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## **CALL FOR STUDENT MOBILITY**

### **ERASMUS+ TRAINEESHIP – CALL 2023**

*School of Management and Economics –  
Department of Management “Valter Cantino” –  
SAA School*

#### Summary

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## ART. 1 – GENERAL INFORMATION

### ART. 1.1 – SCOPE

As part of the Erasmus+ Mobility programme, the Traineeship project enables university students to have a traineeship abroad in companies, training centres, research centres or other organisations based in one of the following country groups:

- **Programme Countries group** includes: EU Member States, European Economic Area countries (Iceland, Liechtenstein, Norway), EU candidate countries (Turkey, Serbia and the Republic of North Macedonia);
- **Partner Countries group** includes: all countries in the world that do not belong to the *Programme Countries* group. **NB United Kingdom and Switzerland are in this group.**

**Students enrolled at UniTo, but not resident in Italy, cannot do their Mobility in an institution/university in their own country of residence.** Students are responsible for checking the University has the correct residence data.

#### IMPORTANT!

It should be noted that Mobility might be suspended, changed, interrupted or cancelled for safety reasons should the Ministry of Foreign Affairs and International Cooperation advise against travel to the student's chosen destination. This also includes the University of Turin consulting parties involved.

Mobility is only available for students interested in doing a traineeship that is consistent with their course material.

This Programme provides students with funding to cover some of their costs during their traineeship abroad. The number of monthly grants allocated to the School of Management and Economics, funded by the Erasmus+ National Agency INDIRE, MUR (Ministry of University and Research) and the University of Turin (now referred to as UniTo) is detailed in the table below. The 2023 Call provides for the allocation of a total of **62 Mobility grants** of 2 or 3 months each, including up to 10 Mobility grants to Partner Countries, including 28 for SAA School. SAA School grants will be assigned to the [MICA](#), [B&M](#), [BA](#) courses as shown in the table:



Department	Programme Country grants	Partner Country grants	Total grants
SAA School ( <a href="#">MICA</a> , <a href="#">B&amp;M</a> , <a href="#">BA</a> )	24 x 3 months	4 x 3 months	28
BA	7 x 3 months	1 x 3 months	8
B&M	8 x 3 months	2 x 3 months	10
MICA	9 x 3 months	1 x 3 months	10

Should any of the 68 grants assigned to the School of Management and Economics be unused, they can be distributed within the School (Department of Management “Valter Cantino”, SME Campus and SAA School, Esomas)

#### ART. 1.2 – PARTICIPATION CRITERIA

All UniTo students regularly enrolled (including part-time) in the following courses at SAA\* can apply for the Erasmus+ Traineeship Call:

- Bachelor’s Degree in Management in Corporate Communication and Information (MICA)
- Bachelor’s Degree in Business and Management (B&M)
- Master’s Degree in Business Administration (BA). **NB:** Only BA students enrolled in the **second** year of this course can apply as their internship takes place the same academic year. Applications from **first** year students will **not** be considered.

*\*Students enrolled in the Amministrazione Aziendale Bachelor’s Degree and Amministrazione e Gestione Digitale delle Aziende Master’s Degree should apply to the School of Management and Economics Call.*

The Erasmus+ Programme allows students more than one Mobility study and traineeship experience during their university career. Basically, any student can receive funding for a maximum of 12 months for each study cycle, regardless of the number and types of Mobility (Erasmus+ for Studies and/or Erasmus+ for Traineeship).

Recent/new graduates are also eligible for the Erasmus+ for Traineeship Mobility programme.



Virtual Mobility, including virtual components of blended Mobility, is not included when calculating the number of maximum monthly payments for each study cycle.

Students meeting the following criteria can apply for Erasmus+ for Traineeship:

- First and second cycle students who have previously received an Erasmus+ grant, but still have two months (60 days) available to be able to dedicate to Erasmus+ Traineeship. **NB:** candidates for this Call must be available for 3 months (min 90 days).
- First and second cycle students who have received or will receive an Erasmus+ per Studies grant in the same academic year, provided there is no – not even partial - overlapping and that the total period does not exceed 12 months per study cycle.
- Undergraduate students who intend doing their traineeship after graduating, provided they apply before their university programme finishes. Mobility can only begin once they have graduated and must finish within 12 months after graduating or **no later than 31 July 2025**. Months completed after graduating will count towards the number of months available for the study cycle during which the application was made.

