

ERASMUS+ FOR TRAINEESHIP

A.Y. 2024/2025

Grants for internships in Europe

Tutorial

01 HOW TO PREPARE FOR THE APPLICATION

02 HOW TO APPLY

1. HOW TO PREPARE FOR THE APPLICATION

- › Read with attention the [Call](#) and the [FAQ](#).
- › Save the expiration date of the Call **(09/05/2024)**, to avoid missing it and applying too late near the deadline
- › Prepare the document/s required for the application **in English** (as indicated in the chart below), **in PDF format and with a maximum size of 10MB**
- › To prepare your CV and cover letter (if required) follow the [tutorials](#) in English available on Career Service. It is not mandatory to have a language certificate to apply!

<i>Bachelors of Science and Masters of Science in Architecture and Urban Planning and Graduate School in Architectural and Landscape Heritage</i>		· Curriculum Vitae
<i>Bachelors of Science and Masters of Science in Engineering</i>		
<i>Bachelors of Science and Masters of Science in Design</i>		
<i>PhD School</i>	<i>Architecture, Urban Planning and Design</i>	· Curriculum Vitae · Motivation letter · Summary of Dissertation project (5 pages max) · Portfolio · List of publications
	<i>Engineering</i>	· Curriculum Vitae · Motivation letter · Summary of Dissertation project (5 pages max) · List of publications
<i>Specializing Masters Schools</i>		· Curriculum Vitae · Any certification or self-declaration of practical/work activities (carried out either before or during the university Master) with any demonstrative portfolio

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If you have already found a host organization by personal means for your internship 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 you don't have an identified host organization yet, don't worry: you don't need to have already a host organisation when applying. However, if a selected candidate, you will have to identify a Host organisation no later than 2 months before the starting date of the Internship indicated in the application (e.g. internship start month indicated in the application December – Host organisation to be identified by the end of October). The deadline is compulsory and the selected candidate cannot afterwards ask to postpone the internship starting month indicated in the application Form.

In this case you'll have to choose the option I DON'T HAVE AN IDENTIFIED HOST ORGANIZATION AT THE MOMENT.

PLEASE NOTE: for the reasons indicated in art. 7.2 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).

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2. HOW TO APPLY

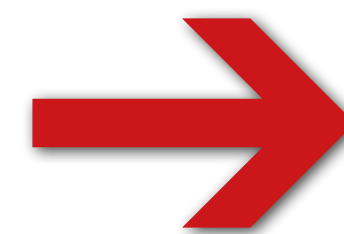
Only once the PDF with the documents required for the application is ready and you've got, eventually, the data of the desired host organization take 15 minutes of time to apply.

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 <https://www.polimi.it/en/>
- > access your **Online services**

Please note: to access the online services it could be required the two-factor authentication or Spid. Keep at hand your phone or your email box.



