



**Politecnico  
di Torino**

Direzione Studenti e Didattica

**TESI SU PROPOSTA  
2024/25**

# **CALL FOR APPLICATIONS FOR STUDENT OUTGOING MOBILITY**

## **TESI SU PROPOSTA ALL'ESTERO**

**(Master's thesis abroad)**

### **ACADEMIC YEAR**

### **2024/2025**

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

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*The English translation of this document is provided as a support to the student community and has no legal effects.*

*The Italian version shall constitute the sole authentic text and will be referred to for any legal matter.*



## **1. PURPOSE**

Politecnico di Torino has long invested in actions to support and encourage student mobility, believing that educational periods abroad are of fundamental importance for its students. The present Call for Applications is aimed at supporting students by providing Erasmus+ funds for international mobility to carry out their master's thesis abroad. The present Call for Applications is published once a year and has three different application time frames and deadlines.

## **2. ELIGIBLE ACTIVITIES**

### **2.1. Types of eligible activities**

The mobility programme is intended as a period for the development of the Master's thesis at a Host Institution abroad. The student has the responsibility to search a suitable thesis project and contact the Host Institution personally and independently.

### **2.2. Eligible destinations**

The Host Institution can be a university, a company or a research or training centre in any country in the world except Italy. Considering the international situation, Israel, Russia, Ukraine are excluded for security reasons.

Applicants must propose an institution where they would like to work on their thesis project, after having received the approval of their Thesis Supervisor at Politecnico di Torino and of the Tutor at the Host Institution.

### **2.3. Mobility period and duration**

The start dates of the mobility are indicated in Annex A. The mobility period cannot begin after 31 December 2025.

The mobility period shall be continuous and shall last for a minimum of 1 calendar month to a maximum of 6 months.

## **3. SCHOLARSHIP FUNDS**

In accordance with the recommendations of the Mobility Committee adopted in its meeting of 17/11/2023, the total funds available for the scholarships "TESI SU PROPOSTA" under this Call is €737,327.19, costing to Politecnico di Torino € 800,000 before IRAP

taxation (8.5%). This amount is covered by Politecnico di Torino's own funds. The resources are divided over three application time frames (see Annex A) as below specified: PERIOD 1: 35%, PERIOD 2: 35%, PERIOD 3: 30%. Residual funds from a period can be allocated to the next period.

#### 4. SCHOLARSHIP AMOUNT

The scholarship amount depends on the duration of the mobility period with monthly amounts divided by macro geographical areas as indicated in the table below:

*Gross amount according to current tax regulations*

EUROPEAN COUNTRIES*	€ 470/month
NON-EUROPEAN COUNTRIES	€ 535/month

*\*Including Switzerland and the United Kingdom.*

*In view of the international situation, for security reasons, mobility to Ukraine, Russia and Israel is excluded.*

The scholarship amount is calculated on a daily basis. Scholarship recipients 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 total number of mobility days is calculated as follows: 30 days for each full month + the actual number of mobility days of incomplete months.

Example: mobility to France from 16/10 to 02/02

Number of days:

15 days in October (from Oct. 16 to the conventional 30th) + 30 days x 3 full months (November, December, January) + 2 days in February = 107 days

Scholarship amount:

€ 460 / 30 x 107 = € 1,641.00

Scholarships are subject to taxation by the recipient according to current tax regulations.

The *Tesi su Proposta* scholarship can be cumulated with other scholarships and with any contributions paid to the recipient directly by the Host Institution.

Recipients of other scholarships or contributions are required to check the compatibility of the *Tesi su Proposta* scholarship with their funding organization.

## 5. APPLICATION REQUIREMENTS

Applicants enrolled in a Master's degree programme at Politecnico di Torino in a.y. 2023/2024 or in a.y. 2024/2025 ("full time" or "part-time") may apply for this Call for applications. Applicants must have earned the following minimum number of credits by the dates indicated in Annex A:

- 1° application time frame: 40 CFU
- 2° application time frame: 40 CFU
- 3° application time frame: 60 CFU

Exams passed and recorded in the students' transcript by the dates specified in Annex A shall be taken into consideration to verify this requirement.

Applicants who are on an ongoing mobility for courses or internship, both in ERASMUS+ and in non-EU/non -ERASMUS+ countries, are eligible to apply for this Call. If selected for this programme, they must complete the ongoing mobility before they can receive the *Tesi su proposta* scholarship.

