Tutorial
ERASMUS+ FOR TRAINEESHIP A.A. 2018/2019

1. HOW TO APPLY FOR ERASMUS+ FOR TRAINEESHIP CALL 2018/19

First very first thing is preparing all the necessary documents and collecting required information:
- » Read the **Call** and the **FAQ** very carefully
- » Save the expiration date of the Call, to avoid missing it or applying too late!
- » Prepare the document/s in English (see art. 6 of the Call) in PDF with images that have a definition of maximum A4 format not more than 72 dpi and with a maximum size of 10MB:

Bachelors of Science and Masters of Science in Architecture and Urban Planning, Design and Graduate School in Architectural and Landscape Heritage	• curriculum vitae • motivation letter • portfolio	
Bachelors of Science and Masters of Science in Engineering[1]	• curriculum Vitae	
PhD School	*Architecture, Urban Planning and Design*	• Curriculum Vitae • motivation letter • summary of Dissertation project (5 pages max) • portfolio • list of publications
	Engineering	• Curriculum Vitae • motivation letter • summary of Dissertation project (5 pages max) • list of publications
Specializing Masters Schools	• Curriculum Vitae • any certification or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio	

To prepare your CV and cover letter follow the tutorials available on **Career Service website**.
Please note it is not mandatory to have a language certificate!

If you have already found a host organization by personal means prepare the following data:
- » NAME OF THE HOST ORGANIZATION (40 LETTERS MAX)
- » COUNTRY
- » CITY
- » ACTIVITIES PROPOSED BY THE HOST ORGANIZATION FOR THE TRAINEESHIP (3000 LETTERS MAX)
- » WEBSITE (100 LETTERS MAX)

---

[1] Study Courses of Ingegneria e Tecniche per l'Edilizia e l'Architettura, Building Engineering-Architecture, Building and Architectural Engineering, Management of the Built Environment also included

If, on the contrary, you wish to select one of the opportunities collected by the Career Service please **check the list**; before choosing the opportunity please check:

- » That the condition in which you will carry out the traineeship is the one required by the host organization (STUDENT = curricular compulsory or non compulsory traineeship; GRADUATE = post graduation traineeship, 'extracurricular')
- » That your subject area is the one required by the host organization
- » That your period of availability is the one required by the host organization (at least partially)
- » That your level of study is the one required by the host organization

If you don't match the offer choose another one, otherwise you might not be accepted by the host organization, in case you are selected winner of the Call
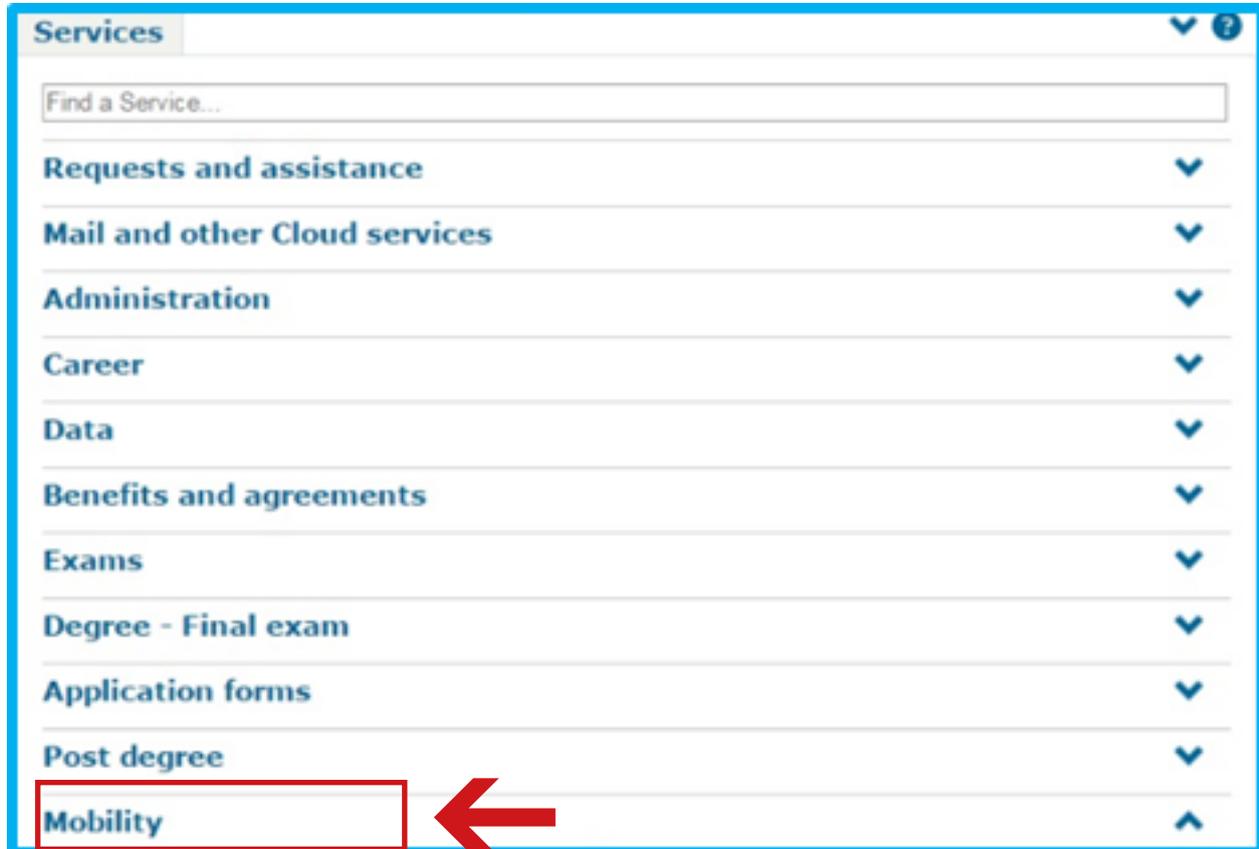
2. NOW I'M READY TO APPLY