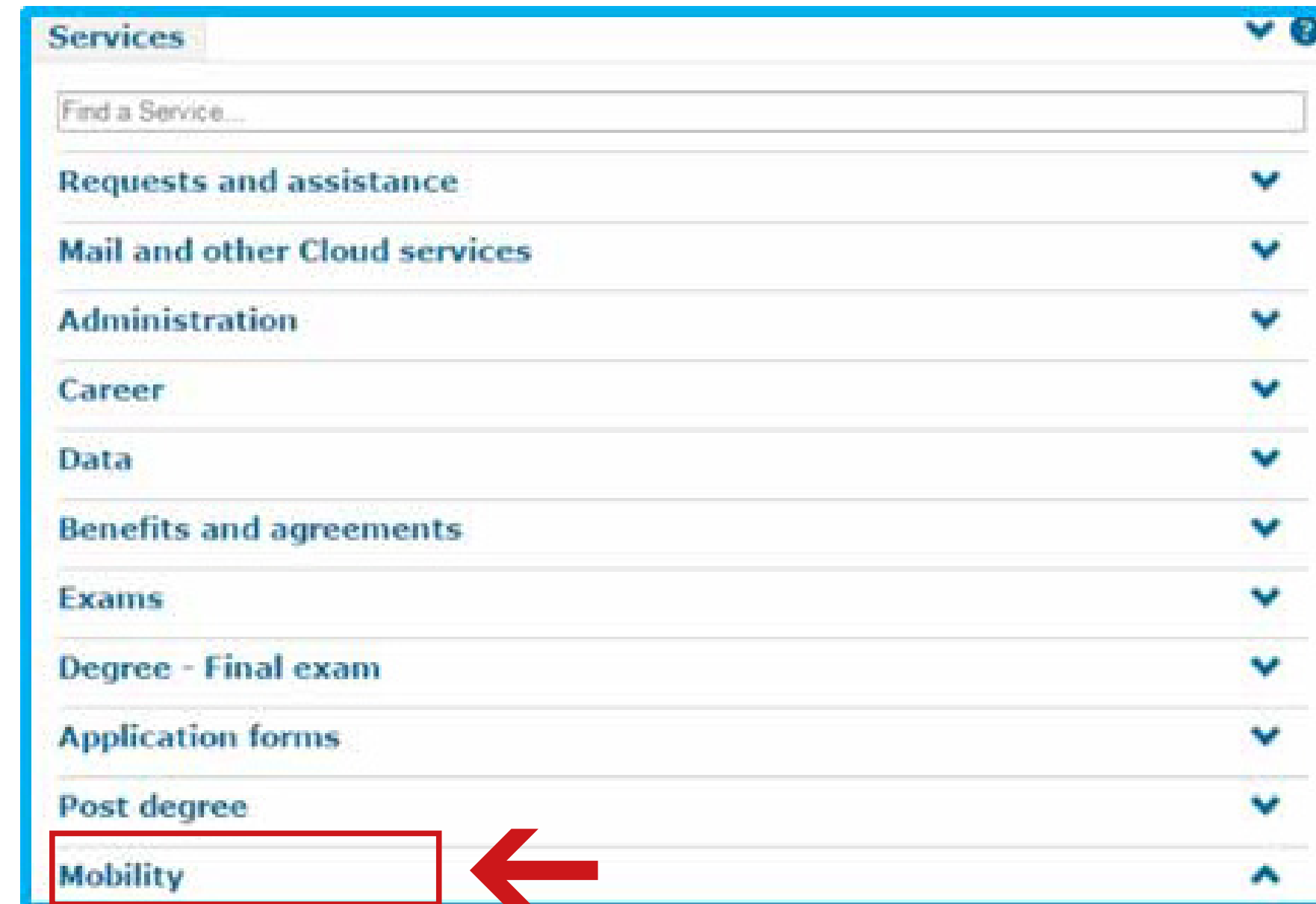
Online Services

<div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> 👤 SPID login </div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> CIE ID CIE login </div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> 👤 Login with eIDAS </div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> 🔗 eduGAIN login </div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p style="margin: 0; font-weight: bold; font-size: 12px;">Polimi Credentials</p> <div style="margin-bottom: 5px;"> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Person Code"/> </div> <div style="margin-bottom: 5px;"> <input style="width: 90%; border: 1px solid #ccc;" type="password" value="Password"/> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px; font-weight: bold;">Sign in</div> <div style="color: #0070c0; font-size: 12px; text-decoration: underline;">Register</div> </div> </div>
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› In the Online Services catalogue, on the right column of the screen, click on **International Mobility for Traineeships**



