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PART I - GENERAL RULES AND ADMISSION CRITERIA

Article 1 - Erasmus Traineeship Program

The Erasmus Program is aimed at the acquisition of educational credits during a European experience for a maximum of 12 months for each cycle of study (cycle I: Degree; cycle II: Master's Degree; cycle III: PhD/Specialisation Schools). For Single-Cycle Master's Degree courses, the maximum is 24 months of mobility.

The Erasmus Traineeship Program (*hereinafter: Program*) has a minimum duration of 2 months (60 actual days) and must take place between 8 March 2024 and 31 October 2024. For those enrolled in a Specialisation School or in a PhD Course, the Program has a minimum duration of 3 months (90 actual days).

The experience may take place in the following ways:

- **Traditional Mobility** (the entire Traineeship period is carried out abroad in presence or in smart working; therefore, students abroad, with the authorization of their destination, even if the activity is carried out in smart working, are considered in traditional mobility);
- **Blended Learning** (the Erasmus period is composed of a period in Italy in smart learning and a period abroad of at least 60 days in presence and/or smart learning).

The way in which the Program will be conducted will depend on the host organization. During the Program, students are required to comply with the safety regulations laid down by the host organization.

Article 2 - Erasmus Traineeship Eligible Activities

During the Program, the following are allowed:

- internships at public or private organizations;
- educational and practical traineeship in a hospital ward;
- traineeship in research laboratories in public or private organizations;
- assistantships for future teachers;
- research assistantships for students and PhD students.

Research activities are eligible insofar as they constitute professional training for the student; for this purpose, the Learning Agreement for Traineeship-LAT must be filled in such a way as to make this type of training explicit.

Educational activities carried out profitably during the program are an integral part of the student's study plan with recognition of educational credits. Educational activities acquired during mobility cannot be included in the plan as supernumerary.

The successfully completed Program is recognized in the plan as follows:

- students who, upon completion of the Program, will use the results of their experience as preparatory work for the experimental thesis will have all the CFU associated with the final examination, minus one, recognized in their careers; the missing CFU will be included into their careers once the thesis is discussed;
- students who use the Program to carry out an internship/traineeship will have the period in their career plan recognized as an internship/traineeship if provided for in the regulations of their Study course or as a CFU among the student's elective activities (this second opportunity must be checked with their International Mobility Lecturer Coordinator and ratified as soon as possible by including the AD "elective CFU carried out during Erasmus" in their study plan);
- graduate students will have the Traineeship period indicated on the Diploma Supplement.

Article 3 - Professional Traineeships

The new Erasmus+ 21-27 Program also includes as eligible activities medical and surgical qualifying Practical Evaluative Traineeships (TPV) and professionalising Traineeships for admission to the State Examination for Psychologists.

- **Practical Evaluative Traineeships (TPV) in medical and surgical areas**

Students of the Single-Cycle Master's Degree Course in Medicine and Surgery will be able to access the Program and carry out medical and surgical area TPV in mobility during their studies and after graduation. Students wishing to apply for the Program must be authorized in advance by **Prof. Ilaria Rivolta**, International Mobility Coordinator of the Department of Medicine and Surgery, who must approve the suitability of the foreign destination institution. The foreign destination must possess the appropriate characteristics to be elected as a TPV venue under Italian law. Students wishing to carry out TPV during their mobility must apply to the Program in accordance with the procedures set out in the following articles of this contest using the specific forms published at the following link:
<https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/selezione>.

- **Practical Evaluative Traineeships for qualifying as a Psychologist**

Students of Master's Degree Courses in the LM-51 class will be able to access the Program in order to carry out the post-graduate Practical Evaluative Traineeship for the qualification as a Psychologist. Students wishing to apply for the Program must be authorized in advance by **Prof. Silvia Mari**, International Mobility Coordinator of the Department of Psychology. Once they have obtained authorization from the Coordinator, students must contact the University Internship Office to assess the structure and the in-company psychologist tutor, in order to draw up an agreement with the destination location and then apply for the Program in accordance with the procedures set out in the following articles of this contest, using the forms published at the following link:

<https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/selezione>.

Practical Evaluative Traineeships (TPV) in the medical and surgical area qualifying for the medical profession and Practical Evaluative Traineeships (TPV) for qualifying as a Psychologist carried out under the Program must in any case comply with all the constraints of Italian regulations in order to be recognized.

