

(N.B This translation is not an official version of the Regulations. In the event of any dispute, the Italian version of this call is deemed the authoritative version)

THE RECTOR

DECREES

as part of the Erasmus + Program the publication for the 2019/2020 academic year of the 1st Erasmus + European Mobility Program for Traineeship purposes to be carried out in the ay. 2019/2020, addressed to all students of the University of Milan Bicocca enrolled in progress.

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PART I-GENERAL RULES AND ADMISSION CRITERIA

Art.1- Erasmus + Traineeship mobility period

The Erasmus + Traineeship Program is aimed at the acquisition of training credits during a European mobility for a maximum of 12 months for each cycle of study (Cycle: Degree, II cycle: Master's Degree, III cycle: Doctorate / Postgraduate Schools). For the single cycle master's degree courses, the maximum is 24 months of mobility.

The Erasmus + Traineeship mobility period (hereinafter: mobility) has a minimum duration of 2 months (60 effective days of stay abroad) and must be completed by 30 September 2019. The validity of the mobility period is linked to the actual stay at the the foreign office of the Erasmus + Traineeship destination.

During the mobility period, the following are allowed:

- internships in public or private organizations;

Form formative and practical training in a hospital ward;

- internship in the laboratory.

Mobility can contribute to the development of digital skills. Research activities are eligible to the extent that they constitute vocational training for the student; for this purpose the Learning Agreement for Traineeship-LAT must be completed in order to make this type of training explicit.

The training activities carried out with profit during the mobility are fully recognized in the student's study plan with recognition of training credits.

Art.2- Erasmus Destinations + Traineeship

Eligible as destinations for Erasmus + Traineeship are:

- Higher Institutes of Education, holders of an Erasmus Charter for Higher Education;
- public or private organizations active in the labor market or in sectors such as education, training and youth.

Such public or private organizations can be:

- public or private enterprises, small, medium or large (including social enterprises);

- public bodies at local, regional or national level;

- the social partners or other representatives of the world of work, including chambers of commerce, orders of artisans or professionals and trade unions;

- research institutes; foundations; schools / institutes / educational centers (at any level, from pre-school education to upper secondary education, including professional and adult education);

- non-profit organizations, associations or NGOs;

- organizations for vocational guidance, professional advice and information services.

For the search for possible Erasmus + Traineeship destinations you can use the European platform <http://erasmusintern.org/>, only for internship offers in EU destinations. No preliminary bilateral agreement is required for the purpose of activating mobility.

Not eligible as Erasmus + Traineeship are:

- EU institutions and other EU bodies including specialized agencies (the complete list is available at http://europa.eu/about-eu/institutions-bodies/index_en.htm);
- organizations that manage EU programs, such as national agencies.

Art. 3 - Coordinators of International Mobility

Students during the mobility will be followed by an International Mobility Coordinator (later: Coordinator).

The Coordinators have the following tasks:

- to agree and approve the Erasmus + Traineeship with the students;
- to agree and approve with the students the Learning Agreement for Traineeship-LAT (hereafter: LAT), that is the training / internship project to be carried out during the mobility and any subsequent modification;
- to communicate the approved LAT and the students authorized to the mobility to the Departments and / or the Reference Councils;
- they are responsible for the full recognition of the training activities carried out with profit abroad and provide for the conversion of all the activities carried out;
- to authorize the extension of mobility if it is necessary to the student for the completion of their internship / placement training project, taking care to verify that the normal duration of the course of study is not compromised by the extension.

The complete list of Coordinators is published on the University website at

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/docenti-coordinatori-alla-mobilita>.

Art. 4 - Criteria for admissibility to the announcement

To access this call for applications students must:

1. be enrolled within the normal duration of the course of study ("in progress", and in any case not later than the conclusion set for the last year of their course of study) to a Degree Course (first cycle of studies), Master's Degree and Single-cycle Master's Degree (second cycle of studies), to a Specialization School or to a PhD Course (third cycle of studies);
 2. be up to date with payment of university fees;
 3. not be beneficiaries of other scholarships funded by the European Union for the same period for the academic year 2019/2020 (eg: Erasmus scholarship + study, Marie Skłodowska Curie grant, Horizon 2020, EIT Raw Materials funding, etc.);
 4. have an approved LAT that provides for those enrolled in a first or second level Degree Course the acquisition of training credits, or for those enrolled in a Postgraduate School or a Ph.D. Program a stay abroad for at least 3 consecutive months.
3. not have already undertaken a traineeship abroad for the same period via the University Stage office.