› Click then on **Application for International Mobility for Traineeship**



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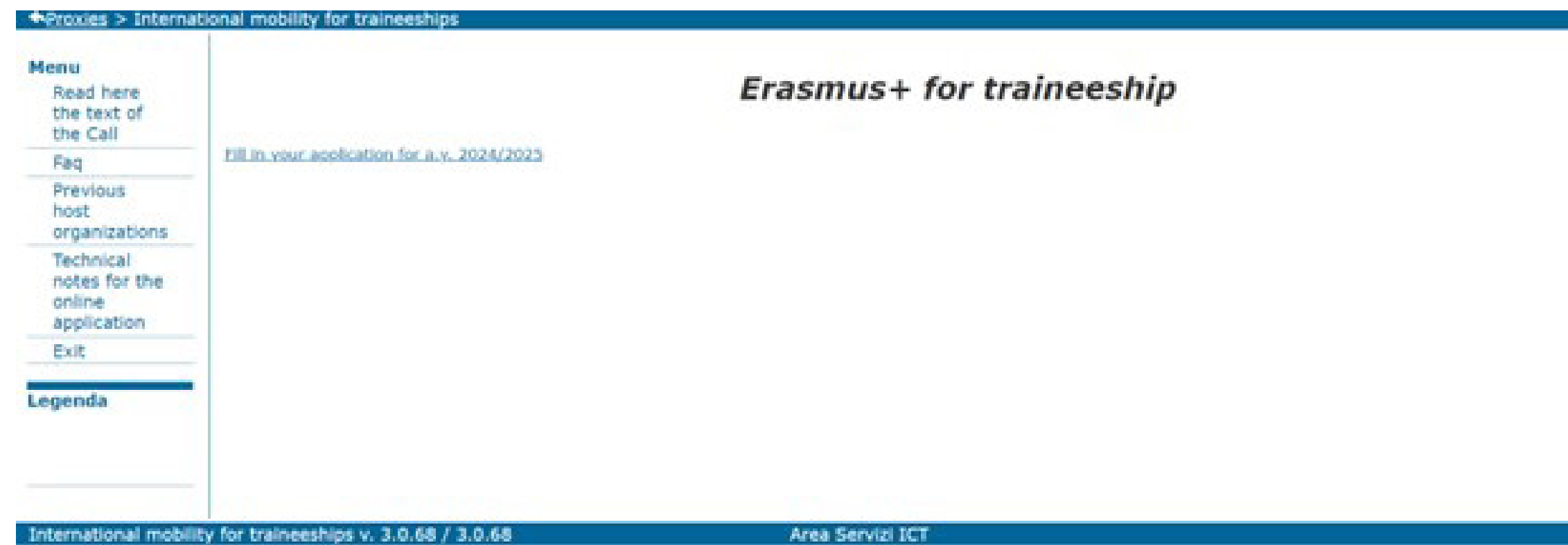
While you proceed in doing the application keep in mind the following technical information:

- **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. In both cases, otherwise, while trying to go further with the procedure a blank page will appear; then **it is necessary to CLOSE THE BROWSER, RESTART IT AND DO A NEW LOGIN ON THE 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.**
- Being it a public 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.
- Until the expiration of the Call it will be possible to withdraw from/modify the application and the attachment/s doing again login to the online application
- 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 2024/25 (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

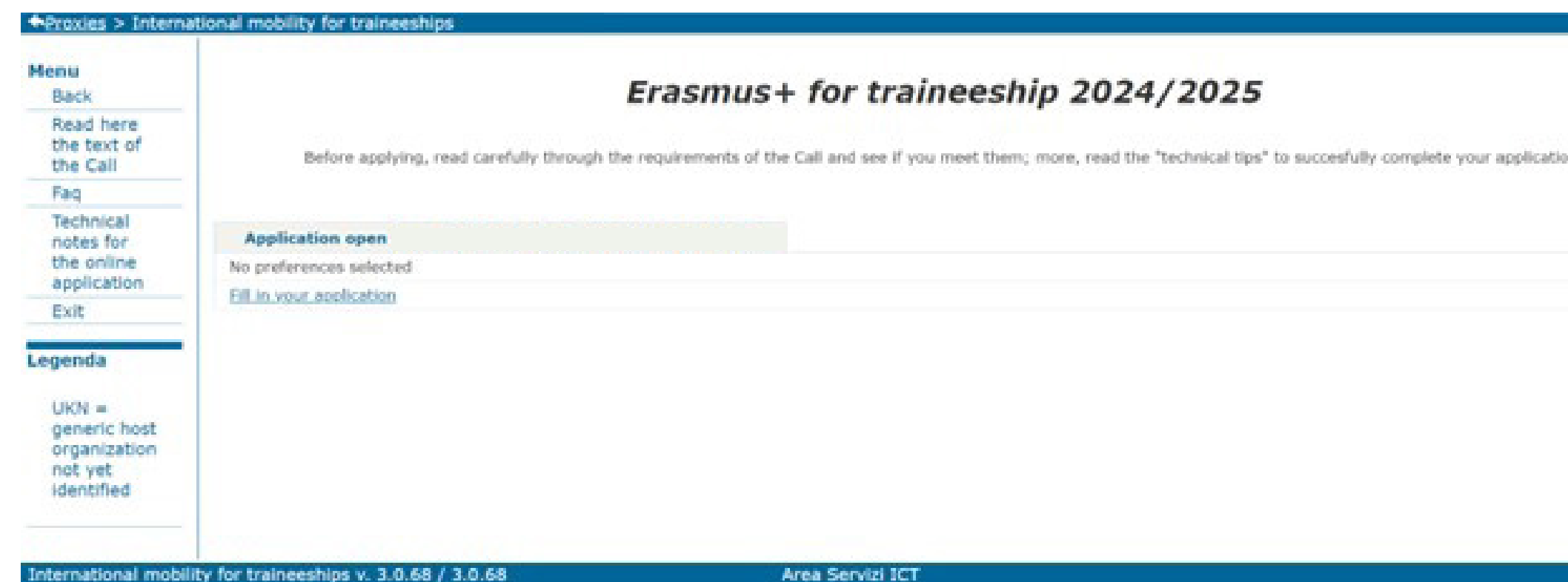
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› After clicking on **Application for International Mobility for Traineeship**, you'll see the following page:



