

ERASMUS+ FOR TRAINEESHIP

A.A. 2020/2021

Tutorial

- 01** HOW TO APPLY
- 02** NOW I'M READY TO APPLY
- 03** APPLICATION WITH HOST ORGANIZATION NOT YET IDENTIFIED
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1. HOW TO APPLY

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

<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 Engineering¹</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

¹Study 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

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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)

If, on the contrary, you don't have an identified host organization yet, don't worry! You don't need to have already a host organisation when applying. If a selected winner, you will have to identify it no later than 60 days before the starting month of the Internship indicated in the application. In this case choose the option I DON'T HAVE AN IDENTIFIED HOST ORGANIZATION AT THE MOMENT.

PLEASE NOTE: for the reasons indicated in art. of the Call in any case it is only your responsibility to find yourself a host organization, whether at the time the Call is open or after, in case you are a selected winner.

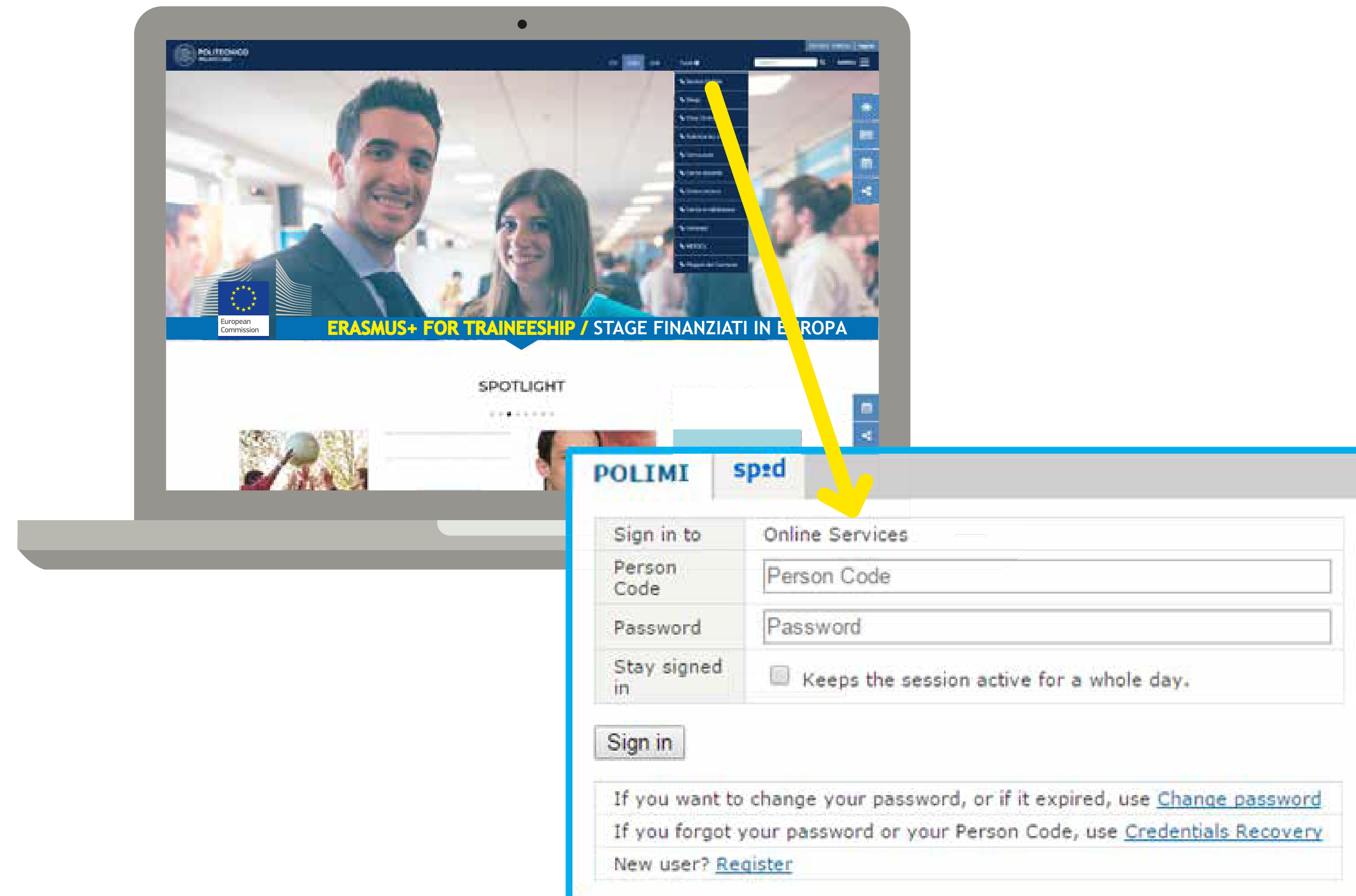
2. NOW I'M READY TO APPLY

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 organization on 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.

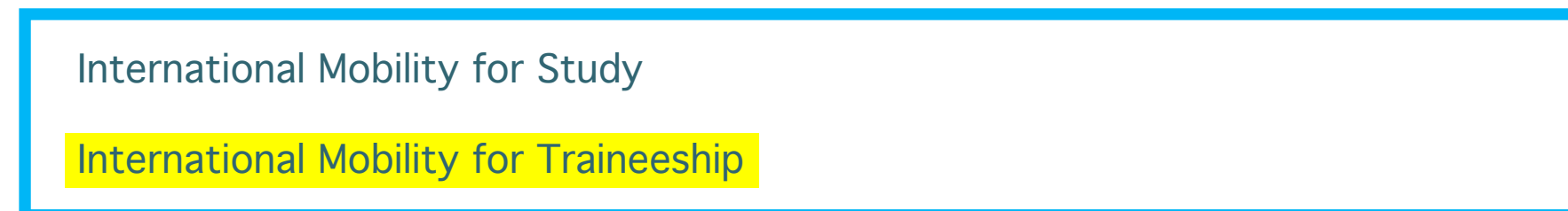
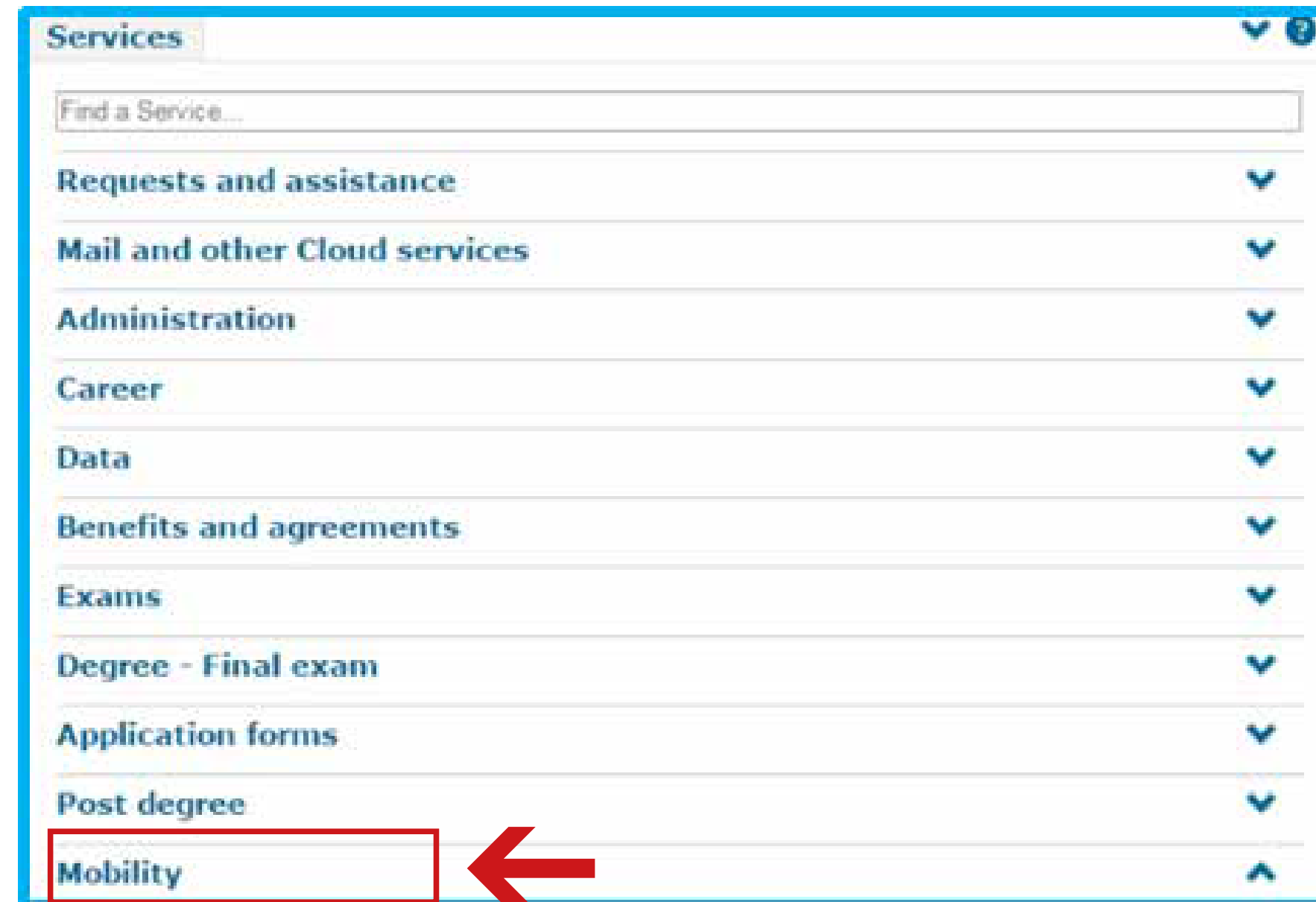
From a computer with fast connection to internet go to <http://www.polimi.it/en/home/> and access your Online services by inserting your Person Code and Password.