Only once the pdf with the documents required for application is ready and other required data on eventual previous Erasmus periods and you've found/choose the desired host organizationon take 15 minutes time to apply. **In order to avoid last minute technical problems it is strongly suggested not to wait the day and hours around which the Call expires to apply or to change/save your final application, also because the Career Service cannot guarantee immediate help in case of necessity**.

From a computer with fast connection to internet go to **http://www.polimi.it/en/home/** and access your Online services by inserting your Person Code and Password:
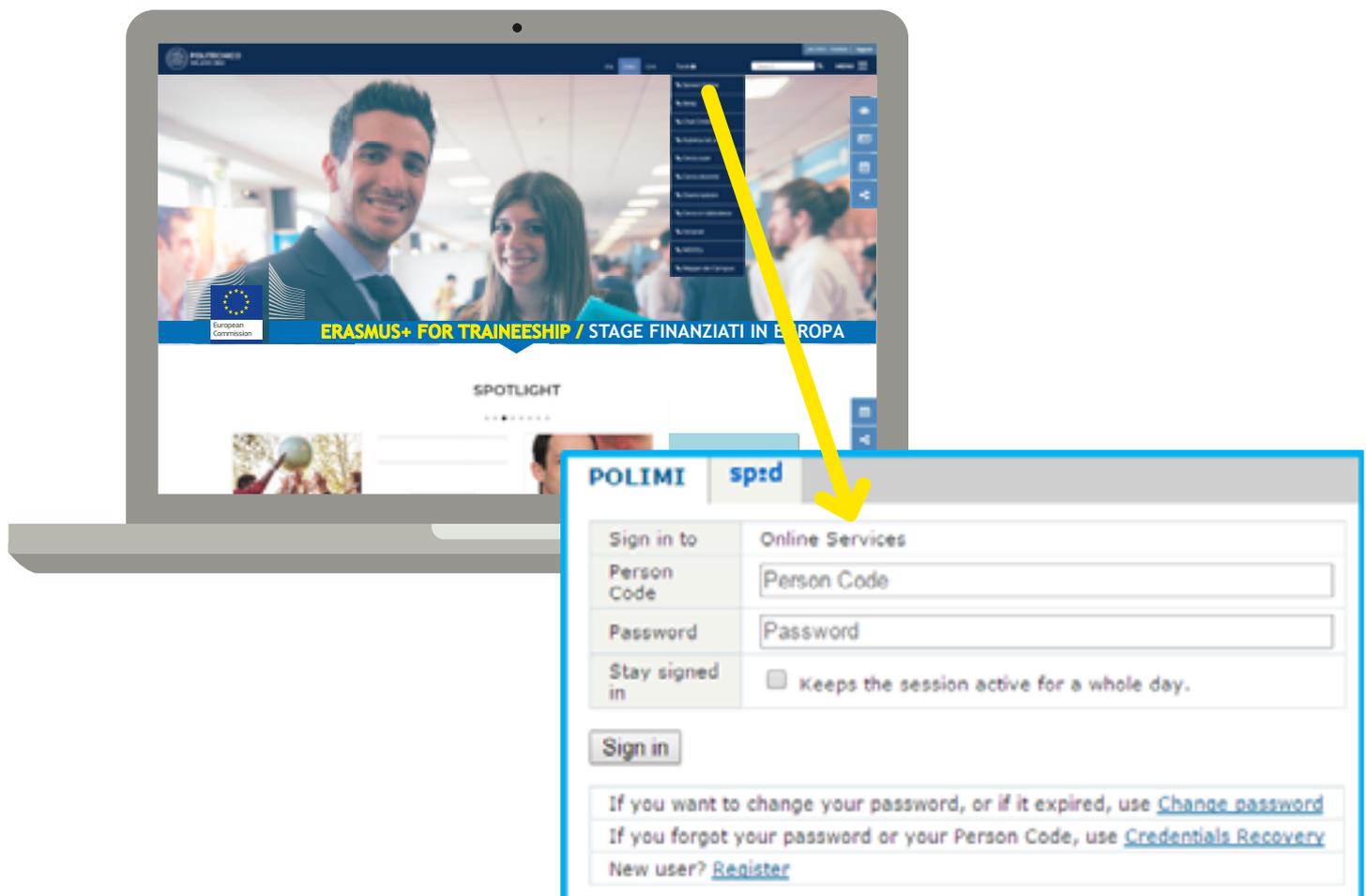
In the Online Services catalogue (right column of the screen) click on **Mobility** and then on **International Mobility for Traineeships**

