



**Politecnico
di Torino**

ScuDo

Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR

Authorisation procedure on the Teaching Portal

For those who intend to carry out off-site periods, it is mandatory to apply the authorisation procedure on the Teaching Portal - Doctoral Dashboard, by indicating the mobility period in the sheet "External Research Activities" prior to the web mission request and at least 10 days before departure.

Subsequently, the mission authorization must be requested.

Authorisation procedure on U-gov

Mobility in Italy:

- apply the authorisation procedure available on your personal page in PoliTO website <https://www.swas.polito.it/intra/missioni/>
- follow the security protocols of the host institution

Mobility abroad – it compulsory for all PhD students with and without a scholarship:

1. refer to the specific procedure "Politecnico workers on mission abroad" available at the following web page http://www.sls.polito.it/faq_materiale/materiale/missione_all_estero, for all other safety information;
2. attend the general training course on prevention and protection in the workplace available on the personal page of the Teaching Portal;
3. only after having successfully completed the procedure on the Teaching Portal, apply the authorisation procedure available at this link: <https://www.swas.polito.it/intra/missioni/>;
4. follow the security protocols of the host institution.

Provisions on Insurance Policy for Assistance in Non-EU Countries

Within the European Economic Area, health care in public facilities is provided through the use of the European Health Insurance Card (TEAM - *tessera europea assicurazione malattia*).

For missions in non-EU countries, Politecnico has taken out an insurance policy that is valid for individuals who have been duly authorised to carry out missions, i.e. both mobility (through the Dashboard accessible from the Education Portal) and missions (through the missions procedure <https://www.swas.polito.it/intra/missioni/default.asp>)

The costs of taking out additional policies will not be eligible for reimbursement.

Conditions of use and limitations of the insurance policy in non-EU countries: https://www.swas.polito.it/services/polizze/doc_m.asp