PART I - GENERAL RULES AND ADMISSION CRITERIA

Art.1 - Erasmus Traineeship Programme

The Erasmus Programme 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: Bachelor’s Degree; Cycle II: Master’s Degree; Cycle III: PhD/Specialisation Schools). For single-cycle Master’s Degree courses, the maximum mobility period is 24 months. The Erasmus Traineeship Programme (hereinafter referred to as: Programme) has a minimum duration of 2 months (60 actual days) and is to take place between 8 March 2022 and 30 October 2022. For those enrolled in a Specialisation School or a PhD course, the programme has a minimum duration of 3 months (90 actual days).

The experience may take place in the following ways:

– **Traditional Mobility** (the entire Erasmus period is carried out abroad in presence or in smart working; therefore, students who are abroad, with the authorisation 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 working and a period abroad of at least 60 days in presence and/or in smart working).

The manner in which the Programme will be conducted will depend on the host organisation. During the Programme, students are required to comply with the indicated safety rules provided by the host organisation.

Art.2 - Activities eligible for Erasmus Traineeship

During the Programme the following are eligible:

– internships in public or private organisations;

– educational and practical traineeship in a hospital ward;

– traineeship in research laboratories in public or private organisations;

– assistantships for future teachers;

– research assistantships for students and PhD candidates.
Research activities are eligible to the extent that they constitute professional training for the student; to this end, the Learning Agreement for Traineeship-LAT must be completed in such a way as to make this type of training explicit.

The educational activities carried out successfully during the Programme 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 study plan as supernumerary.

The successfully completed Programme is recognised in the study plan as follows:

- students who, at the end of the Programme, will use the results of their experience as preparatory work for the experimental thesis will have all the CFU related to the final exam, minus one, recognised in their career; the missing CFU will be loaded in the career at the time of the discussion of the thesis;
- students who use the Programme to carry out an internship/traineeship will have the period of their career recognised as an internship/traineeship if provided for in the regulations of their Course of study, or as a CFU among the elective courses (this second opportunity must be verified with the International Mobility Coordinator and ratified as soon as possible with the inclusion in the study plan of the Educational Activity (EA) “CFU in elective courses carried out in Erasmus”);
- graduates will have the period of Traineeship shown on the Diploma Supplement.

Art.3 - Professional Traineeships

The new Erasmus+ 21-27 Programme includes as eligible activities also the Practical Assessment Traineeships (PAT) in the medical and surgical area qualifying to the medical profession and the Professional Traineeships for the admission to the State Exam for the qualification to the profession of Psychologist.

- **Medical and Surgical Practical Assessment Training (PAT)**

Students of the Single-Cycle Master’s Degree Course in Medicine and Surgery can access the Programme to carry out PATs in the medical and surgical areas both during their studies and after graduation. Students wishing to apply for the Programme must be authorised in advance by Prof. Marco Domenico Parenti, Coordinator for International Mobility of the Department of Medicine and Surgery, who must approve the suitability of the foreign institution of destination. The foreign destination must have the appropriate characteristics to be elected as a PAT venue according to Italian regulations. Students who intend to carry out the PATs during their mobility must apply to the Programme according to the procedures set out in the following articles of this call for applications.
using the specific forms published at the following link: https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/selezione.

- **Professional Traineeships for admission to the State Exam of qualification to the profession of Psychologist**

  Students of the LM-51 Master’s Degree Course may access the Programme to carry out postgraduate professional Traineeships for admission to the State Exam. Students wishing to apply for the Programme must be authorised in advance by Prof. Silvia Mari, Coordinator for International Mobility of the Department of Psychology. After having obtained the authorisation from the Coordinator, students must first contact the University Internship Office to draw up an agreement with the place of destination and then they can apply for the Programme according to the procedures set out in the following articles of this Call for application using the forms published at the following link: https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/selezione.

The Practical Assessment Traineeships (PAT) in the medical and surgical area, qualifying for the medical profession, and the Professional Traineeships for admission to the State Exam for the profession of Psychologist carried out with the Programme must in any case respect all the constraints of Italian regulations in order to be recognised.