Applications are based on the student's university record up until **01/10/2023** and must satisfy the following criteria to be admissible:

- To be on track with their studies;
- To have a **weighted average** of course grades **higher than or equal to 25/30** (no rounding up).

Candidates must have sufficient knowledge of the host country language or the one used during their internship. This can be demonstrated by providing:

- a) proof they have passed the language exam at UniTo, or another university by adding an exam transcript (which can be downloaded from MyUniTo) to their application or
- b) a [recognised](#) international language certificate eg FIRST, TOELF, DELF/DALF..., or
- c) language certificate issued by CLA (CEFR test, Passaporto per l'Europa...), SAC, or any other Language Centre or
- d) other suitable documentation proving the candidate's language proficiency: eg, high school diploma Esabac, Transcript of Record from studies abroad, OLS copy for candidates who have already done Mobility abroad <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>, self-certification of being enrolled in a degree course held in English (which can be downloaded from MyUniTo); mother tongues can upload self-certification that they have the required level.



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The hosting organisation could be an Erasmus Charter Institution for Higher Education (ECHE) or any public or private organisation active in the labour market or in areas such as education, training and youth.

For example, the organisation could be:

- a small, medium or large public or private enterprise (including social enterprises);
- a local, regional or national public body;
- a professional or work representative, including Chambers of Commerce, craftspeople or professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational centre (any level from pre-school to secondary education, including vocational and adult education);
- a non-profit organisation, association or NGO;
- a body for vocational guidance, career counselling and information services.

The traineeship must take place in one of the countries eligible for this Call.

The following **are not eligible** as Erasmus+ for Traineeship host locations:

- EU institutions and other EU bodies including specialised agencies. See full list here: [http://europa.eu/european-union/contact/institutions-bodies\\_en](http://europa.eu/european-union/contact/institutions-bodies_en));
- organisations managing EU programmes, such as National Agencies (so as to avoid any conflicts of interest and/or double funding).

A list of websites useful for finding internships as well as vacancies which the International Office has received are available on the School of Management and Economics Traineeship Call page. See [link](#)

#### ART. 1.4 – DURATION OF THE INTERNSHIP

Internships for B&M, MICA and BA students covered in this Call will last **3 months**.

The Erasmus+ programme states that in-person Mobility of less than **2 months (60 days)** is not valid unless the Erasmus+ National Agency INDIRE applies the *force majeure* clause. This is based on the programme's counting methods: See National Agency Erasmus+ calculator [Calcolatore Agenzia Nazionale Erasmus+](#) available on the [Erasmus Traineeship](#) page - Documents.

Students can do **blended Mobility** by combining their **in-person** Mobility abroad with **virtual** Mobility, provided they respect the Learning Agreement for Traineeships and **in-person Mobility** abroad lasts a **minimum of 60 days**.



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If necessary, students can have a break between virtual Mobility and in-person Mobility abroad as long as the minimum duration of in-person Mobility abroad is respected, and everything is completed by **31/07/2025**.

Should an emergency prevent the participant from doing their Mobility abroad, totally virtual Mobility may be considered eligible for CFU recognition. Therefore, if totally virtual Mobility is Type A - mandatory internship or Type B - voluntary internship with supernumerary credit recognition, it may be recognised in terms of CFU within the student's career plan.

Students should note that their grant will only be awarded while they are abroad (in-person Mobility) and no Mobility grant will be awarded for virtual Mobility. As per European Commission and the Erasmus+ National Agency INDIRE regulations, in-person Mobility abroad must respect the **minimum length of 2 months (60 days)**. Participants based in the host country and working online will be entitled to funding, as their Mobility will be considered in-person Mobility abroad.

**Scholarship winners cannot start their Mobility before the eligible candidate list has been published and they have accepted the grant.**

Mobility can start from **1<sup>st</sup> January 2024** and must be completed **no later than 31 July 2025**.

**PLEASE NOTE: students cannot sit exams or graduate from the University of Turin during Mobility Erasmus+ for Traineeship.**

The host organisation can decide the length of the internship and set the student's start and end dates in keeping with its own needs, provided the minimum length of 90 days is respected.

#### ART. 1.5 – TYPES OF INTERNSHIPS

**Two types of Mobility** are covered in this Call:

**A. MANDATORY TRAINEESHIP:**

- worth credits (CFUs) necessary to graduate;

**B. VOLUNTARY TRAINEESHIP:**

- for recognition of extra credits/supernumerary credits or not recognised;
- carried out within 12 months of graduating (graduate/postgraduate/PhD students).

