



**Politecnico
di Torino**

Direzione Studenti e Didattica

Erasmus+ TRAINEESHIP

2024/25

**CALL FOR APPLICATIONS FOR
STUDENT MOBILITY ABROAD
ERASMUS+ TRAINEESHIP
ACADEMIC YEAR 2024/2025**

Issued by Resolution of the Executive of the STUDI Department - Student and Education
No. 1361/2024 of 12/07/2024



By STUDI Department - Student and Education
Student Administrative Services and Registrar Division

<https://www.polito.it/en/education/applying-studying-graduating/studying-abroad>

INDEX

1.	PURPOSE	1
2.	ELIGIBLE ACTIVITIES	1
2.1.	Types of eligible activities.....	1
2.2.	Eligible destinations.....	2
2.3.	Mobility period and duration	2
3.	PREPARING FOR A TRAINEESHIP	3
4.	SCHOLARSHIP FUNDS.....	3
5.	SCHOLARSHIP AMOUNT	4
6.	APPLICATION REQUIREMENTS	5
7.	DISADVANTAGED STUDENTS.....	6
8.	DEADLINES AND APPLICATION PROCEDURES.....	7
9.	SELECTION PROCESS AND RANKING LISTS	9
10.	ALLOCATION OF SCHOLARSHIPS.....	10
11.	FORMAL ACCEPTANCE OF A SCHOLARSHIP AND WITHDRAWAL.....	11
11.1.	Mobility contract.....	11
11.2.	Withdrawal.....	11
11.3.	Learning Agreement for Traineeships.....	12
12.	SCHOLARSHIPS TERMS AND CONDITIONS	12
12.1.	Advance payment	12
12.2.	Final payment.....	12
12.3.	Methods of payment.....	13
13.	LANGUAGE REQUIREMENTS	14
14.	PENALTIES	14
15.	INSURANCE COVERAGE	15
16.	COMMUNICATIONS AND CONTACTS	15
17.	PRIVACY - INFORMATION ON DATA PROCESSING.....	15
18.	PROCEDURE MANAGER	16

1. PURPOSE

Politecnico di Torino, with the contribution of the National Agency ERASMUS+ INDIRE Italia, has long been investing in actions to support and encourage student mobility, believing that educational periods abroad are of fundamental importance for students. The present Call for Applications is aimed at supporting students and recent graduates¹ through the allocation of Erasmus+ financial contributions for international mobility for traineeship activities in enterprises or organisations.

2. ELIGIBLE ACTIVITIES

2.1. Types of eligible activities

The activity is a traineeship in a Host organisation abroad within the framework of the Erasmus+ Traineeship programme under the conditions set out in this Call. There are two types of eligible traineeships:

- *Curricular Traineeship (tirocinio curriculare)*: a traineeship carried out during the Bachelor's, Master's or PhD studies;
- *Postgraduate Traineeship (tirocinio post-laurea/laurea magistrale)*: a traineeship carried out after obtaining a Bachelor's, Master's or PhD degree.

The Erasmus+ programme promotes traineeship opportunities to help trainees gain digital competences in all disciplines (digital skills). Traineeships are considered 'digital skills traineeships' if the trainee carries out one or more activities in the following areas: digital marketing (e.g. social media management, web analysis); graphic design, mechanical or architectural digital design; development of mobile applications, software, scripts or websites; setup, maintenance and management of computer systems and networks; cybersecurity; data analysis, extrapolation and visualisation; programming and training of robots; A.I. (artificial intelligence) application. General customer service, order processing, data entry and office tasks do not fall within these areas.

This Call only concerns traineeship periods carried out in person at private companies or institutions abroad. Any activity carried out during periods of 'virtual' mobility (i.e., performed remotely in the country of origin) are not eligible. Trainees are allowed to work from home if required under the Host organisation and if allowed by local regulations. In any case, the traineeship must be carried out in country of the Host institution.

¹ Including Ph.D. graduates.

2.2. Eligible destinations

Traineeships must take place in countries participating in the Erasmus+ programme, i.e., EU Member States and third countries associated to the Erasmus+ programme (Iceland, Liechtenstein, Norway, North Macedonia, Serbia, Turkey).