The following students CANNOT apply to the present Call:

- students who have been enrolled in a Master's degree programme for more than 4 academic years at the time of application;
- students who have been awarded a mobility grant for their thesis project in the same cycle of studies (es. ERASMUS+ Final Project or Courses and Final Project, PROGETTO SPECIALE FIAT-CHRYSLER, ...);
- students who have been awarded other mobility scholarships from Politecnico di Torino for a period that partially or totally overlaps with the period proposed for this Call;
- students who are nationals or were born in the country where they intend to do the mobility, excluding cases of double nationality;
- students who have renounced a scholarship previously awarded by Politecnico di Torino in the framework of any other Call for Applications in the same cycle of studies without valid reasons;
- students who are doing a mobility at Politecnico di Torino for courses, courses + final project, final project or double degree (*Incoming* mobility students);
- students who are taking part in the TOP-UIC Project and receive a scholarship called "Tuition e Tuition plus";

- students who receive a scholarship under the “Invest Your Talent in Italy” programme;
- students who receive a TOPoliTO scholarship;
- students who receive a scholarship from the Italian Ministry of Internal Affairs for being holders of international protection, in compliance with the memorandum of understanding between the Ministry of Internal Affairs and CRUI signed in Rome on 20 July 2016.

## 6. DEADLINES AND APPLICATION PROCEDURES

Applications must be submitted by the deadlines indicated in Annex A of the Call for Applications. For each application time frame indicated in Annex A, Politecnico di Torino accepts applications completed and submitted by 11:59 p.m. (Italian time).

For each application time frame, applicants must apply exclusively online:

- 1) log in to the personal page of the Teaching Portal – “Online services” tab – “Outgoing Mobility” portlet – “Apply for Outgoing Mobility Programmes” – “Tesi su proposta all'estero” and fill out the required fields:
  - start and end date of the mobility;
  - thesis topic;
  - name of the Thesis Supervisor from Politecnico di Torino;
  - 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 e contact information (e-mail and phone);
- 2) click the ‘SUBMIT APPLICATION’ button to submit the thesis proposal to the Tutor at the Host Institution and to the Supervisor at Politecnico di Torino. After this operation, the system will:
  - send the application to the Tutor at the Host institution, using the email address indicated in the form, asking him/her to approve it. This approval is required to complete the application process, which will be automatically registered in the system;
  - make the application visible to the Supervisor at Politecnico di Torino on his/her personal page of the Teaching Portal, asking him/her to approve it. This approval is required to complete the application process, which will be automatically registered in the system;



3) verify if the thesis proposal has been approved by both Tutors – from the personal page of the Teaching Portal – “Online Services” tab – “Outgoing Mobility” portlet – “Apply for Outgoing Mobility Programmes” – “Tesi su proposta all'estero”. In any case, the system will send the following information by e-mail to the student's PoliTO mailbox ([S<MATRICOLA>@studenti.polito.it](mailto:S<MATRICOLA>@studenti.polito.it)):

- a final message of successful submission of the application only if the application has been approved by both Tutors;
- a message if the application has been rejected by one of the Tutors.

**Applications must be submitted by 11:59 p.m. (Italian time) on the closing day of each application time frame as indicated in Annex A to the Call. Applications must include the telematic approval of both the Tutor and the Supervisor. Incomplete applications will be rejected.**

The system allows applicants to modify the thesis proposal throughout the entire application time frame as set out in Annex A. When a student makes a change, the system will cancel any approvals already obtained and will inform the student. On the closing date for application submission, the last proposal must have been approved by both the Tutor and the Supervisor. After receiving both approvals, the thesis proposal will be considered final and sent for evaluation.

Applicants who have troubles in completing the online application exclusively due to malfunctions of the system must report the problem to the International Mobility Unit using the “Ticketing Support System” by selecting the topic “OUTGOING MOBILITY – TESI SU PROPOSTA”, sub-topic “Application” and sending a ticket with object “APPLICATION PROBLEM”. The 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.

Please note applying for this Call does not exempt students from meeting the deadlines and conditions for registering for the Final Examination, as indicated in the Student Guide. Applicants are required to submit their thesis application online before departure, meeting the deadlines published in the calendar – *Graduation periods* –following the dedicated procedure.

## 7. 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 the students who are eligible to take part in the selection process in accordance with Articles 2 and 6. 2 e 5. 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 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
1°	27 July 2024
2°	21 September 2024
3°	22 February 2025

At the end of each application time frame, Politecnico di Torino will draw up a provisional ranking list that will contain the following data:

- student ID numbers of all applicants;
- the evaluation obtained by each applicant (eligible/non-eligible/eligible "with condition");
- for non-eligible applicants: the reason for such evaluation;
- for applicants declared "eligible with condition": the reason for such evaluation and the deadline to drop the provisional condition;
- for eligible applicants: the merit-based score.