Article 4 - Erasmus Traineeship Destinations

It is possible to carry out the Program in the following countries: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Malta, the Netherlands, Portugal, Spain, Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, the Czech Republic, the Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Hungary. Flows to Turkey are suspended.

- **The following are eligible as Erasmus Traineeship destinations (*hereafter: destinations*):**

- a) higher Education Institutions holding an Erasmus Charter for Higher Education;
- b) public or private organizations active in the labour market or in areas such as education, training and youth.

Such public or private organizations may be:

- public or private, small, medium or large enterprises (including social enterprises);
- public bodies at local, regional or national level;
- social partners or other representatives of the world of work, including chambers of commerce, craft or professional associations and trade unions;
- research institutes; foundations; schools/institutes/educational centres (at all levels, from pre-school to upper secondary education, including vocational and adult education);
- non-profit organizations, associations or NGO;
- bodies for vocational guidance, career counselling and information services.

The European platform can be used to search for destinations <http://erasmusintern.org/>, limited to internship offers in EU destinations. No prior bilateral agreement is required in order to activate the Program.

- **The following are not eligible destinations:**

- EU institutions and other EU bodies including specialized agencies (the full list is available at http://europa.eu/about-eu/institutions-bodies/index_en.htm);
- organizations managing EU programs, such as National Agencies.

Article 5 - International Mobility Lecturers Coordinators

Students will be supervised by an International Mobility Lecturer Coordinator (hereinafter: *Coordinator*).

Coordinators have the following tasks:

- they agree and approve the goals with the students;
- they agree and approve the Learning Agreement for Traineeship-LAT with the students (*hereinafter: LAT*), i.e. the traineeship educational project to be carried out during the Program and any subsequent amendments thereto;
- they are responsible for completing the **Mobility project approval** form, which provides for the full recognition of the educational activities successfully carried out during the Program and provides for the validation of all the activities carried out;
- they authorize the extension of the Program if it is necessary for the student to complete his or her traineeship educational project, ensuring to verify that the normal duration of the study course is not impacted by the extension.

The full list of Coordinators is published on the **University** website at the link <https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilità>.

Article 6 - Erasmus Traineeship Eligibility Criteria

In order to be eligible for this contest, students must:

1. **be enrolled in course** in a Bachelor Degree Course (first cycle of studies), in a Master's Degree Program and Single-cycle Master's Degree Program (second cycle of studies) or in a Specialisation School or in a PhD Course (third cycle of studies); this requirement must be fulfilled throughout the mobility period;
2. if enrolled in the final year of a three-year degree course, of a Master's degree and single-cycle Master's degree course for the 2023/2024 academic year, pass all the teaching activities in their study plan by 28 February 2025 and graduate by March 2026;
3. **be in compliance with the rules of the teaching Regulation of their Study Course**; this requirement must be met throughout the period of mobility;
4. **be up to date with the payment of university fees**;
5. **not have already benefited from the Erasmus scholarship for 12 months in the same cycle of studies (24 months for single-cycle Master's Degrees courses)**;
6. **not receive any other EU-funded scholarships for the same period for the 2023/2024 academic year** (examples: Erasmus scholarship, Marie Skłodowska Curie scholarship, Horizon 2020, EIT Raw Materials funding, etc.);
7. have an approved LAT that provides for those enrolled in a first or second-level Degree Course **the acquisition of credits included in their study plan, not supernumerary**, for those enrolled in a Specialisation School or in a PhD Course, a Program of at least 3 consecutive months;

8. not have activated a traineeship for the acquisition of the same educational credits and for the same period with the **University Internship Office** (except as provided for in article 3 of this contest);
9. not have their career suspended for any reason or be on a break in their studies;
10. not be enrolled in an academic year as a remedial student, not be enrolled in credits, not be enrolled part time.

Out-of-course students cannot be admitted to the Program.

Article 7 - Erasmus Traineeship Eligibility Criteria for Undergraduate students

Undergraduate students are also eligible for the Erasmus for Traineeship contest.

These students must:

1. participate in this contest **before** obtaining the title;
2. carry out the Program **entirely after** its completion;
3. complete the Program by 31 October 2024.

