

## ERASMUS+ PROGRAMME 2023-24

### REGULATION FOR THE ALLOCATION OF 18 ERASMUS+ MOBILITY SCHOLARSHIPS FOR FINANCED TRAINEESHIP ABROAD

#### Premise

Within the Community Programme **ERASMUS+** for academic year 2023-2024 and upon the allocation of the European funds by the National Agency, Università IULM offers to university students enrolled in Master's Degrees 18 scholarships for Traineeship abroad, to be carried out in one of the European countries that participate.

#### **ERASMUS+ scholarships can be combined with:**

- 1. Internship offers found independently or through search engine by the student.**
- 2. Internship offers coming from Internship Providers that will be indicated by the Office to students who will pass the first selection stage.**

The Erasmus+ scholarship has to be considered as “monthly communitarian flat rate contribution for exceptional expenses incurred during the mobility period” and therefore it represents a flat rate economic aid, but it does not cover the total amount of expenses during the period abroad.

Erasmus scholarships can be combined with other scholarships or grants provided by Italian Institutions (Institutions, Enterprises, for the right to study) while it is forbidden to have access to other communitarian contributions during the same period.

#### **Art.1 – Presentation and Requirements for application**

**STUDENTS:** All students regularly enrolled in the II year of one of the IULM Master's Degrees for academic year 2023-2024 can submit their application. The student's status must be maintained through all the internship period.

**GRADUATE STUDENT:** All students enrolled in academic year 2022/2023 or a.y. 2023/2024 (registration to be completed within the closing date of this call) in their second year of Master's Degree or in their third year of Bachelor's Degree and students who have not graduated yet, can apply. Those students who want to carry out the internship after graduation must present application with the graduate student status and carry out mobility after achieving their final diploma. It is not possible to graduate during the internship period.

Students who have already achieved their final diploma cannot apply.

To benefit from the Erasmus+ student status and from the communitarian contribution:

- Students who have already received a scholarship for study purposes and/or Erasmus+ internship can apply for a second period of mobility, as long as the length of the period already carried out plus the length of the expected period do not exceed the 12 months permitted for each cycle of study.
- The internship as recently graduated must be completed within a year since graduation and anyway not after 31/07/2025.

- The internship shall last at least 2 months (60 days).
- Students cannot receive, in the same period, another scholarship financed by the European Union for the academic year 2023/2024.
- Students must be unemployed.
- Students must have all the credits required for the first year of Master's Degree.
- Students must have at least a B2 proficiency level of the host country language. Self-declaration will be accepted.

## **Art. 2 – Activities eligible for funding**

**In order to be financed by Erasmus+ grants the internship must have this characteristics:**

- The activities carried out have to be consistent with the student's academic path. For this reason, the content and the activities of the internship must be previously approved by the course tutor and included in Training Agreement signed by the student, the belonging Institute and host enterprise/institution, as well as respected by the student throughout all the internship.
- If the application is submitted with a "student status", the internship must be **curricular**, which means that it has to be part of the student study plan; the credits obtained abroad are fully recognized in "carriera" according to the regulations of the different Degree courses.
- The activity must be carried out full time and it shall last at least 2 months (60 days) without any interruption.
- The internships referred to in the following call must last at least 2 months and must end no later than 31/07/2025.

If the carried out internship would not meet the parameters set out in this call, the funding will be revoked.

## **Art. 3 – Eligible internship locations**

**Eligible locations for Internships abroad:**

- Any organisation, public or private, from a Programme country active in the labour market or in the fields of education, training, youth, research and innovation
- A non-profit organisation, an association, or an NGO;
- A vocational and career guidance body;
- A higher education institution from a Programme Country or a higher education institution from a Partner Country.

**Non-eligible location for Internships abroad:**

- Institutions and other bodies of the European Union, including the Court of Justice of the European Union and the European Court of Auditors as well as other institutions and inter-institutional bodies carrying out specialised functions (the full list of these institutions is available at [http://europa.eu/european-union/about-eu/institutions-bodies\\_it](http://europa.eu/european-union/about-eu/institutions-bodies_it))
- Organisations managing EU programmes, such as the Erasmus+ National Agencies in order to avoid possible conflicts of interest and/or double funding.

## **Art. 4 – Submission of applications and traineeship allocation**

### **4.1 Submission of applications**

Students can download the application form through the website

<https://www.iulm.it/it/internazionale/tirocinio-estero#programma-erasmus-tirocinio> or through IULM community, in the section international mobility.

