



**Politecnico
di Torino**

Direzione Internazionalizzazione,
Cooperazione, Alleanze e
Mobilità

Erasmus+ TRAINEESHIP

2026/27

**CALL FOR APPLICATIONS FOR
STUDENT MOBILITY ABROAD
ERASMUS+ TRAINEESHIP
BACHELOR OR MASTER OF SCIENCE
ACADEMIC YEAR 2026/2027**



Erasmus+

By INCAM Department – International Affairs

<https://www.polito.it/didattica/iscrivarsi-studiare-laurearsi/studiare-all-estero>

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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 graduates 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 or Master's studies;
- Postgraduate Traineeship (tirocinio post-laurea/laurea magistrale): a traineeship carried out after obtaining a Bachelor's or Master's 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.

2.2. Eligible destinations

Traineeships must take place in: EU Member States, third countries associated to the Erasmus+ programme (Iceland, Liechtenstein, Norway, North Macedonia, Serbia, Turkey) and Third countries not associated with the Programme of Region 13 (Andorra, Monaco, San Marino, Vatican City State) or Third countries not associated with the Programme of Region 14 (Faroe Islands, United Kingdom, Switzerland).

Host organisations can be enterprises¹, 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.

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 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 2027. The internship cannot be extended beyond July 31, 2027.

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

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 Tesi su Proposta" or any other mobility programs (such as Erasmus Italiano, BIP, etc.).

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). If a student has already carried out other Erasmus+ mobility periods in the same study cycle (Bachelor's/Master's), 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

¹ "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).

mobility period will be verified upon assignment, on the basis of the information held by the University.

The applicant can submit an application for this Call only after the completion of the previously undertaken mobility and only after having submitted all the required documentation for its closure.

 **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) before the beginning of the mobility.**

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.

 **Before defining the internship project and submitting the application for this call, it is necessary to review the rules and requirements established by your Degree Programme, which can be consulted in the STUDENT GUIDE, INTERNSHIP section.**

This call is intended exclusively to provide scholarships supporting internship activities abroad and does not in any way replace the procedures, requirements, and regulations established for the activation and execution of the internship, as set out in the STUDENT GUIDE.

Failure to meet the requirements specified in the STUDENT GUIDE will result, in the event that the scholarship is awarded, in the revocation of the scholarship.

The internship project, containing all relevant details of the activity, **must be defined well in advance and approved before the start of the activity itself**. The project definition is required for Bachelor's (L) and Master's (LM) students; it is not required for recent graduates, who will instead only need to complete the documentation related to the mobility.

More information on the procedures that applicants must follow are available at the following pages:

<https://www.polito.it/en/polito/career-hub/students-and-graduates/find-professional-opportunities/curricular-internships/curricular-internships-abroad>

4. SCHOLARSHIP FUNDS

The funds allocated for the award of grants under the first application period amount to €50.000.

The funding allocated to the second and third application periods will be determined in the relevant decisions approving the proceedings, based on the funds awarded under the Erasmus+ project and any additional funding approved within the relevant annual budgets.

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);
- European travel support.

In accordance with the guidelines provided by the European Commission, 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	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, the Netherlands, Sweden Countries in Region 13: Andorra, Monaco, San Marino, Vatican City State Countries in Region 14: Faroe Islands, United Kingdom, Switzerland	550
GROUP 2	Czechia, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	500
GROUP 3	Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary.	500

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

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:
 $(€500 \text{ basic monthly amount} + €250 \text{ top-up for disadvantaged student}) / 30 \times 137 = 3.425,00€$

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.

5.1. European travel support

In accordance with the provisions of the Erasmus+ Call 2025, each student awarded an Erasmus+ grant is entitled to a one-off travel contribution. The amount is determined on the basis of the travel distance between Turin and the host university/institution, as calculated by the University using the European Commission's distance calculator, according to the table below:

Distance bands	Green Travel support amount	Non-green Travel support amount
Between 10 and 99 Km	56 Euro per participant	28 Euro per participant
Between 100 and 499 Km	285 Euro per participant	211 Euro per participant
Between 500 and 1999 Km	417 Euro per participant	309 Euro per participant
Between 2000 and 2999 Km	535 Euro per participant	395 Euro per participant
Between 3000 and 3999 Km	785 Euro per participant	580 Euro per participant
Between 4000 and 7999 Km	1188 Euro per participant	1188 Euro per participant
8000 Km or more	1735 Euro per participant	1735 Euro per participant

The student shall provide a self-certification of the main means of transport used for the outward and return journeys (in the event that multiple means of transport are used, only one shall be self-certified, namely the one used to cover the greatest number of kilometres), and shall retain **the receipts proving the journey and the means of transport used.**

