



ERASMUS+ STUDENT TRAINEESHIP PROGRAMME

ACADEMIC YEAR 2025/2026

1st EDITION

Deadline: May 14th, 2025 - 2 pm (Italian time)¹

1. WHAT IS THE ERASMUS+ PROGRAMME

Approved by the European Parliament and the Council of the European Union in December 2020, the Erasmus+ programme includes all European initiatives in the fields of education, training, youth and sports. Erasmus + mobility for traineeship allows students to undertake a period of traineeship at Higher Education Institutions holding the Erasmus Charter, or any public or private organization active in the labour market or in areas such as education, training and youth.

The University of Milan upholds the values enshrined in the European Charter for Higher Education, guarantees equal access, transparency in the procedure and support for participants with fewer opportunities. It promotes inclusion, endorses measures for the protection of the environment, strengthens European identity and encourages active citizenship.

2. ERASMUS+ STUDENT TRAINEESHIP

Action 1 - Erasmus offers student, alongside the traditional mobility for study, the opportunity to undertake a traineeship abroad at a company, research or training centre, university or other organization, **in one of the Programme Countries or a Partner Country as indicated in paragraph 10 of this Call**. The student will be entitled to a grant for the traineeship period, as well as transfer credits for activities successfully completed. These activities must be agreed upon with the Department Erasmus Coordinators and included in the Learning Agreement for Traineeship. The competent academic bodies are responsible for awarding transfer credits.

Students interested in carrying out a traineeship in the UK have to read carefully the information available at <https://www.gov.uk/browse/visas-immigration>, to learn the entry requirements, what kind of Visa is needed and the release time.

We inform students that in the past there have been issues with the Visa process from the UK. The University of Milan cannot mediate in any way in the process.

Students must keep in mind that they may incur delays and additional costs for the issuance of a visa (also outside the UK), including those for health insurance, which can not be covered by the University of Milan.

¹ The present translation refers to the official Italian text "Bando Erasmus+ Traineeship 2025/2026 - I edizione", to which students must refer to in case of inconsistencies.



3. DURATION AND REQUIREMENTS

Traineeships carried out by **students, graduates and Postgraduate Schools students** can have a minimum duration of **2 months** and a maximum duration of **12 months**; **PhD student** traineeships may last **5 to 30 days** or **2 to 12 months**. For both categories, traineeship activities must be completed no later than **December 31st, 2026**.

Traineeships can be carried out in **blended** mode, by combining virtual mobility with physical mobility in a consecutive manner (i.e. without interruption of activities). The physical mobility period must be at least 2 months and at least 5 days in case of short mobility for Phd students.

A mandatory requirement for candidates is to be enrolled, at the time of application, in one of the courses of study. **Enrollment in one of the University's courses of study must be maintained throughout the whole duration of the traineeship. It is not possible to graduate during the traineeship.**

Graduates may also carry out the traineeship abroad, **provided that the application for the Call for applications is prior to graduation**. In this case, the internship must be completed within 12 months of graduation and no later than December 31st, 2026.

Selected trainees can take online language preparation courses through the online language support platform of the European Commission "EU Academy".

The mobility can start **from 01/09/2025** and after the conclusion of the formalities required by the International Mobility Office following the selection process.

4. WHO CAN APPLY

The following profiles can apply for Erasmus+ Traineeship:

1) **Students of the University of Milan** who are regularly enrolled in Bachelor's, Master's, and single-cycle Master's degree programmes, as well as PhD students and Postgraduate Schools students. In this case, the traineeship must be completed before graduation;

2) Graduates from Bachelor's, Master's, and single-cycle Master's degree programmes, Phd and Postgraduate Schools, provided that they are **duly enrolled upon application**. The graduates' traineeship may only begin after graduation and must be completed **within 12 months of graduation** and by December 31st, 2026.



In both cases, insurance coverage is required. Candidates in group 1) are entitled to insurance coverage as University students, with the exception of postgraduate medical students, who will have to take out insurance on their own. Candidates in group 2) are required to pay an insurance fee, on pain of cancellation of the traineeship. Insurances are valid until 30/09 each year. Therefore, graduates who start their internship in September must pay two separate insurances, with the second payment being on 01/10.

Students enrolled in Medicine and IMS (International Medical School) can apply if enrolled at least in their 4th year and start their traineeship in their 5th year.

