to the deadline.
2. Applications without all the documents required by the candidate's School/Subject Area (see below) or not loaded properly will NOT be considered valid. The Career Service is not required to verify or notify the correct or incorrect outcome of the application made by the candidate.

In the list below, for each group of courses/School, are shown the documents to be submitted **ALL in English or in the main language of the host organization** to which the candidate wants to apply together with his/her application:

Bachelors of Science and Masters of Science in <i>Architecture and Urban Planning, Design</i> and <i>Graduate School in Architectural and</i> <i>Landscape Heritage</i>		<ul style="list-style-type: none"> <li>• curriculum Vitae</li> <li>• motivation letter</li> <li>• portfolio</li> </ul>
Bachelors of Science and Masters of Science in <i>Engineering</i> <sup>10</sup>		<ul style="list-style-type: none"> <li>• curriculum Vitae</li> </ul>
PhD School	<i>Architecture, Urban Planning and</i> <i>Design</i>	<ul style="list-style-type: none"> <li>• curriculum Vitae</li> <li>• motivation letter</li> <li>• summary of Dissertation project (5 pages max)</li> <li>• portfolio</li> <li>• list of publications</li> </ul>
	<i>Engineering</i>	<ul style="list-style-type: none"> <li>• curriculum Vitae</li> <li>• motivation letter</li> <li>• summary of Dissertation project (5 pages max)</li> <li>• list of publications</li> </ul>

<sup>9</sup> Other host organizations chosen in the list collected by the Career Service will not be considered

<sup>10</sup> Study Courses of Building and Construction Engineering, Building Engineering-Architecture, Building and Architectural Engineering, Management of the Built Environment also included

Specializing Masters Schools	<ul style="list-style-type: none"> <li>• curriculum Vitae</li> <li>• any certification or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio</li> </ul>
------------------------------	---

## 7. SELECTION AND EVALUATION OF APPLICATIONS

Applications will be evaluated and selected by special Selection Committees, whose members are Professors, and established for each group of courses/School.

The Commissions will assess the eligibility of the candidate, after verifying the attachments to the application are complete. While evaluating the Commissions will also have the opportunity to state the non-suitability of the candidate. In such cases candidates will automatically be excluded from the ranking list. The Commissions will use the below-mentioned criteria:

Bachelors of Science and Masters of Science in <i>Architecture and Urban Planning, Design and Graduate School in Architectural and Landscape Heritage</i>		<ul style="list-style-type: none"> <li>• results achieved in the study course</li> <li>• curriculum Vitae</li> <li>• motivation letter</li> <li>• portfolio</li> </ul>
<i>Bachelors of Science and Masters of Science in Engineering<sup>11</sup></i>		<ul style="list-style-type: none"> <li>• results achieved in the study course</li> <li>• curriculum Vitae</li> </ul>
PhD School	<i>Architecture, Urban Planning and Design</i>	<ul style="list-style-type: none"> <li>• results achieved in the study course</li> <li>• curriculum Vitae</li> <li>• assessment of the Professor's college</li> <li>• motivation letter</li> <li>• summary of Dissertation project (5 pages max)</li> <li>• portfolio</li> <li>• list of publications</li> <li>• role of the internship for the thesis-related research</li> </ul>
	<i>Engineering</i>	<ul style="list-style-type: none"> <li>• results achieved in the study course</li> <li>• curriculum Vitae</li> <li>• assessment of the Professor's college</li> <li>• motivation letter</li> <li>• summary of Dissertation project (5 pages max)</li> <li>• list of publications</li> <li>• role of the internship for the thesis-related research</li> </ul>

<sup>11</sup> Study Courses of Building and Construction Engineering, Building Engineering-Architecture, Building and Architectural Engineering, Management of the Built Environment also included

Specializing Masters Schools	<ul style="list-style-type: none"><li>• curriculum Vitae</li><li>• any certification or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio</li></ul>
---------------------------------	--

**PLEASE NOTE:** The Committees will have the right to assign weights to each evaluation criteria mentioned above.

Please note:

