

POLITECNICO DI MILANO
RESEARCH, INNOVATION AND CORPORATE RELATIONS AREA

Date 18/04/2024
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Title V
Class 6
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THE GENERAL DIRECTOR

- › GIVEN the Erasmus Charter for Higher Education 2021-2027 awarded by the European Commission;
- › GIVEN the approval of the new Erasmus program for the period 2021-2027 from the European Council and the publishing of the related guide;
- › GIVEN the “Guidelines for managing international student mobility” approved by the Academic Senate on 16/11/2021;
- › 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 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. 2024/2025 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, 18/04/2024

General Director
Dr. Eng. Graziano Dragoni

Digitally signed, according to CAD

ERASMUS+ FOR TRAINEESHIP

A.Y. 2024/2025

Grants for internships in Europe

Call for applications to the International Mobility
for traineeship for the a.y. 2024/2025

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1. WHAT IS THE AIM OF THE ERASMUS+ FOR TRAINEESHIP?

Through the Erasmus+ for Traineeship, the European Union and the Ministry of University and Research **finance traineeships** (hereinafter referred to as ‘internships’) in the countries participating in the Erasmus+ 2021-2027 program (*Program Countries and Partner 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, Serbia, Slovakia, Slovenia, Spain, Sweden, Hungary)
- › **European Economic Area Countries participating in the program or Candidate countries** (Iceland, Liechtenstein, Norway, Serbia, Turkey, North Macedonia)
- › **Third countries non-associated to the Programme** (United Kingdom, Switzerland, Principality of Monaco)

2. WHICH IS THE AMOUNT OF THE CONTRIBUTION?

The applicants selected for an International Mobility for traineeship will be entitled of a ministerial or Community financial contribution¹.

The amount of a single monthly instalment, set annually by the Erasmus+ National Agency, is related to the country of destination of the trainee, based on living costs. Except for corrections, which may be received by September 2024, for the academic year 2024/2025, the monthly amount of the contribution will be:

GROUP 1 (HIGH living cost)	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Principality of Monaco, United Kingdom, Switzerland (<i>Partner Countries</i>).	€ 500/month
GROUP 2 (MEDIUM living cost)	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta Slovakia, Slovenia, Spain, Portugal.	€ 450/month
GROUP 3 (LOW living cost)	Bulgaria, Croatia, Lithuania, Hungary, Poland, Romania, North Macedonia, Turkey, Serbia.	€ 400/month

¹This letter is periodically assigned by MUR to Universities under the law n. 183/1987; the MUR co-financing distribution criteria are approved by the University Board of Governors. 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.

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The total amount of the European and ministerial contributions will be **proportionally divided** according to the number of applications for the following groups of Courses/School²:

- › 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**³
- › **PhD School**
- › **Specializing Master Schools**

It will be up to single selection Committees for each group of courses/School (see Art. 9) the monthly distribution to apply to each selected applicants.

2.1 WHAT IS IMPORTANT TO KNOW ABOUT THE CONTRIBUTION?

- › To favor the widest distribution of contributions in favor of international mobility experiences, it is possible that the financial contribution assigned to each candidate **does not cover the entire duration of the internship, but in any case it will cover at least 2 months.**
- › The assigned contribution **can be combined with any contributions proposed and paid to the candidate directly by the host organization**, as long as it is not another contribution from the European Union. The host organization can freely choose whether to add a financial contribution or may be required to do so, depending on local legislation.
- › The monthly and total amount of the contribution assigned to the individual candidate is **all-inclusive**: there are no additional contributions for specific expense items.
- › The awarded contribution **can be combined with any national/regional study grants or scholarships** of which the winning candidate is the beneficiary.
- › Selected candidates who are also recipients of DSU scholarships or eligible non-assignees (including those enrolled in PhD courses) may benefit from an integration of the DSU scholarship for the internship. For details, consult the DSU call, which is published every year in June.
- › For PhD School students, the contribution is compatible with the 50% increase of the scholarship awarded by the Politecnico di Milano for the period abroad.

² 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.

³ 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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- › In order to allow a wider participation in the Program to students with disabilities or DSA, there are additional EU funding to support International Mobility for Internship contribution. **The contribution will be based on real actual costs, for which the request must be duly reasoned and justified, and then approved by Politecnico and the Erasmus+ National Agency.** The interested candidate can later on apply for the additional contribution within the deadline and the modalities that will be later communicated.
- › 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).