› Click on **Fill in your application for a.y. 2024/2025**
› The following page will appear:



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- › Click on **Fill in your application**
- › The following page will appear:

2.1 APPLICATION WITH HOST ORGANISATION NOT YET IDENTIFIED

If you haven't identified yet a host organisation then choose the option **I DON'T HAVE AN IDENTIFIED HOST ORGANIZATION AT THE MOMENT** clicking on **CHOOSE THIS OPTION**.

- › The following summary page will appear:

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Now you only can cancel the choice made and alternatively insert a host organization identified by you, but you cannot insert more than one preference. 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 CANCEL and then on **I HAVE A HOST ORGANIZATION IDENTIFIED BY ME**
- › The following page will appear

The screenshot shows a web form titled 'Details' with the following fields:

- Host Organization's name * (text input)
- Host Organization's Country * (check the eligible ones, art.1 of the Call) * (dropdown menu with 'Select' option)
- Host Organization's City * (text input)
- Host Organization's website (text input)
- Description of the activity agreed with the Host Organization (max 3000 char) * (large text area)

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

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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 INTERNSHIP - 3000 LETTERS MAX; WEBSITE -100 LETTERS MAX), otherwise the system won't let you go further; please note:

- Mobilities to Italy and to Countries not included in Program (see art. 1 of the Call) are not allowed
- 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

- › After completing the gaps click on **SAVE**
- › The following summary page will appear:

←Proxies > International mobility for traineeships

Erasmus+ for traineeship 2024/2025

Menu
Back
Exit

Selected Preference		
Pref. N.	Host Organization	Available activities
1	6492	

You can enter only 1 option:

1 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.

Remember to **SAVE** each operation before pressing **BACK** or **EXIT**.

You have reached the maximum number of preferences. If you want to add a different option, you must cancel the existing preference.

International mobility for traineeships v. 3.0.68 / 3.0.68 Area Servizi ICT

- › Click on **SAVE** after filling the application.

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2.2 APPLICATION WITH HOST ORGANISATION IDENTIFIED BY YOU

If you identified a host organisation by personal means you have to 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 button **SAVE** when you've completed the selection.

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2.3 PERIOD, INTERNSHIP TYPES and UPLOAD OF THE DOCUMENTS

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

In this section you are required to insert:

- › The period in which you intend to carry out your traineeship; please note:
 - **Do not insert September as start date, since you should find an internship by personal means no later than July; 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 internships inserted in the application form; therefore insert September as start date only in case you have already found a host organization by personal means; otherwise you are suggested to insert November/December. In case you are selected winner of the Call please note that the start date can be anticipated but not postponed.

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- Do not insert 10 months of duration, because you will hardly receive more than 4 months of grant.
- The internship cannot be shorter than 2 months; the very last date to start an internship in the frame of the Erasmus+ for Traineeship 2024/25 is August 1st 2025.
- If your internship is extracurricular (i.e. post-graduation) do not insert an internship start date prior to the graduation date.
- If you already carried out International Mobility periods, either financed or not, with the same matriculation number do not insert an internship duration exceeding the maximum of 12 months (24 in case of five years single cycle degree)

› The type of internship; 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/Professional** = post-graduation internship

Only in case you choose the **extracurricular/professional internship 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 internship and the period.**

You are required then to upload in the single upload space and in a SINGLE FILE in PDF format and with a maximum size of 10MB:

- › The **curriculum vitae**
- › **Other documents eventually** required required by your School/Subject Area (as per table above and with reference to the PhD School only)

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Remember to click the UPLOAD button after uploading each file.