Art. 5 - Erasmus + Traineeship mobility undergraduate students

Graduating students can also access the Erasmus + for Traineeship call for applications.

These students must:

1. participate in this announcement before obtaining the degree;
2. carry out the Traineeship period entirely after its achievement;
3. complete the Traineeship period abroad by 30 September 2020, except as specified in Article 16 of this announcement for United Kingdom destinations.

, respecting the current regulations on internships,

Art. 6 - Incompatibility with the Erasmus + Traineeship mobility period

Mobility provides for the effective stay abroad. During the mobility students are required to respect the timetables and working days of the Erasmus + Traineeship destinations. The work suspension of mobility decided by the receiving organization must be adequately certified in the LAT; otherwise the grant will be reduced. Students are required to keep travel documents (boarding passes, train tickets, etc.) and to present them, if requested, to the International Mobility Office-UMI.

For the entire period of mobility it is not allowed:

- submit an application for a transfer or internal transfer;
- achieve the final degree.

PART II-SELECTION OF CANDIDATES

Art. 7 - Learning Agreement for Traineeship-LAT

To be admitted to the Erasmus + for Traineeship, students are required to agree the LAT with their Coordinators, ie the internship / placement training project to be followed abroad. The LAT is agreed and countersigned with the host organization; therefore, change in the location of the mobility is not allowed.

The document consists of three sections:

- the Section to be completed BEFORE THE MOBILITY, compiled in electronic format, saved in pdf / a format, will be inserted in the application form to the Online Secretarial Offices as required by article 9 of this announcement. Failure to include a compliant document complete with signatures will result in the exclusion from the mobility;
- the Section to be completed DURING THE MOBILITY, to be completed in electronic format, subject to agreement with the Coordinator for international mobility, only in the event that during the mobility a modification to the duration or to the modalities of the Traineeship as required by the article is required 21 of this announcement;
- the section to be completed AFTER THE MOBILITY, to be completed in electronic format, together with the return from the Mobility according to the modalities provided for in article 22 of this announcement.

The LAT model 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 his/her absence, by the Department Director. For post-graduates and doctoral students, if the Coordinator is absent, they may sign the Course Coordinator or tutor, or the School Director. In these cases the students are still required to inform and obtain the signature of the Coordinator of reference before the ranking is published.

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

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

To access Erasmus + Traineeship, students must only use the forms provided for this announcement.

Art. 8 - Erasmus + Traineeship mobility authorization

To be admitted to the Erasmus + for Traineeship, students are required to obtain mobility authorization from their Coordinator using the appropriate form of approval of the mobility project published on the site at the link:

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

In the absence of the Coordinators the signature of the Department Director is admitted. For graduate students and doctoral students, in the absence of the Coordinators, the signature of the Course Coordinator and of the tutor is allowed. In these cases the students are still required to inform and obtain the signature of the Coordinator of reference before the rankings are published

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The project approval form completed in electronic format, saved in pdf / a format, must be included in the application form to the Online Registry. Failure to include the compliant document complete with signatures will result in the exclusion from the mobility.

Art. 9 - Presentation of the Erasmus + Traineeship application form

The application form must be completed at the Online Registry from 10 June 2019 to 3 July 2019, to 12.00, as follows:

- Login and enter the personal page of the Online Registry (Segreteria Online);
- in the left menu select "Bandi di Mobilità" (Calls for Mobility);
- select the "Exchange Program" from the mobility possibilities and confirm;
- select the I Bando Erasmus + for Traineeship a.a.2019 / 2020;
- select your destination by choosing it from the list of University partners; if the chosen destination is not present, insert it in the appropriate box, taking care to indicate the name and the complete address;
- select the "ISCRIVI" (REGISTER) key;
- attach the LAT in pdf / a format;

- attach the project approval form in pdf/a format;
- select "stampa ricevuta iscrizione al bando" (print received registration) for the call".

With the printout of the receipt the application is final and active. Without the upload of the LAT and the project approval form the procedure will not issue the receipt and the application is void.

Applications submitted with attachments that do not comply with the requirements of this announcement or illegible will be excluded ex officio.