Host organisations can be enterprises², research institutes, laboratories or training centres and in particular:

- any public or private organisation active in the labour market or in the fields of education, training, youth, research and innovation;
- a non-profit organisation, association or NGO;
- an institution working in the field of vocational training, career counselling and information services;
- an Institution with Erasmus Charter Higher Education (ECHE).

The following types of organisations are not eligible as Host organisations:

- EU institutions and other EU bodies, including specialised agencies (the full list is available at https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/search-all-eu-institutions-and-bodies_en);
- organisations that manage EU programmes, such as Erasmus+ National Agencies, in order to avoid a possible conflict of interest and/or double funding.

Students enrolled in the Bachelor's and Master's degree programmes in Management Engineering cannot choose a Higher Education Institution to do their traineeship.

In order to help students search for a suitable location for a traineeship, the European Commission has invited European companies to publish their traineeship vacancies on the [Drop'pin@EURES](#) and [ErasmusIntern](#) platforms.

2.3. Mobility period and duration

The mobility start dates are indicated in Annex A. The mobility period must end no later than 31 July 2025.

The mobility period shall be continuous and shall last for a minimum of 2 calendar months and a maximum of 6 months.

All participants in a Postgraduate Traineeship must have completed the degree of the course of study in which they are enrolled (Bachelor's/Master's/PhD) before the beginning of the mobility.

² "Enterprise" is defined as any enterprise from public or private sector carrying out an economic activity, regardless of its size, legal status or economic sector of activity, including the social economy (Source: OJ L327 24/11/2006).

The Erasmus+ Traineeship mobility period cannot be carried out in the same period as the “Bando di concorso per mobilità internazionale studentesca (Bando Unico)” or “*Bando di concorso per mobilità studentesca all'estero - Tesi su Proposta.*”

In accordance with the Erasmus+ programme, students are allowed to split the international mobility experience in several mobility periods for a maximum of 36 months over the duration of their university studies. Out of these 36 months, students can spend a maximum of 12 months abroad for each study cycle (Bachelor's/Master's/PhD). If a student has already carried out other Erasmus+ mobility periods in the same study cycle (Bachelor's/Master's/PhD), the mobility period under this Call for Applications cannot be longer than the residual months (out of the 12 months permitted in the study cycle). The maximum duration of mobility period will be verified upon assignment, on the basis of the information hold by the University and of the self-declarations made by the applicants.

3. PREPARING FOR A TRAINEESHIP

Applicants are responsible for finding a suitable traineeship project and are required to personally contact in advance the Host organisation where they want to do the traineeship.

Applicants are required to draft their traineeship project in accordance with the specific guidelines defined by their degree programme and available in the STUDENT GUIDE – INTERNSHIPS section. Internship projects must be prepared in advance. They must include a detailed description of the activities and they must be approved before the beginning of the traineeship. All Bachelor's/Master's students and recent graduates must draft the internship project before the departure, while PhD candidates are not required to do so. More information on the procedures that applicants must follow are available at the following pages:

- Curricular traineeship:

<https://www.polito.it/en/education/applying-studying-graduating/curricular-internships/curricular-internships-abroad>

- Postgraduate traineeship:

<https://www.polito.it/en/education/applying-studying-graduating/after-graduation/graduate-internships>

4. SCHOLARSHIP FUNDS

The total funds made available to Politecnico di Torino for the Erasmus+ project (2023-1-IT02-KA131-HED-000122094) to fund the scholarships under this Call is €106,600.

The resources are divided over three application time frames (see Annex A) as below specified: PERIOD 1: 40%, PERIOD 2: 40%, PERIOD 3: 20%. Residual funds from a period can be allocated to the next period.

5. SCHOLARSHIP AMOUNT

The scholarship amount is determined in accordance with the procedures established by the Erasmus+ programme and consists of the following elements:

- basic monthly amount;
- additional monthly amount (top-up) for disadvantaged students: €250 per month (for students who meet with the requirements indicated in article 7);
- possible lump sum (50 €) for students who travel in a sustainable way.