**Art.4 - Erasmus Traineeship Destinations**

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

- The following are eligible as Erasmus Traineeship destinations (hereinafter referred to as: destinations):
  
  a) higher Education Institutions holding an Erasmus Charter for Higher Education;
  
  b) public or private organisations active in the labour market or in areas such as education, training and youth.

Such public or private organisations may be:

- public or private enterprises of small, medium or large dimensions (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 bodies and trade unions;
– research institutes; foundations; schools/educational institutes/centres (at all levels from pre-school to upper secondary education, including vocational and adult education);
– non-profit organisations, associations or NGOs;
– vocational guidance, counselling and information services.

For the search of destinations you can use the European platform [http://erasmusintern.org/](http://erasmusintern.org/), limited to internship offers in EU destinations. No prior bilateral agreement is required in order to activate the Programme.

- Not eligible as destinations are the following:
  – EU institutions and other EU bodies including specialised agencies (the full list is available at [http://europa.eu/about-eu/institutions-bodies/index_en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm));
  – organisations managing EU programmes, such as National Agencies.

Art.5 - International Mobility Teacher Coordinators

Students will be supervised by an International Mobility Teacher Coordinator ([hereinafter referred to as: Coordinator](#)): Coordinators have the following duties:

– agreeing on and approving the destination with the students;
– agreeing on and approving with the students the Learning Agreement for Traineeship-LAT ([hereinafter referred to as: LAT](#)), i.e. the educational project of traineeship to be carried out during the Programme and any subsequent modification it may undergo;
– they are responsible for the compilation of the Approval of the mobility project form, which provides for the full recognition of the educational activities carried out successfully during the Programme and provides for the validation of all the activities carried out;
– authorising the extension of the Programme if it is necessary for the student to complete his or her traineeship project, taking care to verify that the normal duration of the study course is not compromised by the extension.

The complete list of Coordinators is published on the [University](#) website at the following link [https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0](https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0).
Art. 6 - Eligibility criteria for Erasmus Traineeship

To access this Call for application, students must:

1. **be currently enrolled** in a Bachelor’s Degree course (first cycle of studies), a Master’s Degree and Single-cycle Master’s Degree course (second cycle of studies) or be enrolled in a Specialisation School or a PhD course (third cycle of studies); this requirement must be met for the entire period of mobility;

2. if enrolled in the last year of the first or second cycle of studies for the academic year 2021/2022 graduate by March 2024;

3. be in good standing with the payment of university fees;

4. **not have already benefited from the Erasmus grant for 12 months in the same study cycle (24 months for single-cycle Master’s Degrees);**

5. **not to benefit for the same period from other scholarships financed by the European Union for the academic year 2021/2022** (examples: Erasmus scholarship, Marie Skłodowska Curie grant, Horizon 2020, EIT Raw Materials grant, etc.);

6. have an approved LAT that provides for the acquisition of educational credits included in the study plan for those enrolled in a first or second level Degree course, **not in supernumerary**, and for those enrolled in a Specialisation School or a PhD course, a Programme of at least 3 consecutive months;

7. **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 Call for application);

8. **not have their career suspended for any reason or be on a break in their studies**;

9. **not be enrolled in a year as a repeater, not be enrolled for credit, not be enrolled part time**.

**Not on schedule students are not eligible for the Programme.**

Art. 7 - Eligibility criteria for Erasmus Traineeship for undergraduates

**Undergraduate students are also eligible for the Erasmus for Traineeship Call for application.**

Such students shall:

1. participate in this Call for application **before** obtaining the Degree;

2. carry out the Programme **entirely after** its completion;

3. complete the Programme by 30 October 2022.
Art. 8 - Incompatibility with the Erasmus Traineeship Programme

During the Programme, students may not:

a) Apply for a transfer to another university or a change of course;

b) Discuss the thesis and/or have it proclaimed;

c) Carry out any activity that requires a presence at the University of Bicocca, except as provided for in article 23 of the present Call for application.