The BEFORE THE MOBILITY Section must be completed in full, as follows:

- Planned period of the mobility: insert the dates showing the day, month and year; the dates to be entered are relative to the beginning and end of the traineeship, after the travel days;
 - Number of working hours per week: must be compatible with the number of credits that will be recognized;
 - Detailed program of the traineeship: insert a brief description of 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: insert a brief description of the skills that will be acquired during the traineeship (minimum 1000 characters including spaces);
 - Monitoring plan: enter the methods with which the traineeship will be monitored;
 - Evaluation plan: enter based on which criteria the traineeship will be monitored;
- Enter the number of credits that will be recognized in "table B"; these credits must correspond to the sum of the cfu of the training activities indicated in the authorization form; students in the third cycle of studies are exempted from entering the number of credits, but must guarantee at least 3 months of continuous mobility.

Art. 10 - General University Ranking

The Online Registry System will assign a score of 50/50 for the academic curriculum to the candidacies presented as foreseen by this announcement. The algorithm will take into account the weighted average of the marks obtained in the exams passed and the number of credits acquired out of the total of those potentially acquired by applying the following algorithm: $\text{weighted average} \times (\text{cfu acquired} / \text{due}) \times 5/3$. For students enrolled in the first year of a Laurea Magistrale who do not have exams registered in the booklet, the vote of the previous degree will be taken into consideration, set to 50. For students enrolled in the third cycle the score will be calculated on the previous degree mark. For the formulation of the score of the academic curriculum of the candidates, the Online Registry system will take into consideration only the teaching activities recorded by 10 June 2019.

The general ranking of the University will be published on the Official Notice Board and on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-traineeship/selection> by 24 July 2019.

Departures are not allowed before the ranking is published.

Students who have activated a traineeship abroad for the same period with the University Stage Office will be excluded from the ranking.

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

Art. 11 - Renunciation of the Erasmus + Traineeship mobility

After the publication of the general rankings of the University, students may submit a waiver to the mobility to the Online Registry (<https://s3w.si.unimib.it/esse3/Start.do>) as follows:

1. Login and enter your personal page;
2. in the left menu select "Questionari" (Questionnaires);
3. complete the "Dichiarazione di rinuncia alla mobilità internazionale" (Declaration of renunciation of international mobility) questionnaire;
4. at the end confirm the questionnaire;
5. the renunciation is irrevocable from the moment in which the closing of the questionnaire is confirmed.

It is not allowed to submit the Erasmus + Traineeship mobility waiver in favor of an extra-EU Exchange mobility period.

Pursuant to Article 12 of the Regulations, the waiver of mobility evokes the payment of a penalty of € 200.00

PART III-FIRST OF ERASMUS + TRAINEESHIP MOBILITY

Art. 12 - Declaration of the start and end dates of the Erasmus + Traineeship mobility

After publication of the ranking list, students eligible to start must declare the start date and the expected end date of the mobility to the Online Registry on the page of the Erasmus + Traineeship Mobility call in which they participated, according to the following timetable:

by 1 August 2019 for departures from 31 December 2020;

by 1 December 2019 for departures from 1 January 2020;

After these deadlines, the dates declared can no longer be changed. Failure to meet the deadlines indicated in this and in the following article 13 will result in delays in the emission of the Agreement and in the disbursement of the Erasmus + Traineeship funding.

Students with a closed career due to the attainment of the degree will be able to declare the start date and the scheduled end date by writing to erasmus.traineeship@unimib.it.

Art. 13 - Signing of the Erasmus + Traineeship Mobility Agreement

Students and the University sign a financial agreement, called the "Erasmus + Mobility Agreement", which regulates financial coverage and insurance coverage during mobility. The start date and the expected end date of the mobility declared by the students are necessary for the stipulation of this agreement. Without signing the Erasmus + Mobility Agreement, the student will not receive any financial or insurance coverage.

The text of the Erasmus + Mobility Agreement and the instructions for the signature will be sent by e-mail to the students who have complied with the provisions of article 12 of the present announcement, according to the following timescales:

by 1 September 2019 for departures by 31 December 2019;

by December 20, 2019 for departures from January 1, 2019;

Once the Erasmus + Mobility Agreement has been signed, students must send it to the e-mail accordo.mobilita@unimib.it, following the instructions received, according to the following deadlines:

by 10 September 2019 for departures by 31 December 2019;

by December 30, 2019 for departures from January 1, 2020;

The signature of the University will take place according to the following timing:

by 30 September 2019 for departures by 31 December 2019;

by January 30, 2019 for departures from January 1, 2019;

Students who have submitted a non-compliant Erasmus + Mobility Agreement will receive an automatic e-mail in which they will be required to send a new corrected document within 10 days of receipt of the e-mail, otherwise the financial and insurance coverage will be suspended.