Article 8 - Erasmus Traineeship Eligibility Criteria for PhD students

In order to access the Program, those enrolled in a PhD Course must first obtain the authorization of the Board of Lecturers of their PhD Course before applying for this contest and comply with the procedures laid down for mobility by the PhD School Office (dottorati@unimib.it). The program must necessarily have a minimum duration of at least 3 continuous months (90 actual days) spent entirely abroad; PhD student mobility must therefore take place exclusively in the traditional way.

The students enrolled in a PhD Course or in a Specialization School activated on PON and/or PNRR funds cannot benefit from the Erasmus+ Community grant, as it is incompatible; however, they will be entitled to the 'Supplementary University contribution' in the manner provided for in article 20 of this announcement, subject to verification of the availability of the budget funds.

Article 9 - Erasmus Traineeship Eligibility Criteria for Dual Enrolment Students

For students enrolled in two Study Courses at the University, it is possible to access the Program to carry out both the activities common to the two study courses and the activities pertaining to only one of them.

For students enrolled in a Study Course at the University of Milano-Bicocca and in a Study Course at another University, it will be possible to access the Program even if the student has used or intends to use mobility also at the other University.

Article 10 - Incompatibility with the Erasmus Traineeship Program

During the Program, students may not:

- a) apply for a transfer to another University or a change of course;
- b) discuss the thesis and/or be proclaimed;

c) carry out any activity that requires their presence at the University of Milano-Bicocca except as provided in article 24 of this contest.

The Program must be continuous and not include any suspension other than as foreseen by the destination.

PART II - SELECTION OF CANDIDATES

Article 11 - Learning Agreement for Traineeship-LAT

In order to be admitted to the Program, students are required to agree with their Coordinators on the **LAT**, i.e. the traineeship training project to be followed abroad. The **LAT** must also be agreed and countersigned by the host organization. After the publication of the ranking, it will not be possible to change the place of destination except for proven teaching reasons approved by the Coordinator or force majeure, which must be approved by the Erasmus+ National Agency.

The document consists of three sections plus an addendum:

- the **Section to be completed BEFORE THE MOBILITY**, filled in electronically, saved in PDF/A format, must be included in the application to the Online Secretariats as provided for in article 13 of this contest. **Failure to submit a compliant and fully signed document will result in the automatic exclusion from the Program;**
- the **Section to be completed DURING THE MOBILITY**, to be filled in electronically, after agreement with the Coordinator, only in the event that a change to the duration of the Traineeship is necessary during the Program;
- the **Section to be completed AFTER THE MOBILITY**, to be filled in electronically at the completion of the Program;
- The **Addendum**, an attachment concerning the student's safety during the Program, complete with signatures and saved in PDF/A format, must be included in the application to the Online Secretariats as stipulated in article 13 of this contest.

The LAT template is published on the site at the link:

<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-traineeship/selezione>

The LAT is signed by the Coordinator or, in the absence thereof, by the Department Director. For graduate and PhD students who are temporarily unable to attend, they may submit their application with the LAT countersigned by the Course Coordinator or tutor, or by the School Director. In such cases, students are in any case required to inform and finalize the request with the signature of the reference coordinator before the ranking is released.

The Guide to filling in the LAT is available on the University website at the link:

<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-traineeship/selezione>.

In order to access Erasmus Traineeship, students are required to use only the forms provided in this contest.

Article 12 - Approval of the Erasmus Traineeship Mobility Project

In order to be admitted to the Program, students, together with the Learning Agreement for Traineeship - LAT, are required to obtain authorization for the Program from their Coordinator using the “**Mobility project approval**” form published on the website at the link:

<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-traineeship/selezione>

The Coordinators, by signing the “Mobility project approval” form, certify the validity of the contents of the LAT and arrange for the recognition of the activities that will be profitably carried out during the Program.

In the absence of the Coordinators, the signature of the Department Director is allowed. For graduate and PhD students who are temporarily unable to attend, they may submit their application with the LAT countersigned by the Course Coordinator or tutor, or by the School Director. In such cases, students are in any case required to inform and finalize the request with the signature of the reference Coordinator before the ranking is released.

