

## THE RECTOR

- CONSIDERING that regulation from the European Parliament and Council will establish the new Union Programme for Education and Training, Youth and Sport 2021-2027, “Erasmus+”;
- IN VIEW OF the European Commission having awarded the University of Milano-Bicocca the Erasmus Charter for Higher Education 2021-2027 via the Education, Audiovisual and Culture Executive Agency on 14 December 2020;
- IN VIEW OF the Declaration on Honour signed by Rector Prof. Giovanna Iannantuoni on the 5th of May 2021 with which the University of Milano-Bicocca submitted its application for the 2021 Call for Erasmus+ mobility funding;
- IN VIEW OF the Fund allocated by Ministerial Decree of December 29th 2014 n. 976 for supporting young people and indications on its use and monitoring outlined by the MIUR in Prot. No. 2773 of the 5th of March 2015;
- IN VIEW OF the anticipated assignment of National public co-financing from the Revolving Fund under Law 183/1987 of the European Erasmus+ Programme - University Sector;
- IN VIEW OF the Statute of the University of Milano-Bicocca issued by Rectoral Decree no. 0010332/15 of the 3rd of March 2015;
- IN VIEW OF the University Teaching Regulations issued by Rectoral Decree no. 0040884/17 of the 4th of July 2017;
- IN VIEW OF the Regulations for the implementation of International Student Mobility issued by Rectoral Decree 769/2019 - No. 0010763 of the 7th of February 2019;
- IN VIEW OF Rectoral Decree 394/2021- 0008361/21 of the 22nd of January 2021 setting out provisions for reactivating International Mobility post the Covid-19 health crisis;
- IN VIEW OF the resolutions of the Academic Senate of the University of Milano-Bicocca of the 8th of June 2021 on International Mobility Planning for the 2021/2022 academic year;
- IN VIEW OF the proposing Manager attesting to the legality and legitimacy of this measure;

## DECREES

for the reasons indicated in the introduction to this measure and set out below in full, the issuing of the **Erasmus Call I for European mobility for Traineeship purposes to be carried out in academic year 2021/2022**, addressed to all students currently enrolled at the University of Milano-Bicocca.

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## PART I - GENERAL REGULATIONS AND ADMISSION CRITERIA

### Art.1 - Erasmus Traineeship Programme

The purpose of the Erasmus Programme is to gain university credits during a European experience which may last up to 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 programmes, the maximum duration is 24 months.

The minimum duration of the Erasmus Traineeship Programme (*hereinafter: Programme*) is 2 months (60 full days) and it must take place between September 1st, 2021, and October 30st, 2022. For those enrolled in a Specialisation School or PhD programme, the minimum Programme duration is 3 months (90 full days).

The experience may take place in the following ways:

- **Traditional Mobility** (the entire Traineeship is carried out abroad, either in person or working from home; this means students who, authorised by their destination, are abroad, even if working from home while abroad, are considered to be taking part in traditional mobility);
- **Blended Learning** (this is where the Erasmus period consists of both a period of remote working from Italy and a period of at least 60 days abroad, which may involve either working in person or from home).

How the Programme takes place will depend on the host organisation. During the Programme, students must comply with the safety regulations set out by the host organisation.

Further details on how the Programme may take place may be communicated once the European Parliament has published the (EU) regulation establishing the new Erasmus+ 21-27 Programme.

### Art.2 - Eligible Erasmus Traineeship Activities

Activities permitted during the Programme include:

- internships with public or private organisations;
- educational and practical traineeships in hospital units;
- traineeships in research laboratories within public or private organisations;
- work placements for those training to become teachers;
- research placements for students and PhD students.

Research activities are permitted provided they constitute professional training for the student; to this end, the Learning Agreement for Traineeship (LAT) must be completed in a way that makes this training explicit.

Successfully carrying out educational activities during the Programme is an integral part of the student's study plan and is recognised with university educational credits (CFU).