Art. 14 - Online Linguistic Support

The European Commission manages online language courses via the "Online Linguistic Support" (OLS) platform for Erasmus + students. Online Linguistic Support is mandatory and is monitored at European level and consists of:

- an evaluation test before the mobility period;
- a language course according to the participant's linguistic needs;
- a test of re-entry from the mobility period.

The European Commission annually communicates to the University, with the Financial Agreement, the number of online licenses assigned.

Traineeship students are assigned the assessment test in the language used at the workplace, as indicated in the LAT.

To students who have obtained a level up to B1 (inclusive) in the preliminary assessment test, the OLS language platform will automatically assign the license of the verified language course.

Students who have obtained the B2 or C1 levels in the preliminary assessment test will be awarded the license of the verified language course. Students who have obtained the C2 level in the preliminary assessment test will be awarded the language course of the host country or, if the language of the place of work coincides, the course of a language chosen from those offered by the platform. Students who have

obtained the C2 level in the preliminary assessment test will not have to take the verification test when they return from the mobility period.

Article 15 - Insurance coverage of the University and National Health Assistance

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

- Policy no. 75622994 "Civil Liability towards Third Parties - R.C.T." with Allianz S.p.A. (valid for December 31, 2015 - December 31, 2020);
- Policy No. 100.029 "Student injuries" with Harmonie Mutuelle (valid from October 1st 2015 to September 30th 2020).

These coverings extend to students and have world-wide territorial validity.

In any case, students must comply with the regulations concerning the prevention and safety of the Erasmus + destination and immediately inform the University in the event of an accident that occurred during the activities related to the program by contacting the Welfare Sector and relations with the SSN by writing to -mail assicurazioni@unimib.it or on the University website at the link:

<https://www.unimib.it/servizi/opportunit%C3%A0-e-facility/assicurazioni>.

Students can also contact the same link in the Welfare Sector and relations with the NHS to request information on other available insurance coverage.

Students should also inform themselves before the National Healthcare Extension starts in the destination country as follows:

- By consulting the Interactive Guide: "If I leave for ..." published on the website of the Ministry of Health http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria;
- By going to your local Territorial Social Health Authority (A.S.S.T.).

PART IV-FINANCING OF ERASMUS + TRAINEESHIP MOBILITY

Art. 16 - Erasmus + Traineeship Mobility Exchange and University grant

All eligible students in the ranking will benefit from a 3 month loan. Students who have submitted a LAT that provides for a mobility period of more than 3 months will benefit from further funding in order of ranking until the availability of the budget is exhausted. Students who have presented a LAT that foresees a shorter mobility period will receive the economic benefit based on the days actually spent abroad and certified in the **LAT Section to be completed AFTER THE MOBILITY**.

The loan is paid as a contribution to costs abroad: it is therefore not intended to cover the entire cost incurred by the student.

The loan is made up as follows:

A. Erasmus + Mobility Grant

The Erasmus + Indire National Agency assigns annually to the University a European funding to cover the Erasmus + Mobility grants. If the EU funding does not cover all the monthly salaries of the beneficiaries, the University guarantees coverage of the Erasmus + Mobility grant for the 3 months actually spent abroad. Under the new Erasmus + Community Program, the European Commission has established that the mobility grant is modulated according to the destination country, on a daily basis, as required by the national

provisions attached to the Erasmus + Program Guide 2019 Higher education KA1-Higher Education students and staff, as follows:

GROUP 1

- high cost of living: Denmark, Finland, Iceland, Ireland, Luxembourg, Lichtenstein, Norway, Sweden, United Kingdom €. 400.00 / 30 days

GROUP 2

- average cost of living: Austria, Belgium, France, Cyprus, Germany, Greece, Holland, Portugal, Slovenia, Spain, Turkey, Malta €. 350.00 / 30 days

GROUP 3

- low cost of living: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Former Yugoslav Republic of Macedonia €. 350.00 / 30 days

NOTE: In accordance with any new provisions of the European Commission, United Kingdom destinations will be included in the Erasmus or EXTRA-EU Exchange mobility program. Outgoing flows to Turkey remain temporarily suspended as per CRUI instructions and MAECI recommendations.