The electronically **Mobility project approval** form, duly filled in and saved in PDF/A format, must be submitted with the application to the Online Secretariats. **Failure to submit the compliant and fully signed document will result in the automatic exclusion from the Program.**

Article 13 - Submission of the Erasmus Traineeship Application

The application must be filled in at the Online Secretariats from 12 to 31 January 2024, 12 noon, as follows:

- log in and enter the personal page of the Online Secretariats;
- in the right menu, select “**International Mobility - Mobility Contests**”;
- select the mobility area “**Exchange Programs**” and confirm;
- select 2023/2024 a.y. Erasmus for Traineeship – Contest II;
- select your destination by choosing it from the list of the University's partners; if the chosen destination is not present, enter it in the appropriate box, taking care to **indicate the name and full address**;
- select “**REGISTER**”;
- attach the **LAT (including Addendum)** in PDF/A format;
- attach the “**Mobility project approval**” form in PDF/A format;
- select compulsorily “**print receipt of contest registration**”;

Only by printing the receipt and filling in the questionnaire is the application final and active. Without uploading the documents and printing the receipt, the application is null and void. Applications submitted with attachments that do not comply with the requirements of this contest or that are illegible will not be automatically admitted to the selection process.

The Section to be completed BEFORE THE MOBILITY must be fully filled in, as follows:

- Planned period of the mobility: enter the dates by indicating the **day, month and year**; the dates to be entered are for the beginning and end of the traineeship, minus travel days;
- Number of working hours per week: they must be compatible with the number of CFU to be recognized;
- Detailed program of the traineeship: enter a short description of the traineeship activity that will take place (minimum 1000 characters including spaces);
- Knowledge, skills and competences to be acquired by the end of the traineeship: enter a brief description of the competences that will be acquired during the traineeship (minimum 1000 characters including spaces);
- Monitoring plan: enter how the traineeship will be monitored;
- Assessment plan: enter the criteria according to which the traineeship will be monitored;
- In **“table B”** select one of the three pre-filled boxes and enter the number of CFU that will be recognized; these CFU must correspond to the sum of the CFU of the Educational Activities indicated in the mobility project approval form; third-cycle students and undergraduate students intending to undertake the Post-graduate Program are exempt from entering the number of CFU.

Article 14 - General University Ranking

The Online Secretariats System will assign a score in 50ths for the academic curriculum to the applications submitted as provided for in article 11 of the University Regulation for the Implementation of International Students Mobility (hereinafter: Regulation). For the formulation of the candidates' academic curriculum score, the Online Secretariats system will only take into account the teaching activities that have been **recorded and that are present in the student's record book as at 20 December 2023**.

The general University ranking will be published on the Official Register and on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-traineeship/selezione> by 7 March 2024.

Article 15 - Renunciation of the Erasmus Traineeship Program

After the publication of the general University ranking, **students may submit their renunciation of the Program to the Online Secretariats** as follows:

1. log in and enter the personal page;
2. in the right menu select **“Questionnaires”**;
3. fill in the questionnaire **“Declaration of renouncement of international mobility”**;
4. when finished, confirm the questionnaire;
5. renunciation is irrevocable from the moment in which the completion of the questionnaire is confirmed.

It is not possible to submit renunciation of the Erasmus Traineeship Program in favour of the Extra-EU Exchange Program.

PART III - BEFORE THE ERASMUS TRAINEESHIP PROGRAM

Article 16 - Declaration of Scheduled Start and End Dates of the Erasmus Traineeship Program

By **12 March 2024**, students eligible for departure must declare the **start date and the expected end date of the Program** as communicated by the International Affairs Division upon publication of the ranking.

After these deadlines, the declared dates cannot be changed. Failure to comply with the deadlines set out in this article and in article 17 below will result in delays in the issuance of the Agreement and in the disbursement of the Erasmus Traineeship funding.

Students with completed careers due to graduation should declare their start date and expected end date by writing to erasmus.traineeship@unimib.it.

Article 17 - Signature of the Erasmus Traineeship Mobility Agreement

The students and the University sign an agreement, called “Erasmus Mobility Agreement”, which regulates financial coverage, if any, and insurance coverage during the Program. The scheduled Program start and end dates declared by the students are required for the stipulation of this agreement. Without signing the Erasmus Mobility Agreement, the student will not receive any financial and insurance coverage.

The text of the Erasmus Mobility Agreement and the instructions for signing it will be sent by e-mail to students who have complied with article 16 of this contest **by 29 March 2024**.