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

- Students using the results of their experience as preparatory work for an experimental dissertation will gain all CFU related to their final exam recognised in their academic transcript minus one, which will be added later once the dissertation oral exam has been taken;
- students using the Programme to do an internship/traineeship will have this period of their academic career recognised as an internship/traineeship if provided for in the regulations of their Course of study, or as CFU within the student's chosen activities (this second option must be verified with their Mobility Coordinator Lecturer and ratified as soon as possible with the inclusion in the study plan AD, the "optional CFU undertaken in Erasmus");
- graduates will have the Traineeship period recorded on a Diploma Supplement.

### Art.3 — Workplace Internships

The new Erasmus+ 21-27 Programme also permits Evaluated Practical Traineeships (TPV) in medicine and surgery to qualify as a medical professional and Workplace Internships for admission to the State Examination for qualifying as a Psychology professional.

#### ▪ Medical and Surgical Evaluated Practical Traineeships (TPV)

Students on a Single-Cycle Master's Degree in Medicine and Surgery can access the Programme both during their studies and after graduating to undertake a TPV within medicine or surgery. Students who wish to apply for the Programme must gain advanced authorisation from Prof. Marco Domenico Parenti, Coordinator for International Mobility for the School of Medicine and Surgery, who must approve the foreign destination institute's suitability. To be elected as a TPV venue, the foreign destination is required to meet the specifications set out by Italian legislation. Students who wish to undertake a TPV during their mobility must apply to the Programme following the procedures set out in the articles of this call for applications using the relevant forms published at the following link: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/selezione>.

#### ▪ Workplace internships for admission to the State Examination for qualifying as a Psychology professional

Students on the LM-51 Master's Degree Course may access the Programme to undertake a postgraduate Workplace Internship to gain admission to the State Examination. Students who wish to apply for the Programme must gain advanced authorisation from Prof. Silvia Mari, Coordinator for International Mobility for Psychology. After gaining authorisation from the Coordinator, students must first contact the University Internship Office to draw up an agreement with the place of destination and only then may they apply for the Programme following the procedures set out in the articles of this call for applications using the forms published at the following link: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/selezione>.

Both Evaluated Practical Traineeships (TPV) in medicine and surgery for qualifying as a medical professional and Workplace internships for admission to the State Examination for qualifying as a Psychology professional that are undertaken with this Programme **must comply with any and all obligations and limitations of Italian legislation in order to be recognised.**

#### Art.4 - Erasmus Traineeship Destinations

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

▪ **The following are eligible Erasmus Traineeship destinations (*hereinafter: destinations*):**

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

These public or private organisations may be:

- public or private, small, medium or large enterprises (including social enterprises);
- local, regional or national government bodies;
- 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/institutes/educational centres (at all levels, from pre-school to upper secondary education, including centres for vocational training and adult education);

- non-profit organisations, associations or NGOs;
- vocational guidance, professional consultancy and information services.

The European platform <http://erasmusintern.org/> can be used to search for opportunities offered in EU destinations. No prior bilateral approval is required to initiate the Programme.

▪ **Destinations that are not eligible include:**

- EU institutions and other EU bodies including specialist 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 that manage EU programmes, such as National Agencies.

#### **Art.5 - Lecturers Coordinating International Mobility**

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

Coordinators are responsible for the following:

- agreeing on and approving destinations with students;
- agreeing on and approving the Learning Agreement for Traineeship (*hereinafter: **LAT***) with students, i.e. the traineeship learning project to be carried out during the Programme and any subsequent amendments;
- filling out the **Mobility Project Approval** form which provides for the full recognition of all the educational activities successfully carried out during the Programme and provides for the conversion of these;
- authorising the Programme extensions where this is necessary for students to complete their traineeship project, making sure to check that the normal duration of the course of study is not affected by the extension.

The full list of Coordinators is published on the **University** website at the following link <https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0> .