Following the compulsory attendance of their study plan, these students can plan their internship either during the second semester of their 6th year, or during the Summer break of their 5th or 6th year, according to the deadlines of the present Call for applications.

Those who have already completed Erasmus study or traineeship programmes may also apply, provided that the overall mobility period, including any periods previously completed in the same study cycle, does not exceed 12 months for Bachelor's, Master's, PhD, and Postgraduate Schools programmes, or 24 months for single-cycle Master's degree programmes. Only periods of physical mobility will be considered relevant.

Students, PhD students and Postgraduate Schools students who receive the Erasmus Grant cannot benefit from other scholarships or grants issued by the European Union.

During the Erasmus+ traineeship period, students are required to comply with the regulations of the host organization. For the entire duration of the traineeship, with the exception of graduates, students shall remain enrolled at the University of Milan, and pay tuition fees for the academic year referring to the mobility period.

Candidates must be proficient in the language(s) required by the host institution.

European students may undertake Erasmus+ traineeships in their country of origin, subject to the favourable opinion of the chosen institution.

5. HOST INSTITUTIONS

The host institution/organisation must comply with the definition given in the [Programme Guide \(2025\)](#) issued by the European Commission, i.e.: “any public or private organisation on the labour market or in sectors including education, training and youth”. This definition includes public and private enterprises (including social entrepreneurship organizations), training centres, schools,



universities and research centres, non-profit organizations, associations, NGOs, and other organizations.

Assistant lectureships in schools abroad are also eligible for the programme.

Traineeships at Higher Education Institutes (e.g. university laboratories, university libraries, etc.) must provide professional training (as opposed to study) and this must clearly stated in the work plan.

The following are NOT eligible as host organizations under the traineeship programme:

- EU institutions and other EU bodies including specialized Agencies (the complete list is available at https://europa.eu/european-union/about-eu/institutions-bodies_en), and agencies managing EU programmes (in order to avoid any conflicts of interest and/or double funding);
- The national diplomatic missions (Embassies, etc.) of the Country in which the student is enrolled, as well as national diplomatic missions of the student's Country of origin/citizenship in the host country (e.g. a French student may not undertake a traineeship in a French embassy in Germany, etc.);
- The mobility must be carried out in a different country than that of the Host institution (for instance, it is not possible to do an internship in Italy at a foreign Embassy).

6. IDENTIFYING THE HOST INSTITUTION

Each student independently identifies a traineeship location.

Erasmus coordinators of the Erasmus+ programme for each subject area may help candidates finding traineeship opportunities. Annex B (“List of traineeship search sites”) includes references to key European Erasmus+ Traineeship platforms.

The candidate must discuss the Training agreement with the faculty member in charge of Erasmus for his/her degree programme, and with the Erasmus Coordinator of the host institution.

The host institution and the activities to be carried out shall be formalised by signing the “Commitment Letter” (Annex A); this document should be signed by the Erasmus coordinator of each study course: contacts can be found on each course’s websites under “contacts”. PhD students and specializing students should refer to their Department’s coordinators.

Once the application has been submitted and the selection process completed, the candidate can not change the institution for which they have applied.

7. DIGITAL OPPORTUNITY TRAINEESHIPS

It should be noted that the European Commission has launched “Digital Opportunity Traineeships” as part of the Erasmus+ programme to help students of all disciplines develop their digital skills through direct experience within the host institutions. Any traineeship providing training and



practice in one or more of the following activities will be considered a "digital traineeship": - digital marketing (e.g. social media management, web analytics); - graphic, mechanical or architectural digital drawing; - development of applications, software, scripts or websites; - installation, maintenance and management of IT systems and networks; - IT security; - data analytics, mining, visualization; - programming and training of robots and artificial intelligence applications. General customer support, order fulfilment, data entry or office activities are not part of this type of traineeship. For digital traineeship opportunities, please refer to the following platforms: <http://erasmusintern.org/>; Drop'pin@Eures.

8. HOW AND WHEN TO APPLY

Applications can be submitted online from 04/04/2025 at 9:00 am to 14/05/2025, at 2 pm (Italian time)

The link to submit the online applications will be published at [Bando Erasmus+ Traineeship I ed. a.a. 2025/26 | Università degli Studi di Milano Statale](#)

To access, use your University credentials. Fill in all the sections of the form, unless otherwise indicated. Before moving from one section to the next one, click on the "Save and continue" button. If you do not intend to complete the form in a single session, or if you prefer to fill in the sections in a different order, just click on "Save".