Once the Erasmus Mobility Agreement has been signed, students should send it to the e-mail address accordo.mobilita@unimib.it, following the instructions received, **by 10 April 2024**.

Students who have submitted a compliant Mobility Agreement will receive the Agreement digitally signed by the University Delegate at their e-mail address n.cognome@campus.unimib.it. Students who have submitted a **non-compliant** Erasmus Mobility Agreement will receive an automatic e-mail requesting the submission of a new corrected document, failing which financial and insurance coverage will be suspended.

Article 18 - Authorization for Mobility at the Foreign Destination

The start of mobility periods at the foreign destination is bound by:

- compliance with the rules set out in the University Teaching Regulations (Prot. no. 0245494/23 of 29 September 2023 and subsequent amendments), in the Teaching Regulations of the Study Courses, in the Regulations for the

implementation of International Student Mobility (DR no. 769/2019 - No. 0010763 of 7 February 2019), and in this Contest;

- the ability to perform the Program activities safely. The mobility of eligible students is authorized unless otherwise prescribed by the Italian State. Students can find information on the destination countries on the website of the Italian Ministry of Foreign Affairs <http://www.viaggiare Sicuri.it/home>; if the Ministry of Foreign Affairs advises against departures to a given country, mobility to that country is not authorized. In such cases, students must immediately contact the International Affairs Division, which will take the appropriate measures. Students are also required to register in the Ministry of Foreign Affairs database at the following link: <https://www.dovesiamonelmondo.it/home.html>

Article 19 - University and National Health Insurance Coverage

The University has the following insurance policies in place for its regularly enrolled students:

- Policy no. 406376720 “Third Party Liability - TPL” with AXA Assicurazioni S.p.A. (valid from 31 December 2020 to 31 December 2025);
- Policy no. 400260064 “Student Accident” with Generali Italia S.p.a. (valid from 1 October 2020 to 30 September 2025).

These coverages also apply to mobility students and have worldwide territorial validity.

In any case, students must comply with the regulations relating to the prevention and safety of the Erasmus destination and inform the **University** immediately in the event of an accident occurring during the activities relating to the Program by contacting the relevant office by writing to the e-mail address assicurazioni@unimib.it or on the **University** website at the link: <https://www.unimib.it/servizi/studenti-e-laureati/opportunita-e-facilities/assicurazioni>.

The University does not offer health coverage. Students are directly responsible for the procedure for their own health coverage abroad in accordance with current regulations. The University awards eligible students a Health Bonus of € 240.00 as a contribution towards additional health insurance. The bonus is disbursed together with the Erasmus Scholarship advance. The University is exonerated from any intervening health expenses in the event that students do not take out a supplementary health policy.

Students should also inquire before departure about the extent of National Health Care in the country of destination as follows:

- By consulting the **Interactive Guide: “If I leave for...”** published on the website of the Ministry of Health <https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=vuoto>;
- By going to the local Azienda Socio Sanitaria Territoriale (A.S.S.T.).

PART IV - FUNDING OF ERASMUS TRAINEESHIP MOBILITY

Article 20 - Economic Benefit for the Erasmus Traineeship and Additional University Contribution

All the eligible students in the ranking will receive funding for the periods actually spent abroad. The funding is provided as a contribution to the costs abroad: it is therefore not intended to cover the entire cost incurred by the student.

The funding is as follows:

A. Erasmus Mobility Scholarship

The Erasmus National Agency/Indire assigns European funding to the **University** every year, in order to cover Erasmus mobility scholarships. The **University** awards a contribution to all eligible students until the European funding is exhausted. As part of the Erasmus EU Program, the European Commission has established that the mobility scholarship is modulated according to the country of destination, on a daily basis, as provided for by the national provisions attached to the Erasmus 2023 Program Guide, as follows:

GROUP 1 Countries with higher cost of living	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway and Sweden	€ 500,00
GROUP 2 Countries with average cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal and Spain	€ 450,00
GROUP 3 Countries with lower cost of living	Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Slovakia, Slovenia, Hungary	€ 400.00

Graduate students will only be entitled to the EU scholarship grant, without any supplement from the University.

B. Additional University Contribution

The integration to the Erasmus Mobility scholarship is modulated on the basis of ISEE data with reference to the year in which the contest is published, as per DPCM (Prime Ministerial Decree) no. 159/2013. Students who have not provided the ISEE will not be entitled to any integration.