International Mobility for Study
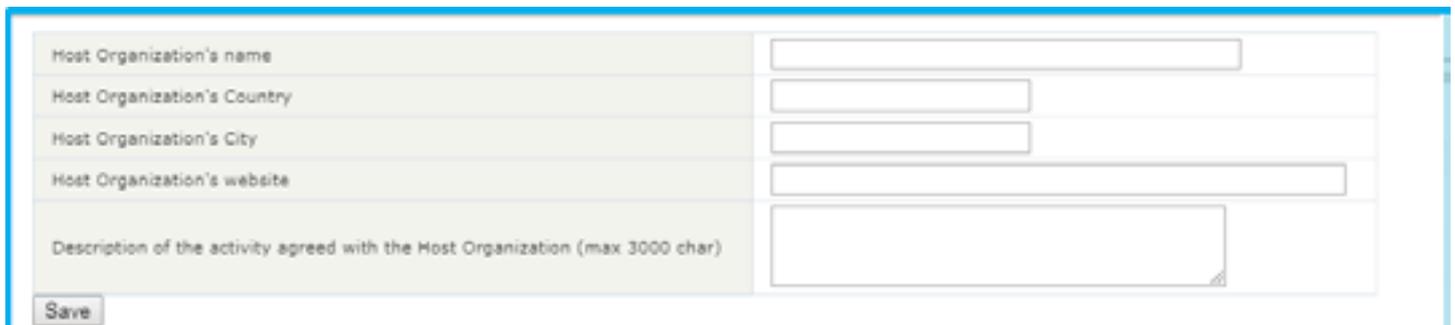International Mobility for Traineeship

Please read carefully the following tips:

» Login session expires **after 15 minutes** if unused; this is the reason for getting all the documents and data ready before applying (see above)

» Do not use **BACK botton** in the browser and in the application during the procedure because the system stucks!

» In both cases, otherwise, while trying to go further with the procedure a blank page will appear; then **close the browser and restart it after new login on online services (or logout and login again if the session is still on) and start again the procedure! Data previously saved will be visible after accessing the form again**.

» To avoid technical problems we suggest you to first save and send the application without the attachment; then **close the browser and restart it after new login on online services (or logout and login again if the session is still on) and modify the application, completing it with the attachment**.