**The type of Mobility (Type A or B) that students state in their application form is binding and must correspond to the type they will actually carry out and have recorded at the end of their Mobility, unless there are serious and justifiable reasons, beyond the candidate's control.**



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#### ART. 1.6 – RECOGNISING THE EXPERIENCE

Erasmus+ for Traineeship is an educational traineeship experience and, as such, is governed by the Learning Agreement for Traineeship and the student's [Degree programme International Mobility coordinator](#) must approve its contents before the student leaves. This must be in accordance with the [University guidelines for recognising study activities abroad](#).

- **Mandatory Traineeship**

Mandatory traineeship activities are worth credits (CFU), so applicants must check the availability of credits for mandatory traineeships or credits of their choice in their career plan, before applying and in line with their course regulations.

The Erasmus+ Traineeship Mobility for mandatory traineeships will be recorded as international Mobility in the [Diploma Supplement](#).

- **Voluntary Traineeship**

This can be:

- recognised with extra/supernumerary CFUs
- no recognition of credits;
- completed as a recent graduate.

The Erasmus+ Traineeship Mobility for voluntary traineeships can be recorded as international Mobility in the [Diploma Supplement](#) if the student completed their Mobility **before graduating**. If, however, the Mobility is completed after the student graduates, it cannot be recorded in the Diploma Supplement as it was done outside the student's career path.

#### ART. 2 – FUNDING

Mobility is funded by the Erasmus+ National Agency INDIRE, the MUR - Ministry of University and Research and/or the University of Turin.

It consists of the following:

- A. MONTHLY GRANT** (EU contributions), paid to all students selected for an Erasmus Traineeship Mobility Call 2023, based on the COUNTRY OF DESTINATION and corresponding to:

#### Funding "A": Erasmus+ for Traineeship Community Monthly Grant Amounts



Destination countries: PROGRAMME COUNTRIES	Amount "A"
<p><b>GROUP 1 HIGH cost of living:</b></p> <p>Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.</p> <p><b>N.B. These include the following Partner Countries:</b></p> <p>Faeroe Islands, Switzerland, United Kingdom</p>	€500.00 per month
<p><b>GROUP 2 AVERAGE cost of living:</b></p> <p>Austria, Belgium, Cyprus, France, Germany, Greece, Malta, the Netherlands, Portugal, Spain.</p>	€450.00 per month
<p><b>GROUP 3 LOW cost of living:</b></p> <p>Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.</p>	€400.00 per month
Destination countries: PARTNER COUNTRIES	Amount "A"
<b>All Partner Countries</b> (except United Kingdom, Switzerland, Faeroe Islands which are in Group 1)	€700.00 per month
<b>IMPORTANT!</b>	
<p>Mobility participants going to <b>Switzerland</b> will not receive funding for "A" internships if they also receive a Mobility Grant from the Swiss Government. The Host Universities/Institutions will therefore define Mobility grant payment methods and timing. If, however, the Swiss government does not pay Mobility grants for this Call, the Università degli Studi di Torino will provide monthly funding equal to the amount due for Group 1 countries.</p>	

**B. EXTRA MONTHLY FUNDING FOR PARTICIPANTS IN DISADVANTAGED ECONOMIC SITUATIONS AND/OR WITH LESSER OPPORTUNITIES**

The grant amount is based on the student's economic situation or condition as specified below and will be paid to students in at least one of the following conditions:

- a) ISEE value up to €50,000, based on the following table/distribution:

Funding "B" amount - Erasmus+ for Traineeship additional funding	
ISEE VALUE €*	Monthly amount "B"



ISEE ≤ 13,000	€ 450
13,000 < ISEE ≤ 21,000	€ 400
21,000 < ISEE ≤ 26,000	€ 350
26,000 < ISEE ≤ 30,000	€ 300
30,000 < ISEE ≤ 40,000	€ 200
40,000 < ISEE ≤ 50,000	€ 150
ISEE > 50,000	€ 0

- b) disability of 50% or more;
- c) refugee status;
- d) subsidiary protection status;
- e) displaced person status;
- f) care leaver status (Article 1, paragraph 250, Law No. 205 of 2017);
- g) children of disabled claimants, war orphans, the civilian blind, amputees and invalids of war, work and service, and their children;

For the purposes of this Call, students meeting conditions from points b. to g. are considered to have **fewer opportunities** and so in the same manner as students with an ISEE value of less than or equal to €13,000. Consequently they will receive a grant of €450 per month and are eligible for any further grants due to those with an ISEE value of less than or equal to €13,000.