The basic monthly amount varies depending on the country of destination as shown in the table below:

	Country of destination	Monthly amount (euro)
GROUP 1	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden Region 14 countries: Faroe Islands, Switzerland, United Kingdom	500
GROUP 2	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain Region 13 countries: Andorra, Monaco, San Marino, Vatican City State	450
GROUP 3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	400

The €50 lump sum for using a sustainable mode of transport is fixed and does not vary according to the duration of the mobility period. This lump sum is paid to the students who choose to travel by bus, train or by other low-carbon alternative travel options for the majority of the trip. In this case, students must declare which means of transport they used and, in the case of eco-friendly travel, participants must keep the relevant documentation (receipts, transport tickets, etc.) for possible further controls by Politecnico.

The scholarship amount is calculated on a daily basis. Participants will receive 1/30 of the full monthly amount for each mobility day. The scholarship amount is rounded to the nearest euro.

The number of eligible mobility days is determined as follows:

- the duration of all months is set at 30 days regardless of the actual calendar length of the month (28, 29, 30, 31 days);
- the number of mobility days is calculated as follows: 30 days for each complete month + the actual number of mobility days for incomplete months.

Example: mobility to Finland from 16/10 to 02/03, disadvantaged student, travel by no sustainable mean

Number of days:

15 days in October (from the 16th to the conventional 30th) + 30 days x 4 full months (November, December, January, February) + 2 days in March = 137 days

Scholarship amount:

(€500 basic monthly amount + €250 top-up for disadvantaged student) / 30 x 137 = €3,425.00

Erasmus+ Traineeship scholarships are exempt from IRPEF taxation (Law 208/2015, art. 1, par. 50). The Erasmus+ Traineeship scholarships can be combined with other scholarships as long as they are not funded by the European Commission. Beneficiaries of other scholarships are required to check the compatibility with the funder. Erasmus+ Traineeship scholarships may be combined with other grants directly awarded to the trainee by the Host organisation, provided that they are not funded by the European Union.

6. APPLICATION REQUIREMENTS

Applicants enrolled in a Bachelor's, Master's or PhD degree programme at Politecnico di Torino may apply for this Call for Applications, with the exception of the following cases:

- students who have already obtained the final degree for the study cycle in which they intend to do the traineeship;
- students who have nationality or were born in the country where they intend to do the traineeship, excluding cases of dual nationality;
- students who have renounced a grant previously awarded by Politecnico di Torino without a valid reason in the context of any other call for applications for student mobility in the same study cycle;
- incoming mobility students (students who are doing a mobility at Politecnico di Torino for courses, courses + final project, final project or double degree);
- students who have already carried out a mobility period for the maximum number of months allowed for each study cycle (see art. 2.3);
- students who have already completed a curricular traineeship during their degree programme, even if the internship has not been recorded in their transcript;
- students who are currently enrolled in one of the following degree programmes:
 - Bachelor's degree programme in Industrial Production Engineering;
 - Master's degree programme in Industrial Production Engineering and Technological Innovation;
 - Master's Degree in Nanotechnologies for ICTs international and national course of studies;
 - Master's degree programme in Physics of Complex Systems;

- students who take part in the TOP-UIC Project;
- students who receive a scholarship under the 'Invest Your Talent in Italy' programme;
- students who receive TOPolITO scholarship;
- students who receive a scholarship from the Italian Ministry of Internal Affairs for being holders of international protection in implementation of the memorandum of understanding between the Ministry of Internal Affairs and CRUI signed in Rome on 20 July 2016.

Applicants enrolled in a Bachelor's degree programme / Master's degree programme who want to apply for a curricular traineeship (Curricular Traineeship) must meet the following additional requirements:

- be enrolled in academic year 2024/2025 (with a 'full-time' or 'part-time' workload);
- be enrolled in a degree programme (Bachelor's or Master's degree programme - D.M. 270/2004) that requires students to complete an internship;
- have included the traineeship in their Annual Personal Study Plan (*carico didattico*), as required by the curriculum (*piano di studi*) of their degree programme. Applicants who do not meet this requirement may be admitted to the selection process on condition that they include the traineeship in their Annual Personal Study Plan before the deadline for complaints to the provisional ranking lists indicated in Annex A.