» Being it a public competition Call it won't be possible to accept applications outside this online procedure or later than the fixed deadline. Applications submitted too late or without meeting requirements or without the required documents will NOT be considered eligible.

» If entering the online application you see the message "Fill in your application" it means the application was not saved and sent

» If entering the online application you see the message "Uncomplete application" it means the application was not completed with the upload of the attachment/s

» If entering the online application you see the message "Complete application" it means the application was saved and sent with the upload of the attachment/s; however attachments submitted without the documents required by the specific School/Subject Area of the candidate 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.

The application's starting page will appear:

In this section you have to insert your preferences regarding the host organization

A. APPLICATION WITH HOST ORGANIZATION IDENTIFIED IN THE LIST OF THE OPPORTUNITIES COLLECTED BY THE CAREER SERVICE

If you don't have an opportunity found by personal means you can choose ONLY ONE among the 'Opportunities collected by Career Service of Politecnico di Milano' (Host Organization's code)

Choose the code of the offer and then 'Add'

The next summary page will appear:

Now you can insert only one or two opportunities found by personal means, but you cannot insert other opportunities in the list collected by the Career Service, as you can read in art. 6 of the Call; should you have no more opportunities to insert just click on SAVE to complete the section.

To insert opportunities found by personal means click on **'INSERT A HOST ORGANIZATION FOUND INDEPENDENTLY'**.

The next section will appear:

Fill in ALL the gaps paying attention to the maximum number of letters for each (NAME OF THE HOST ORGANIZATION -40 LETTERS MAX; ACTIVITIES PROPOSED BY THE HOST ORGANIZATION FOR THE TRAINEESHIP - 3000 LETTERS MAX; WEBSITE -100 LETTERS MAX), otherwise the system won't let you go further; please note:

» Mobilities to Italy, Switzerland, Turkey and Countries not included in Program Countries (see art.4 of the Call)
» It is not necessary to upload/copy and paste emails or confirmation of acceptance by the host organization in the gap 'Description of the proposed internship project'
» The gap 'Website' is a non mandatory gap

ONCE COMPLETED THE GAPS CLICK ON SAVE and DOUBLE SAVE on the summary page that will appear
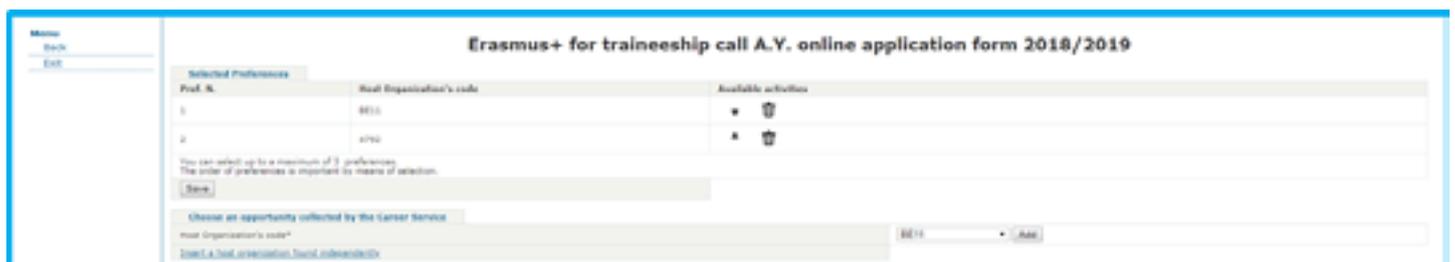
You can insert another preference, but only if found by personal means; in this case proceed as indicated above; we suggest you to give a priority order of the preferences by using the menu AVAILABLE ACTIVITIES.

Remember to press SAVE botton when you've completed the selection of the preferences.

B. APPLICATION WITH HOST ORGANIZATION IDENTIFIED BY PERSONAL MEANS

If you have a host organization identified by personal means click on 'HOST ORGANIZATION FOUND INDEPENDENTLY'.

See instructions above to complete the section.

You can insert up to 3 preferences: up to 3 host organizations found by personal means (1 is the minimum required) or, as an alternative, you can add to 1 or 2 host organization found by personal means 1 host organization found in the list given by the Career Service (non compulsory).