Once you have completed the form, you may view and print a summary of data entered. Download your **final application in pdf format, sign it (handwritten or digital signature) and upload it to the system.**

A final screen will confirm the submission to the competent office. Furthermore, the system will send two messages to your institutional email address:

1. a notice of submission;
2. a notice containing your application number. You may receive the latter a few hours after the first notice, as confirmation that the application is being handled by the competent office.

The submitted application may not be modified after the deadline. If more than one application is received from the same candidate, the last application submitted by the deadline will be considered.

The University of Milan is not responsible for applications not received following what described above.



In case of technical problems or issues with the login, students must notify the International Mobility Office on Informastudenti - INTER Erasmus traineeship, by providing a screenshot of the encountered problem, at least 48 hours before the deadline.

Please note that the online procedure will close at 2 pm (Italian time) on May 14, 2025.

The candidate must upload the following:

1. **“Commitment Letter”** signed by the host institution and by the UNIMI Erasmus traineeship coordinator (PDF format; max. 5 MB);
2. **Signed CV** (PDF format; max. 5 MB);
3. **Academic transcript**, with clear indication of exams undertaken, available on Unimia (PDF format; max. 5 MB). This document is not required for PhD and Postgraduate School students;
4. Any **language certifications, if available**, proving the level achieved over the last five years (as a SINGLE PDF file; max. 5 MB). Please refer to our website for the list of official certifications recognized by the University: <https://www.unimi.it/it/node/297#top>. The certificate may be replaced by a **level statement issued by the Language Service of the University of Milan - SLAM**, valid for 5 years of the time of application (for information: <https://www.unimi.it/it/studiare/competenze-linguistiche/test-e-corsi-di-lingua-bandi-di-mobilita>). If the required language level is shown on your transcript of records, it is possible to attach a Unimia screenshot in pdf format. This screenshot does not expire;
5. Any other qualifications that may be relevant for the purpose of the application (as a SINGLE PDF file; max. 5 MB).

Make sure you have the above documents ready in the required format before starting the application procedure. In the final step of the procedure, you will be required to print, sign and upload your application, and a copy of your ID (front and back). The Call for Applications and its Annexes are available at <https://www.unimi.it/it/internazionale/studiare-allestero/tirocini-allestero/erasmus-traineeship-outgoing>

Attention:

- No documents different from those listed above will be accepted;
- No documents signed over 2 months before the Call for Applications will be accepted;
- No documents partially completed or starting before 01/09/25 will be accepted;
- The documents must have a digital signature, or hand signature and stamp of the responsible person. If a stamp is not available, the Commitment letter must be provided



together with an acceptance e-mail from the host institution.

9. SELECTION PROCESS

Applications will be assessed by Committees that will be nominated for each Area of study and that will carry out evaluations in presence or on-line, based on the following criteria:

- a) Traineeship project (as described in the “Commitment Letter” consistent with the course of study (1 to 10 points);
- b) Academic career and CV (1 to 10 points);
- c) Language skills, if available (up to 5 points);
- d) Other relevant qualifications, if available (up to 5 points)

Upon completion of the selection process, the Committee will draw up a ranking list based on the sum of the scores achieved by each candidate for each of the above criteria.

Candidates scoring at least **12 points** overall will be eligible for the programme. Scoring a zero in any of the sections a), b), will result in the exclusion from the selection. In the case of a tie, younger candidates will have the priority.

The final ranking will be posted to the dedicated webpage by **06/06/2025**.

Any selected candidates wishing to waive their place must do so **within 3 working days** of publication of the ranking.

For academic information, please contact Department Erasmus Coordinators; for administrative information, contact the International Mobility and Promotion Office on the [Informastudenti](#) online platform (**INTER - Erasmus Traineeship - Erasmus Traineeship**).

10. GRANTS

Students favourably placed in the ranking list will be awarded mobility grants provided by the European Union, to be equally distributed across subject areas up to the total number of months covered by the available budget.

Erasmus+ Traineeship grants only cover additional mobility costs, such as travel expenses and a higher cost of living in the host country. They are not intended to cover the entire cost of the traineeship abroad. The monthly amount of the EU grant is set annually by the Erasmus+ Italian National Agency, based on the cost of living by country of destination, as set out in the EU tables.