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In the Online Services catalogue (right column of the screen) click on **Mobility** and then on **International Mobility for Traineeships**

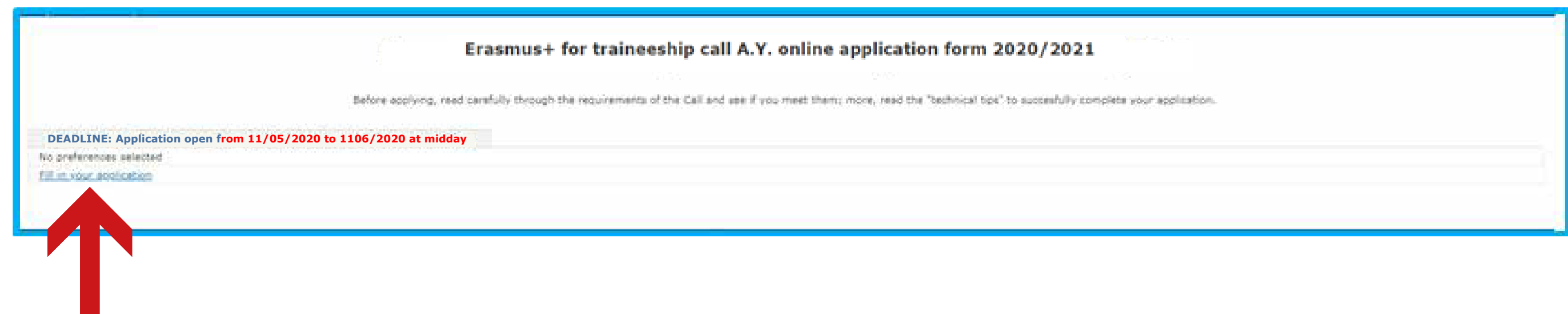


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Please read carefully the following tips:

- › 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 button** in the browser and in the application during the procedure because the system sticks!
- › 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.

If you click on **Application - year 2020/21** (if you also applied for last year's call you can check it in the column on the left) the application's starting page will appear. In this section you have to insert your preferences regarding the host organization.



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3. APPLICATION WITH HOST ORGANIZATION NOT YET IDENTIFIED

If you don't have an opportunity found by personal means yet you can choose the option **I DON'T HAVE AN IDENTIFIED HOST ORGANIZATION AT THE MOMENT**

The screenshot shows the 'Erasmus+ for traineeship call A.Y. online application form 2020/2021'. Under the 'Selected Preference' section, there are two radio button options: 'I don't have an identified host organization at the moment' (which is selected and highlighted) and 'I have a host organization identified by me'. A 'CHOOSE THIS OPTION' button is visible next to the selected option. Below this, there is a 'Save' button.