6. APPLICATION REQUIREMENTS AND CONDITIONS FOR MAINTAINING THE BENEFIT

Applicants enrolled in a Bachelor's or Master's 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 with an ongoing international mobility (a mobility period shall be considered “ongoing” when, at the time of submitting the application for this call, the final required documentation has not yet been submitted);
- in the case of applications for a curricular traineeship: students who have already completed a curricular internship, even if the internship has not been recorded in their transcript; students enrolled in a degree programme that does not provide for an internship either as a compulsory curricular activity or as an elective activity eligible for academic credits;
- 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 Nanotechnologies for ICTs international track;
 - Master's Degree Programme in Physics of Complex Systems international track;
- students enrolled in the PoliTO–ESCP Double Degree Programme;
- students enrolled in Erasmus Mundus Joint Master programmes;
- students enrolled in programmes funded by the European Institute of Innovation & Technology (EIT);
- 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 must meet the following additional requirements:

- be enrolled in academic year 2026/2027 (with a 'full-time' or 'part-time' workload);
- be enrolled in a degree programme that provides for a traineeship either as a compulsory curricular activity or as an alternative to elective academic credits;
- 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 as a full-time or part-time student for the Academic Year 2026/2027, or for the previous Academic Year if the degree is to be awarded by the last graduation session of Academic Year 2025/2026. For further information, please refer to the Student Guide.
- have obtained their Bachelor's / Master's degree prior to departure.

PLEASE NOTE: the application for a Postgraduate Traineeship must be completed before obtaining the degree qualification.



As indicated in Article 3, in the case of a curricular traineeship, the candidate student must have defined and obtained approval of the internship project well in advance and, in any event, before the departure date. Applying to this call for applications does not in any way replace the procedures, requirements and regulations established for the activation and completion of the traineeship, as set out in the Student Guide.

Scholarship recipients are required to maintain, throughout the entire application procedure and mobility period, all eligibility requirements for the scholarship.

Failure to meet, or loss of, one or more of the required eligibility criteria will result in the revocation of the awarded scholarship.

By way of example, the following shall constitute grounds for revocation of the scholarship:

- failure to complete the degree programme before departure, in the case of an application for a postgraduate traineeship;
- failure to formally complete and obtain approval of the internship project before departure, in the case of a curricular traineeship.

The Student Mobility Unit reserves the right to carry out checks at any time in order to verify that the declared eligibility requirements continue to be met.

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.

This Call for Applications is subject to the "National Provisions annexed to the 2025 Programme Guide, Higher Education Sector" issued by the Erasmus+ National Agency INDIRE, which in turn refer to the MUR Director's Decree No. 180 of 28 February 2025. According to these provisions, the following categories are identified as participants with fewer opportunities:

- a) Students with disabilities, specific learning disorders (SpLD), or special educational needs (SEN);
- b) Economically disadvantaged students.

In order to meet the criterion referred to in point (a), before submitting their application for this Call for Applications, students must be registered with the University service providing

support for students with disabilities/SLD/SEN to ensure accessibility of teaching activities. Further details are available on the Inclusive Teaching webpage: <https://www.polito.it/en/education/services-and-life-at-politecnico/welcome-inclusion-and-support/inclusive-teaching>

In order to meet the criterion referred to in 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:

- maximum ISEE limit: euro 27.948,60;
- maximum ISPE limit: euro 60.757,87.

For the assessment of criterion (b), the applicant's eligibility will be determined on the basis of the ISEE/ISEE Parificato certification for the student's household, issued for the purposes of access to university financial aid by the application deadline of the relevant application period.

Students with fewer opportunities who meet the criteria referred to in points (a) and (b) shall be granted a top-up amount to the individual support provided by the EU grant under the Erasmus+ programme, equal to €250 per month.

Applicants wishing to have their ISEE considered for the possible award of this additional top-up are required to:

- consult the Student Contribution Regulation applicable to their degree programme and year of enrolment (<https://www.polito.it/en/education/services-and-life-at-politecnico/right-to-education-and-tuition-fees/tuition-fees>);
- refer to the information provided on the webpage dedicated to this Call.

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. Applicants are responsible for monitoring the approval status of their traineeship proposal and, where necessary, are expected to proactively contact the relevant supervisors to ensure that the application is approved before the deadline.

Before submitting an application, students must consult the guidelines published by their Degree Programme in the "Internships" section of the Student Guide, as each Degree Programme has its own procedures for the activation and completion of the internship.

Students are primarily required to comply with the deadlines and procedures set out in the "*Regolamento di Ateneo per lo Svolgimento dei Tirocini Curricolari e Pratico – Valutativi*", issued by Rectoral Decree No. 55 of 23 January 2025. Applications must be submitted exclusively online through the following procedure:

1) log in to your personal page of Portale della Didattica - "Opportunities" – "Outgoing Mobility" portlet – "Apply for Outgoing Mobility Programmes" - Mobilità per traineeship in Europa Erasmus + (L/LM)' 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);
- 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);

2) click the 'SUBMIT APPLICATION' button to submit your traineeship proposal to your tutor at the Host institution and to your PoliTO Internship Coordinator. 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 - "Opportunities" – "Outgoing Mobility" portlet – "Apply for Outgoing Mobility Programmes" - 'Mobilità per traineeship in Europa Erasmus + (L/LM)'. 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 Student 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.