For the 2025/2026 academic year, the monthly amount of the Erasmus+ Traineeship grant has been determined as follows:



Destination country	Grant
Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Third Countries not associated to the Programme of Region 13: Andorra, Monaco, San Marino, Vatican City State Third Countries not associated to the Programme of Region 14: Fær Øer Islands, Switzerland, United Kingdom	€ 550,00/month
Group 2: Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain Group 3: Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Turkey, Hungary, Serbia	€ 500,00/month

Please note that the grants will be awarded up to the limit of the funds made available to the University by the Erasmus+ National Agency on behalf of the European Commission. The amount of funding for 2025/2026 has not yet been disclosed.

The monthly grant based on the destination country must be multiplied by the number of full months abroad.

The grant will be awarded only for the period actually spent abroad.

Any extensions, even if authorised, will not be financed. At the end of all the mobilities 2025/26 it may be possible to verify if there are any remaining funds to assign to extensions.

The monthly amount to be applied based on the destination country must be multiplied by the number of full months spent abroad. In the case of incomplete months, the financial contribution is instead calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly unit cost, as calculated through the European Commission's platform (Beneficiary Module).

Recipients of an Erasmus+ grant may not receive other EU-funded grants for the same period. If you are awarded an Erasmus+ grant, you are required to check for any conflicts with other calls for funds for which you have applied or intend to apply. Should European funds not be sufficient to cover all the mobilities, the University of Milan will inform students in due time about the funds allocation criteria.

The contribution is paid upon departure, subject to the university budget closing period between the end of 2025 and the beginning of the following year.



For PhD students selected for short-term physical mobility, the amount of the individual grant has been determined as follows:

- up to 14 days of activities: € 79 per day
- from 15 to 30 days of activities: € 56 per day

11. TRAVEL GRANT

Action 1 of the Erasmus+ Programme 2021/2027 includes two different types of scholarship to cover travel expenses, according to the table below. The green grant involves Erasmus Traineeship beneficiaries 25/26 who will undertake a sustainable trip to and from their final mobility destination. The green supplement will be verified by the Mobility Office at the end of each mobility and after checking the final travel documents. The International Mobility office will inform the selected students, in due time, on how to submit their travel documents to access the grant.

Kilometres	Amount in euro for “standard” travel	Amount in euro for “green” travel
Between 10 e 99 KM	28 euro per partecipant	56 euro per partecipant
Between 100 e 499 KM	211 euro per partecipant	285 euro per partecipant
Between 500 e 1999 KM	309 euro per partecipant	417 euro per partecipant
Between 2000 e 2999 KM	395 euro per partecipant	535 euro per partecipant
Between 3000 e 3999 KM	580 euro per partecipant	785 euro per partecipant
Between 4000 e 7999 KM	1.188 euro per partecipant	1.188 euro per partecipant
Over 8000 KM	1.735 euro per partecipant	1.735 euro per partecipant

12. SUPPLEMENTARY GRANT

In order to promote participation in the Programme by students who are in economically disadvantaged situations, and to encourage students with physical- or mental-health-related needs to participate in the programme, in line with the principle of equal access promoted by the Erasmus+ Program, the European mobility grant can be integrated with additional funds. The income position of students participating in the Erasmus+ programme will be determined based on the ISEE-University certificates for the academic year 2025/2026, as submitted according to the procedures and deadlines prescribed by the University of Milan for the purposes of a reduction on the second



instalment of tuition fees (while the regulation 25/26 is updated, students can refer to the 2024/2025 fee regulation at <https://www.unimi.it/en/study/bachelor-and-master-study/fees-and-how-pay-them/fees-current-academic-year> for reference). PhD and specializing students, as well as graduates leaving for their mobility after graduation cannot access these additional funds.

The International Mobility office will inform the selected students, in due time, on how to submit their documents to access the grant.

13. PERSONAL DATA PROCESSING

Pursuant to EU Regulation 2016/679 ("General Data Protection Regulation - GDPR") and Legislative Decree no. 196/2003, as amended and supplemented, the University undertakes to respect the confidentiality of the information provided by the applicant. All data will be processed only for the purposes of participation in the programme. Information on the enforcement of the GDPR is available on the University website at <http://www.unimi.it/ateneo/73613.htm> - pathway: www.unimi.it > University > Privacy.

Milan, 31 March 2025

THE RECTOR
(Marina Brambilla)