

ERASMUS+ FOR TRAINEESHIP

A.A. 2020/2021

Call for applications finalized to the
allocations of financial contributions
for internships in Europe

POLITECNICO DI MILANO
RESEARCH, INNOVATION AND CORPORATE RELATIONS AREA

THE MANAGER

Date 11/05/2020
Ref. No. 3465/2020
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Title V
Class. 6
UOR: SCS – UNIT Career Service

- › 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 and by the Board of Governors of 31/10/2017
- › 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

HEREBY DECREES

the publication of the Call for applications for Erasmus+ for Traineeship a.y. 2020/2021 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,

Division Research, Innovation and Corporate Relations Area Manager
Dott. Federico Colombo

Digitally signed, according to CAD

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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 2020 and students who foresee to graduate till July 2021¹
- › interested in carrying out **between October 1st 2020 and September 30th 2021**:
 - 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

The application to the Call **is not allowed to those who are not enrolled students anymore at the moment of the application**².

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.

¹ Exchange students and incoming double degree students are excluded, since not regularly enrolled;

² (ref. question n.19): the candidate must apply and be selected before graduation; for this reason those graduating in June 2020 are excluded. [Here](#) more information on extracurricular internships.

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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.

2. DURATION

Erasmus+ internship can have a minimum duration of 2 months³ and maximum 12 months. Internships under this 2020/21 Call must, in all cases, take place in the period between October 1st 2020 and September 30th 2021.

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 studies⁴:
 - 12 months in I^o or II^o or III^o 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 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.

⁴ 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

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3. CONTRIBUTION

The applicants selected for an Erasmus+ internship will be entitled of a ministerial or Community financial contribution⁵.

Career Service will divide the number of monthly Erasmus+ contributions funded proportionally to the number of applications as follows⁶:

- › 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 Engineering⁷
- › 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.

The internship may be longer than the months of grant assigned by the Committees, but extra periods 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:

GROUP 1 (HIGH living cost)	Denmark, Finland, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom	€ 400/month
GROUP 2 (MEDIUM living cost)	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€ 350/month
GROUP 3 (LOW living cost)	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, FYR of Macedonia, Turkey	€ 350/month

⁵This letter 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 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.

⁶Each 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

⁷Study Courses of Building and Construction Engineering, Building Engineering-Architecture, Building and Architectural Engineering, Management of the Built Environment also included

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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](#)
- › 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.

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4. ELIGIBLE HOST ORGANIZATIONS

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, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary)
- › the extra EU participating countries (Iceland, Liechtenstein, Norway, former Yugoslavian Republic of Macedonia, Turkey, United Kingdom)

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.

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 [here](#))
- › national diplomatic representatives (embassies, consulates, etc.) from which the candidate comes from and present in the host country.

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 Referent, that will be indicated by Career Service (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.

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5. DEADLINES AND METHODS FOR IDENTIFYING THE HOST ORGANIZATION

The host organisation can be identified only by the candidate respecting the requirements at Article 4 of the Call.

Given the internationally widespread health emergency and the temporary inactivity of companies, institutions, foundations, organisations, the candidate does not need to have already a host organisation when applying. If a selected winner, he/she will have to present to the Career Service email/letter of acceptance from a host organisation no later than 60 days before the starting month of the Internship indicated in the application, through modalities that will later be specified.

Nevertheless, as a support to the research please see the attachment to the Call with a list of all the host organisations that over the past few years welcomed Politecnico Erasmus trainees or showed an interest in hosting them ([Attachment 1](#) to the Call).

For suggestions on how to find autonomously host organisations it is possible to check the [FAQ Erasmus+ for Traineeship 2020/2021, Attachment III to the Call and the website](#).

Please note that candidates eventually recalled at a later stage to that of the first ranking list will have no more than 60 days from the day of the recall to find a host organisation and define the starting date (within the temporal limitations of Article 2).

6. APPLICATION SUBMISSION

Interested students must necessarily fill in time the application available on Online Services (International Mobility for traineeship) from 11 May 2020 until 12.00 (midday) of 11 June 2020, 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.

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PLEASE NOTE

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. 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:

<i>Bachelors of Science and Masters of Science in Architecture and Urban Planning, Design and Graduate School in Architectural and Landscape Heritage</i>		<ul style="list-style-type: none"> · Curriculum Vitae · motivation letter · portfolio
<i>Bachelors of Science and Masters of Science in Engineering⁸</i>		<ul style="list-style-type: none"> · Curriculum Vitae
<i>PhD School</i>	<i>Architecture, Urban Planning and Design</i>	<ul style="list-style-type: none"> · Curriculum Vitae · motivation letter · summary of Dissertation project (5 pages max) · portfolio · list of publications
	<i>Engineering</i>	<ul style="list-style-type: none"> · Curriculum Vitae · motivation letter · summary of Dissertation project (5 pages max) · list of publications
<i>Specializing Masters Schools</i>		<ul style="list-style-type: none"> · Curriculum Vitae · any certification or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio

⁸ Study Courses of Building and Construction Engineering, Building Engineering-Architecture, Building and Architectural Engineering, Management of the Built Environment also included

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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:

<i>Bachelors of Science and Masters of Science in Architecture and Urban Planning, Design and Graduate School in Architectural and Landscape Heritage</i>		<ul style="list-style-type: none"> · results achieved in the study course · curriculum Vitae · portfolio · motivation letter
<i>Bachelors of Science and Masters of Science in Engineering⁹</i>		<ul style="list-style-type: none"> · results achieved in the study course · curriculum vitae
<i>PhD School</i>	<i>Architecture, Urban Planning and Design</i>	<ul style="list-style-type: none"> · results achieved in the study course · curriculum Vitae · assessment of the Professor's college · motivation letter · summary of Dissertation project (5 pages max) · portfolio · list of publications · role of the internship for the thesis - related · research
	<i>Engineering</i>	<ul style="list-style-type: none"> · results achieved in the study course · curriculum Vitae · assessment of the Professor's college · motivation letter · summary of Dissertation project (5 pages max) · list of publications · role of the internship for the thesis - related · research
<i>Specializing Masters Schools</i>		<ul style="list-style-type: none"> · Curriculum Vitae · any certification or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio

⁹ Study Courses of Building and Construction Engineering, Building Engineering - Architecture, Building and Architectural Engineering, Management of the Built Environment also included

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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 list from Bachelors of Science, Masters of Science and, in the Architecture and Urban Planning Commission case, the Specializing School.
 - *The Engineering Commission will divide their overall number of available monthly instalments proportional to the applications received by each entitled School they include and will draw up ranking lists for each entitled School they include with:*
 - selected candidates
 - candidates on waiting list.
 - *The Specializing Masters School and PhD School Commission will draw up a ranking list each with:*
 - selected candidates
 - candidates on waiting list from 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.

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8. PROCEDURES FOR SELECTED STUDENTS

The list of selected candidates and possible reserves will be available by 15th July 2020 and [published online on the website](#).

Each candidate will also be able to view the results of their candidacy through the “International Mobility for traineeship” application. Personal communications will not be forwarded to interested parties

Acceptance by the candidate must take place by 12 (midday) on 24 July 2020.

The reading of this Call and the deadline for the first selection process is a notification to the candidates. The selected candidate who does not express a decision within the acceptance phase or who refuses it will be automatically excluded.

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 2021, in case of not scheduled renunciations. Also reserves will be contacted during the year only via email from the Career Service at @mail.polimi.it / @polimi.it with the instructions to accept the grant within the time schedule indicated, otherwise the scholarship will be cancelled.

After the ranking/scrolling and the identification of the Academic Referent and of the host organization as established in Art. 5 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 departure¹⁰.

¹⁰ 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

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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 15 October 2021) 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.

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 (if available), which will also be indicated in the Learning Agreement.

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.

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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 [here](#).
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
- › **Traineeship in UK:** extra UE students, enrolled in an Italian Higher Education Institution, before leaving for an internship in the UK must obtain a Tier5 Temporary worker – Government Authorised Exchange visa, that means a visa granted to a temporary worker. The procedure to be followed is explained [here](#).

11. DATA TREATMENT

For data processing we invite the candidate to read the contents [here](#).

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

- 01 RECIPIENTS AND REQUIREMENTS FOR PARTICIPATION
- 02 DURATION
- 03 CONTRIBUTION
- 04 ELIGIBLE HOST ORGANIZATIONS
- 05 DEADLINES AND METHODS FOR IDENTIFYING THE HOST ORGANIZATION
- 06 APPLICATION SUBMISSION
- 07 SELECTION AND EVALUATION OF APPLICATIONS
- 08 PROCEDURES FOR SELECTED STUDENTS
- 09 ONLINE LINGUISTIC SUPPORT
- 10 INSURANCE COVER AND ENTRY INTO THE HOST COUNTRY
- 11 DATA TREATMENT
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- 13 OFFICE OF REFERENCE**

13. OFFICE OF REFERENCE

For information, those interested can contact the Career Service through an email at the address careerservice.international@polimi.it. 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,

PLEASE NOTE

- Activities and financing under this Call are subject to:
- › the effective subscription of Erasmus+ 2020/2021 financing agreement between the Erasmus+ National Agency and Politecnico di Milano.
 - › the evolving of the health emergency connected to COVID-19 epidemic in Europe and to the extraordinary measures that each participating country could decide to adopt to in the following months and that could compromise the international mobility

The Manager
signed Dott. Federico Colombo

Digitally signed, according to CAD