#### **Art. 6 - Eligibility Criteria for Erasmus Traineeships**

To access this call for applications, students must:

1. **be currently enrolled** in a Bachelor's Degree (first cycle of studies), Master's degree or Single-Cycle Master's degree (second cycle of studies) or be enrolled in a Specialisation School or PhD Programme (third cycle of studies); this requirement must be met throughout the period of mobility;

2. if enrolled in the last year of the first or second cycle of studies for 2020/2021 academic year, their mobility must end by 28 February 2022 and they must graduate by March 2023; if enrolled in the last year of the first or second cycle of studies for 2021/2022 academic year, they must graduate by March 2024;
3. be up to date with university fee payment;
4. **not have already benefited from a 12 month Erasmus grant in the same cycle of study (24 months for single-cycle master's degrees);**
5. **not benefit from other European Union funded grants for the same period during the academic year 2021/2022** (examples include: Erasmus scholarship, Marie Skłodowska Curie grant, Horizon 2020, EIT Raw Materials funding, etc.);
6. have an approved LAT that allows for those enrolled in a first or second level Degree Course **to acquire university educational credits in their study plan**, and for those enrolled in a Specialization School or a PhD Course, a Programme lasting at least 3 consecutive months;
7. **not have initiated a traineeship to acquire the same university educational credits or for the same period with the University Internship Office** (except as provided for in article 3 of this call);
8. **not have their graduation or studies suspended for any reason;**
9. **not be repeating the year they are enrolled in or be enrolled for credits or be enrolled part time.**

**Students repeating the year are not eligible for the Programme.**

#### **Art. 7 – Graduate Eligibility Criteria for Erasmus Traineeships**

**Graduates are also eligible for the call for Erasmus Traineeships.**

These students must:

1. apply **before** obtaining their qualification;
2. carry out the Programme **entirely after** obtaining their qualification;
3. complete the Programme by the 30th of October 2022.

#### **Art. 8 – Erasmus Traineeship Programme Incompatibility**

During the Programme students may not:

- a) Apply for a transfer to another university or apply to change course;
- b) Present their dissertation and/or graduate;
- c) Carry out any activity that requires attendance in person at the University of Milano-Bicocca.

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

## PART II - CANDIDATE SELECTION

### **Art. 9 - Learning Agreement for Traineeship (LAT)**

In order to be admitted to the Programme, students are required to agree their **LAT** with their Coordinators, i.e., the traineeship project to be pursued abroad. The **LAT** must be agreed upon and countersigned by the host organisation. Once the ranking list is published, it will not be possible to change the destination except for proven teaching purposes 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**, filled out in electronic format and saved as a pdf/a, must be included in the application form on the Online Student Registry as provided for by article 11 of this call. **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**, should be filled out electronically, upon agreement with the Coordinator, only if the Traineeship duration needs to be modified during the Programme;
- the **Section to be completed AFTER THE MOBILITY**, should be filled in electronically at the end of the Programme;
- The **Addendum** on student safety during the Programme, completed with signatures and saved as a pdf/a, must be included in the application through the Online Student Registry as set out in article 11 of this call.

The LAT template is available online at:

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

**The LAT is to be signed by the Coordinator or, in their absence, the Department Director.** For graduate students and PhD students, the Course Coordinator, tutor or School Director can sign in the absence of a Coordinator. In such cases, students are still required to inform and obtain the signature of the relevant Coordinator before the ranking list is released.

A Guide to the filling out the LAT is available on the University website at:

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

To access the Erasmus Traineeship, students are required to use only the forms provided by this call.

#### Art. 10 – Erasmus Traineeship Mobility Project Approval

To be admitted to the Programme, students and their Learning Agreement for Traineeship (LAT) must be approved for the Programme by their Coordinator via the “**Mobility Project Approval**” form published online at:

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

**By signing the “Mobility Project Approval” form, Coordinators affirm that the contents of the LAT are valid and provide for activities successfully carried out during the Programme to be recognised.**

In the absence of Coordinators, the Department Director may sign. In the absence of Coordinators, the Course Coordinator or tutor may sign for graduate students and PhD students. In such cases, students are still required to inform and obtain the signature of the relevant Coordinator before the ranking list is released.