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

PART II - SELECTION OF CANDIDATES

Art. 9 - Learning Agreement for Traineeship-LAT

In order to be admitted to the Programme, students are required to agree with their Coordinators the LAT, that is, the educational traineeship project to be followed abroad. The LAT must be agreed and countersigned by the host organisation. After the publication of the ranking list it will not be possible to change the place of destination except for proven educational reasons approved by the Coordinator or due to 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, compiled in electronic format, saved in pdf/a format, shall be included in the application form to the Online Student Registry as provided for in article 11 of the this Call for application. Failure to include a compliant and complete document with signatures will result in automatic exclusion from the Programme;

- the Section to be completed DURING THE MOBILITY, to be compiled in electronic format, upon agreement with the Coordinator, only in the event that during the Programme it is necessary to modify the duration of the Traineeship;

- the Section to be completed AFTER THE MOBILITY, to be compiled in electronic format at the end of the Programme;

- The Addendum, an attachment pertaining to student safety during the Programme, complete with signatures and saved in pdf/a format, shall be included with the application to the Online Student Registry as provided for in article 11 of this Call for application.

The LAT form is posted on the website at the link:
The LAT is signed by the Coordinator or, in his/her absence, by the Department Director. In case of absence of the Coordinator, the signature of the Course Coordinator or the tutor, or the School Director is allowed. In these cases, students are still required to inform and obtain the signature of the relevant Coordinator before the release of the ranking list.

The Guide to the compilation of 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 the Erasmus Traineeship, students are required to use only the forms provided by this Call for application.

Art. 10 - Approval of the Erasmus Traineeship mobility project

In order to be admitted to the Programme, the students, together with the Learning Agreement for Traineeship - LAT, are required to obtain the authorisation to the Programme from their Coordinator using the “Approval of the mobility project” 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 successfully carried out during the Programme.

In the absence of the Coordinators, the signature of the Department Director is allowed. For residents and doctoral students, in the absence of Coordinators, the signature of the Course Coordinator and tutor is allowed. In these cases, students are still required to inform and obtain the signature of the relevant Coordinator before the release of the ranking list.

The completed Mobility Project Approval form in electronic format, saved in pdf/a format, must be included in the application to the Online Student Registry. Failure to include the compliant document with signatures will result in automatic exclusion from the Programme.

Art. 11 - Submission of the Erasmus Traineeship application form

The application must be completed at the Online Student Registry from 13-31 January 2022, at 12:00 pm, as follows:

- log in and enter the personal page of the Online Student Registry;
- in the right menu select “International Mobility - Mobility Grants”;
- select the mobility field “Exchange Programmes“ and confirm;
- select the II Call for application for Erasmus for Traineeship 2021/2022;
- 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 the “ENROL” button;
- attach the LAT (including Addendum) in pdf/a format;
- attach the “Mobility Project Approval” form in pdf/a format;
- then you must select “print receipt of registration to the Call for application”.

Only with the printing of the receipt will the application be 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 notice or that are illegible will not be admitted to the selection process.

The Section to be completed BEFORE THE MOBILITY must be completed in its entirety, as follows:

- Planned period of the mobility: insert the dates reporting day, month and year; the dates to insert are related to the beginning and to the end of the traineeship, minus travel days;
- Number of working hours per week: must be compatible with the number of CFU that will be recognised;
- Detailed programme of the traineeship: enter a brief description of the traineeship activity that will be carried out (minimum 1,000 characters including spaces);
- Knowledge, skills and competences to be acquired by the end of the traineeship: insert a short description of the competences that will be acquired during the traineeship the traineeship (minimum 1,000 characters including spaces);
- Monitoring plan: insert the procedures with which the traineeship will be monitored;
- Evaluation plan: insert the criteria according to which the traineeship will be monitored;
- In “table B” select one of the three pre-filled boxes and insert the number of CFU that will be recognised; these CFU must correspond to the sum of the CFU of the Educational activities shown in the Mobility Project Approval form; the students of the third cycle of studies and the undergraduates who intend to carry out the post-graduate Programme are exempted from inserting the number of CFU.

Art. 12 - General University Ranking List
The Online Student Registry System will assign a score in fiftieths for the academic curriculum to the applications submitted as provided for in article 11 of the University Regulations for the Implementation of International Student Mobility (hereinafter referred to as: Regulations). For the formulation of the score of the academic curriculum of the candidates, the Online Student Registry system will take into consideration only the teaching activities recorded and present in the transcript as of 20 December 2021.