- » Data on the academic career (average and number of passed exams, credits, eventual graduation mark) will be extracted from the system *after the closure of the Call* and transmitted to the Selection Committees. This information will not be displayed in the application list available within the section of the Online Services **International Mobility for traineeship**.
- » In order to promote among candidates a good distribution of the international mobility experiences, it *will be* considered as preferential titles also the fact that the candidate has not yet taken advantage, during his academic career, of opportunities within other international mobility programs.
- » Scholarships will be unquestionably allocated and approved by the Commissions:
  - The Architecture and Urban Planning and Graduate School in Architectural and Landscape Heritage Commission and the Design Commission will draw up a ranking list each with:
    - selected candidates
    - candidates on waiting listfrom Bachelors of Science, Masters of Science and, in the Architecture and Urban Planning Commission case, the Specializing School.
  - The Engineering and PhD School Commissions will divide their overall number of available monthly instalments proportional to the applications received by each entitled School/subject area they include and will draw up ranking lists for each entitled School/subject area they include with:
    - selected candidates
    - candidates on waiting list
  - The Specializing Masters School Commission will draw up a ranking list with:
    - selected candidates
    - candidates on waiting listfrom all the courses.

The ranking list will include only eligible students, included those that can be granted only in case of availability of more mobility scholarships given to renunciations or for availability of new funds\*. Candidates not included in the list of selected ones and/or reserves must be considered not eligible by the Selection Committee to perform the mobility programme for this academic year.

\* PhD School every year allocates funds to increase the number of mobility grants available for its candidates.

## 8. PROCEDURES FOR SELECTED STUDENTS

The list of selected candidates and possible reserves will be available by **6<sup>th</sup> July 2018** and published online on the website <http://cm.careerservice.polimi.it/en/career-program/erasmus-for-traineeship-en/>

Selected candidates only will also receive simultaneously a communication via email from the Career Service at @mail.polimi.it / @polimi.it, *with the instructions to duly follow to confirm the acceptance of the grant within the time schedule indicated, otherwise the scholarship will be cancelled.*

Selected candidates are invited to promptly state their renunciation to mobility programme, even during the ongoing year, in order to allow the first reserve from the list to replace him in time. Withdrawals communicated after signing the Agreement will entail the obligation to return any financial contribution already received.

Reserves can be selected from the ranking list until June 2019, in case of not scheduled renunciations. Also reserves will be contacted during the year only via e-mail from the Career Service at @mail.polimi.it / @polimi.it to which they have to answer as confirmation of acceptance of the grant within the time schedule indicated, otherwise the scholarship will be cancelled.

After selection among winner candidates, confirmation of acceptance and identification of the host organization<sup>12</sup>, candidate must:

1. send an email to Career Service with communication of **acceptance** by the host organization within the predetermined rules in Art. 5
2. send, only in a second time, via email to the **Academic Coordinator** for International Mobility/Erasmus+ for Traineeship, and indicated by the Career Service, acceptance request and training objective of the host organization and forward the **approval** to Career Service via email, where obtained.

Only with these communications, the Career Service can start the signing process of the **Learning Agreement for Traineeship** between Politecnico di Milano, the candidate and the host organization, and therefore the mobility **Grant Contract** for Erasmus+; in any case, it is required to complete these procedures **before** the candidate's **departure**<sup>13</sup>.

The payment of the scholarship will be in two instalments, as described below:

- » within 30 days from signing the scholarship Agreement and having received the start internship documents (which will be specified and provided to the candidate by the Career Service) Politecnico di Milano will perform the request for 80% of the assigned scholarship;
- » in order to obtain payment of the instalment (corresponding to the remaining 20%), the Beneficiary must submit, within 30 days after completion of the Erasmus+ (but **no later than 18 October 2019**) the following final documentation:
  - the **Confirmation Letter**, issued by the host organization and stating the Erasmus+ stay with exact dates (day/month/year) of arrival and departure. On these dates, the real duration of mobility will be calculated.
  - the **Final Narrative Report**, through online dedicated platform of the European Commission, no later than 30 days after receiving this request.
  - The **Traineeship Certificate** issued by the host organization at the end of the internship period abroad, duly signed, certifying real dates of internship period and to have performed the program of the agreement, results obtained, and acquired skills.