Click on CHOOSE THIS OPTION.
The next summary page will appear:

The screenshot shows the next step in the application form. The 'Selected Preference' section now contains a table with one entry:

Prof. N.	Host Organization's code	Available activities
1	UKN	

Below the table, there is a 'Save' button and a message: 'You have reached the maximum number of preferences. If you want to add a different option, you must cancel the existing preference.'

Now you only can cancel the choice made and insert a host organization found by you, but you cannot insert more than one preference(art.6) The generic undefined host organization is represented by the acronym UKN. Shouldn't you have an alternative opportunity to insert just click on SAVE to complete the section.

To insert the opportunity found by personal means click on 'I HAVE A HOST ORGANIZATION IDENTIFIED BY ME'

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The next section will appear.

The screenshot shows a form with the following fields:

- Host Organization's name
- Host Organization's Country
- Host Organization's City
- Host Organization's website
- Description of the activity agreed with the Host Organization (max 3000 char)

A 'Save' button is located at the bottom left of the form.

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 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:

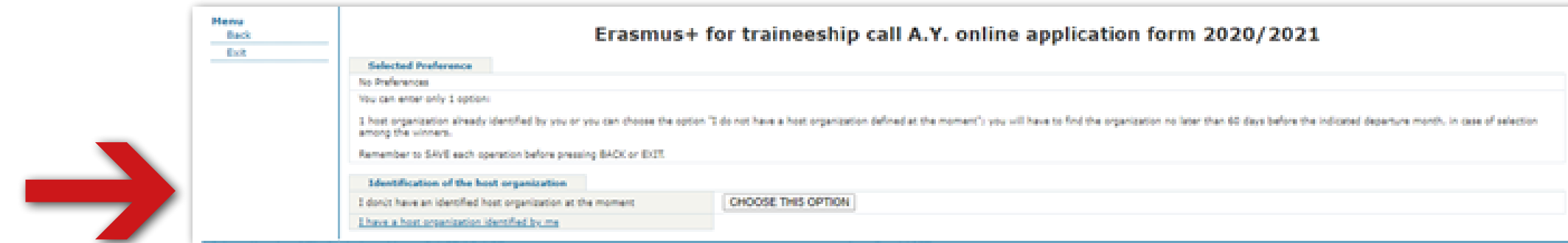
The screenshot shows a summary page with the following elements:

- Navigation links: Home, Back, Exit
- Title: Erasmus+ for traineeship call A.Y. online application form 2020/2021
- Table with columns: Selected Preference, Prof. N., Host Organization's code, Available activities
- Row 1: 1, 5852, [trash icon]
- Text: You can enter only 1 option.
- Text: If host organization already identified by you or you can choose the option "I do not have a host organization defined at the moment" you will have to find the organization no later than 60 days before the indicated departure month, in case of selection among the winners.
- Text: Remember to SAVE each operation before pressing BACK or EXIT.
- Save button
- Text: You have reached the maximum number of preferences. If you want to add a different option, you must cancel the existing preferences.