Applicants enrolled in Bachelor's or Master's degree programme who want to apply for a Postgraduate Traineeship must meet the following additional requirements:

- be enrolled in academic year 2024/2025 (with a 'full-time' or 'part-time' workload) or the previous a.y. 2023/2024 if they are going to graduate by the end of 2024;
- obtained their Bachelor's /Master's /PhD degree prior to departure.

PhD candidates must meet the following additional requirements:

- be enrolled in a PhD programme belonging to the 37th, 38th or 39th PhD cycle.

7. DISADVANTAGED STUDENTS

The Erasmus+ programme aims at promoting equal opportunities and equal access, inclusion, diversity and equity in all its actions. Organisations and participants with fewer opportunities are at the heart of these objectives and, with these in mind, the programme provides them with specific resources. For these reasons, the programme allocates additional funds to support disadvantaged students who are selected for an Erasmus+ mobility programme.

The so-called "Disposizioni nazionali allegata alla Guida al Programma 2023, Settore Istruzione Superiore" of the Erasmus+ National Agency INDIRE, which in turn refer to the Ministry of University and Research Directorial Decree N. 204 of 23.02.2023, apply to this Call for Applications.

According to these provisions, disadvantaged students (students with fewer opportunities) are identified as follows:

- a) students with disabilities or Specific Learning Disorders;
- b) economically disadvantaged students.

In order to classify as “students with disabilities or specific learning disorders” (point a) applicants must be officially supported by the Special Needs Unit of Politecnico di Torino prior to applying for this Call for Applications.

In order to classify as “economically disadvantaged students” (point b), applicants must have an ISEE (Indicator of Equivalent Economic Situation) and an ISPE (Indicator of Equivalent Financial Situation) which does not exceed the following limits:

- ISEE maximum limit: € 26,306.25;
- ISPE maximum limit: € 57,187.53.

In order to evaluate if an applicant meets the criterion referred to in point b, Politecnico di Torino will use the ISEE/ISEEU value present in the system on the closing date for application submission and used by the student to apply for tuition fee reduction (see the Tuition Fee Regulations of Politecnico di Torino – a.y. 2024-25 / [Regolamento contribuzione studentesca del Politecnico di Torino a.a. 2024/2025](#)). Applicants who have not presented any ISEE/ISPE TO Politecnico di Torino by the deadline of this Call are not allowed to get the additional monthly amount for disadvantaged students. PhD candidates must authorise Politecnico di Torino to query the INPS database to obtain the “ISEE Universitario” during the application phase.

Disadvantaged students who meet the criteria of points a) or b) will be granted the additional amount for disadvantaged students as provided for by Article 4.

Scholarship participants with disabilities or with a Specific Learning Disorder, as referred to in point a), may also receive an additional grant to reimburse the costs incurred during the mobility programme. These individuals may contact the Special Needs Unit for information on how to get this additional grant.

8. DEADLINES AND APPLICATION PROCEDURES

Applications must be submitted by the deadlines indicated in Annex A of the Call for Applications. For each application deadline indicated in Annex A, Politecnico di Torino accepts applications completed and submitted by 11.59 p.m. (Italian time).

The application must be completed with digital approval by both tutors from Politecnico di Torino and the Host institution, under penalty of exclusion of the applicant from the selection process.

Before submitting your application, please check the guidelines published by your degree programme in the “internship” section of the Student Guide, as each degree programme requires specific procedures for the activation and conclusion of the internship.

You are required to submit your application exclusively online through the following procedure:

1) log in to your personal page of Portale della Didattica - “Online services” tab - ‘Outgoing Mobility’ portlet - “Apply for Outgoing Mobility Programmes” - Mobilità per traineeship in Europa Erasmus + (L/LM/PhD)’ and fill out the required fields:

- start and end date of the mobility;
- type of traineeship: Curricular or Postgraduate;
- description of the activities (minimum 400, maximum 1200 characters);
- for applicants enrolled in a Bachelor’s/Master’s degree programme: name of the internship Coordinator of your degree programme (the list is available on the page of the Internship Coordinators indicated in Article 16);
- for PhD candidates: name of the tutor among those available in the drop-down menu;
- country of the Host institution;
- name of the Host institution;
- description of the core business of the Host Institution;
- website of the Host institution;
- name of the Tutor at the Host institution and contact information (e-mail and phone);
- for PhD candidates: upload the authorisation from the PhD Coordinator (the template can be downloaded from the web page of the Call indicated in article 16).