The amount of the supplement to the Erasmus Mobility scholarship is disbursed on the basis of the ISEE 2023 declaration (for university benefits in favour of the student) according to the amounts resolved by the Board of Directors of the university at its meeting of 18 July 2023 as follows:

<i>ISEE</i>	<i>Monthly/30 days</i>
up to € 13,000.00	€ 500.00
up to € 21,000.00	€ 450.00
up to € 26,000.00	€ 400.00
up to € 30,000.00	€ 350.00

up to € 40,000.00	€ 300.00
up to € 50,000.00	€ 250.00
up to € 70,000.00	€ 100.00
over € 70,000.00	-

In order to obtain the supplement, students must have submitted ISEE 2023 (for university benefits in favour of the student) by signing the DSU (Dichiarazione Sostitutiva Unica/Single Self-Declaration) by 15 November 2023.

More information can be found in the ISEE Guide at the link: <https://www.unimib.it/servizi/studenti-e-laureati/segreteria-studenti/immatricolazione/tasse>.

The Erasmus Office will extract the data acquired and entered into the Online Secretariats by 31 January 2024.

Receipt of the economic benefit is linked to the actual stay at the destination location and to the recognition of educational credits recognized in the beneficiary student's career. **Mobility that does not involve the acquisition of educational credits, with the exception of PhD and graduate students, is not eligible for funding.**

The University Supplementary Contribution is relevant for IRPEF purposes and for determining the IRAP tax base.

Article 21 - Erasmus Traineeship Economic Benefit Disbursement Ways

The mobility benefit is awarded by Rectoral Decree and its disbursement is conditional on the signing of the Erasmus Mobility Agreement. The economic benefit of mobility is determined on the basis of the dates declared as provided for in article 16, taking into account the ranking order and the available funding, and only for the periods actually spent abroad. The duration of the mobility will be automatically calculated by the EU Mobility Tool Beneficiary Module based on the DAYS360 Excel function, according to the business year of 360 days (therefore each month, regardless of its duration, will be considered as 30 days).

The economic benefit is disbursed in two instalments:

1. An advance payment equal to all whole months minus one, subject to signature of the Mobility Agreement as per article 17 of this contest (e.g. for a declaration of actual mobility of 5 months and 20 days the advance payment will be of 4 months);
2. The remaining funding, if due and until budget availability is exhausted, including further funding (financial coverage of extensions), will be disbursed on a pro-rata basis according to the dates certified in the LAT **Section to be completed AFTER THE MOBILITY**. The balance is calculated on the days actually spent abroad and certified by the receiving organisation, upon completion of the mobility period and following fulfilment of the requirements of the European Commission's requirements.

Article 22 - University Multifunctional Card

The economic benefit is disbursed exclusively on the University multifunctional card. Students are responsible for activating the "prepaid card" function at the Banca Popolare di Sondrio (building U6 ground floor) and checking the period of validity of

the card. If the card is lost or stolen, students must file a report and request the issue of a new card with the teaching and student services departments responsible for the subject area and interface directly with Banca Popolare di Sondrio (popso@unimib.it) in order to collect and activate the new card. The issuance of the new card and the cost of shipping it abroad are the responsibility of the student. Upon activation of the new card, students will find disbursed the monthly payments due. For further information on the devices on which the economic benefit is disbursed, please write to the Economic Benefits Department at pagamenti.dott-spec@unimib.it.

PART V- DURING ERASMUS TRAINEESHIP MOBILITY

Article 23 - Compatibility with the Erasmus Traineeship Program

During the Program, students will be able to:

- submit the Study Plan;
- apply for graduation, as long as the discussion occurs after the Program is completed;
- apply for University scholarships and scholarships for the Right to Study;
- pay the contributions and submit the ISEE declaration.

During the mobility abroad, students may not carry out any action that requires their presence on site at the University, otherwise the economic benefit will be deducted according to EU rules, except as provided for in article 24 below.

Article 24 - Interruption of Erasmus Traineeship Mobility

Students who need to interrupt their mobility in order to take exams must be authorized by the foreign destination. Exams may be booked at the University for activities that are formally in the plan, with the exception of educational activities included in the "Mobility Project Approval" form. Booking for each exam session, even partial, will result in an automatic reduction of three days of scholarship. The reduction applies to each booking, even for exam sessions fixed on consecutive days, regardless of the outcome of the exam session and the detection of absence.