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

#### Art. 11 - Erasmus Traineeship Application Form Submission

**The application must be completed via the at the Online Student Registry between June 15th, 2021 and 12:00 noon on July 5th, 2021,** as follows:

- log into your personal Online Student Registry page;
- on the right-hand menu, select “**International Mobility - Mobility Calls**”;
- select the mobility field “**Exchange Programmes**”;
- select Call I Erasmus for Traineeship academic year 2021/2022;
- select your destination from the list of the University's partners; if your chosen destination is not listed, type it in the box provided including the **name and full address**;
- select the “**REGISTER**” option;
- attach your **LAT (including addendum)** in pdf/a format;

- attach your "**Mobility Project Approval**" form in pdf/a format;
- select the mandatory "**Print receipt of call registration**".

The application is only final with the printed receipt. The application is void if the documents are not uploaded or the receipt is not printed. Applications submitted with illegible attachments or that do not comply with the requirements of this call will not be rejected by the selection office.

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

- Planned period of the mobility: use the **day, month and year** form; dates to include are the traineeship start and end dates, minus travel days;
- Number of working hours per week: must be consistent with the number of CFU that will be awarded;
- Detailed programme of the traineeship: briefly describe the traineeship activity that will be carried out (minimum 1000 characters including spaces);
- Knowledge, skills and competences to be acquired by the end of the traineeship: briefly describe what you will gain from your traineeship (minimum 1000 characters including spaces);
- Monitoring plan: describe how your traineeship will be monitored;
- Evaluation plan: describe the criteria that will be used to monitor your traineeship;
- **Select one of the three pre-filled boxes in "table B"** and enter the number of CFU that will be awarded; the number of CFU must correspond to the total CFU from the Educational activities set out in the Mobility Project Approval form; students in their third cycle of studies and those graduating who intend to undertake the Programme after obtaining their qualification are not required to enter the number of CFU.

#### Art. 12 - General University Ranking List

The Online Student Registry System will score the academic record for the applications submitted out of fifty pursuant to article 10 of the University Regulation for the Implementation of International Student Mobility (hereinafter: Regulation). To calculate candidates' academic record score, the Online Student Registry system will only take into consideration teaching activities **recorded and available in their transcript of records as of the 5th of July 2021.**

The University's general ranking list will be released on the Official Notice Board and on the University website at <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-traineeship/selezione> by the 30th of July 2021.

Students who have initiated an internship 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).

All eligible students on the ranking list can communicate with the International Mobility Office (UMI) by emailing [erasmus.traineeship@unimib.it](mailto:erasmus.traineeship@unimib.it).

#### Art. 13 - Erasmus Traineeship Programme Withdrawal

After the University's general ranking list is released, students may withdraw from the programme through the Online Student Registry as follows:

1. log into your personal page;
2. in the right-hand menu, select "Questionnaires";
3. fill in the questionnaire called "Declaration of withdrawal from international mobility";
4. when finished, confirm the questionnaire;
5. withdrawal is irrevocable from the moment it is confirmed after completing the questionnaire.

The Erasmus Traineeship Programme cannot be withdrawn from in favour of the Non-EU Exchange Programme.

### PART III - BEFORE THE ERASMUS TRAINEESHIP PROGRAMME

#### **Art. 14 - Declaration of Erasmus Traineeship Programme Start and End Dates**

Students who are eligible to travel, as will be communicated by the International Mobility Office (UMI) when the ranking list is released, must declare **the anticipated Programme start and end dates** within the following time frames:

- **by the 5th of August for experiences starting prior to the 31st of December 2021;**
- **between the 24th and 30th of November 2021 for experiences starting on or after the 1st of January 2022.**

**After these deadlines, the declared dates cannot be changed.** Failure to meet the deadlines set out above and in article 15 below will result in delays in the Agreement being issued and in the Erasmus Traineeship funding being provided.

Students who have will have graduated should declare their anticipated start and end dates by emailing [erasmus.traineeship@unimib.it](mailto:erasmus.traineeship@unimib.it).