3. WHO CAN APPLY AND PARTICIPATE?

Application can be made by:

- › **students enrolled at the moment of the application** 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 Heritage⁴.
- › those who are not **residents/citizens** of the Country where he/she intends to do the internship
- › those who are **Italian citizens** or **regularly staying in Italy**.

If selected candidate, the participant has to **comply with the following conditions** at the moment of starting the internship:

- › to remain **student for the whole duration of the internship**, ending it before the graduation date, or start and carry out the internship **entirely after the graduation**, within 12 months from the graduation date.
- › do not receive during the internship another **financial contribution** coming from Community funds of the European Union.
- › to be **Italian citizen** or keep the Italian **stay permit valid** for the whole duration of the internship, even after the graduation.
- › to not have done already, when starting the internship, **more than 10 months of non virtual international mobility** for study or for traineeship within the same cycle of studies (22 for single cycle programme - 4/5 years).

⁴ In particular:
 • those enrolled in a Specializing Master of first and second level cannot be currently workers (hired as employee or collaborator), or former employee or collaborator of the proposed host organization
 • those enrolled in a PhD School must not have activated their PhD Course in executive mode or higher education apprenticeship

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4. WHAT TYPES OF INTERNSHIPS ARE ELIGIBLE?

The selected candidate can choose among:

- › **CURRICULAR COMPULSORY INTERNSHIP (for CFUs)**, to be concluded before the graduation date. In case of curricular compulsory internship, the candidate must check first the [rules](#) (duration, content, training objectives, eligible host organizations) of his/her course.
- › **CURRICULAR NON COMPULSORY INTERNSHIP (not for CFUs; yes for thesis)**, to be concluded before the graduation date⁵.
- › **EXTRACURRICULAR INTERNSHIP, i.e. after obtaining the degree**, in condition of new graduate/Master graduate or Specializing School graduate/ new PhD Holder entirely after the graduation date and to be concluded within 12 months from the graduation.
- › **PROFESSIONAL, i.e. after obtaining the degree** (Bachelor, Master, Single-cycle Master's Degree) for candidates with degrees in Architecture and Building and Architectural Engineering only, to substitute the practical examination of the State Exam⁶.

4.1 WHAT FEATURES HAS TO HAVE THE INTERNSHIP?

- › To carry out the internship, the selected candidate must necessarily go to the country of the host organization; the **mobility** must therefore be **physical** and the Career Service will ask the candidate for proof of outbound and inbound travel for verification. The candidate may, for the policy of the host organisation and if allowed by local legislation, also carry out moments of distance/work from home (online internship), but necessarily being in the Country of the Host organization. Totally virtual mobility (totally online internships and carried out "from home") are not allowed and are not subject to financial contributions.
- › The internship must necessarily be **full time** (from 21 to 40 hours per week).
- › In the context of Erasmus + for Traineeship it is not possible to carry out activities other than an internship, therefore **employment contracts are not eligible for contributions**.

⁵ It is allowed to carry out the thesis in another University only if the host organisation accepts to formalise the presence of the student graduate as an intern/trainee. As an alternative, it is possible to opt for the application to the International Mobility for Study program, and/or Free Mover, that allows the development of the thesis in another University as an exchange student, not as intern/trainee.
⁶ As per the [Agreement signed between Politecnico di Milano, the Board of Lombardy Architect, the Order APPC of Cremona and Lodi](#). A necessary condition is that the host organization guarantees internally the presence of a figure who is registered with an Italian PPC Order of Architects.

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5. HOW LONG CAN THE INTERNSHIP LAST?

Any of the eligible internship type can have a **minimum duration of 2 months⁷ and maximum of 12 months**, to be done **in the period between September 1st 2024 and September 30th 2025**.

Nevertheless, the candidate **cannot exceed with the internship duration the 12 months maximum allowed for international mobility for study and/or traineeship within the same cycle of studies** (24 months for single cycle programme candidates - 4/5 years).

6. WHERE IS IT POSSIBLE TO DO THE INTERNSHIP?

The Host organization of the internship has to be:

- › **a company, institution, foundation, organization, professional firm.**
- › **public or private.**
- › **with registered offices of the internship in one of the countries listed in art. 1**

The following types 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: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en).
- › national diplomatic representatives (embassies, consulates, etc.) from which the candidate comes from and present in the host country.

⁷ 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.

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7. HOW TO IDENTIFY A HOST ORGANIZATION? WITHIN WHAT TIMEFRAME?