The ISEE and/or ISEE Equivalent or GDP per capita PPP value is based on data the University holds for the academic year 2023/2024 and on the Fees and Contributions Regulations for the academic year 2023/2024. See the [Fees and Contributions Regulations for the academic year 2023-24 - Annex A](#) for GDP per capita PPP value.

**Students who are exempt from or not required to pay student fees in accordance with article 3.3 or article 15 of the Academic Year Fees and Contributions Regulations, 2023/2024** and who are not in the above-mentioned categories for fewer opportunities, must request the ISEE/ISEE Equivalent valid for subsidised benefits for the right to university study for the year 2023 in order to access the additional contribution under Funding “B”. Alternatively, they can request the use of the GDP per capita PPP value, in accordance with the deadlines and methods in the Fees and Contributions Regulations 2023-24.

### C. “SPECIAL NEEDS” GRANTS



Additional EU funding is available based on **real costs** for Mobility students with **disabilities** and/or **special needs** and applications must be based on methods and timing defined by Erasmus+ National Agency INDIRE. Students with a disability certificate can consult the University portal here: [www.unito.it](http://www.unito.it) - International - Studying and working abroad - Erasmus+ - [Erasmus+ for people with disabilities/special needs](#) and contact the UNITA and International Mobility Offices ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)) for more details.

#### D. TRAVEL GRANTS

**Two** different types of funding are available to support students' Erasmus+ Mobility travel expenses as per Erasmus+ 2021/2027 programme Action 1 in order to make international Mobility inclusive and **sustainable**. Please note that the Erasmus+ 2021/2027 programme aims to encourage **green** transport, i.e. travel that emits a low level of CO<sup>2</sup> emissions (such as train, car sharing or bus). In implementing the Erasmus 2021-2027 programme, the University of Turin recognises specific travel grants that can be accessed on an exclusive basis and, **therefore, cannot be accumulated**:

- 1) TYPE 1: TRAVEL GRANT** is awarded to Erasmus Traineeship Call 2023 grant holders who do their Mobility in **PARTNER COUNTRIES (excluding the United Kingdom, Switzerland and the Faroe Islands)** and who:
  - have an ISEE value **between 0 and €26,306.25** based on Ministerial Provisions defined values for the year 2023.and/or
  - meet at least one of the conditions required for being a student with fewer opportunities under points b., c., d., e., f., g. of Article 2 – Funding “B”.

The **TRAVEL GRANT**:

- ❖ is a *one-off* amount paid for a return trip;
- ❖ varies based on EU level identified mileage bands and type of (standard or "green") journey, as detailed below:

##### 1.1 - Standard Travel Grant

For those who use **standard means of transport** (ie flights, etc.) to reach their Erasmus destination, based on the following table:

STANDARD TRAVEL GRANT pre-requisites and amounts		
Candidate pre-requisites	Mileage band	Standard Travel Grant Amount
	Between 10 and 99 KM	€23



<ul style="list-style-type: none"> <li>Erasmus Traineeship Mobility Call 2023 to Partner Countries (not UK, Switzerland or Faroe Islands)</li> <li>0=&lt;ISEE&lt;=€26,306.25* and/or be a student with fewer opportunities under points b, c, d, e, f, g of Art. 2 - Funding "B"</li> </ul> <p>* The amount is set annually based on Ministerial Provisions</p>	Between 100 and 499 KM	€180
	Between 500 and 1999 KM	€275
	Between 2,000 and 2,999 KM	€360
	Between 3,000 and 3,999 KM	€530
	Between 4,000 and 7,999 KM	€820
	8,000 KM or more	€1,500

### 1.2 - "Green" Travel Grant

It is awarded to those who choose to use **environmentally friendly means of transport** (such as train, car sharing or bus, etc.) in order to reach their Erasmus destination. Students must keep proof of their expenses as evidence of their so-called "green" journey in order to access the "Green" Travel Grant. The UNITA and International Mobility Offices will require supporting documents at the end of Mobility. The "Green" Travel Grant is made up as follows:

- **One-off travel contribution** depending on the mileage band as per the table below;
- **A value** corresponding to the daily amount related to the monthly grant (i.e. Funding "A"/30days + possible Funding "B"/30days= daily allowance due). This amount will be paid for each day the student travels "green" (both outward and return) needed to reach the destination and for a maximum of four days.