The general ranking of the University will be published on the Official Bulletin Board and on the website of the University at the link https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-traineeship/selezione by 7 March 2022.

Students who have activated a traineeship for the same period with the University Internship Office will be excluded from the ranking (except as provided for in article 3 of this Call for application).

All eligible students in the ranking list can communicate with the International Mobility Office-UMI through the e-mail erasmus.traineeship@unimib.it.

Art. 13 - Withdrawal from the Erasmus Traineeship Programme

After the publication of the general ranking of the University, students may submit their withdrawal from the programme to the Online Student Registry in the following way:

1. log in and enter the student’s personal page;
2. in the menu at the right select “Questionnaires - questionnaires”;
3. fill in the questionnaire “Declaration of withdrawal of international mobility”;
4. when finished, confirm the questionnaire;
5. the withdrawal is irrevocable from the moment of the confirmation of the closure of the questionnaire.

It is not allowed to present withdrawal from the Erasmus Traineeship Programme in favour of the Non-EU Exchange Programme.
PART III - BEFORE THE ERASMUS TRAINEESHIP PROGRAMME

Art. 14 - Declaration of start and end dates of the Erasmus Traineeship Programme

By 10 March 2022 students eligible for departure must declare the start date and the expected end date of the Programme as will be communicated by the International Mobility Office-UMI at the time of publication of the ranking list.

After these deadlines, the declared dates cannot be changed. Failure to respect the deadlines indicated in this and in the following article 15 will result in delays in the issuing of the Agreement and in the disbursement of the Erasmus Traineeship grant.

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

Art. 15 - Signing of the Erasmus Traineeship Mobility Agreement

The students and the University sign an agreement, named “Erasmus Mobility Agreement”, which regulates the financial coverage, if any, and the insurance coverage during the Programme. The start date and expected end date of the Programme as declared by the students are required for entering into this agreement. Without the signing of 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 the provisions of article 14 of this Call for application by 31 March 2022.

Once the Erasmus Mobility Agreement has been signed, students must send it to the following e-mail address accordo.mobilita@unimib.it following the instructions received by 11 April 2022.

Students who have submitted a compliant Erasmus Mobility Agreement will receive the Agreement digitally signed by the University Delegate in CAdES format (.p7m). Students who have submitted a non-compliant Erasmus Mobility Agreement will receive an automatic e-mail requesting the submission of a new correct document, under penalty of suspension of financial and insurance coverage.
Art. 16 - Authorisation for mobility to a foreign destination

The start of the mobility periods at the foreign destination is subject to the possibility of carrying out the activities of the Programme in safety. The mobility of eligible students is authorised 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.viaggiaresicuri.it/home](http://www.viaggiaresicuri.it/home); if the Ministry of Foreign Affairs advises against departures to a given country, mobility to that country is not authorised. In such cases, students must immediately contact the International Mobility Office which will adopt the necessary measures.

Students are also required to register in the Ministry of Foreign Affairs database at the following link [https://www.dovesiamonelmondo.it/home.html](https://www.dovesiamonelmondo.it/home.html).

Art. 17 - Online Linguistic Support

The European Commission runs online language courses via the “Online Linguistic Support” (OLS) platform for Erasmus students. Online Linguistic Support is compulsory and monitored at European level and consists of:

- an assessment test before the start of the Programme;
- a language course according to the participant’s language needs;
- a follow-up test at the end of the Programme.

Traineeship students are assigned the assessment test in the language used in the workplace, as indicated in the LAT. Once the students have taken the assessment test, they must follow the instructions that will be provided directly by the OLS platform. The platform is managed directly by the EU; in case of need, students can use the “Report a problem” function available at the link [https://erasmusplusols.eu/it/](https://erasmusplusols.eu/it/).

Art. 18 - University Insurance Coverage and National Health Assistance

- 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 Accidents” Generali Italia S.p.a. (valid from 1 October 2020 to 30 September 2025).

These coverages extend to students and have worldwide territorial validity.

In any case, students must comply with the regulations regarding the prevention and safety of the Erasmus destination and immediately inform the University in the event of an accident occurring during the activities
related to the execution of the Programme by contacting the Welfare and Relations with the National Health Service Sector by writing to the e-mail assicurazioni@unimib.it or on the University website at the link https://www.unimib.it/servizi/opportunit%C3%A0-e-facility/assicurazioni.