Following the publication of the provisional ranking list, applicants may file a complaint which must be submitted by 11:59 p.m. (Italian time) of the deadline indicated in Annex A exclusively through the "Ticketing Support System" by selecting the topic "OUTGOING MOBILITY – TESI SU PROPOSTA", sub-topic "Application" and sending a ticket with subject "COMPLAINTS FOR PROVISIONAL RANKING LIST" specifying the reason for the complaint. If a complaint is accepted, the final ranking list will be changed accordingly. Any complaint submitted in a different way from those indicated above will be rejected.

The provisional and final ranking lists as well as the list of successful applicants will be published on the web page of the Call for Applications indicated in Article 16 before the deadline illustrated in Annex A.

## 8. ALLOCATION OF SCHOLARSHIPS

For each application time frame Politecnico di Torino will allocate the scholarships to eligible applicants following the order of the ranking list until all available funds are totally

allocated. The amount of the scholarships will be determined as indicated in Article 4, and no partial scholarships will be offered.

The list of scholarship recipients will be published on the web page of the Call indicated in Article 13.

Resources that may become available as a result of withdrawals or non-signature of contracts will be made available for the following application time frame in addition to the budget for the specific period.

Eligible applicants who do not get a scholarship because the funds were offered to other applicants with a higher position on the ranking list must apply again in the following application time frame, meeting the requirements of art. 5. In this case their score may be different from the score obtained previously.

## **9. FORMAL ACCEPTANCE OF A SCHOLARSHIP AND WITHDRAWAL**

### **9.1. Mobility contract**

Scholarship recipients must sign an online mobility contract. By signing the contract, scholarship recipients 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 permanent renunciation to the mobility and the scholarship.

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

The duration of the mobility established in the contract cannot exceed the duration indicated during the allocation phase. Scholarship recipients are not allowed to make any changes to the proposal during the phase of mobility contract signature.

In the event of problems in signing the online contract exclusively due to malfunctions of the system, scholarship recipients must inform the International Mobility Unit by sending a ticket through the "Ticketing Support System" selecting the topic "OUTGOING MOBILITY - TESI SU PROPOSTA", sub-topic "Before the mobility". The ticket must have subject "PROBLEM WITH CONTRACT SIGNATURE" and must be sent by 12:00 (Italian time) on the day following the deadline for signing the contract, under penalty of exclusion from the selection process.

**Failure to sign the contract by the deadlines will be considered as permanent renunciation to the scholarship.**

## 9.2. Withdrawal

Successful applicants may renounce to take part in the mobility programme and give up the scholarship without any penalty, as provided in Article 11 below. In order to renounce, applicants must fill in the specific withdrawal form referred to in Article 13. The form must be submitted through the "Ticketing Support System", selecting the topic "OUTGOING MOBILITY – TESI SU PROPOSTA", sub-topic "General information". The ticket subject must be "WITHDRAWAL FROM MOBILITY PROGRAMME".

## 10. SCHOLARSHIPS – TERMS AND CONDITIONS

### 10.1. Advance payment

Scholarship recipients must communicate the actual start date of their mobility period as soon as they arrive at the Host Institution through the specific procedure available on their personal page of the Teaching Portal ("Online Services" tab, "Outgoing Mobility" portlet – "Declaration of mobility in presence").

Scholarship recipients will receive the advance payment (50% of the scholarship amount) within 45 working days of the declared start date. Please note that if the departure date changes, the system will recalculate the amount (50%) with respect to the end date of the mobility period indicated in the application form.

### 10.2. Balance payment

At the end of mobility period, scholarship recipients must send the end-of-mobility documents to the International Mobility Unit by the deadline (procedures are set out in the mobility contract). Students who intend to graduate immediately after returning from their mobility must submit all the end-of-mobility documents to the International Mobility Unit before the deadline for registering for the Final Examination.

In particular, scholarship recipients must obtain the certificate of attendance and the Final Project Assessment from the Host Institution. Both documents must be completed online using the templates available on the student's personal page of the Teaching Portal ("Online Services" tab, "Outgoing Mobility" portlet – "Forms"). Instructions can be found at the end of the document. Scholarship recipients 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 Institution or in a country other than those

indicated in the application form, under penalty of exclusion from the project and reimbursement of any scholarship instalment already received.