Candidate pre-requisites	Mileage band	"Green" Travel Grant amount
<ul style="list-style-type: none"> <li>Erasmus Traineeship Call 2023 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands)</li> <li>0=&lt;ISEE&lt;=€26,306.25* and/or be a student with fewer opportunities under points b, c, d, e, f, g of Art. 2 - Funding "B"</li> <li>undertake a so-called "green" journey to reach the Erasmus destination;</li> <li>submit proof of travel expenses incurred</li> </ul> <p>*The amount is set annually based on Ministerial Provisions</p>	Between 100 and 499 KM	€210
	Between 500 and 1999 KM	€320
	Between 2,000 and 2,999 KM	€410
	Between 3,000 and 3,999 KM	€610



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## 2) **TYPE 2: TOP UP TRAVEL GREEN**

**TOP UP Travel Green** is a travel grant for Erasmus Traineeship Call 2023 Mobility grant holders who undertake a **"green"** trip in order to reach their destination and who do NOT receive the "TRAVEL GRANT" mentioned in Type 1.

The **TOP UP Travel Green** grant is provided for distances up to 4,000 km and consists of the following:

- One-off travel contribution of €50.00;
- A value corresponding to the daily amount related to the monthly grant (i.e. Funding "A"/30days + possible Funding "B"/30days= daily allowance due). This amount will be paid for each day of **green** travel (both outward and return) necessary to reach the destination and for a maximum of four days.

The **TOP-UP Travel Green**:

- ❖ is recognised when the student's Erasmus Mobility finishes;
- ❖ is paid upon presentation of proof of expenses incurred during the actual **green** travel and time needed to reach the destination.

### ART. 3 - PAYMENT METHODS AND TIMING

Funding is paid into the Participant's Italian or European bank account in their name provided they have signed the Mobility agreement which is regulated as follows:

- **First payment** consisting of:
- **100% of Funding "A" - monthly grant, by destination country;**
- **100% of Funding "B" – extra monthly funding for participants in disadvantaged economic situations and/or with fewer opportunities, if applicable;**
- **100% of Funding "D" - Type 1.1 "Standard Travel Grant", if applicable.**

The first payment will be based on the date which the international Mobility agreement is received, having already been completed and signed by the participant. It will be paid around the 25th day of the month if the UNITA and International Mobility Office receives the agreement before the first working day of the same month. If it is received after the 2nd working day, payment will take place after the 25th day of the following month. This does not apply to the months of August, December or January when payments are made the following month.

The following will be paid if the student made a **"green"** trip to reach their Erasmus destination, Mobility has ended and the Erasmus Traineeship administrative procedure has closed, and the student has presented and checked the supporting documents' eligibility in certifying the actual "green" trip:



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- 1) the portion, if any, relating to the difference between the amount of the Standard Travel Grant already paid and the amount due thanks to the Green Travel Grant

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- 2) the TOP-UP "Travel Green".

Grants received are subject to **TOTAL OR PARTIAL RETURN** should:

- ✓ students refuse Mobility (refund of full amount);
- ✓ student fail to submit their Learning Agreement for Traineeship - "After Mobility" certifying actual period of Mobility (refund of full amount);
- ✓ Mobility abroad be less than the mandatory minimum period of 60 days (refund of full amount), unless due to *force majeure* recognised by INDIRE, the National Agency Erasmus Plus applies.
- ✓ less time be spent abroad than approved in the Agreement (refund of an amount corresponding to the number of days not spent abroad);

**Mandatory traineeship (Mobility Type A) participants will have to return their grant if their credits are not recognised for reasons attributable to them within 90 days of concluding their Mobility. These grants will be available for students in disadvantaged economic situations (B).**

No grant will be **recognised/assigned for the online part of blended or entirely online Mobility**. If the participant spends part of their Mobility abroad (blended), they **could however receive funding for that time**.

#### ART. 4 - APPLICATIONS

Candidates can only apply once to one country/host institution in this Call.

Candidates must indicate the type of internship they intend doing in their applications, choosing between mandatory internship (Type A) or voluntary internship (Type B) and whether Mobility will be in a Programme or Partner Country.

Students must apply via a **Google Form** available shortly and/or **SAA Course pages**: [MICA](#), [B&M](#), [BA](#).

Candidates must indicate in the application form:

- the type of Mobility they intend doing, whether mandatory internship (Type A) or voluntary internship (Type B)
- whether Mobility will be in a Programme or Partner Country (if they know)

Candidates must attach the following documents to their application form:



1. documentation proving their level of language equivalent to CEFR B2 (See art. ART. 1.2 – PARTICIPATION CRITERIA points a, b, c, d).