The University does not offer health coverage. Students may also contact the same link of the Welfare and Relations with the National Health Service Sector to ask for information on further available insurance coverage.

- Students are directly responsible for the procedure for their own health coverage abroad according to current regulations. The University awards eligible students a Health Bonus of € 240.00 as a contribution towards the cost of additional health insurance. The Bonus is disbursed together with the advance payment of the Erasmus grant. 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:

- Going to their local Health Service Office (A.S.S.T.).

PART IV - FUNDING OF ERASMUS TRAINEESHIP MOBILITY

Art. 19 - Financial benefit for Erasmus Traineeship and supplemental contribution of the University

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

A. Erasmus Mobility Grant

The National Agency Erasmus Indire assigns annually to the University a European grant to cover the Erasmus Mobility grants. The University allocates a contribution to all eligible students until the European grant is depleted. In the framework of the Erasmus Community Programme, the European Commission has established that the mobility grant is modulated according to the country of destination, on a daily basis, as provided for by the national provisions attached to the Erasmus 2021 Programme Guide, as follows:
Countries with higher cost of living  
Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway and Sweden  
€500.00

Countries with average cost of living  
Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal and Spain  
€450.00

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

Graduates will be entitled only to the Community grant, without any supplement of the University.

B. Supplemental contribution of the University

The supplement of the Erasmus Mobility is modulated according to the ISEE data with reference to the year in which the call to application is published, as per DPCM no. 159/2013. The amount of the supplement to the Erasmus Mobility grant is disbursed on the basis of the ISEE 2021 declaration according to the amounts deliberated by the Board of Directors of the University in the meeting of 20 July 2021 as follows:

<table>
<thead>
<tr>
<th>ISEE</th>
<th>Monthly/30days</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to € 13,000.00</td>
<td>€ 500.00</td>
</tr>
<tr>
<td>up to € 21,000.00</td>
<td>€ 450.00</td>
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<tr>
<td>up to € 26,000.00</td>
<td>€ 400.00</td>
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<tr>
<td>up to € 30,000.00</td>
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<td>up to € 70,000.00</td>
<td>€ 100.00</td>
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<tr>
<td>over € 70,000.00</td>
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</tbody>
</table>

Students who have not produced the ISEE 2021 will not be entitled to any supplemental grant.

In order to obtain the supplemental grant, students must have submitted the ISEE 2021 (for university benefits in favour of the student) by signing the DSU (Dichiarazione Sostitutiva Unica) by 15 November 2021.

For more information, you can consult the ISEE Guide at the link https://www.unimib.it/servizi/segreterie-studenti/immatricolazione/tasse.

The International Mobility Office will provide for the extraction of the data acquired and entered in the Online Student Registry by 31 January 2022.
The receiving of the economic benefit is linked to the actual permanence at the place of destination and the recognition of educational credits recognised in the career of the beneficiary student. **Mobility that does not involve the acquisition of educational credits, with the exception of PhD and postgraduate students, is not eligible for the grant.**

**Art. 20 - Disbursement procedures of the Erasmus Traineeship economic benefit**

The economic benefit of the mobility is assigned by Rectoral Decree and its disbursement is subject to the signing of the Erasmus Mobility Agreement. The economic benefit of the mobility shall be determined on the basis of the dates declared as provided for in Article 14, taking into account the order of ranking and available grant and only for periods actually spent abroad. The duration of the mobility will be calculated automatically by the European Community Mobility Tool 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). You can check the duration of the mobility according to EU rules using the counter at the link: [https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/borsa-erasmus-traineeship](https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/borsa-erasmus-traineeship).

The economic benefit is disbursed in two instalments:

1. An advance equal to all the full months minus one, after signing the Mobility Agreement as per article 15 of this Call for application (for example, for a declaration of actual mobility of 5 months and 20 days, the advance payment will be 4 months);

2. The remaining part of the grant, if due and up to the depletion of budget availability, including further grants (financial coverage of the extensions), will be disbursed as a balance based on the dates certified in the LAT Section to be completed AFTER THE MOBILITY. The balance is calculated on the number of days actually spent abroad and certified by the receiving organisation, at the end of the mobility period and following the fulfilment of what is requested by the European Commission.