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

The screenshot displays the 'Erasmus+ for traineeship 2024/2025' application interface. On the left, there is a navigation menu with options like 'Back', 'Read here the text of the Call', 'Flag', 'Technical notes for the online application', and 'Exit'. Below the menu is a 'Legenda' section. The main content area is titled 'Erasmus+ for traineeship 2024/2025' and includes a warning: 'Before applying, read carefully through the requirements of the Call and see if you meet them; more, read the "technical tips" to successfully complete your application.' The form is divided into several sections: 'Application open' with a 'Complete application' button; 'Host Organization' table with one entry; 'Internship type and period' with dropdowns for 'Non compulsory (before graduation, not for CFUs but yes for thesis project)', 'Start availability' (April 15 2025), and 'End availability' (September 15 2025); and 'Space for uploading the required documentation' with a file selection area and an 'Upload' button.

Applications without all the documents required by the candidate's School/Subject Area or not uploaded properly will NOT be considered valid.

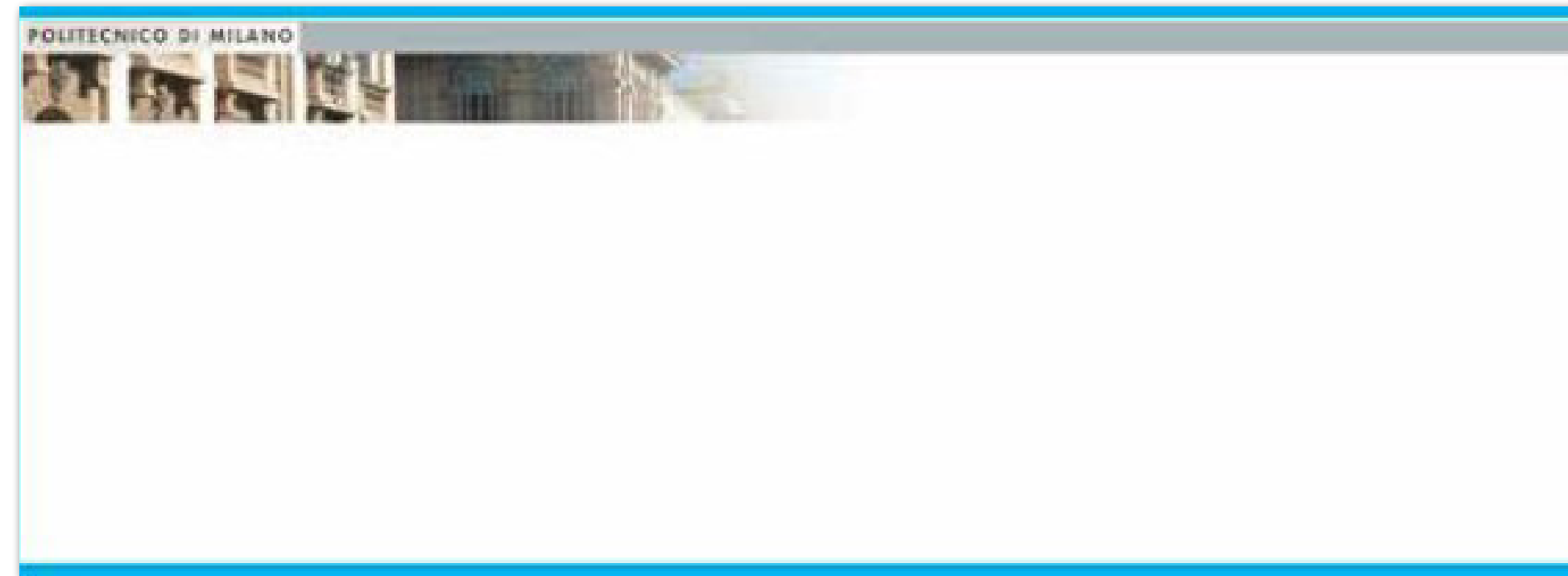
The Career Service is not required to verify or notify the correct or incorrect outcome of the application made by the candidate.

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

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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 re-entering the application or the PDF is too heavy. Close the browser, repeat the login to the online Services (do logout and login again) and login again to the application; 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 screen-shot 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.