7.1 HOW TO IDENTIFY A HOST ORGANIZATION?

The host organization **can be identified only by the selected candidate.**

As a support to the research the candidate can see the attachments to the Call with a list of all the host organisations that over the past few years welcomed Politecnico trainees divided for each group of courses. ([Attachment Ia - ARCHITECTURE&URBAN PLANNING FIELD](#) + [Attachment Ib - DESIGN FIELD](#) + [Attachment Ic - ENGINEERING FIELD](#) to the Call).

For suggestions on how to find a Host organisation it is possible:

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

It is important to know that the internship must be 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.

7.2 WHICH IS THE DEADLINE FOR IDENTIFYING THE HOST ORGANIZATION?

At the moment of application **it is not required** to already have a Host organization.

The candidate has time to find it and communicate it to the Career Service once selected as a winner, but only till 2 months before the **internship starting month requested at the moment of the application to the Call** (e.g. internship starting month inserted in the Call December – Host organisation to find within the end of October). The candidate who cannot provide proof of acceptance by a Host organisation within this **compulsory deadline will be excluded as by official rule.**

The selected candidate **cannot afterwards ask to postpone the internship starting month** indicated in the application form.

The internship starting month can be anticipated (within the temporal limitations and according to the rules of the Call for each type of internship).

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8. HOW TO APPLY TO THE CALL?

To apply to the Call it is necessary to fill out the online application through the **Online Services (International Mobility for traineeship)** from 18 April 2024 **until 12.00 (midday) of 9 May 2024**.

The deadline of the application is compulsory: no application can be modified or completed after 9 May at midday.

The application is to be submitted only online, through the dedicated tool.

In order to apply correctly (documents to be prepared, how long the application is, steps, useful suggestions) it is necessary to previously read the **Tutorial** ([Attachment II](#) to the Call).

9. HOW ARE APPLICATIONS EVALUATED?

Applications will be evaluated and selected by special **Selection Committees**, whose members are Professors, and established for each group of courses/School. In case of non-suitability of the candidate to the mobility or in case of missing attachments, the candidate will automatically be excluded from the ranking list.

<i>Bachelors of Science and Masters of Science in Architecture and Urban Planning, Graduate School in Architectural and Landscape Heritage</i>	<ul style="list-style-type: none"> · results achieved in the study course: the candidate's academic record will be assessed by considering the total weighted average, that is the weighted average of the entire university career, CFUs and academic career time. If candidates have the same weighted average and CFUs, there will be given greater chances to candidates who have achieved the same results in a shorter time frame. The evaluation is based upon data from the student's record as of the closure of the Call. · curriculum vitae
<i>Bachelors of Science and Masters of Science in Design</i>	
<i>Bachelors of Science and Masters of Science in Engineering⁹</i>	

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

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<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 	

The Commissions will use the below-mentioned **criteria**:
 This information will not be displayed in the application list available within the section of the Online Services "International Mobility for traineeship".

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10. HOW ARE THE RESULTS COMMUNICATED?

The results will be available **between 10 and 14 June 2024** and published online on the website <https://cm.careerservice.polimi.it/en/career-program/erasmus-for-traineeship-en/>

Each candidate will also be able to view the results of their candidacy **through the “International Mobility for traineeship” application.**

Personal communications by email will not be forwarded to interested parties, who need thus to monitor autonomously the indicated website in the indicated period.

After closing the selections, the outcome of the applications in the online application may be:

- › *Selected winner*
- › *Eligible but on waiting list*
- › *Withdrawal* (you withdrew your application before the Call expired, therefore without the possibility of being included in the evaluation process)
- › *Not eligible* (not included in the ranking or waiting list)
- › *Uncomplete application* (you didn't complete the application before the Call expired, therefore without the possibility of being included in the evaluation process)

The candidate who is selected as the winner of both the mobility call for traineeships and the mobility call for study will be able to carry out both mobilities, provided that they do not overlap and in any case within the time frame and with the cumulative duration limits set by the respective Calls.

11. WHICH ARE THE PROCEDURES FOR SELECTED CANDIDATES?

11.1 ACCEPTANCE AND WITHDRAWALS

The selected candidate has to accept or renounce the participation to the program through the **Online Services (International Mobility for traineeship)** by 12 (midday) **on 28 June 2024.**

The outcomes will be:

- › *Confirmed*, for the selected winners who confirmed the mobility within the deadline
- › *Renounced*, for the selected winners who withdrew the mobility, refusing it, or did not confirm within the deadline

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Confirming the selection for the participation the candidate:

- › Accepts the **number of financed months** assigned by the Selection Committees (the internship can be longer)
- › Confirms the **internship starting date** (month) indicated in the application, that cannot be postponed, but only anticipated.
- › Confirms that he/she will **identify or modify the Host organisation within 2 months prior** the inserted internship starting date (month).