**Art. 21 - University Multifunctional card**

The economic benefit is disbursed exclusively on the University’s 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 issuance of a new card at the Career Management Offices and interface directly with the Banca Popolare di Sondrio
(popso@unimib.it) for the withdrawal and activation of 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, you can write to the e-mail of the Payments Office pagamenti.dott-spec@unimib.it.

PART V - DURING THE ERASMUS TRAINEESHIP MOBILITY

Art. 22 - Compatibility with the Erasmus Traineeship Programme
During the Programme, students will be able to:
- present the Study Plan;
- submit an application for graduation, provided the discussion occurs after the close of the Programme;
- apply for University scholarships and grants 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 reduced according to EU rules, except as provided for in article 23 below.

Art. 23 - Interruption of Erasmus Traineeship mobility
Students who need to interrupt their mobility in order to take exams must be authorised by the destination. The booking of exams in the University is allowed for those activities which are formally included in the plan, with the exception of the training activities included in the “Mobility Project Approval” form. Registration for each exam, even partial, will result in an automatic reduction of three days of the grant. The reduction applies to each registration, even for exams fixed on consecutive days, regardless of the outcome of the exam and the detection of absence. Only the cancellation of the exam does not lead to a reduction of the days of the grant. Interruptions are allowed only for exams or partial tests that require registration through the Online Student Registry system. Students are required to keep their travel documents (boarding passes/train tickets, etc.) and present them, if requested, to the International Mobility Office-UMI.

Art. 24 - Modification of the Erasmus Traineeship mobility period
Students can ask the Coordinators for authorisation to extend their mobility; to this end 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 forwarded in pdf/a format to erasmus.traineeship@unimib.it.

Students are not allowed to request an extension of the mobility that would compromise the acquisition of the title within the normal duration of the course of study. **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 the date of 31 May 2022. Extensions can be requested up to a maximum of **12 months (24 for single cycles)** of actual mobility for each study cycle as indicated by the EU. Students who are currently or have already carried out a mobility period (Erasmus for study purposes and/or Erasmus for Traineeship) must take into account the months spent abroad for the calculation of the 12 months (24 for single cycles) authorised by the EU. Requests for extensions received after the deadlines set forth in this article and in a non-compliant manner will not be financially covered. **The allocation of the grant will take place with a Rector’s Decree and the amount due will be disbursed in a single payment to those who have applied for an extension as provided for in this article, until the budget is depleted.**

**PART VI - UPON RETURN FROM THE ERASMUS TRAINEESHIP MOBILITY**

**Art. 25 - Definitive closing of the Erasmus Traineeship period and Learning Agreement for Traineeship-LAT**

At the end of the experience the students will have to:
- verify that they 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 Coordinator of Bicocca and by the Person in charge of the Traineeship mobility of the destination;
- have the **Section to be completed AFTER THE MOBILITY** of the LAT compiled by the Person in charge of the Traineeship Mobility of the destination, to be signed by the host structure. **The dates given therein are authentic for the recognition of the period and the Erasmus grant;**
- send the LAT to the e-mail address erasmus.traineeship@unimib.it complete in all its parts (**BEFORE THE MOBILITY, DURING THE MOBILITY** and **AFTER THE MOBILITY**), clearly readable and with signatures in pdf/a format.
Art. 26 - Participant Report

After the end of the mobility, students will have to compile the Participant report, which is an online questionnaire about their experience abroad. The International Mobility Office-UMI will report on the mobility by entering the data of the students in the European platform Mobility tool. When the report is closed, the European platform sends an e-mail notification for the compilation of the Participant report. Students must complete the questionnaire by 25 November 2022.

Art. 27 - Adjustment of the economic benefits

Adjustments will be made for students who have submitted an LAT as foreseen by article 25 of this Call for application. 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 grant already received and not due. Students who have not repaid the debt by the deadline specified on the student’s personal page or have not submitted counterclaims to the request received will have their careers suspended. The repayment constitutes a condition for the issuance of the University of Milano-Bicocca degree.

In case of a mobility not corresponding to a whole number of monthly payments, the contribution of the remaining days will be calculated by multiplying the number of days by 1/30 of the monthly contribution due.