#### **Art. 15 — Signing the Erasmus Traineeship Mobility Agreement**

**Both students and the University sign the “Erasmus Mobility Agreement”, which outlines the funding to be received, if any, and the insurance coverage during the Programme.** To enter into this agreement, the anticipated start and end dates of the Programme, as declared by the student, are required. Students will not receive any funding or insurance coverage unless the Erasmus Mobility Agreement is signed.

The full Erasmus Mobility Agreement and the instructions for signing it will be emailed to students who have complied with the provisions of article 14 of this call, within the following time frames:

- **by the 15th of September 2021 for experiences starting prior to the 31st of December 2021;**
- **by the 15th of January 2022 for experiences starting on or after the 1st of January 2022.**

Once students have signed the Erasmus Mobility Agreement, it must be emailed to [accordo.mobilita@unimib.it](mailto:accordo.mobilita@unimib.it) following the received instructions and within the following time frames:

- **by the 25th of September 2021 for experiences starting prior to the 31st of December 2021;**

- by the 25th of January 2022 for experiences starting on or after the 1st of January 2022.

The University Delegate will digitally sign and return **compliant** Erasmus Mobility Agreements in CADES format (.p7m). Students who have submitted a **non-compliant** Erasmus Mobility Agreement will receive an automatic email requesting the correct document is submitted, or funding and insurance coverage will be suspended.

#### **Art.16 — Re-enrolment for the 2021/2022 Academic Year**

By the 20th of July 2021, students participating in the Programme must re-enrol for the 2021/2022 academic year; the enrolment fee payment deadlines are those set by the **University**.

Re-enrolment for the 2021/2022 academic year is not required for those graduating.

#### **Art. 17– Mobility Authorisation from the Foreign Destination**

The period of mobility at the foreign destination commencing is subject to the Programme activities being safe to carry out. The mobility of eligible students is authorised unless otherwise specified by the Italian State. Students can find information on destination countries the Italian Ministry of Foreign Affairs' website <http://www.viaggiasesicuri.it/home> ; If the Italian Ministry of Foreign Affairs advises against travelling to any given country, mobility to that country is not authorised. In such cases, students must immediately contact the International Mobility Office which will take appropriate action.

Students are also required to register with the Ministry of Foreign Affairs database through the following link: <https://www.dovesiamonelmondo.it/home.html>

#### **Art. 18 — Online Linguistic Support**

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

- an assessment test before the Programme starts;
- a language course based on the participant's language needs;
- a follow-up test at the end of the Programme.

Traineeship students are assigned an 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 provided by the OLS

platform. The platform is managed by the EU itself. In the event of an issue, students may use the “Report a problem” function available at <https://erasmusplusols.eu/en>.

#### **Art. 19 — University Insurance Coverage and National Healthcare**

- The **University** has the following insurance policies in place for its properly enrolled students:
  - Policy no. 406376720 “Third Party Liability - TPL” with AXA Assicurazioni S.p.A. (valid from 31st December 2020 to 31st December 2025);
  - Policy no. 400260064 “Student Accident” with Generali Italia S.p.a. (valid from 1st October 2020 to 30st September 2025).

These coverages extend to students and are valid in any country in the world.

In any event, students must comply with the prevention and safety regulations of the Erasmus destination and immediately inform the **University** if an accident occurs during activities carried out during the Programme by contacting the Department of Welfare and National Healthcare Relations at [assicurazioni@unimib.it](mailto:assicurazioni@unimib.it) or via the **University** website at: <https://www.unimib.it/servizi/opportunit%C3%A0-e-facility/assicurazioni>.

Students can also use this Department of Welfare and National Healthcare Relations link to request further information on additional insurance available.

- **The University does not offer healthcare insurance.** As such, students can also use this Department of Welfare and National Healthcare Relations link to request further information on additional insurance available.

Before travelling, students should also find out about the scope of National Healthcare in the destination country by:

- Consulting the **Interactive Guide: “Se parto per...”** [If I travel to...] available the Ministry of Health website [http://www.salute.gov.it/portale/temi/p2\\_4.jsp?area=Assistenza%20sanitaria](http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria);
- Visiting your local healthcare authority (ASST).