It is important to know that:

- › The **type of internship** indicated **can change** during the year, according to the law.
- › **The Host organisation** can be identified and/or modified within 2 months before the indicated internship starting date (month), nevertheless **to be approved by the Academic Referent that Career Service will indicate you.**
- › The candidate who renounces the selection for the participation **cannot undo the choice made**, that entails the exclusion from the program.
- › The candidate who does not accept or renounce within the indicated period will **automatically be excluded.**
- › Personal communications by email and/or reminder will not be forwarded to interested parties.

11.2 RENOUNCE AND RANKING LIST

Selected candidates who chose to renounce to the mobility during the year, after having accepted it, have to **promptly state it** via email to Career Service, in order to allow the first reserve from the list to replace him/her in time.

Reserves can be selected from the ranking list until June 2025, 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. It is thus responsibility of the reserves to monitor their institutional email address.

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12 WHAT HAPPENS AFTER THE ACCEPTANCE CONFIRMATIONS?

13 WHO GIVES THE INSURANCE COVERAGE?

14 WHICH DOCUMENTS ARE NECESSARY TO REGULARLY ENTER THE HOST COUNTRY?

15 DATA TREATMENT

16 RESPONSIBLE OFFICIAL

17 TO WHOM REFER FOR MORE INFO?

12. WHAT HAPPENS AFTER THE ACCEPTANCE CONFIRMATION?

Only after having found the Host organisation, to be communicated by the selected candidate to the Career Service according to modalities that will be indicated, then the Career Service will start the **compulsory preliminary process** for the signature of the **Grant Agreement** with the selected candidate.

In addition to the Grant Agreement, the formalisation of the internship requires necessarily to stipulate:

- › **Learning Agreement**
- › **Internship Agreement e Internship Document** ¹⁰

13. WHO GIVES THE INSURANCE COVERAGE?

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. (<https://www.polimi.it/en/current-students/tuition-fees-scholarships-and-financial-aid/products-and-services-at-special-conditions/europ-assistance>)

The candidate 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.

¹⁰ NB: When selected for an internship, please check that the Host organisation can follow this procedure (<https://www.careerservice.polimi.it/en-US/Internship/Company/Index/>) to activate the internship with you. If, instead the Host organisation proposes you an internship contract based on their national laws, please send the contract to the Career Service as soon as possible since a careful check of the clauses is required before Politecnico di Milano accepts to sign it. Our check focuses on IP and NDA clauses, to make sure they are compliant with our level of attention on the topics. We kindly ask you not to consider the internship confirmed before a first check of the contract is done and positively approved on our side. Only internships that follow Politecnico di Milano's official signing of a specific Internship document/contract or official approval can be recognized.

01	WHAT IS THE AIM OF THE ERASMUS+ FOR TRAINEESHIP?
02	WHICH IS THE AMOUNT OF THE CONTRIBUTION?
03	WHO CAN APPLY AND PARTICIPATE?
04	WHAT TYPES OF INTERNSHIPS ARE ELIGIBLE?
05	HOW LONG CAN THE INTERNSHIP LAST?
06	WHERE IS IT POSSIBLE TO DO THE INTERNSHIP?
07	HOW TO IDENTIFY A HOST ORGANIZATION? WITHIN WHAT FRAMERATE?
08	HOW TO APPLY TO THE CALL?
09	HOW ARE APPLICATIONS EVALUATED?
10	HOW ARE THE RESULTS COMMUNICATED?
11	WHICH ARE THE PROCEDURES FOR SELECTED CANDIDATES?
12	WHAT HAPPENS AFTER THE ACCEPTANCE CONFIRMATIONS?
13	WHO GIVES THE INSURANCE COVERAGE?
14	WHICH DOCUMENTS ARE NECESSARY TO REGULARLY ENTER THE HOST COUNTRY?
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14. WHICH DOCUMENTS ARE NECESSARY TO REGULARLY ENTER THE HOST COUNTRY?

It is **responsability of the selected candiate, with the support of the Host organisation**, 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: https://ec.europa.eu/immigration/general-information/already-eu_en.

15. DATA TREATMENT

For data processing we invite the candidate to read the contents here: https://www.polimi.it/fileadmin/user_upload/privacy/informative-2-livello/2024/2024_02_Informativa_Placement_studenti_eng.pdf

16. 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

17. TO WHOM REFER FOR MORE INFO?

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

Milano, 18/04/2024

General Director
Dr. Eng. Graziano Dragoni
Digitally signed, according to CAD