2) click the ‘SUBMIT APPLICATION’ button to submit your traineeship proposal to your tutor at the Host institution and to your PoliTO Internship Coordinator (for Bachelor’s/Master’s students) or to your tutor at Politecnico di Torino (for PhD candidates). After this operation, the system:

- will send your traineeship proposal to the tutor of the Host institution using the email address that you indicated in the online form, requesting his/her approval. The tutor’s telematic approval will be recorded in the system;
- will send your application to your PoliTO Internship Coordinator, requesting his/her telematic approval. The Internship Coordinator’s telematic approval will be recorded in the system.

3) verify if your traineeship proposal has been approved by your tutors from your personal page of Portale della Didattica - ‘Online Services’ tab - ‘Outgoing Mobility’ portlet - ‘Apply for Outgoing Mobility Programmes’ - ‘Mobilità per traineeship in Europa Erasmus + (L/LM/PhD)’. In any case, the system will send you the following information by e-mail to your PoliTO account (s<matricola>@studenti.polito.it):

- a final communication of successful submission of your application only if your application has been approved by both tutors;
- a communication if your application is rejected by one of your tutors.

The system allows you to modify your traineeship proposal during the entire application time frame as set out in Annex A. If you make a change, the system will cancel any approvals already obtained and will inform you. On the closing date for application submission, the last proposal must be approved by both tutors. Only in the event that both tutors approve it, the proposal will be considered final.

If you have troubles in completing the online application exclusively due to malfunctions of the system, you must report the problem to the International Mobility Unit using the "Ticketing Support System" (select the topic "OUTGOING MOBILITY Erasmus+ TRAINEESHIP", the sub-topic 'Application' and send a ticket with object "APPLICATION PROBLEM"). This ticket must be sent by 12:00 (Italian time) on the day following the closing date of each application time frame, under penalty of exclusion from the selection process.

You are allowed to submit maximum one application per application time frame.

9. SELECTION PROCESS AND RANKING LISTS

At the end of each application time frame, Politecnico di Torino will draw up the ranking lists of all applicants and identify those eligible to take part in the selection process in accordance with Articles 2 and 6. Eligible applicants will be assigned a merit-based score. The ranking lists will be processed using an algorithm which calculates a score for each applicant based on merit criteria (weighted average grade and regular academic progress) see the Appendix to this Call.

Please note that, for the purposes of drawing up the ranking lists, exams will be considered valid if recorded in the student's transcript before the following deadlines:

Application Time Frame	Deadline for exam registration in the student's transcript
I	27 July 2024
II	21 September 2024
III	22 February 2025

At the end of each application time frame, Politecnico di Torino will draw up a provisional ranking list for each educational area - Architecture, Engineering and PhD.

The provisional ranking lists will contain the following data:

- student ID number of all the applicants;
- the eligibility evaluation (eligible/non-eligible /eligible with condition);
- for non-eligible applicants: the motivation;
- for applicants who are eligible with condition: the motivation and the deadlines for dropping the provisional condition;
- for eligible applicants: the merit-based score.

Following the publication of a provisional rankings, applicants may submit any complaint by 11:59 p.m. (Italian time) of the deadline indicated in Annex A exclusively through the 'Ticketing Support Service' (select the topic 'OUTGOING MOBILITY - Erasmus+ TRAINEESHIP', the sub-topic 'Application' and send a ticket with the object 'COMPLAINTS FOR PROVISIONAL RANKING LIST' and specify the reason for the complaint). Any acceptance of complaints will be formalized in the final rankings. Any complaint submitted in a different way from those indicated above will not be taken into consideration.