B. University supplementary contribution

The integration to the Erasmus + Mobility scholarship is modulated based on the ISEE-University data with reference to the year in which the call is published, as per DPCM n. 159/2013. The deadline for submission of the ISEE takes place within the dates indicated by the University for the calculation of university fees. Students who have not declared or have not produced the ISEE declaration in good time will be considered in the same way as students who have declared over € 30,000.00.

In implementation of the ministerial directives the University Supplementary Contribution takes place as follows:

ISEE value / Additional monthly contribution

Up to € 13,000.00 € 400.00 / 30 days

Up to € 21,000.00 € 350.00 / 30 days

Up to € 26,000.00 € 300.00 / 30 days

Up to € 30,000.00 € 250.00 / 30 days

Over € 30,000.00, ISEE not declared, ISEE declared late: € 200.00 / 30 days

Graduates who are eligible for Erasmus + Traineeship mobility and decide to leave after the discussion of the thesis will be entitled only to part of the community grant, without any University integration. In the case of graduates visiting the United Kingdom, the status of Erasmus student and the economic benefit will be guaranteed only for the mobility ending by October 31, 2019, provided the mobility has a duration of at least 60 days.

Art. 17 - Methods of disbursement of the loan

Mobility financing is assigned with a Rectoral Decree and its payment is linked to the signing of the Erasmus + Mobility Agreement. The effective financing of the mobility is determined on the basis of the dates indicated in the LAT Section to be completed BEFORE THE MOBILITY and declared to the Online Registry as provided for in Article 12 taking into account the ranking order and the available funding. The duration of the mobility will be calculated automatically by the Community Mobility Tool based on the DAYS360 Excel function, according to the 360-day commercial year (therefore each month, regardless of its duration, will be considered 30 days). It is possible to 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>.

The scholarship is provided in two solutions.

1. An advance payment will be made before departure, following a declaration of the mobility dates as per article 12 of this announcement, as follows:

ISEE Value	MOBILITY DURATION		
	90 DAYS – ADVANCE SUM		
	Group 1	UK destinations	Group 2-3
Up to 13.000,00 €	1.600,00 €	1.200,00 €	1.500,00 €
Up to 21.000,00 €	1.500,00 €	1.050,00 €	1.400,00 €
Up to 26.000,00 €	1.400,00 €	900,00 €	1.300,00 €
Up to 30.000,00€	1.300,00 €	750,00 €	1.200,00 €
Over 30.000,00 €	1.200,00 €	600,00 €	1.100,00 €

Note: Students whose mobility lasts less than 90 days will have the modulation of the economic benefit.

2. The remaining loan, if due, will be disbursed according to the dates certified in the LAT Section to be completed AFTER THE MOBILITY. The adjustment is calculated on the days actually spent abroad and certified by the receiving organization in the LAT, at the end of the mobility period and following the fulfillment of the requirements of the European Commission. For destinations within the United Kingdom, the balance will include the foreseen portion of the Erasmus loan, in the time and manner established by the European Commission. Students will be promptly updated on any communication concerning mobility to the United Kingdom.

Art. 18 - University multifunction card

The international mobility grant is accredited exclusively on the University multifunction card. It is the responsibility of the students to activate the "prepaid card" function at the University bank office and to check the validity period of the card. If the card is lost or stolen, students must file a complaint with the competent authorities and request a new card to the Career Management Offices via University e-mail n.cognome@campus.unimib.it and interface directly with the cashier body for shipping and activation of

the new card. The issue of the new card and the shipping costs abroad are at the expense of the student. Upon activation of the new card, students will be paid the amounts due.

PART V- DURING ERASMUS + TRAINEESHIP MOBILITY

Art.19- Compatibility with the mobility period

During the Mobility the students will be able to:

- present the Study Plan, whose approval and implementation will however be available only upon return from mobility;
- apply for a degree, provided that the discussion takes place after the return from mobility;
- apply for University scholarships and scholarships for the right to study;
- absolve contributions for the academic year 2019/2019 and submit the ISEE declaration.

During the mobility the students will not be able to carry out any action that presupposes the presence on site at the Athenaeum, otherwise the funding will be reduced according to the EU rules, except for what is foreseen by the following article 20 of the present announcement.