**Taking out supplementary health insurance for expenses not covered by National Healthcare is strongly recommended.**

### **PART IV - ERASMUS TRAINEESHIP MOBILITY FUNDING**

#### **Art. 20 – Financial Aid for Erasmus Traineeships and Supplementary University Contribution**

All eligible students on the ranking list will receive funding for periods actually spent abroad. Funding is provided as a contribution to expenses abroad and is therefore not intended to cover all expenses incurred by the student.

Funding comprises of:

**A. Erasmus Mobility Grant**

INDIRE, the National Agency for Erasmus, annually assigns European funding to the **University** to cover Erasmus Mobility grants. The **University** allocates contributions to all eligible students until the European funding is exhausted. As part of the Erasmus Community Programme and as set out by the national provisions attached to the Erasmus 2021 Programme Guide, the European Commission stipulates that mobility grants should be adjusted according to the destination country, per day, as follows:

GROUP 1 Countries with a higher cost of living	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway and Sweden	€500.00
GROUP 2 Countries with an average cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal and Spain	€450.00
GROUP 3 Countries with a lower cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Slovakia and Slovenia.	€. 400.00

**Graduates are only entitled only to the Community grant, without any University supplement.**

**B. Supplementary contribution from the University**

Supplements to the Erasmus Mobility Grant are calculated based on ISEE (Equivalent economic status indicator) data taken from the year in which the call is published, in accordance with Prime Ministerial Decree no. 159/2013. The amount that will supplement the Erasmus Mobility grant will be decided by the University's Board of Directors in the meeting on the 20st of July 2021.

To obtain a supplementary contribution, students can submit ISEE 2021 (for student university benefits) by signing the DSU (Personal Sworn Declaration) **by the 20th of July 2021**.

For further information, please consult the ISEE Guide at: <https://www.unimib.it/servizi/segreteria-studenti/immatricolazione/tasse>

**The ISEE is acquired in the following ways:**

- automatically for those who re-enrol for the 2021/2022 academic year by the 20th of July 2021;

- by emailing [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it) where students have not re-enrolled by the 20th of July 2021.

The International Mobility Office will ensure the data acquired is extracted and entered on the Online Student Registry by the 30th of July 2021. **ISEE data extraction for providing mobility grants will not be possible if students have not signed the DSU by the deadline: the 20th of July 2021.**

#### **Art. 21 – Payment Methods for Erasmus Traineeship Financial Aid**

**Mobility financial aid is granted by Rectoral Decree and its provision is subject to signing the Erasmus Mobility Agreement.** Mobility financial aid is calculated based on the information declared as set out in article 14, taking into account the order of the ranking list, the funding available and the period of time actually spend abroad. Mobility duration will be calculated automatically by the Community Mobility Tool based on the Excel function DAYS360, according to the 360 day business year (meaning each month is counted as 30 days regardless of its duration). Mobility duration according to EU regulations can be checked using the calculator available at: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/borsa-erasmus-traineeship>.

Financial aid is paid in two instalments:

1. An advance equal to all full months minus one, subject to having signed the Mobility Agreement as per article 15 of this call (for instance, for a declaration of actual mobility of 5 months and 20 days, the advance payment would be for 4 months);
2. The remaining funding, if due and up to the available budget is exhausted, including further funding (funding for extensions), will be paid adjusted to the dates certified in the LAT Section **to be completed AFTER THE MOBILITY**. The adjustment is calculated based on the actual days spent abroad and certified by the receiving organisation at the end of the mobility period and following the fulfilment of the European Commission requirements.

#### **Art. 22 – University Multi-Functional Card**

Financial aid is solely provided on the University's multi-functional card. Students are responsible for activating the “pre-paid card” service at the Banca Popolare di Sondrio (ground floor, U6 building) and checking the validity period of the card. If the card is lost or stolen, students must file a report, request a new card to be issued at the Careers Office and speak directly to the Banca Popolare di Sondrio ([popso@unimib.it](mailto:popso@unimib.it)) to collect and activate the

new card. Students are responsible for the new card being issued and the cost of shipping. When the new card is activated, students will see the monthly amounts due have been paid. For further information on the systems used to provide funding, please email the Payments Office [pagamenti.dott-spec@unimib.it](mailto:pagamenti.dott-spec@unimib.it).