You can check the duration of the mobility according to EU rules using the counter at the link: https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/borsa-erasmus-traineeship.

Art. 28 - Repayment of the economic benefits

At the end of the final report of the mobility to the Erasmus National Agency, Indire will forward to the students the request for:

- repayment of any undue economic benefit disbursed;
- full repayment of the Erasmus mobility grant in the following cases:
  - they have not obtained the recognition in the plan and not in supernumerary of the CFU foreseen in the LAT and in the “Mobility Project Approval” form;
  - they have not completed at least 60 days (90 for PhD/specialist students) of stay abroad, for the purposes of this count the LAT- Section to be completed AFTER THE MOBILITY will be considered as valid;
they have not submitted the mandatory Participant report by 25 November 2022;
they have not taken the final Online Linguistic Support test by 31 October 2022 (this clause does not apply to students who have obtained C2 level in the preliminary assessment test);
they have not correctly closed the mobility procedure as provided for in Article 25 of this Call for application;
they have completed more than 12 months (24 for single cycles) of the same study cycle;
have activated the internship procedure at the University Internship Office for the same period of mobility.

In the event that students do not fulfil their obligations under this call for application and according to the Erasmus Mobility Agreement, the Agreement will be terminated by sending a 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. The repayment constitutes 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 brought to the attention of the Rector for the necessary disciplinary action.

Art. 29 - Recognition of the Erasmus Traineeship experience
Following the correct closure of the experience, as per article 25 of this Call for application, the International Mobility Office-UMI will initiate the procedure for the recognition of the educational credits. Students who do not produce the LAT, as per article 25 of this Call for application, are not entitled to the recognition of the experience.

The Traineeship experience will be fully recognised in the plan as indicated in article 2 of this Call for application.

Art. 30 - “Bicocca International Students” Open Badge
All experiences will be recorded in the “Bicocca International Students” Open Badge. Open Badges are digital certifications, internationally recognised and usable in electronic curricula vitae.

At the end 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

Art. 31 - Candidates with special needs
The Erasmus Traineeship Programme pays particular attention to students whose physical, psychological or, more generally, health conditions are such that they cannot participate in the Programme without an additional grant for the further 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 documentation can apply for an additional contribution funded by the EU. If you need further information or logistical support to evaluate the logistical/organisational aspects of the Programme, you can send a request for a meeting to Spazio B.Inclusion by sending an e-mail to info.disabili.dsa@unimib.it.

Art. 32 - Additional contribution for Erasmus Traineeship students with special needs
Students with special needs who are eligible for the Erasmus Traineeship Programme may apply for the additional grant. The Erasmus National Agency/Indire will communicate the opening of the evaluation procedure for the allocation of the contribution to the University, which will contact the students directly to inform them about how to submit the application. In order to qualify for the grant, students must produce an estimate of the additional costs they will incur during the Programme. The additional contribution is based solely on actual costs incurred: students are therefore required to keep the payment receipts.

At the end of the evaluation, the Erasmus National Agency/Indire will forward a communication to the University which will provide to disburse the additional contribution, after verification of the payment receipts.
PART VIII - FINAL PROVISIONS

Article 33 - Communications

According to art. 26, paragraph 1 of the Student Regulations, the only official channel of communication between students and the University is the University e-mail box (n.surname@campus.unimib.it).

For general information about this Call for application, students should contact only the e-mail address erasmus.traineeship@unimib.it.

Students are required to update their personal page on the Online Student Registry. The Administration assumes 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.

Art. 34 - Person in charge of the procedure

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

Article 35 - Final Provisions

Applications to participate in this Call for application 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 art. 71 of Presidential Decree 445 of 28 December 2000, the Administration will carry out appropriate checks, including sample checks, and in all cases where doubts arise regarding the truthfulness of the substitute statements.

For all matters not covered by this Call for application, the laws and regulations in force regarding public competitions and university study awards apply.

Everything contained in the Call for application may be subject to changes, even significant ones, as a result of national and/or regional provisions on public health.

THE RECTOR

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

Area of Education and Student Services, Dr. Elena La Torre
International Affairs Sector, Dr. Agnese Cofler