

ERASMUS+ PROGRAMME 2024-25

REGULATION FOR THE ALLOCATION OF 15 ERASMUS+ MOBILITY SCHOLARSHIPS FOR FINANCED TRAINEESHIP ABROAD

Premise

Within the Community Programme **ERASMUS+** for academic year 2024-2025 and upon the allocation of the European funds by the National Agency, Università IULM offers to university students enrolled in Master's Degrees 15 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 2023/2024 or a.y. 2024/2025 (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 31/07/2026.
- 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 2024/2025.
- 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 these 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)
- 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, 15th 2025**, specifying the chosen period of traineeship, up until there **will still be scholarships available and, in any case, no later than April, 11th 2025**.

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 and 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. 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.

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

The Erasmus programme 2021/2027 includes the United Kingdom among the possible Erasmus destinations for traineeships. A total of two (2) 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>.

The mobility grant awarded will be calculated on the days spent in the company and will be equal to 70% of the duration of the placement up to a maximum of 4 months. Traineeships longer than 4 months are eligible, but the exceeding period will be self-financed.

Any extensions of the period initially agreed upon must be authorized in advance by both the company/host organization and the Career Service and Placement Office and will not be financed.

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

SUPPLEMENTS TO THE MOBILITY GRANT

Contribution to fewer opportunities

The European Erasmus+ 2021-2027 program aims at encouraging and supporting the mobility of students from higher education institutions with fewer opportunities through supplementary contributions. Students with fewer opportunities are defined as those with financial disadvantages supported by ISEE declaration or other forms of disadvantage. The supplementary contribution for students with fewer opportunities for a.y. 2024-25 is €250 per month. The two forms of disadvantages (financial and other) are not cumulative. Following the overall funding received and the 2024 National Provisions, IULM University will inform applicants of the supplementary contributions available and the criteria for their allocation.

Definitions and Application Procedures

A) Financial disadvantage

The supplementary contribution for students with fewer opportunities may be granted to assignees with a **financial disadvantage determined by ISEE 2025 declaration with a value of €23,000 or less**; the student must therefore belong

to the **I or II contribution band**. To benefit from the supplementary contribution for economic disadvantage, the assignee must complete a specific form, which will be available in the community from 2/04/2025 to 31/05/2025.

B) Other forms of disadvantage

The supplementary contribution for students with fewer opportunities may be granted to assignees falling within one of the following categories, subject to verification by the office of the documentation certifying the status declared by the student:

- Students with medical-certified physical, mental, or health conditions;
- Students from a migratory background or refugees;
- Students with dependent children;
- Professional athlete students;
- Students orphaned by at least one parent;
- Students who are children of victims of terrorism and organized crime.

To be eligible for the supplementary contribution for “other forms of disadvantage”, assignees must notify the Mobility Office of their disadvantaged condition between 2/04 and 31/05/2025, by sending the relevant documentation via email, justifying the need for support for inclusion.

Students awarded the supplementary contribution for Fewer Opportunities will receive 100% of the funding.

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+ 2024 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 transmitted by applicants with their application for participation in the Erasmus program are governed by Regulation (EC) No 45/2001 of the European Parliament and of the Council of Europe for the protection of individuals and Art. 6 lett. b) of EU Reg. 2016/679 in respect of the processing of personal data by Community 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 Italian National ERASMUS Agency.

The Participant may complain to the European Data Protection Supervisor regarding how such data is used by the home

university and/or the ERASMUS National Agency; he/she can also 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: [Data protection](#)

The Participant is also invited to read the European privacy policy regarding the processing of his/her data within the information systems for the management of Erasmus+ mobility at the following link:

https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en

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.