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4. APPLICATION WITH HOST ORGANIZATION IDENTIFIED BY PERSONAL MEANS

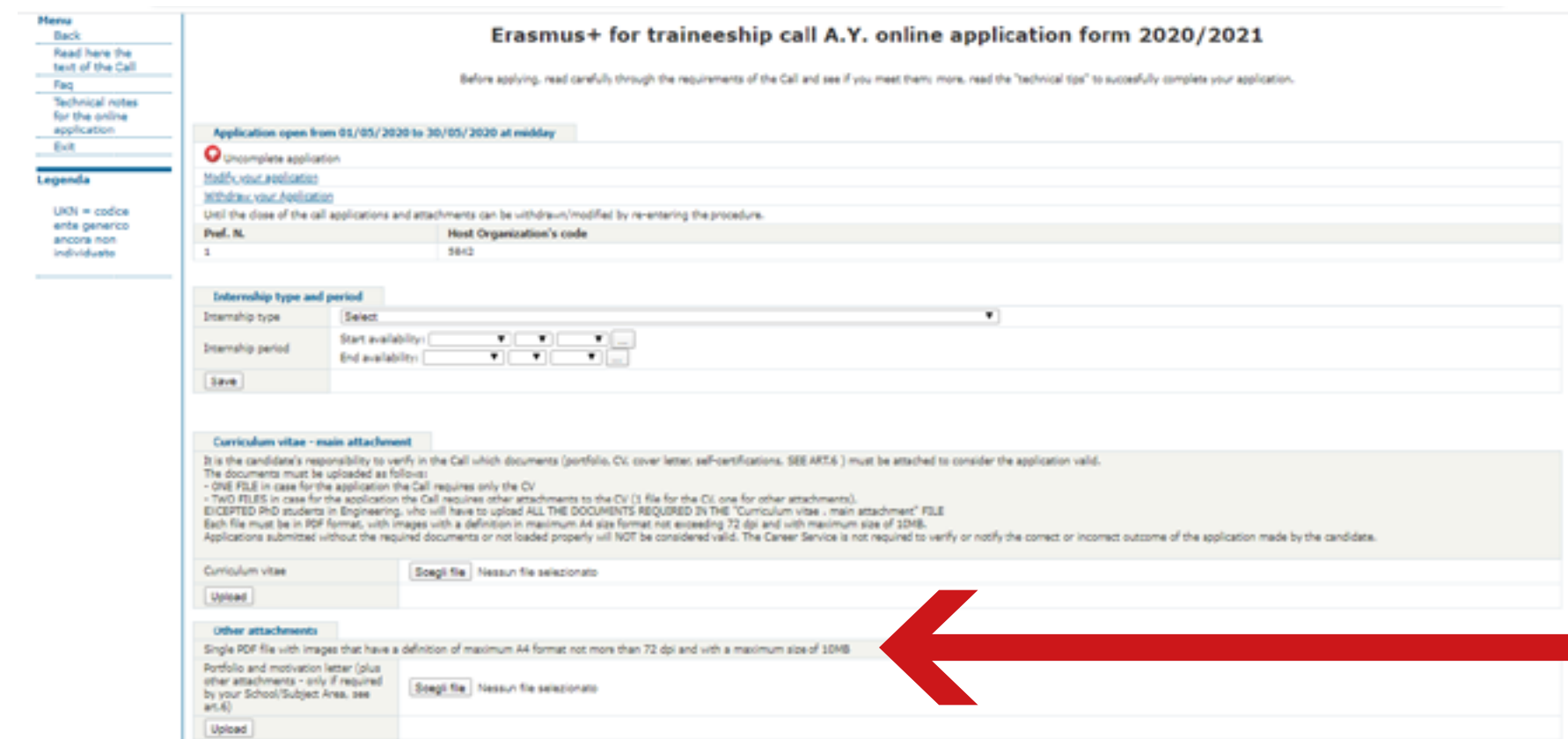
If you have a host organization identified by personal means click on 'I HAVE A HOST ORGANIZATION IDENTIFIED BY ME'.



See instructions above to complete the section. You can insert only 1 preference. **Remember to press SAVE button when you've completed the selection.**

5. CHOOSE THE INTERNSHIP PERIOD AND TYPE AND UPLOAD THE DOCUMENT(S)

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”

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In this section you are required to insert:

- › The period in which you intend to carry your traineeship; please note:
 - **Do not insert October as start date, since you should find a host organization by personal means no later than 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 60 days before the start month 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.
 - 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 2020/21 is July 31st 2021.
 - 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
 - *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)**

REMEMBER TO CLICK 'SAVE' BUTTON 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 button)
- › **other documents eventually required** by your School/Subject Area (please read thoroughly art.6 of the Call) (second upload button)

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).

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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' BUTTON AFTER UPLOADING EACH FILE. After finishing the upload of all the attachments **the application will result completed ('Complete application')**.

Erasmus+ for traineeship call A.Y. online application form 2020/2021

Before applying, read carefully through the requirements of the Call and see if you meet them: more, read the "technical tool" to successfully complete your application.