The provisional and final, and scholarship award lists will be published on the web page of the Call for Applications indicated in Article 16 before the deadline illustrated in Annex A.

10. ALLOCATION OF SCHOLARSHIPS

Before proceeding to the allocations of scholarships, Politecnico di Torino will verify the maximum admissible duration of the mobility period within the 12-month Erasmus+ limit (see Art. 2.3). If the traineeship duration requested in the application exceeds the maximum admissible duration, Politecnico di Torino will automatically cut the duration of the mobility by anticipating its end date.

Politecnico di Torino will award the scholarships according to the deadlines provided in Annex A for each application time frame until all available funds are totally allocated.

The amount of the scholarships will be determined as indicated in Article 5, and no partial scholarships will be awarded.

For each application time frame:

- the total budget for each application time frame will be divided among the educational areas - Engineering, Architecture and PhD - and will be calculated proportionally to the number of eligible applicants on each final ranking list;
- scholarships will be allocated for each ranking list until the budget of the specific ranking list is exhausted;
- any residual funds from each ranking list will be used to fund eligible applicants on the other ranking lists;

- if all applicants on a ranking list have been offered a scholarship or in the event of withdrawals or failure to sign the contract (as per article 11.1), any residual resources will be made available on the next application time frame in addition to the overall budget for the period.

11. FORMAL ACCEPTANCE OF A SCHOLARSHIP AND WITHDRAWAL

11.1. Mobility contract

Scholarship participants must sign an online mobility contract. By signing the contract, the scholarship participants definitely confirm their participation in the mobility programme, accept the scholarship and authorize the University to initiate the administrative procedures for the disbursement of the scholarship.

Failure to sign the contract by the deadlines indicated in Annex A will be considered as a renunciation to receive the scholarship and will entail permanent exclusion from the selection process.

Scholarship participants are not allowed to make any changes to the traineeship proposal when the mobility contract is signed.

Scholarship participants must sign the contract online before the deadlines indicated in Annex A following the instructions received through the Ticketing Support System.

In the event of problems in signing the online contract exclusively due to malfunctions of the system, scholarship participants must inform the International Mobility Unit by sending a ticket through the 'Ticketing Support System' selecting the topic 'OUTGOING MOBILITY - Erasmus+ TRAINEESHIP', the sub-topic 'Before the mobility'. The ticket must have the object 'PROBLEM WITH CONTRACT SIGNATURE' and must be sent by 12:00 (Italian time) on the day following the deadline for signing the contract.

Scholarship participants who do not accept the scholarship and do not sign the mobility contract will not incur any penalty and may apply again in other calls for applications for international mobility.

11.2. Withdrawal

Scholarship participants who have already signed the mobility contract, but want to withdraw from the programme and give up the scholarship will incur the penalties referred to in Article 14. In order to renounce the programme, scholarship participants must fill in the specific withdrawal form referred to in article 16. The form must be submitted through the 'Ticketing Support System', selecting the topic 'OUTGOING MOBILITY- Erasmus+ TRAINEESHIP', the sub-topic 'General information' and sending a ticket with the object 'WITHDRAWAL FROM MOBILITY PROGRAMME'.

The withdrawal form must explicitly declare the motivation for the renunciation. In order to assess the validity of the motivation for possible penalties, the International Mobility Unit may request

additional supporting documents. Politecnico di Torino will accept exclusively motivations that do not depend on the will of the student.

11.3. Learning Agreement for Traineeships

Scholarship participants must fill out the Learning Agreement for Traineeships on the form available on their personal page (Online Services" tab, "Outgoing Mobility" portlet - 'Forms') following the instructions at the bottom of the document.

Scholarship participants must obtain the approval and signature of both tutors (from Politecnico di Torino and from the Host organization). The Learning Agreement for Traineeships (completed and signed) must be sent to the International Mobility Unit before the beginning of the mobility period from the student's personal page ("Online Services" tab, "Outgoing Mobility" portlet - "Forms" - "Declaration of mobility in presence").

Please note that the Learning Agreement for Traineeships is a separate document (valid for the international mobility) and must be completed on top of to the internship documents referred to in Article 3.