The application can be presented starting from **January, 17<sup>th</sup> 2024**, specifying the chosen period of traineeship, up until there **will still be scholarships available and, in any case, no later than April, 12<sup>th</sup> 2024**.

Any scholarships not assigned by the deadline may be assigned to those who apply, having already obtained an internship that has not yet started. In this second phase, will also be included students enrolled in the second and third year of Tourism, Management and Culture and Arts that have in their study plan a mandatory curricular traineeship.

The application form must be send via email to [erasmus@iulm.it](mailto:erasmus@iulm.it) and [traineeship@iulm.it](mailto:traineeship@iulm.it), attaching the following documentation:

- Curriculum vitae in English;
- Copy of valid ID/passport;
- Certifications proving language and IT competencies, if any. Certifications must be valid (obtained no more than 3 years ago).

For the application, will be considered:

- grade average;
- evaluation of the training and professional skills;
- previous experiences abroad: Erasmus, Traineeship abroad, work experiences abroad, exchange year during high school;
- specialization courses (to be evaluated according to the consistency of the course of study);
- participation of the annual call for students' collaboration to university services and the involvement in the activity;
- language and/or IT certifications.

#### **4.2 Scholarships allocation**

Students who have already found a traineeship together with a host enterprise, must present the **Acceptance letter** while applying or after the application, sending an email to [internship@iulm.it](mailto:internship@iulm.it). If considered eligible, they will receive the scholarship.

The student has to ask the host enterprise for the acceptance letter; it has to be written on letterhead and the official model that has to be used and filled out has to be requested to the Career Service and Placement Office, sending an email to [internship@iulm.it](mailto:internship@iulm.it).

Eligible students, who have not found a traineeship yet, can look for it through Internship providers and other dedicated portals, that will be indicated by the Career Service and Placement Office. Students will have to schedule independently an interview with the enterprises that offer traineeships and – if accepted – they will have to provide the office the Acceptance Letter in order to definitely obtain the economic contribution.

**In case of remaining unallocated scholarships, they will be assigned by the Career Service and Placement Office (in accordance with the Mobility Office) at its own discretion.**

Mobility programmes must be planned as physical mobility;

Traineeships can be carried out in a blended modality, so combining both virtual and in presence activities without any interruption. The physical part of the mobility shall last at least 2 months. Only the months spent physically in presence will be financed by the scholarship.

### 4.3 Traineeship in the field of Digital Skills

In accordance with communitarian indications further priority is given to traineeships in the field of Digital Skills.

Some examples of traineeships in the field of Digital Skills: - digital marketing (social media management, web analysis); - digital graphic design, mechanical or architectonic; - applications, software, scripts and websites development; - installing, maintenance and management of systems and IT networks; - cybersecurity; - data analytics, mining, visualization; - programming and training of robots and artificial intelligence application.

Students can find host enterprises through these platforms, without registering:

- <https://ec.europa.eu/eures/public/it/opportunities>
- <https://ec.europa.eu/eures/eures-apps/opp/page/main?lang=it#/opportunity-search?keywords=Digital%20Opportunity%20Traineeships>
- <https://erasmusintern.org/>

The following activities ARE NOT COVERED by this definition: customer support, implementation of the orders, data entry or office activities.

#### Art. 5 – Calculation of the contribution

##### Art. 5.1 – Monthly grant

Erasmus+ monthly grant indicated by the European Union is different according to the country of destination; it follows the scheme below:

GROUP 1 (high cost of living)	Denmark, Finland, Iceland, Ireland, Luxemburg, Sweden, Liechtenstein, Norway  Region 14 Partner Countries: Fær Øer Islands, Switzerland, United Kingdom	500€ / month
GROUP 2 (medium cost of living)	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, The Netherlands, Malta, Portugal	450€ / month
GROUP 3 (low cost of living)	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia	400€ / month

**Green travel grant:** under the Erasmus+ program, a specific grant is provided in case students predominantly use a sustainable mode of travel (train, bus, etc.) for beginning and ending mobility trips to and from the host location.

The green travel top-up consists of a single flat-rate contribution of €50 and up to 4 additional days of the ordinary grant, to cover the period of carrying out round-trip green travel. This contribution will be paid along with the balance at the end of the mobility upon submission of appropriate supporting documentation.

