

# ERASMUS+ FOR TRAINEESHIP

A.A. 2024/2025

Grants for internships in Europe

Very Frequently Asked and Answered Questions

## **WHO CAN APPLY AND PARTICIPATE?**

### **WHAT TYPES OF INTERNSHIPS ARE ELIGIBLE?**

### **HOW LONG CAN THE INTERNSHIP LAST?**

### **HOW TO IDENTIFY A HOST ORGANIZATION? WITHIN WHAT TIMEFRAME?**

### **HOW TO APPLY TO THE CALL?**

### **HOW ARE APPLICATIONS EVALUATED?**

### **HOW ARE THE RESULTS COMMUNICATED?**

### **I am a graduate not enrolled in another degree course: can I apply to the call?**

Unfortunately no, as indicated in art. 3 of the Call; the Program allows applications for post-graduation internships, only to those who are still students at the moment of application to the Call. However please note that Politecnico di Milano, can activate extracurricular internships for its graduates even if out of the specific Erasmus program (for more information, please take the following [link](#)). We also suggest you to check regularly the opportunities for internships and jobs abroad on our [board](#).

### **I plan to graduate in July and to continue my studies at Politecnico with a MSc. Which type of internship do I have to insert in the application?**

If you are a MSc student at the time you carry out the internship the type will be curricular, compulsory or non compulsory, depending on what required by your study plan.

### **I've done / I'm doing an International Mobility for study: can I apply for the International Mobility for traineeship?**

Yes!

If the International Mobility 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 the International Mobility for study period was/is during the cycle of study you are now still attending, provided the cumulative limit of months allowed in the case of carrying out both programmes within the same cycle of studies (see Art. 3 of the Call). Please note that if you are doing now, or will you do during the next academic year also an International Mobility for study the International Mobility for traineeship period, however, cannot overlap even for a single day.

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

You can choose the same country, provided that the two periods do not overlap even for a day.

**Can I use the International Mobility 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.

**Can I receive a financial contribution also from the host organisation?**

Yes, it is possible as long as it does not come from European funds.

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

No, you can carry out a compulsory, non-compulsory, or postgraduate (extracurricular) internship.

**Can I carry out an internship for the thesis? Can I carry it out also in a University?**

Yes, through this Call it is allowed to carry out the thesis in another University, but only as an internship; thus, the host organisation has to accept to formalise your presence as an intern/trainee. Alternatively, you have to apply to the International Mobility for Study program or Free Mover, that allow the development of the thesis in another University as an exchange student.

**Can I do an internship at a European institution?**

It is not possible to carry out the internship in EU institutions, bodies, offices and agencies.  
You can find the complete list [here](#).

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**Can I apply even if my internship will officially begin before September 1<sup>st</sup>, 2024?**

Yes; however, you will not be able to receive the Erasmus scholarships and documents for the period prior to 1<sup>st</sup> September 2024 and your internship will last at least until October 30<sup>th</sup>, 2024 (see Art 5 of the Call); however, to carry out an internship covered by Politecnico di Milano in terms of insurance aspects in the period before September 1<sup>st</sup> 2024, we advise you to tell the company to [follow the steps](#) to internship activation on our website.

**Can the desired duration of internship inserted while applying for the Call change once selected as a 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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### **What are the benefits of hosting an International Mobility 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, in case you are selected as winner:

- › 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 suggestions on how to find a Host organisation you can:

- › check the page <https://cm.careerservice.polimi.it/en/students/> of the Career Service website
- › [book an individual appointment](#) with an Internship Advisor of the Career Service

### **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.

For suggestions on a successful application you can:

- › check the page <https://cm.careerservice.polimi.it/en/students/> of the Career Service website
- › [watch the online crash course](#) on the Career Service website
- › [book an individual appointment](#) with an Internship Advisor of the Career Service

### **Can the Career Service issue a statement that I am selected as an Erasmus+ for Traineeship call winner?**

Yes! Indicating the exact amount and duration of the scholarship.

### **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?**

Yes, provided you have a confirmation of acceptance by the organization 60 days before 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.

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

Yes, in the application you will indicate that you haven't identified a host organisation yet.

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

You can stay in the same country but remember that the two periods cannot overlap even for a single day.

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

Yes, provided that it falls among the Participating countries (see Art. 1).

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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.

**When entering the host organization found by me, 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; the required data can be seen on the application form; for more information see the [tutorial](#).

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

No, first since it is a public call and no candidate can be sure to be a selected winner.



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

The evaluation is based upon data from the student's record as of the closure of the Call.

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**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](mailto:careerservice.international@polimi.it); we will contact you for a follow-up meeting.

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

It means that you are not currently among the selected winners; however, between September 2024 and June 2025, 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.

**When are the results published?**

By June 14<sup>th</sup>, 2024 on the [Career Service website](#). Each candidate will also be able to view the results of their candidacy through the “International Mobility for traineeship” application.

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

The number varies between 70 and 150 selected winners each year, depending on the budget issued by the delegated National Agency and on any ministerial co-funding.