Remember to give a priority order of the preferences by using the AVAILABLE ACTIVITIES menu in the summary page.

Remember to press SAVE botton when you've completed the selection/positioning of the preferences.

After clicking SAVE in the summary page (see above) you come to the following section:


```
Visible only to candidates from Schools/Subject
Area which require other attachments to the CV
```

In this section you are required to insert:

- » The period in which you intend to carry your traineeship; please note:
  - › If you choose a host organization in the list collected by the Career Service **do not insert October as start date, since the host organization is not obliged to accept you as a trainee and, in this case, you should find another opportunity by personal means no later than the end of August; If you couldn't you would lose the grant**. Please note you must receive a confirmation of acceptance by a host organization at least 2 months before the start date of the traineeship inserted in the application form; therefore insert October as start date only in case you have already found a host organization by personal means; otherwise you are suggested to insert December/January. In case you are selected winner of the Call please note that the start date can be anticipated but not postponed.
  - › If you choose a host organization in the list collected by the Career Service **do not insert a period of traineeship differente from the availability period indicated by the organization and do not indicate a shorter minimum duration of the traineeship**.
  - › Do not insert 10 months of duration, but maximum 6, because you will hardly receive more than 4 months of grant.
  - › The traineeship cannot be shorter than 2 months; the very last date to start a traineeship in the frame of Erasmus program 2018/19 is July 30th 2019.
  - › If your traineeship is extracurricular (=post-graduation) do not insert a start date prior to the graduation date.
  - › If you already carried out Erasmus periods with the same matriculation number do not insert a duration exceeding the maximum of 12 months (24 in case of five years single cycle degree).

The type of traineeship; please note:

- » Curricular Compulsory = mandatory in your study plan. Gives you CFUs. You cannot graduate without doing it. In this type of traineeship also the one done for thesis project is included.
  Curricular Non compulsory = done while student for your choice, but without receiving CFUs in your study plan
  Extracurricular = post graduation traineeship
- » Only in case you choose the extracurricular traineeship you must insert the foreseen graduation date (prior to the start date of the traineeship inserted); student who foresee to graduate till July 2019 are admitted, since the very last date to start a traineeship in the frame of Erasmus program 2018/19 is July 30th 2019.

REMEMBER TO CLICK 'SAVE' BOTTON AFTER INSERTING THE TYPE OF THE INTERNSHIP AND THE PERIOD.

After clicking on 'Confirm' in the summary page (see above) you reach the following section.

In this section you are required also to upload:

- » **the curriculum vitae** (first upload botton)
- » **other documents eventually required** by your School/Subject Area (please read thoroughly art.6 of the Call) (second upload botton)

The documents must be uploaded as follows:

- » ONE FILE in case for the application the Call requires only the CV
- » TWO FILES in case for the application the Call requires other attachments to the CV (1 file for the CV, one for other attachments).

Each file must be in PDF format, with images with a definition in maximum A4 size format not exceeding 72 dpi and with maximum size of 10MB.

REMEMBER TO CLICK 'SAVE' BOTTON AFTER UPLOADING EACH FILE.