**Please note**

**for MICA:** if candidates do not have a certificate proving adequate knowledge of English/French/Spanish/German, they should have an interview at SAC before submitting their application.

**For B&M and BA:** if candidates do not have a certificate proving adequate knowledge of French/Spanish/German, they can have an interview at SAC before submitting their application.

2. CV in English.

Candidates will automatically receive confirmation of having successfully filled in the form at their university email address which they indicated in their application. Applications from sources other than the Google Form, will NOT be taken into consideration.

The deadline for submitting applications is **15/11/2023, at 1.00pm (13.00)**.

[Link to application form](#)

## ART. 5 – SELECTING CANDIDATES

### ART.5.1 – SELECTION CRITERIA

The School of Management and Economics will appoint a Commission to assess the applications and attachments. Consistency with the candidate's study path will also be assessed during the selection process.

Only applications answering the detailed criteria in art **1.2** will be admissible based on the candidate's university track record dated **01/10/2023**.

The Commission will consider the weighted average of grades already registered for candidates who have completed an international Mobility University programme including Erasmus+ for Studies, Erasmus+ Traineeship, Double Degree, School/Department programmes etc. in academic year 2022/2023 and whose study activities abroad were not recognised when this Call was published. First year postgraduate degree/PhD students will have their previous graduation marks assessed.

The Commission will allocate a maximum of **100 points** as follows:

- **50 points** based on the weighted average or graduation mark:



Weighted Average between	Points
25/30 and 26/30	10 points
26.1/30 and 27/30	20 points
27.1/30 and 28/30	30 points
28.1/30 and 29/30	40 points
29.1 /30 e 30/30	50 points

- **50 points** for the candidate's language skills

**If two or more candidates have the same total points, priority will be given to those students enrolled in UniTo for longer (except students who are behind with their exams) and then younger students.**

#### ART. 5.2 – SELECTION RESULTS

The eligible candidate list(s) will be published on individual SAA Campus [MICA](#), [B&M](#), [BA](#) websites on **07/12/2023**.

#### ART. 5.3 – ACCEPTANCE, REFUSAL AND CLEARANCE

Successful candidates must **accept or refuse** their Mobility grant within **5 calendar days** from the day following the publication of the eligible candidate lists, by sending an e-mail to the Interuniversity Relations Office [stage.saa@unito.it](mailto:stage.saa@unito.it)

**Successful candidates who do not accept the Erasmus+ for Traineeship Mobility grant within the set deadlines will be automatically excluded from the eligible candidate list, as not having a justifiable reason and losing all right to Mobility.**

Should candidates refuse their Mobility grant, the eligible candidate list(s) will consequently be adjusted in accordance with the constraints provided for Mobility to Programme Countries and Partner Countries (see Art. 1).

Candidates who were not originally eligible for a grant might have access to funding should it become available, although this is always based on the eligible candidate list.



Successful candidates **must** complete the Erasmus+ for Traineeship Mobility administrative procedures before leaving for their destination.



**IMPORTANT!**

When students do their traineeship in companies, training centres, research centres or other organisations in a **Partner Country**, they must be aware of procedures and deadlines for getting a visa before starting their Mobility.

ART. 6 - INSURANCE

Mobility students have the same civil liability and accident insurance coverage as University students, throughout their stay abroad and during the course.

When applying, the applicant declares:

- they have checked the Ministry of Foreign Affairs and International Cooperation website ([www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it)) for information regarding safety and health at the student's Mobility destination abroad;
- they have checked the UniTo website - Insurance ([www.unito.it/universita-e-lavoro/tutela-e-assistenza/assicurazioni](http://www.unito.it/universita-e-lavoro/tutela-e-assistenza/assicurazioni)) for information concerning UniTo insurance policies for third party liability and accident coverage during traineeships abroad;
- they are aware that UniTo policies (third party liability and accidents) guarantee coverage for the insured person(s) within policy limits and only during Mobility activities within the time and logistic limits defined in their training project;
- they will not hold UniTo, their Department and offices responsible for any liability should they suffer damage outside the time and logistics limits, and activities not directly linked to their Mobility.

Consequently, winners of this Call are advised to consider taking out a suitable insurance policy to cover their time abroad (including beyond Mobility activities) and expenses for medical and hospital care.