Students 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), as detailed in 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	18 July 2026
II	19 September 2026
III	20 February 2027

At the end of each application period, a single provisional ranking list will be drawn up, including:

- 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, 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:

- scholarships will be awarded from the single ranking list until the budget allocated to the relevant application period is exhausted;
- no further allocations from the ranking list will be made in the event of withdrawals or failure to sign the mobility contracts referred to in Article 11.1.

11. FORMAL ACCEPTANCE OF A SCHOLARSHIP AND WITHDRAWAL

11.1. 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.

Please note that the mobility agreement shall be terminated if the requirements necessary for maintaining the benefit, as set out in Article 6, are no longer met.

Failure to sign the contract by the deadlines indicated in Annex A will be considered 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.

In the event of problems in signing the online contract exclusively due to malfunctions of the system, scholarship participants must inform the Student 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 Student 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.

The Learning Agreement must be approved and signed by both tutors (from Politecnico di Torino and from the Host organization). The completed and signed Learning Agreement for Traineeships must be uploaded at the beginning of the mobility period through the dedicated online procedure available on the student's personal page of the Teaching Portal (Outgoing Mobility tab – "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 the internship documents referred to in Article 3. The signature of the Learning Agreement for Traineeships by both supervisors and the approval of the document by the office do not in any way replace the internship activation procedures set out in the Student Guide

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 completing the self-certification of the mobility start date, the University will pay the selected beneficiary an advance payment including:

- 50% of the basic monthly grant amount;
- if applicable, 50% of the additional monthly amount (top-up) referred to in Articles 5 and 7;
- the non-green travel support amount.

If the Learning Agreement for Traineeships uploaded in the procedure is not correctly completed, the payment of the advance will not be made until the complete and correct Learning Agreement is submitted.

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 Student Mobility Unit by the deadline (procedures are set out in the mobility contract), by completing the online procedure available in their personal area of the Student Portal (Outgoing Mobility tab – "Declaration of mobility in presence").

In particular, scholarship participants must obtain a certificate of attendance from the Host institution, which must be completed using the form available on their personal page ("Online Services" tab, "Outgoing Mobility" portlet - 'Forms'), in accordance with the instructions provided at the end of the document. Scholarship participants must pay particular attention to the dates entered in this document because they cannot be modified after the certificate is submitted to the Student Mobility Unit. These dates are the only reference for calculating the amount of the scholarship.

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 Student 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;
- 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.

Students who, in the "Declaration of mobility in presence" procedure, indicate the use of a green means of transport and attach the relevant travel receipts will receive, as part of the final balance payment, an additional amount equal to the difference between the contribution provided for green travel and the contribution for non-green travel in the corresponding distance band. The amounts provided for each distance band are indicated in Article 5.1.

Example: if the distance between Turin and the host organisation corresponds to the 10–99 km distance band, the amount provided for non-green travel (€28) will be paid at the time of the advance payment of the scholarship.

Subsequently, at the time of the final balance payment, if a green means of transport has been used, an additional amount equal to the difference between the two contributions will be awarded (€56 green travel amount – €28 non-green travel amount), for a total additional amount of €28.

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 Student 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.

No other payment methods will be accepted.

Scholarship participants must enter their bank details (IBAN code) on their personal page of Portale della Didattica – “Career” – “Tuition Fees and Payments” portlet – “Enter your payment modality to receive money from Politecnico”.

13. ONLINE LANGUAGE SUPPORT (OLS)

One of the objectives of the Erasmus+ Programme is to promote the learning of European languages, including less widely used and taught languages. To this end, all participants are required to complete a mandatory online language assessment both before and after their mobility period. The assessment must be taken through the dedicated platform managed by the European Commission.

At both the beginning and the end of the mobility period, students are required to complete the assessment in the language of the host country and/or the language used for their study or traineeship activities (not in Italian, even if they are non-Italian nationals). To access the assessment, students must register on the EU Academy platform at: <https://academy.europa.eu/courses/welcome-to-the-eu-academy?lang=it>.

The platform also provides tutorials, access to the Online Language Support (OLS) communities and forums, and self-directed language courses to support participants in preparing linguistically for their mobility abroad.

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. If the return is not made within the prescribed timeframe, the University will proceed with the necessary actions to recover the debt.

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:
 - travel insurance (including damage or loss of luggage);
 - serious illness (including permanent or temporary incapacity);
 - repatriation for medical reasons;
 - death (including repatriation of the body).

Please note that it is the participant's sole responsibility to identify and take out appropriate insurance coverage.

16. COMMUNICATIONS AND CONTACTS

This Call for Applications is published on Portale della Didattica - "Outgoing Mobility" portlet - at:

<https://www.polito.it/didattica/iscriversi-studiare-laurearsi/studiare-all-estero/bandi-per-mobilita-internazionale-studentesca/bando-erasmus-traineeship-20262027>

The forms are available at:

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

The list of Erasmus+ Traineeship contact persons for each degree programme is available at the following webpage:

<https://www.polito.it/didattica/iscriversi-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 Student 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://didattica.polito.it/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, International Mobility Division – INCAM - e-mail: responsabile.mobilita@polito.it.