



VERY Frequently Asked and Answered Questions **ERASMUS+ FOR TRAINEESHIP 2018/2019**



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I've done / I'm doing a study for Erasmus for study: can I apply for the Erasmus for traineeship?

If the Erasmus for study period was during a previous cycle of study, ex. BSc if you are in the MSc, you can apply; you can apply also if you the Erasmus for study period was during the cycle of study you are now still attending, provided the cumulative limit of months indicated in Art. 2 of the Call. Please note that if you are doing now, or will you do during the next academic year also an Erasmus + to study the Erasmus + internship period, however, may not overlap even for a single day.

If I wanted to make the Erasmus internship immediately after the end of the Erasmus for study period, could I choose the same host country or should I change it?

Yes, provided that the two periods do not overlap even for a day and that their sum in the same cycle of studies does not exceed the limits set by the program (see Art. 2).

Can I use the Erasmus grant for an internship already supported by the instalment issued in the frame of the Call for thesis abroad financial support?

You must check constraints within the Call for thesis abroad; normally the two grants cannot overlap.

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I am a graduate not enrolled in another degree course: can I apply?

Unfortunately no, as indicated in [art. 1 of the Call and foreseen by the Program Guide](#), p. 37 “eligible participants”); see also the [FAQ](#) on the European Commission Program (ref. question no. 15). The Program allows applications for post-graduation internships, but only to those who can apply to the Call and be selected before the graduation date. However please note that Politecnico di Milano, as promoting institution for internships, is allowed by Italian laws to activate extracurricular internships for its graduates provided that the starting date falls within 12 months after graduation (for more information, please take the following [link](#)). Finally, we suggest you to check the opportunities for internships and jobs abroad on [our board](#), daily updated.

I am a graduate not enrolled in another degree course: I understand I cannot apply to Erasmus + for Traineeship Call; can I apply to Erasmus LLP Leonardo Program instead?

No, unfortunately the Leonardo's action key was over in 2013 with the Erasmus LLP whole Program, replaced by Erasmus+ Program for 2014-2020; the Leonardo Program has been incorporated into Erasmus+ for Traineeship, which makes it possible conducting post-graduation internships, but only to those who participate can apply to the Call and be selected before the graduation date.

I will graduate in July, without the intention to enroll in another degree course: can I still apply?

Yes, as indicated in art. 1 of the Call: the Erasmus+ for traineeship program is aimed not only to performing curricular internships, as the Erasmus Placement Program previously was, but it has the purpose of supporting also non compulsory and post-graduation internships.

I plan to graduate in September and then to continue my studies at Politecnico with a MSc. Do I have to apply as a student or as a graduate?

In the application form you are not required to declare the condition in which you will do your internship, but the type of internship; if you are a MSc student at the time you carry out the internship it will be curricular, compulsory or optional, depending on whether via the Erasmus Program you do an internship required by your study path or not.

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Does the internship necessarily have to be compulsory according to my study plan?

No, this was the rule for the Erasmus LLP Placement Program; you can complete a compulsory, non compulsory, or postgraduate (extracurricular) internship with the new Program.

Can I also apply for a thesis in a Company / University in Europe? Are the Universities eligible as host organizations?

Yes, provided that the host organization is willing to formalize your stay as an internship, not as a study exchange, and to sign the Learning Agreement that the Career Service will set up before the start of the experience. In addition, if you are an intern in a Company / University working on a research project already funded by European funds, the host organization cannot provide you with additional financial support based on European funds.

What do compulsory internship, non compulsory internship and extracurricular internship mean?

- › **Compulsory** = mandatory in your study plan or for thesis project development; You cannot graduate without doing it
- › **Non compulsory** = done while student for your choice, but without receiving CFUs in your study plan
- › **Extracurricular** = post graduation internship

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What are the benefits of hosting an Erasmus+ intern for an organization? What can I write in this regard in an email / letter to a potential host organizations?

You can strengthen the following aspects:

- › The grant covering at least part of the expenses, which allows hosting interns even for those host organizations that by internal rules or by national laws must provide a reimbursement of expenses to interns but which are not able to do so
- › The insurance for accidents and civil liability provided by Politecnico di Milano, also for periods of prolongation of the unfinished stage

For more advice on effective applications, click [here](#).

You can also ask the Career Service for an individual Counseling meeting (careerservice.international@polimi.it).

Does the curriculum vitae attached to the application have to comply with the European format?

No, it is not recommended unless explicitly requested by the host organization. Here [follow the link](#) to tips for effective applications.

Can the Career Service issue a statement that I am eligible to do an internship in Europe, to support my search?

The Career Service issues this kind of declaration to the selected winners who need it for visa reasons to enter the host country or to search for a host organization alternative to the one inserted while applying for the Call. On Career Service website host organizations [can directly verify](#) that Politecnico di Milano can activate internships for its students and graduates.

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Can I apply even if my internship, for which I have already been accepted by a host organization, will officially begin before October 1st, 2018?