Art. 20 - Interruption of Erasmus + Traineeship mobility

Students who need to stop the mobility in order to take exams must be authorized by the receiving organization that will have to record the suspension period in the LAT. The reservation of Bicocca exams is allowed for activities that are formally present in the plan, with the exception of the activities associated in the Learning Agreement. The reservation for each appeal, even partial, involves the automatic reduction of three days of scholarship. The reduction applies to each booking, even for appeals set on consecutive days, regardless of the outcome of the appeal and the eventual recognition of the absence in the exam register. Only the cancellation of the reservation prevents the reduction of grant days. Students are required to keep travel documents (boarding passes, train tickets, etc.) and to present them, if requested, to the International Mobility Office-UMI.

Art.21 - Modification of the Erasmus + Traineeship mobility period

Students may request authorization from the Coordinators for the extension of their mobility and / or the modality of the Traineeship; for this purpose they must complete 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 compromises the acquisition of the degree within the normal duration of the course of study. The extensions must be requested at least one month before the end of the mobility declared in the Section to be completed BEFORE THE MOBILITY of the LAT. In any case, the extensions cannot be requested after the date of May 31, 2020. The extensions can be requested for a maximum of 12 months (24 for single cycles) overall mobility for each study cycle as per

new EU indications and in compliance with the rules laid down in this announcement. The extension requests received as set out in this article are intended to be covered by funding, in all other cases the students will not be covered.

Students may also request authorization from the Coordinators for the reduction of their mobility Traineeship, also in this case they will have to 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. Under no circumstances may the mobility period be less than 60 effective days (90 effective days for those enrolled in a graduate school or research doctorate course).

The granting of the loan will take place with the Rectoral Decree and the due will be paid in a single solution by December 2019 only to those who have submitted an extension request as provided for in this article.

PART VI- RETURN FROM ERASMUS + TRAINEESHIP MOBILITY

Art. 22 - Closure of the Erasmus + Traineeship period and the definitive Learning Agreement for Traineeship-LAT

At the end of the mobility students will have to:

- verify that you 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 Manager of the destination;
- have the Section to be completed AFTER THE MOBILITY of the LAT completed by the Traineeship Mobility Manager of the destination. The dates shown here are valid for the recognition of the Erasmus + period and funding;
- proceed with the upload of the LAT to the Online Segreteria complete with all its parts (BEFORE THE MOBILITY, DURING THE MOBILITY and AFTER THE MOBILITY), clearly legible and complete with signatures, in pdf / a format;
- complete the questionnaire on return from international mobility to the Online Registry.

Art. 23 - Participant Report

After completing the mobility, students must complete the Participant report, which is an online questionnaire on their experience abroad. The International Mobility Office-UMI will report on mobility by inserting student data into the European Mobility tool platform. When the report is closed, the European platform sends an e-mail notification to fill out the Participant report. Students must complete the questionnaire by October 30, 2019.

Art. 24 - Erasmus + Traineeship funding adjustment

We will proceed to provide the adjustment to students who have submitted a LAT as required by Article 22 of this announcement. In the event of a negative settlement, a communication will be sent to the students requesting the return of the loan already received and not due. The career will be suspended for students who, on the thirtieth day after the communication has been sent, have not repaid the debt. The return is a condition for the issue of the University of Milan Bicocca degree.

In the 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 by using the counter at the link: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/erasmus-traineeship/borsa-erasmus-traineeship>

We will proceed to provide the adjustments from February 2019 to students who have successfully completed the mobility as per Article 22 of this announcement.

Art. 25 - Return of the financial contribution

At the end of the final mobility report to the National Erasmus + Indire Agency, students will be contacted in view of:

- restitution of the economic benefit not due and possibly paid;
- restitution of the University supplementary contribution if they have not acquired the number of credits ex in the LAT and in the mobility project approval form;
- return of the Erasmus + mobility grant in the event:
 - have not submitted the mandatory Participant report by October 30, 2020;
 - have not taken the final verification test of the Online Linguistic Support by October 30 2020 (this clause does not apply to students who obtained C2 level in the preliminary assessment test);
 - have not properly closed the mobility as required by article 22 of this announcement;
 - have performed more than 12 months (24 for the single cycles) on the same study cycle;
 - have activated the traineeship procedure at the University Stage Office for the same mobility period.

In the event that students do not fulfill their obligations under this call and the Erasmus + Mobility Agreement, they will proceed independently to resolve the Agreement by sending official communication to the students. The academic career will be suspended for students who, on the thirtieth day after the communication has been sent, have not repaid the debt. The restitution is a condition for the issue of the University of Milano-Bicocca degree.