12. SCHOLARSHIPS TERMS AND CONDITIONS

12.1. Advance payment

Scholarship participants must communicate the actual mobility start date as soon as they arrive at the Host Institution through the specific procedure available on their personal page of Portale della Didattica ("Online Services" tab, "Outgoing Mobility" portlet - "Forms" "Outgoing Mobility" tab - 'Declaration of mobility in presence').

Within 45 working days of the declared mobility start date, Politecnico di Torino will pay the scholarship participant an advance payment equal to 50% of the scholarship amount established in the contract.

If the scholarship participant has not yet signed and sent the Learning Agreement for Traineeships to the International Mobility Unit, the advance payment will be postponed until the operation is completed.

If the actual mobility start date is later than the start date established in the contract, Politecnico di Torino will reduce the amount of the advance payment considering a shorter duration of the overall mobility period (the mobility end date established in the contract remains valid).

12.2. Final payment

At the end of the mobility period, scholarship participants must send the end-of-mobility documents to the International Mobility Unit by the deadline (procedures are set out in the mobility contract).

In particular, scholarship participants must obtain the certificate of attendance from the Host Institution, and must be completed online on the form available on their personal page ("Online

Services” tab, “Outgoing Mobility” portlet – ‘Forms’) following the instructions available at the end of the document.

Scholarship participants must pay particular attention to the dates entered to this document because they cannot be modified after the certificate is submitted to the International Mobility Unit (these dates are the only reference for calculating the balance payment).

Politecnico di Torino will not accept any certificate of activities carried out at a Host organisation or in a country other than those indicated in the application form, under penalty of exclusion from this Call for Applications and reimbursement of any scholarship instalment already received.

The International Mobility Unit will check the regularity of the above-mentioned documents, calculate the overall actual scholarship amount and pay the balance (this is equal to the difference between the overall actual scholarship amount and the advance payment).

The overall actual scholarship amount will be determined in accordance with the criteria set out in Article 5 and may be reduced in relation to the amount stipulated in the mobility contract in the following cases:

- if the actual duration of the mobility period declared in the certificate of attendance is shorter than the mobility duration established in the mobility contract: the scholarship amount will be calculated on the number of days declared in the certificate;
- if the scholarship participant has passed any exam at Politecnico di Torino during the mobility period: a flat rate deduction corresponding to 4 days of stay abroad will be applied to the scholarship for each exam passed at Politecnico di Torino;
- if the scholarship participant has received the lump-sum for sustainable travel but the means of transport actually used do not comply with the ecological travel option, this lump sum will not be paid;
- the scholarship may also be reduced or cancelled if the scholarship participant fails to complete the EU Survey – Participant Report as requested by e-mail from the European Commission.

If the overall actual scholarship is lower than the amount of the advance payment, the scholarship participant must return the difference by the deadline that will be communicated by the International Mobility Unit, under penalty of the sanctions referred to in Article 14 below.

12.3 Methods of payment

In order to receive the payment of the scholarship, students must have a bank account (in their name or joint) or a personal prepaid card, in both cases included the SEPA circuit, with the exception of individuals born or residing in embargoed countries. Within the framework of OFAC international measures, individuals born or residing in embargoed countries must have an Italian bank account (in their name or joint) or a personal prepaid card issued by an Italian bank/post office.

Scholarship participants must enter their bank details (IBAN code) on their personal page of Portale della Didattica – “Online Services” tab – “Tuition Fees and Payments” portlet. There are no other possible payment methods.

13. LANGUAGE REQUIREMENTS

The Erasmus+ programme, through its Online Language Support Service (OLS), offers language learning opportunities for students undertaking a mobility abroad to make the most of this experience. The OLS service allows participants to assess their language level and to take online language courses before and during their mobility programme. Scholarship participants are required to assess their knowledge of the language of the mobility project on OLS prior to departure to ensure that they meet the recommended level in the Host organisation. The results of the language assessment do not prevent scholarship participants from participating in the mobility project. The service is available at: <https://academy.europa.eu>

14. PENALTIES

Scholarship participants who withdraw from the mobility project without a valid reason after having signed the mobility contract must pay a penalty (€200). This amount will be deducted from the student's virtual account. These scholarship participants will also be required to refund the advance payment of the scholarship already received. Moreover, they will not be allowed to apply for any type of mobility programme within the same study cycle.