Application open from 06/05/2020 to 26/05/2020 at midday

ATTACHMENT Portfolio and other attachments Curriculum vitae

Complete application
 Modify your application
 Withdraw your application

until the date of the call applications and attachments can be withdrawn/modified by re-entering the procedure.

Prat. N.	Host Organization's code
1	U00

Internship type and period

Internship type: (dropdown menu)

Internship period: Start availability: End availability:

Save

Curriculum vitae - main attachment

It is the candidate's responsibility to verify in the Call which documents (portfolio, CV, cover letter, self-certifications, SEE ART4) must be attached to consider the application valid. 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).

EXCEPT PhD students in Engineering, who will have to upload ALL THE DOCUMENTS REQUESTED by the "Curriculum vitae - main attachment" FILE

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.

Applications submitted without the required documents or not loaded properly will NOT be considered valid. The Career Service is not required to verify or modify the correct or incorrect outcome of the application made by the candidate.

Curriculum vitae

Other attachments

Single PDF file with images that have a definition of maximum A4 format not more than 72 dpi and with a maximum size of 10MB

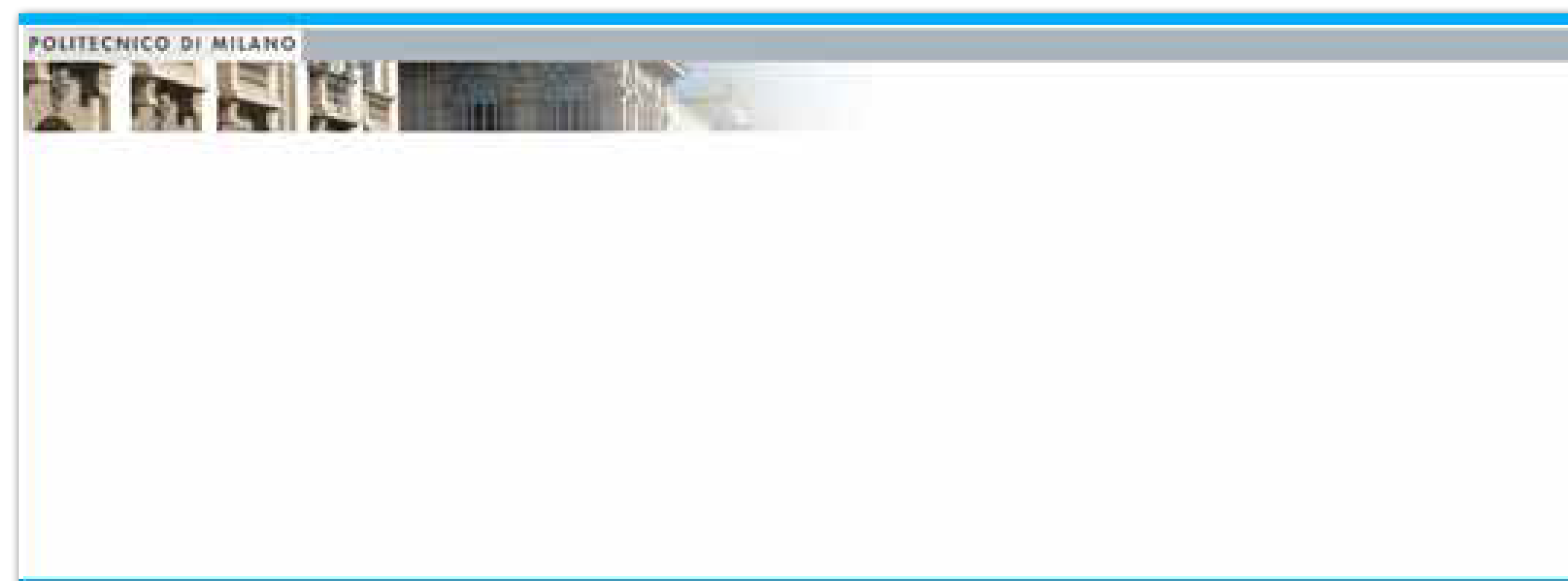
Portfolio and motivation letter (plus other attachments - only if required by your School/Subject Area, see ART4)

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PLEASE NOTE: Applications without all the documents required by the candidate's School/Subject 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**