Yes; however, you will not be able to receive Erasmus scholarships and documents for the period prior to 1st October 2018 and your internship will last at least until November 1st, 2018 (see Art 2 of the Call); However, to carry out an internship covered by Politecnico di Milano in terms of insurance aspects in the period before October 2, we advise you to follow the [steps to internship activation](#) on our website.

Can the desired duration of internship inserted while applying for the Call change if I'm a selected winner?

Yes, from a minimum of two months to a maximum of 6; keep in mind that in the case of internships longer than the number of monthly scholarships awarded by the Commission, the extra months will not be funded.

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When entering the three options for the host organization, do I need to enclose a confirmation document or simply enter its name?

It is not required to upload a confirmation document from the host organization, but it is understood that you must have an acknowledgment of acceptance to enter the organization as identified by personal means (see art 5 of the Call); for more information regarding data to be inserted about the host organization while applying, [see the tutorial](#).

I received confirmation of acceptance from a host organization found by personal means, which however asked me to send the Erasmus contract. Since the results of the Call are available in July, can this document be issued in advance?

No, since first it is a public call no candidate can be sure to be a selected winner; then, as indicated in art. 3 of the Call, Politecnico di Milano does not start Erasmus + for Traineeship mobilities, unless at least partially supported by a Community or ministerial contribution; the candidate interested in carrying out an internship abroad not funded by the Erasmus Program can refer to the [dedicated pages](#) to the Career Service website.

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Is there a possibility to change the host organization inserted in the application form to the Call after the closing of the Call and an eventual selection as a winner? Is it possible also for the host organizations found by personal means or only for those selected from the list of offers proposed by the Career Service?

The possibility exists in both cases, provide you have a confirmation of acceptance by the organization within 2 months from the starting date of the internship entered at the time of the online application for the Call and provided the approval by the international mobility Academic Referent for your study course, who will be indicated by the Career Service. However, please note that you will not be able to ask the Career Service to contact another host organization in addition to the one indicated as desired within the provided list; this type of change is not possible.

Can I apply even if I have not found a internship yet? Can I find it later?

To apply for this Call you must have found a internship opportunity by personal means or choose a desired one through the list of opportunities given by the Career Service; you cannot apply without expressing at least one selection. Look at the answer to the previous question regarding the change of the host organization.

If I wanted to do the Erasmus internship right after the end of the Erasmus period for study, could I stay in the same host country or should I change it?

There are no limits in this regard; the important thing is that the two periods do not overlap for even one day and that the sum of the two periods in the same cycle is not higher than the limits set by the Program (see Art. 2 of the Call).

In case of change of the host organization, can you also change the destination country?

Yes, provided that it falls among the Program countries (see Art. 4).

Is the United Kingdom still one of the host countries of the Program?

Yes, till a different decision by the country and the Program.

If I am interested in an opportunity among the list of those collected by the Career Service but my degree level or my condition at the time I will carry out the internship is different than the one required by the Company do I risk not to be accepted by the Company if selected winner of the Call?

It is very important to check that the desired opportunity requires a condition/a degree level that will be yours at the time of the internship; therefore, if the company requires GRADUATES and you are applying for a compulsory internship, your application won't be accepted by the Company; and viceversa. As far as the required degree level is concerned, it is a minor risk factor. Another essential element is to verify that the host organization you want to apply for is interested in your subject area.

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I don't have a language certificate; will I be penalized during the evaluation and selection of my application?

No, the application doesn't require a language certificate or a self declaration of the level of language knowledge; these elements are not among the selection criteria. However, please be sure you know a language at a medium/fluent level if required by a host organization you are applying for.

Will the results of my studies during the course be photographed and blocked at the time of the application?

No, they will automatically be taken into account at the time the Commission meets.

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I have taken a look at the results and none of the winners is matched with the host organization I indicated while applying: is it possible?

Yes; this Call is not finalized to fill all the available vacancies in the Career Service's list. Moreover, if the host organization wants to receive interns from Politecnico di Milano, it can do so also by activating a normal experience outside the Erasmus+ program and therefore not supported by a European Community scholarship.

I do not appear in the list of selected candidates and in the waiting list: can I know the reasons?

Write an email to careerservice.international@polimi.it; we will contact you / we will contact the members of the evaluation Committee to give you a feedback.

I'm in the waiting list: what does it mean?

It means that you are not currently among the selected winners; however, between September 2018 and June 2019, you may be invited to participate in the Call, in case of a withdrawal by a selected winner or in the case of new funds available. In this case, the date of your departure may be postponed for a maximum of two months from the date you are called (if the one you entered in the application phase has already passed).

When are the results published?

By July 6th, 2018 [here](#).

For the selected winners, must the confirmation of acceptance be a written letter from the host organization?

No, what is needed to start the procedures to formalize the experience is just an email by the host organization at careerservice.international@polimi.it

A friend of mine has received a confirmation email from the Career Service as winner of the Call, while I haven't so far. Is this an error, a time factor, or it means I was not selected?

The selection confirmation email is received only by selected winners; but check also the waiting list [here](#).

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What is the number of selected winners of the Call each year?

The number varies between 70 and 100 selected winners each year, depending on the budget issued by the delegated National Agency and on any ministerial co-funding.