The balance payment will be paid to students after their return:

- after they hand in the end-of-mobility documents – including the Final Project Assessment – and the International Mobility Unit has verified the documents;
- after they get their Master's degree (graduation must take place within 6 months or by the second graduation period after the end date of the mobility period).

Students who do not meet these deadlines are not entitled to receive the scholarship balance and must refund any amount already received as an advance. Please note that students who intend to graduate immediately after their return at Politecnico di Torino must hand in all the end-of-mobility documents before the deadline for registering for the Final Examination.

The International Mobility Unit will check that all the documentation is complete. It will calculate and pay the scholarship balance, equal to the difference between the actual amount of the scholarship and the advance already received.

The balance payment will be calculated in accordance with the criteria set out in Article 4 by verifying:

- the actual length of stay at the Host Institution duly certified through the certificate of attendance. Please pay particular attention to the dates contained in this document because these dates cannot be modified after the certificate of attendance is sent to the International Mobility Unit;
- any exam passed at Politecnico di Torino during the mobility period (as long as the course was attended before departure): in this case 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 number of days certified by the Host Institution confirms that the student should receive a scholarship amount that is lower to the sum received as the advance, the student must refund the difference within the deadlines communicated by the International Mobility Unit, under penalty of the sanctions referred to in Article 11.

Please note that all documents required for the scholarship balance must be received by the International Mobility Unit by the deadline and in the manner stipulated in the mobility contract under penalty of revocation of the balance payment.

### **10.3 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, except for 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.

There are no other possible payment methods.

Scholarship recipients must enter their bank details (IBAN code) on their personal page of the Teaching Portal – “Online Services” tab – “Tuition Fees and Payments” portlet.

## 11. PENALTIES

When scholarship recipients are obliged to partially or totally return the scholarship already received and do not refund the amount due within 30 days of the debt notification sent to them by e-mail, 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 within the 30 days mentioned above. If the refund does not take place within the time allowed, Politecnico di Torino will proceed with the due recovery of the claim.

In the event of false declarations, scholarship recipients 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.

## 12. 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.

For further details:

- Accident Insurance: [https://www.swas.polito.it/services/polizze/doc\\_IC.asp](https://www.swas.polito.it/services/polizze/doc_IC.asp)
- Public Liability Insurance: [https://www.swas.polito.it/services/polizze/doc\\_RC.asp](https://www.swas.polito.it/services/polizze/doc_RC.asp)

All students participating in a mobility programme “Tesi su proposta” are required to make their own arrangements to:

- get adequate health insurance coverage during their mobility in the manner provided by the Host country;
- get adequate insurance coverage including:
  - travel insurance (including damage or loss of luggage);
  - serious illness (including permanent or temporary incapacity);
  - death (including repatriation of the body).

In compliance with the decisions taken on 11/05/2022, the International Mobility Committee on 17/11/2023 confirmed the recognition of an additional scholarship of €184.33 (before taxes payable by the recipient according to the current tax legislation) to all the beneficiaries of mobility to NON-EU countries who will prove that they have bought an individual health insurance. For this purpose, students need to log into their personal page of the Teaching Portal – “Outgoing Mobility” portlet – “Health Insurance” tab – and upload their insurance documents.

Please note that searching for and signing an appropriate insurance policy is the sole responsibility of the student without any responsibility of the University.

The disbursement of the above-mentioned additional funds will be made after the payment of the scholarship balance.

### 13. COMMUNICATIONS AND ADMINISTRATIVE REFERENCES

This Call for Applications is published on the Teaching Portal – “Outgoing Mobility” portlet – at:

<https://www.polito.it/didattica/iscrivarsi-studiare-laurearsi/studiare-all-estero/bandi-per-mobilita-internazionale-studentesca/bandi-di-concorso-per-mobilita-internazionale-studentesca/bando-tesi-su-proposta-20242025>

The forms are available at:

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

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+ TESI SU PROPOSTA”.

#### 14. 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, n. 24, 10129 Torino, in the person of the Rector. For information and clarification: [privacy@polito.it](mailto: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 contacted at: [dpo@polito.it](mailto:dpo@polito.it).

#### 15. PROCEDURE MANAGER

Pursuant to the provisions of Article 5 of Law no. 241 of 7 August 1990, the person responsible for the procedure under this Call for Applications is Mrs. Barbara Ballauri, Head of the International Mobility Division- e-mail: [responsabile.mobilita@polito.it](mailto:responsabile.mobilita@polito.it).