The European Erasmus+ 2021-2027 program aims at encouraging and supporting the mobility of students from higher education institutions with fewer opportunities. Students with fewer opportunities are defined as: students with certified physical, mental and health problems; students with financial disadvantages supported by ISEE declaration; students with cultural differences, minor children, workers, professional athletes, orphans of at least one parent and children of victims of terrorism and organized crime. Students, who are awarded an Erasmus+ 2023 grant, have the option to report to the Mobility Office by 31/03/2024 their disadvantaged status (for social, cultural, health reasons, etc.) by forwarding specific documentation justifying the need for inclusion support. Upon the availability of funds and review of the documentation, the University will consider whether to allocate the Supplementary Grant for Individual Fewer Opportunities.

The Erasmus programme 2021/2027 includes the United Kingdom among the possible Erasmus destinations for traineeships. A total of four (4) scholarships will be allocated for internships which will take place in the UK.

While planning the mobility, the student must take into account the timing of the procedure for the **T5 visa (Youth Mobility Scheme)** <https://www.erasmusplus.org.uk/visa-and-certificate-of-sponsorship.htm>.

Every traineeship will be financed for a maximum of 2 months, even if it happens to last more. Any extension compared to the previously agreed period, should be authorized in advanced by both the host enterprise/institution and the Career Service and Placement office. A period of more than 2 months will be financed only in case of remaining funds available and in any case before the end of the mobility period.

To assignee students will be recognized a mobility grant supplied by the European Union until reaching the number of the monthly instalment that can be financed with the available budget.

**The scholarship grant will be credited by the University exclusively to the IULM card; no transfers will be made to other current accounts.**

#### **Art. 5.2 Erasmus Documentation**

Concerning documentation, assignee students will have to follow the directions of the Mobility Office. They will receive an Erasmus contract for the financial assistance, they will have to fill out a *Learning Agreement for Traineeship* agreed upon with the enterprise and the degree course coordinator, and signed by the enterprise, the coordinator and the student.

At the end of the traineeship, the student will have to submit the enterprise report for the approval of the expected credits. Being this a traineeship financed by Erasmus funds, the above-mentioned approval will be managed by the Mobility Office.

#### **Art. 6 – Disabled students**

Students with disabilities who have been assigned a ERASMUS+ 2022 grant for traineeship, may benefit from specific supplementary EU funds. Disabled students are therefore invited to apply within the established deadlines, indicating their status in the appropriate box. The terms and conditions for the allocation of supplementary funds for disabled students will be dealt with directly with the interested parties.

## **Art. 7 – Data protection**

All personal data specified in the Agreement must be processed under Regulation (EC) No. 1725/2018 of the European Parliament and the Council of Europe for the protection of individuals, respecting the processing of personal data by EU institutions and bodies, and the free movement of such data. Personal data must be processed exclusively to implement the Agreement by the home institution, the National Agency, and the European Commission, not affecting the possibility of their transmission to bodies responsible for control and audit following EU legislation (Court of Auditors or European Anti-Fraud Office - OLAF).

Upon written request, the Participant may access his or her data and make corrections to inaccurate or incomplete information. He/she is invited to submit any questions regarding the processing of his/her data to his/her home Institute and/or the National Agency. The Participant may complain to the European Data Protection Supervisor regarding how such data is used by the European Commission.

Participation in the Call implies acceptance of the privacy policy; the text of the specific privacy policy for participation in international mobility calls is available on the IULM website at the following link: [https://www.iulm.it/wps/wcm/connect/iulm/](https://www.iulm.it/wps/wcm/connect/iulm/5fd1025f-3d94-43f6-aa79-ab772bec7e7f/info+bandi+mobil%C3%A0+internazionale.pdf?MOD=AJPERES)

[5fd1025f-3d94-43f6-aa79-ab772bec7e7f/info+bandi+mobil%C3%A0+internazionale.pdf?MOD=AJPERES](https://www.iulm.it/wps/wcm/connect/iulm/5fd1025f-3d94-43f6-aa79-ab772bec7e7f/info+bandi+mobil%C3%A0+internazionale.pdf?MOD=AJPERES).

The Participant is also invited to read the European privacy policy regarding the processing of his/her data within the electronic systems for the management of Erasmus+ mobility at the following link: <https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-organisation-registration>.

## **Art. 8 - Emendaments**

These regulations may be subject to changes in itinere due to specific instructions from the Italian National Agency or the European Union. The available destinations may also change as a result of unexpected problems at the partner universities or in the respective countries (substantial changes in the partners' educational offerings, force majeure, security issues, unforeseeable events). Any changes will be communicated and made known through the IULM Community.