Only the cancellation of the booking shall not lead to a reduction of the scholarship days. Interruptions are allowed only for exams or partial tests that require booking through the Online Secretariats system. Students are required to retain their travel documents (boarding passes/train tickets, etc.) and submit them, if requested, to the International Affairs Division.

Article 25 - Modification of the Erasmus Traineeship Mobility Period

Students may request authorization from the Coordinators to extend their mobility; in order to do so, they must fill in the **Section to be completed DURING THE MOBILITY** of the LAT. Once the signatures have been acquired, the LAT (including both

the **Section to be completed BEFORE THE MOBILITY** and the **Section to be completed DURING THE MOBILITY**) must be submitted in PDF/A format to erasmus.traineeship@unimib.it.

Students are not allowed to request an extension of mobility that would impact the acquisition of the degree within the normal duration of the study course. **Extensions must be requested at least one month before the end of the mobility included in the Erasmus+ Mobility Agreement.** In any case, extensions may not be requested beyond 31 May 2024. Extensions can be requested up to a maximum of **12 months (24 months for single cycles) comprehensive of actual mobility** for each study cycle as indicated by the EU. Students who have, or who have already had, a mobility period (Erasmus for study purposes and/or Erasmus for Traineeship purposes) must take into account the months spent abroad when calculating the 12 months (24 for single cycles) authorized by the EU. Requests for extensions received after the deadlines laid down in this article and in a non-compliant way will not be financially covered. **The funding will be allocated by Rectoral Decree and the amount due will be paid in a single instalment only to those who have applied for an extension as provided for in this article, until the budget funds are exhausted.**

PART VI - RETURNING FROM ERASMUS TRAINEESHIP MOBILITY

Article 26 - Completion of the Erasmus Traineeship Period and Final Learning Agreement for Traineeship-LAT

Upon completion of the experience, students must:

- make sure to have a clearly legible copy of the **LAT** (including both the **Section to be completed BEFORE THE MOBILITY** and the **Section to be completed DURING THE MOBILITY**), signed by the Bicocca Coordinator and the Traineeship Mobility Officer of the destination;
- have the **Section to be completed AFTER THE MOBILITY** of the LAT filled in by the Traineeship Mobility Officer of the destination, have it signed by the host organization. **The dates given here are authentic for the recognition of the Erasmus period and funding;**
- send the **LAT** to erasmus.traineeship@unimib.it complete in all its parts (**BEFORE THE MOBILITY, DURING THE MOBILITY and AFTER THE MOBILITY**), clearly legible and with signatures in PDF/A format.

Article 27 - Participant Survey

After the end of the mobility, the students have to fill in the **Participant Survey**, which is an online questionnaire about their experience abroad. The International Affairs Division will report on the mobility by entering the students' data in the European Beneficiary Module. When the report is completed, the European platform sends an e-mail notification for the completion of the Participant Survey. **Students must fill in the questionnaire by 30 November 2024.**

Article 28 - Balance of the Economic Benefit

The balance will be disbursed to students who have submitted a **LAT** as provided for in article 26 of this contest. In the event of a negative balance, a communication will be sent to students at the @campus.unimib.it account requesting the repayment of the funding already received and not due. Students who have not repaid the debt by the deadline specified on the students' personal page or who have not submitted counter-claims to the request received will have their careers suspended. Repayment is a condition for the issuance of the University of Milano-Bicocca degree.

If the mobility does not correspond to a whole number of monthly payments, the contribution for the remaining days will be calculated by multiplying the number of days by 1/30 of the monthly contribution due.

Article 29 - Repayment of the Economic Benefit

Upon completion of the final mobility report to the Erasmus National Agency/Indire, SAI will send students the request for:

- repayment of the economic benefit not due and possibly disbursed;
- repayment of the health bonus in the event of non-appropriate use of the contribution;
- full repayment of the economic benefit of Erasmus mobility in the following cases for students who:
 - have not obtained recognition in the plan and not supernumerary of the CFU provided for in the LAT and in the "Mobility Project Approval" form;
 - have not completed at least 60 business days (90 for PhD/graduate students) of stay abroad; the LAT - Section to be completed AFTER THE MOBILITY will apply for this purpose;
 - have not submitted the mandatory Participant Survey by 30 November 2024;
 - have not correctly completed the mobility as provided for in article 26 of this contest;
 - have completed more than 12 months (24 for single cycles) on the same study cycle;
 - have activated the internship procedure at the University Internship Office for the same mobility period.