In the event that students assume incorrect behavior reported by the Erasmus + Traineeship, the event will be reported to the Rector for the necessary disciplinary measures.

Art. 26-Recognition of Erasmus + Traineeship mobility

Following the correct closure of the mobility, as per article 22 of the present announcement, the LAT will be forwarded to the educational sectors for the registration in the career of the acquired training credits.

Students who do not produce the LAT, as per article 22 of this announcement, are not entitled to the recognition of mobility.

Traineeship mobility must be fully recognized in the plan as follows:

- the students who, on their return from mobility, intend to use the results of the internship / placement experience carried out as preparatory work aimed at writing the thesis will have the recognition of all the credits related to the final exam, minus one; the missing cfu will be loaded in the career when the thesis is discussed;
- students who go to the Traineeship to support an internship / placement / apprenticeship will have the recognition of the period in their career as a stage / internship where provided for in the regulations of the Degree Course or as cfu among the activities chosen by the student;
- graduates will have the Traineeship period reported on the Diploma Supplement.

Students who during the Erasmus + Traineeship mobility carried out the preparatory work aimed at writing the thesis, at the time of submission of the degree application to the online secretariat will have to select the type "thesis with international mobility".

Art. 27- Open Badge "Bicocca International Students"

All mobility will be registered in the "Bicocca International Students" Open Badge. The Open Badges are the University's official digital certifications, internationally recognized, and easily linked to electronic curricula vitae, e-portfolios, and the main social networks.

Upon reactivating the university career, students will receive a communication via e-mail from BESTR from which it will be possible to download the "Bicocca International Students" Open Badge. The Open Badge will subsequently be integrated with the number of credits acquired during the mobility. In the case of multiple mobility periods, the Badge will update automatically, reporting after the conclusion of the last period, reporting the destination and the credits obtained in each period.

PART VII - CANDIDATES WITH SPECIAL NEEDS

Art. 28 - Candidates with special needs

The Erasmus + Traineeship Program gives special attention to students whose physical, psychological or, more generally, health conditions are such that they can not participate in the program without additional funding for the additional costs incurred in support, reception and teaching and technical support services. Students with disabilities (DIS) or with Specific Learning Disorders (DSA) who have submitted regular documentation attesting to enrollment can apply for an additional EU-funded contribution. Who needs further information or any logistical support to evaluate the logistical / organizational aspects of the experience abroad, can send a request for a meeting to the Disabled Service and DSA by sending an e-mail to info.disabili.dsa@unimib.it.

Art. 29 - Additional contribution for Erasmus + Traineeship students with special needs

Students with special needs who are eligible for Erasmus + Traineeship mobility may apply for the additional contribution. The National Agency Erasmus + / Indire will communicate the opening of the evaluation procedure for the assignment of the contribution to the University that will contact the students directly to inform them about the modalities for submitting the application. In order to contribute to the granting of the contribution, the students will have to produce an estimate of the additional costs that they will have to support during the mobility. The additional contribution is based exclusively on actual costs actually incurred: students are therefore required to keep payment receipts.

At the end of the evaluation, the Erasmus + / Indire National Agency will forward a communication to the University that will provide the additional contribution, after verification of the payment receipts.

PART VIII - FINAL DISPOSITIONS

Art. 30 - Communications

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

For general information on this call for applications, students must exclusively contact the e-mail erasmus.traineeship@unimib.it.

Students are required to update their personal page of the Online Secretariats. The Administration assumes no responsibility for the dispersal of communications due to inaccurate delivery information by the candidate or failure or late communication of the change of address.

Art. 31 - Responsible for the procedure

Pursuant to the Law of 7 August 1990, n. 241, the Head of the Procedure is Dr. Agnese Cofler, Head of International Affairs, University of Milan-Bicocca.

Art. 32 - Final provisions

Applications for participation in this call for applications will be managed in compliance with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

We inform you that, based on the art. 71 of Presidential Decree 445 of 28 December 2000, the Administration will proceed to carry out appropriate checks, including by sample, and in all cases in which doubts arise, on the veracity of the substitutive declarations.

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

THE RECTOR

Prof. Maria Cristina Messa

Responsible for the procedure: Dr Agnese Cofler

Practice covered by: Federica Oliveri

(N.B This translation is not an official version of the Regulations. In the event of any dispute, the Italian version of this call is deemed the authoritative version)