The National Health Service usually provides basic health insurance coverage through the European Health Insurance Card (EHIC) for Mobility students going to EU Member States, Iceland, Liechtenstein, Norway and Switzerland. However, European Health Insurance Card coverage may not be sufficient, especially if the student has to come home or needs specific medical care. Private supplementary insurance is therefore recommended for those travelling to these countries. Non-EU winner(s) do not enjoy similar health cover outside Italy even if they have EHIC and so should also take out private health insurance.

Mobility students travelling to countries other than those mentioned are required to find out about the host country's health insurance requirements and take out adequate private insurance that meets official local requirements to cover specific medical care.



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Candidates should also be aware of host destination country regulations in case of emergencies.

It should be noted that Mobility might be suspended, changed, interrupted or cancelled for safety reasons should the Ministry of Foreign Affairs and International Cooperation advise against travel to the student's chosen destination. This also applies to the University of Turin having consulted parties involved. Students are advised to carefully assess any risks concerning their Mobility abroad and understand the destination country's safety measures.

Please note that departures are always subject to the host organisation accepting.

#### ART. 7 – COMMUNICATION, CONTACTS AND CALENDAR

This Call and its annexes, the appointment of the Assessment Commission, selection results and any further communication will be published on the [University's official notice board](#) and the [SME portal](#).

The reference contacts for this Call are:

- 1) For information on Erasmus+ Traineeships  
**UNITA and International Mobility Section**

e-mail: [internationalexchange@unito.it](mailto:internationalexchange@unito.it)

Interuniversity Relations

e-mail: [stage.saa@unito.it](mailto:stage.saa@unito.it)

- 2) Learning Agreement for Traineeship support and recognising the experience: **Cristina Ragionieri**

School of Management and  
Economics Director  
Prof. Marina Damilano



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## **PRIVACY STATEMENT PURSUANT TO ARTICLES 13 AND 14 OF THE GENERAL DATA PROTECTION REGULATION (EU REGULATION 679/2016 AND COUNCIL REGULATION OF 27 APRIL 2016)**

The University of Turin would like to emphasise that Erasmus+ for Traineeship Mobility candidates' personal data acquired upon application or any specific method of collection will be processed in the course of its teaching and research activities. This is in compliance with general principles of lawfulness, correctness, transparency, limitation of scope and retention, data minimisation, accuracy, integrity, confidentiality and accountability according to the personal data protection code and University regulations implementing the code and sensitive and judicial data. See [www.unito.it](http://www.unito.it), "Statute and Regulations", "Regulations: procedures".

As part of the principle of transparency, the following information is available to make students aware of data processing characteristics and methods and pursuant to Art. 13 of EU Regulation 2016/679 (hereinafter referred to as GDPR):

### **(a) Data Controller and contact details**



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The Data Controller is the University of Turin, in the person of its *pro-tempore* legal representative (*Magnifico Rettore*) with registered offices in Via Verdi 8 - 10124 Turin (contact details: pec address: [ateneo@pec.unito.it](mailto:ateneo@pec.unito.it) - email address: [rettore@unito.it](mailto:rettore@unito.it); telephone 011 6706111).

#### **b) Data Protection Officer (DPO) contact details**

The University of Turin Data Protection Officer (DPO) can be contacted here: [rpd@unito.it](mailto:rpd@unito.it).

#### **(c) Purpose of processing and legal basis**

Processing a data subject's personal data is done in the public interest or as part of an authority's obligations under Article 6(1)(e) EU Regulation 2016/679 for the following purposes:

- 1) managing student career paths (from enrolment to graduation) including sending relative communication and storing and archiving all documents concerning the Erasmus experience;
- 2) managing internships;
- 3) statistical surveys and both aggregate and anonymous historical and practical research;
- 4) consultancy and support to students in need;
- 5) managing support for students with disabilities or specific learning disabilities;
- 6) University communications for administrative, educational and research purposes (eg, reporting seminars, events and conferences);
- 7) providing benefits, grants and study awards and other services related to the right to university study.

Following on from 7) and in accordance with GDPR Article 14, the University applies discounts on student fees and so acquires student ISEE values, household member numbers and any information students provide in their DSU (right to university study) application. This is only if it is relevant for this purpose, and will be taken directly from the INPS database as per D.P.C.M. 5 December 2013, No.159.

This data will be published in the "Transparent Administration" section and University portal when the eligible candidate list is published and in accordance with Transparency D.Lgs 33 dated 2013 consolidated text.