In the event that students do not fulfil their obligations under this contest and the Erasmus Mobility Agreement, the Agreement will be independently terminated by sending communication to the e-mail address @campus.unimib.it. Students who have not repaid the debt by the deadline indicated in the communication will have their careers suspended. Repayment is a condition for the issuance of the University of Milano-Bicocca degree.

In the event that students engage in misconduct reported by the destinations, the incident will be reported to the attention of the Rector for the necessary disciplinary measures.

Article 30 - Recognition of the Erasmus Traineeship Experience

Upon the successful completion of the experience, as per article 26 of this contest, the International Affairs Division will initiate the procedure for the recognition of educational credits. Students who do not provide the LAT, as per article 26 of this contest, are not entitled to experience recognition. **Traineeship experience will be fully recognized**, as indicated in article 2 of this contest.

Article 31- “Bicocca International Students” Open Badge

All the experiences will be recorded in the “Bicocca International Students” Open Badge. Open Badges are digital certifications, internationally recognized and usable in electronic curricula vitae.

Upon completion of the experience, students will receive an e-mail communication from BESTR from which it will be possible to download the “Bicocca International Students” Open Badge. The Open Badge will later be integrated with the number of credits acquired during the experience.

PART VII - CANDIDATES WITH SPECIAL NEEDS

Article 32 - Candidates with Special Needs

The Erasmus Traineeship Program pays particular attention to students whose physical, psychological or, more generally, health conditions are such that they cannot participate in the Program without additional funding for the extra costs incurred linked to support, accommodation and pedagogical and technical support services. Students with disabilities (DIS) or Specific Learning Disorders (DSA), who at the time of enrolment have presented regular certifying documentation, may apply for an additional contribution funded by the EU. Anyone requiring further information or any logistical support to assess the logistical/organizational aspects of the Program, can send a meeting request to Spazio B.Inclusion by sending an e-mail to info.disabili.dsa@unimib.it

Article 33 - Additional Contribution for Erasmus Traineeship Students with Special Needs

Students with special needs who are eligible for the Erasmus Traineeship Program may apply for the additional contribution. The Erasmus National Agency/Indire will communicate the opening of the assessment procedure for the allocation of the contribution to the **University**, which will contact students directly to inform them about how to submit the application. In order to qualify for the contribution, students must provide an estimate of the additional costs they will incur during the Program. The additional contribution is based exclusively on **real costs actually incurred**: students are therefore required to keep payment receipts.

Upon completion of the assessment, the Erasmus National Agency/Indire will send a communication to the **University**, which will disburse the additional contribution, subject to verification of the payment receipts.

PART VIII - FINAL PROVISIONS

Article 34 – Communications

According to article 26 paragraph 1 of the Student Regulation, **the only official channel of communication between the students and the University** is the **university e-mail address** (*n.cognome@campus.unimib.it*).

For general information on this contest, students should refer exclusively to the e-mail address erasmus.traineeship@unimib.it.

Students are required to update their personal **Online Secretariats** page. The Administration takes no responsibility for the loss of communications due to inaccurate information of the address by the candidate or to lack of or late communication of the change of address.

Article 35 - Person in Charge of Proceedings

Pursuant to Law no. 241 of 7 August 1990, the person in charge of proceedings is Agnese Cofler, Head of International Affairs, University of Milano-Bicocca.

Article 36 - Final Provisions

Applications for this contest will be handled in accordance with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

Please note that, pursuant to article 71 of Presidential Decree 445 of 28 December 2000, the Administration will carry out appropriate verifications, including randomly, and in all cases in which there are doubts regarding the truthfulness of the self-declarations.

For all the matters not covered by this contest, the laws and regulations in force regarding public contests and university study awards shall apply.

Everything contained in the contest may be subject to change, including significant changes, as a result of national and/or regional public health provisions.

THE RECTOR

Prof. Giovanna Iannantuoni
(digitally signed pursuant to article 24 of Legislative Decree 82/05)

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