## PART V - DURING THE ERASMUS TRAINEESHIP

### **Art. 23 – Erasmus Traineeship Programme Compatibility**

During the Programme, students may:

- submit a Study Plan;
- apply to sit the final exam for graduation, provided it occurs after the Programme ends;
- apply for University Right to Education scholarships and grants;
- pay contributions and submit the ISEE declaration.

During their mobility period abroad, students may not carry out any action that requires being at the University campus in person.

### **Art. 24 – Changing the Erasmus Traineeship Mobility Period**

Students may request authorisation to extend their mobility from their Coordinator; to do this they must fill in the LAT **Section to be completed DURING THE MOBILITY**. Once signed, 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](mailto:erasmus.traineeship@unimib.it).

Students cannot request any mobility extension that would affect their qualification being gained within the normal duration of the course of study. **Extensions must be requested at least one month prior to the end of the mobility date declared** in the LAT **Section to be completed BEFORE THE MOBILITY**. In any event, extensions may not be requested beyond the 31st of May 2022. Extensions that result in a **maximum period of actual mobility of 12 months (24 for single cycles)** can be requested for each study cycle as stipulated by the EU. Students who are currently or have already undertaken a mobility period (Erasmus for studies and/or Traineeships) must account for these periods of mobility when calculating the 12 months (24 for single cycles) authorised by the EU. Non-compliant extension requests or those received after the deadlines set out in this article will not be funded. **The**

allocation of funding will take place with a Rectoral Decree and the amount due will be paid in one lump sum, only to those who have applied for an extension as set out in this article, until the budget is exhausted.

#### PART VI - RETURNING FROM THE ERASMUS TRAINEESHIP

##### **Art. 25 – Ending the Erasmus Traineeship and Final Learning Agreement for Traineeship - LAT**

At the end of the experience students must:

- verify 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 Bicocca Coordinator and the destination Traineeship Mobility Manager.
- get the destination Traineeship Mobility Manager to fill in the **Section to be completed AFTER THE MOBILITY** of the LAT and get it signed by the host organisation. **The dates given here act as evidence for Erasmus period recognition and funding;**
- email the **LAT** to [erasmus.traineeship@unimib.it](mailto:erasmus.traineeship@unimib.it) with all parts completed (**BEFORE THE MOBILITY, DURING THE MOBILITY and AFTER THE MOBILITY**), clearly legible and signed in pdf/a format.

##### **Art. 26 – Participant Report**

Once the mobility period has ended, students must fill in the **Participant report**, an online questionnaire about their experience abroad. The International Mobility Office (UMI) will report on mobility by entering students' information in the European Mobility tool platform. When the report is finalised, the European platform notify students by email to fill out the Participant report. **Students must complete the questionnaire by the 25th of November 2022.**

##### **Art. 27 – Financial Aid Adjustment**

Adjustments will be made for students who have submitted the **LAT** as per article 24 of this call. Where the result of the adjustment is negative, students will be notified at their [@campus.unimib.it](mailto:@campus.unimib.it) account requesting that any undue funding received is returned. Students who have not repaid the debt or have not submitted a counterclaim to the request by the deadline specified in the notification will have their graduation suspended. This repayment is a condition for the University of Milano-Bicocca issuing a degree qualification.

Where mobility does not correspond 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.

Mobility duration according to EU regulations can be checked using the calculator available at: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/borsa-erasmus-traineeship>.

#### **Art. 28 – Financial Aid Repayment**

After INDIRE, the National Agency for Erasmus, finalises the mobility report, students will be requested for:

- the repayment of any undue financial aid paid;
- a full repayment of the Erasmus mobility grant where students:
  - have not had the CFU recognised in their academic record that were foreseen by the LAT and in the “Mobility Project Approval” form;
  - have not submitted the mandatory Participant report by the 25th of November 2022;
  - have not taken the Online Linguistic Support follow-up test by the 31st of October 2022 (this clause does not apply to students who obtained a C2 level in the preliminary assessment test);
  - have not correctly ended mobility as provided for in article 24 of this notice;
  - have completed more than 12 months (24 for single cycles) during the same study cycle;
  - have initiated the internship procedure with the University Internship Office for the same period as mobility.