After finishing the upload of all the attachments **the application will result completed ('Complete application')**
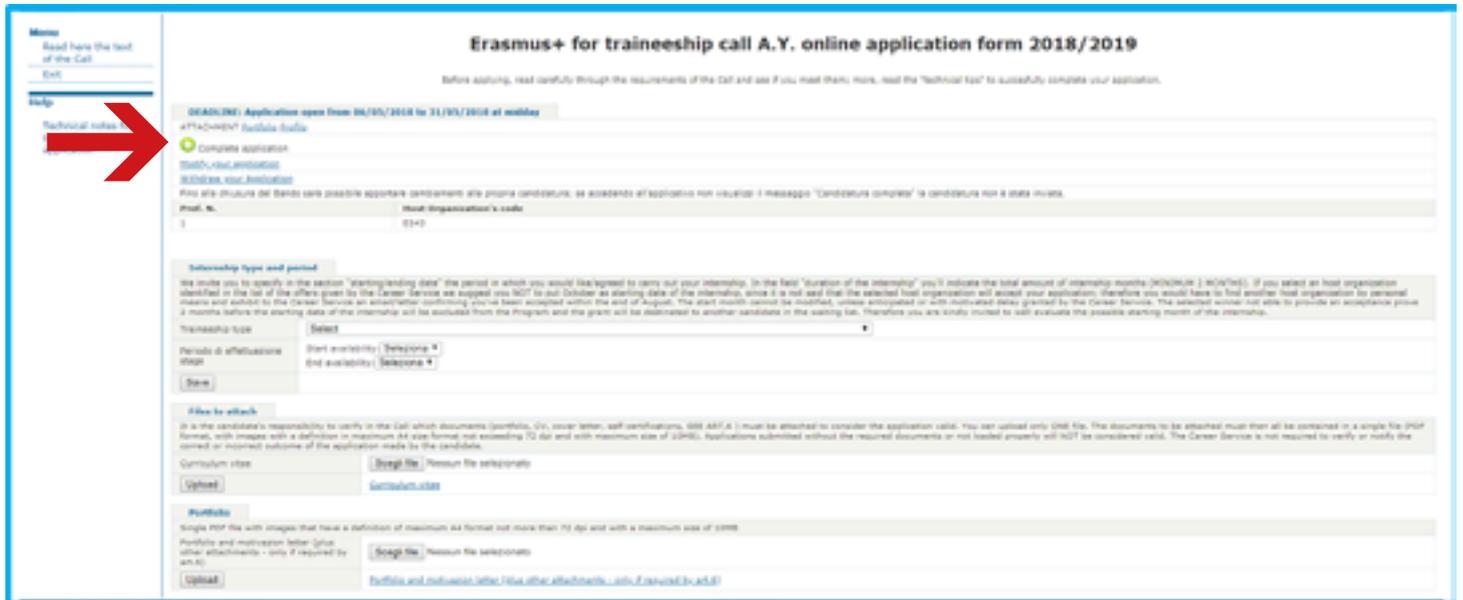

PLEASE NOTE:

Applications without all the documents required by the candidate's School/Subejct Area (see art.6 of the Call) 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.

Until the close of the call applications and attachments can be modified/withdrawn by re-entering the procedure (MODIFY/WITHDRAW YOUR APPLICATION)

The completed application doesn't issue a final receipt.

If at the end of the application a blank page like the following appears:
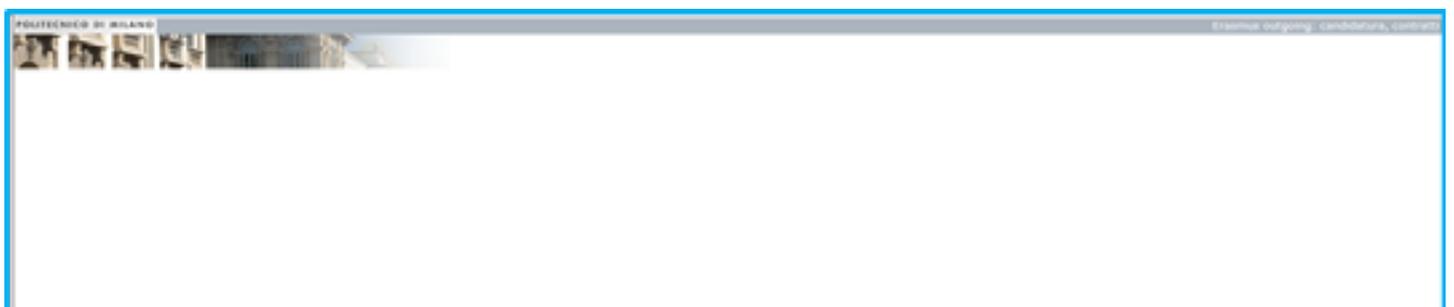
It means the session has expired or you've tried to upload the attachment without first saving and reentering the application or the pdf is too heavy.

In both cases CLOSE THE BROWSER, RESTART IT, make a NEW LOGIN ON ONLINE SERVICES (or logout and login again if the session is still on): if you see the summary/receipt as first page the application is well done; on the contrary start again the procedure.

For any technical problem please contact us via email attaching a screenshot of the problem: careerservice.international@polimi.it

We cannot guarantee assistance/reply via email and telephone on the last hours immediately prior to the closure of the Call.