If a scholarship participant is obliged to return partially or totally the scholarship already received and does not refund the amount due within 30 days of the debt notification sent by e-mail to his/her PoliTO mailbox, they will not be able to make any further academic progress until the debt is settled. The money must be refunded before the date of degree conferral in the event that the student graduates before the 30 days mentioned above.

In the event of false declarations, scholarship participants will be automatically excluded from the selection process. They may also be referred to the Disciplinary Board and a hold may be placed on their academic progress, on top of further sanctions provided for by the regulations in force.

Statements made during the application process, as well as any documents submitted, may be checked by the University, in accordance with D.P.R. 445/2000 (*Testo Unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa*). Politecnico di Torino is entitled to request students to show their original documents at the office counter at any time. In this case, students will be invited to present themselves at the office counter by appointment and Politecnico di Torino will verify the truthfulness of their documents.

15. INSURANCE COVERAGE

Any student enrolled at Politecnico di Torino normally benefits from an accident and liability insurance which is extended throughout the period of mobility at the Host Institution.

The insurance policies can be consulted at the following addresses:

- Accident Insurance: https://www.swas.polito.it/services/polizze/doc_IC.asp
- Public Liability Insurance: https://www.swas.polito.it/services/polizze/doc_RC.asp

All students participating in an Erasmus+ mobility programme are required to make their own arrangements to:

- ensure themselves adequate health insurance during their mobility according to the modalities provided by the Host country;
- ensure adequate insurance coverage including:
 - o travel insurance (including damage or loss of luggage)
 - o serious illness (including permanent or temporary incapacity);
 - o death (including repatriation of the body).

16. COMMUNICATIONS AND CONTACTS

This Call for Applications is published on Portale della Didattica - "Outgoing Mobility" portlet - at: <https://www.polito.it/didattica/isciversi-studiare-laurearsi/studiare-all-estero/bandi-per-mobilita-internazionale-studentesca/bando-erasmus-traineeship-20242025>

The forms are available at:

<https://www.polito.it/didattica/isciversi-studiare-laurearsi/studiare-all-estero/bandi-per-mobilita-internazionale-studentesca/modulistica>

The list of Internship Coordinators (*referenti del cds per il tirocinio*) for each degree programme is available at:

<https://www.polito.it/didattica/isciversi-studiare-laurearsi/studiare-all-estero/a-chi-rivolgarsi/referenti-tirocinio>

Any message from Politecnico di Torino will be sent through the 'Ticketing Support System' to the student's PolITO mailbox: S<MATRICOLA>@STUDENTI.POLITO.IT or to the contact details in the university database.

For any information, students can contact the International Mobility Unit using the 'Ticketing Support System' by selecting the topic 'OUTGOING MOBILITY - ERASMUS+ TRAINEESHIP'.

17. PRIVACY - INFORMATION ON DATA PROCESSING

In accordance with the General Data Protection Regulation (EU Regulation 2016/679 - GDPR) and the "Code on the protection of personal data" (D.R. no. 196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data

exclusively in pursuit of its institutional aims and for transparency purposes imposed by the law. Personal data shall be processed in accordance with the principles of lawfulness, fairness and data minimization.

The University policy on the processing of personal data is available at: <https://www.polito.it/privacy/informative-privacy>.

The data controller is Politecnico di Torino, with headquarters at C.so Duca degli Abruzzi, no. 24, 10129 Torino, in the person of the Rector. For information and clarification: privacy@polito.it.

The Data Protection Officer of Politecnico di Torino, whom data subjects can contact for matters relating to the processing of their personal data and the exercise of their rights can be reached at: dpo@polito.it.

18. PROCEDURE MANAGER

Pursuant to the provisions of Article 5 of Law no. 241 of 7 August 1990, the Responsible for the procedure under this Call for Applications is Mrs. Barbara Ballauri, Student Careers Unit – Department of Students, Education and International Affairs – e-mail: responsabile.mobilita@polito.it