In the event that a student does not fulfil their obligations as set out by this call and the Erasmus Mobility Agreement, the Agreement will be terminated by sending an official communication to the student. Students who have not repaid the debt by the deadline specified in the notification will have their graduation suspended. This repayment is a condition for the University of Milano-Bicocca issuing a degree qualification.

**In the event of student misconduct being reported by the destination, the incident will be brought to the Rector's attention for the appropriate disciplinary action.**

#### **Art. 29 — Erasmus Traineeship Recognition**

After successfully completing the experience, as per article 24 of this call, the International Mobility Office (UMI) will initiate the procedure awarding university educational credits. Students who do not produce an LAT as per article 24 of this call are not entitled have their experience recognised. **The Traineeship will be fully recognised in the study plan** as set out in article 3 of this call.

#### **Art. 30 — “Bicocca International Students” Open Badge**

All experiences will be recorded in the “Bicocca International Students” Open Badge. Open Badges are internationally recognised digital certifications which can be used on electronic CVs.

Once the experience has come to a close, students will receive an email notification from BESTR which will enable the “Bicocca International Students” Open Badge to be downloaded. The number of credits gained during the experience will later be added to the Open Badge.

## PART VII - CANDIDATES WITH SPECIAL NEEDS

### **Art. 31 — Candidates with special needs**

The Erasmus Traineeship Programme gives special consideration to students whose physical, mental or, more generally, health conditions mean they cannot participate in the Programme without additional funding for the additional expenses related to aid, accommodation and pedagogical and technical support services. Students with disabilities or Learning Difficulties (LD) who present proper documentation at the time of enrolment can apply for an additional EU-funded contribution. For further information or support in evaluating the logistical/organisational aspects of the Programme, you can request to arrange a meeting at Spazio B.Inclusion by emailing [info.disabili.dsa@unimib.it](mailto: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 an additional contribution. INDIRE, the National Agency for Erasmus, will announce the initiation of the assessment procedure for granting funds to the **University**, which will then contact students directly to provide information on how to submit the application. To qualify for the contribution, students must produce an estimate of the additional expenses they will incur during the Programme. The additional contribution is based solely on the **expenses actually incurred** meaning students are required to keep relevant receipts.

At the end of the assessment, the National Agency for Erasmus (INDIRE) will forward a notification to the **University** which will then pay the additional contribution, subject to checking the receipts.

## PART VIII — FINAL PROVISIONS

### **Art. 33 — Notifications**

In accordance with art. 26 paragraph 1 of the Student Regulations, **the only official channel of communication** between students and the **University** is the **University email** (*n.surname@campus.unimib.it*).

For general information about this call for application, students should only email [erasmus.traineeship@unimib.it](mailto:erasmus.traineeship@unimib.it) .

Students are required to update their personal **Online Student Registry** page. The Administration assumes no responsibility for communications lost due to the candidate giving an inaccurate address, or due to a lack of or late communication of a change of address.

### **Art. 34 — Person responsible for the proceedings**

Pursuant to Law no. 241 of the 7th of August 1990, the person responsible for the proceedings is Dr. Agnese Cofler, Head of the Department of International Affairs at the University of Milano-Bicocca.

### **Art. 35 – Final provisions**

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

Please note that, pursuant to art. 71 of Presidential Decree no. 445 of the 28th of December 2000, the Administration will carry out appropriate checks, including at random, and in every case where doubts about the truthfulness of supporting statements arise.

For all matters not covered by this call for applications, the current laws and regulations on public competitive selection and university study awards apply.

All contents of this call may be subject to changes, including significant ones, 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)

Person responsible for the proceedings: Dr. Agnese Cofler  
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