The University shall have 45 days from receipt of the final documentation to perform the request for payment of the last instalment of the scholarship, or issue the request for reimbursement if required.

*If the candidate does not comply with requirements of the Learning Agreement, Politecnico di Milano can claim a partial or full reimbursement of the supplied scholarship to the beneficiary.*

<sup>12</sup> See art. 5 for procedures in case of host organization indicated through the "Erasmus+ Opportunities for Traineeship 2018/2019"

<sup>13</sup> The candidate who deliberately leaves and starts the internship prior to signing the documents required by the Program shall not be entitled to receive the payment of the first instalment until the completion of the procedures; moreover, until that time he/she won't be covered by Politecnico di Milano in terms of documents and insurance; last, the period carried out without proper documents won't be considered as actually done and as a part of the granted period

## 9. ONLINE LINGUISTIC SUPPORT

Erasmus+ Program offers the selected candidate an Online Linguistic Support (OLS).

To benefit from it the selected candidate will be required to check his/her language skills, through an online test, before the mobility, in the main language of the host Country, which will also be indicated in the Learning Agreement, provided the language is among the following: German, English, Spanish, French, Dutch, Portuguese, Bulgarian, Czech, Danish, Greek, Croatian, Hungarian, Polish, Romanian, Slovak, Finnish and Swedish, Estonian, Irish, Lithuanian, Latvian, Maltese, Slovenian.

Depending on the result of the evaluation test, the student/new graduate *can be* licensed to follow an online language course as preparation for mobility period. The initial and final linguistic assessments are compulsory.

Politecnico di Milano organizes foreign language courses all through the year. The information is available at the Web page Language courses.

## 10. INSURANCE COVER AND ENTRY INTO THE HOST COUNTRY

- » The candidate of Politecnico di Milano in international mobility is covered by *INAIL* insurance and insurance policy for *accidents* (this last one only inactive for post-graduation internships) and insurance for *civil liability* paid by Politecnico di Milano for accidents *during internship activities at the host organization*. Politecnico di Milano students can also take out a travel insurance policy at reduced cost.
- » The applicant must bring information autonomously about the rules governing Health Care in the destination country, through his/her ASL or diplomatic representative, and provide him/herself of it autonomously.
- » It is a collective responsibility of the selected participant and of the host organization to collect in advance information from their diplomatic representatives to ensure the documents needed (short/long stay visas or residence permits) are in order to regularly enter and intern in the host Country. It is strongly recommended that the authorisations are requested from the competent authorities well in advance, since the process may take several weeks. More info at: [http://ec.europa.eu/immigration/tab2.do?subSec=11&language=7\\$en](http://ec.europa.eu/immigration/tab2.do?subSec=11&language=7$en)

**PLEASE NOTE:** that each Partner Country can apply different regulations regarding internships and immigration, and therefore consider eligible or not different kinds of internships, depending also on the nationality of the candidate.

## 11. DATA TREATMENT

Pursuant to Legislative Decree 196/2003 (Code regarding the protection of personal data ), the Development and Corporate Relations Area – Career Service, is responsible for personal information provided and guarantees that they will be used exclusively for purposes related to this procedure.

## 12. RESPONSIBLE OFFICIAL

According to Art. 5 of the Law 7 August 1990, n. 241, the Responsible Official of this Call is Dr. Francesca Saracino, email: [careerservice.international@polimi.it](mailto:careerservice.international@polimi.it)

### 13. OFFICE OF REFERENCE

For information, those interested can contact the Career Service through an email at the address:  
[careerservice.international@polimi.it](mailto:careerservice.international@polimi.it)

**Please note:** activities and financing under this Call are subject to the effective subscription of Erasmus+ 2018/2019 financing agreement between the Erasmus+ National Agency and Politecnico di Milano.  
Please note also that information in this announcement may be subject to changes and additions based on additional information and provisions by the Erasmus+ National Agency.

Milan, 10/05/2018

The Manager  
signed Dr. Federico Colombo

*Digitally signed, according to Digital Administration Code (CAD)*