For the above-mentioned processing purposes and in specific situations, special categories of personal data such as that relating to criminal convictions and offences or related security measures may be collected and processed pursuant to Article 10 of the GDPR.

#### **d) Types of data processed**

The personal data collected and processed by the Controller for the above-mentioned purposes includes:



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- personal data;
- contact details;
- ISEE/ISEE equivalent value/GDP per capita PPP data
- academic career data

The Controller collects and processes personal data of a particular category as per Article 9 EU Regulation No. 2016/679 for the above-mentioned purposes, ie:

- health-related data regarding support for special needs Mobility.

#### **e) Providing data**

Students must provide the required data as part of the assessment process for applying to the Erasmus+ for Traineeship Mobility Call. Students who don't provide such data will not be admitted to the Mobility selection and cannot complete the necessary procedure.

#### **f) Processing methods**

Processing personal data will be done both manually and digitally guaranteeing the security and confidentiality of such data.

In order to achieve this, data is processed in the University of Turin by technicians who are authorised to process it under the Controller's responsibility, and who have been adequately informed and trained for this purpose.

#### **g) External Data Processors**

The data may also be communicated and processed externally by third party providers of certain services necessary for processing, who act on behalf of the Data Controller for the sole purpose of the requested service and who are duly appointed "Data Processors" as per Article 28 of EU Regulation 2016/679.

#### **h) Categories of recipients of personal data**

Personal data will be shared with the following categories, in accordance with current regulations:

- 1) Ministry of University and Research – MUR;
- 2) INDIRE, National Erasmus+ Agency;
- 3) European Commission International Mobility programmes;
- 4) National registry of students and graduates;
- 5) Ministry of Foreign Affairs, Embassies, Prefectures, Police forces for recognising special status;
- 6) Public Prosecutor's Office, Bar of the State for litigation and disciplinary proceedings;



- 7) Certifying centres, when checking replacement declarations made in accordance with D.P.R. n.445/200;
- 8) Other Italian and foreign universities, for transfers to and from such universities;
- 9) Higher education Partner institutions in student Mobility programmes;
- 10) Public and private entities managing research grants and/or scholarships or promoting studies and research, university development projects;
- 11) Piedmont's Right to University Study Regional Body which manages right to study services (scholarships, residences, canteens);
- 12) Intesa Sanpaolo – bank who acts as University cashier, collects university fees and contributions and pays scholarships;
- 13) Interuniversity Consortium for Automatic Calculation - CINECA, manages competition procedures ie awards and scholarships, manages and maintains student career path apps;
- 14) Other private external organisations supporting the management of competition tests and exams. See previous point;
- 15) Alma Laurea Interuniversity Consortium, for surveys on graduate profiles and employment status;
- 16) Insurance bodies for accident, civil liability policies;
- 17) Public or private external organisations for employment, cultural, recreational and sporting purposes;
- 18) Health facilities providing access to healthcare and hospitals.

Data processed for the purposes set out above will be shared with or accessible to teaching staff, employees or collaborators assigned to the University's relevant offices, who, as data protection contact persons and/or system administrators and/or authorised processors, will be adequately trained by the Data Controller for this purpose.

#### **i) Transferring data to a third country**

The University appoints third party suppliers known as External Managers for some of the above-mentioned internal purposes, for example, Google for Education which is recognised as an appropriate guarantee measure whose services include transferring personal data to a non-European country via Google's "cloud" solutions. See the University website's Privacy Section on Google's Privacy and Security policies.

#### **j) Data retention**

Students' personal data concerning their University careers (eg, personal data, qualifications, intermediate and final test results, eligible candidate lists, reports, etc.) will be kept for unlimited periods in order to comply with requests for certificates and checks, in compliance with current legislation archiving obligations.



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The University will keep students' contact details (telephone, personal email) for the period necessary to achieve the purposes they were collected for and, after which, they will no longer use them.

#### **k) Data rights**

Where applicable, data subjects (those whose data has been collected) can claim their personal data rights as per Articles 15-21 of EU Regulation 2016/679, against the University of Turin by sending a specific request with the subject: "*privacy rights*" to Prof. Marina Damilano, Director of the School of Management and Economics at the following address: [direzione.sme@unito.it](mailto:direzione.sme@unito.it)

#### **l) Complaints**

Data subjects have the right to lodge a complaint with the supervisory authority and can appeal to the Data Protection Authority (website: [www.garanteprivacy.it](http://www.garanteprivacy.it)).

#### **m) Profiling**

The Data Controller does not use automated processes for profiling.