CALL FOR STUDENT MOBILITY
ERASMUS+ TRAINEESHIP - CALL 2022
School of Management and Economics

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ARTICLE 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.
**The so-called 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);

**The so-called 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.**

**IMPORTANT!**

It should be noted that Mobility might be suspended, changed, interrupted or cancelled for security 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 assess risks carefully concerning their Mobility abroad due to uncertainty around COVID-19 and understand the destination country’s safety measures.

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

This Programme provides students with financial contributions to cover some of their costs during their traineeship abroad. Against the number of monthly grants allocated to the School of Management and Economics (SME), funded by the Erasmus+ National Agency INDIRE, the MUR (Ministry of University and Research) and the University of Turin (now referred to as UniTo), the Call 2022 provides for the allocation of a total of **173 monthly payments**, for mobility grants of 2 or 3 months, of which a maximum of 27 months for mobility to Partner Countries. The 173 monthly mobility grants are split as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Programme countries Grants</th>
<th>Partner Countries Grants</th>
<th>Total Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus SAA MICA, B&amp;M, BA</td>
<td>25 x 3 months</td>
<td>4 x 3 months</td>
<td>29</td>
</tr>
<tr>
<td>Management</td>
<td>26 x 2 months</td>
<td>5 x 2 months</td>
<td>31</td>
</tr>
<tr>
<td>ESOMAS</td>
<td>10 x 2 months</td>
<td>2 x 2 months</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>61</strong></td>
<td><strong>11</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

Residual monthly grants can be eventually distributed among the departments.
ART. 1.2 - PARTICIPATION REQUIREMENTS

All UniTo students regularly enrolled (including part-time) in an undergraduate degree program, postgraduate degree program, first- or second-level specializing Master’s programs or specialization courses from the School of Management and Economics can apply for the Erasmus+ Traineeship call. UniTo PhD students correctly enrolled in a PhD programme can apply to this Call, provided that their coordinator is from one of the Departments of the School/Department of Management and Economics.

The Erasmus+ Programme allows students more than one mobility experience for study and traineeship during their university career. Basically, any student can receive contributions for a maximum of 12 months for each study cycle, regardless of the number and type of Mobility (Erasmus+ per 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-, second- and third-cycle students who have already received an Erasmus+ grant, but still have two months (60 days) left for the study cycle which they intend to apply for; Students from SAA campus, enrolled in the degree programs in Business & Management (hereinafter B&M) a Management dell’informazione e della comunicazione aziendale (hereinafter MICA), or Business Administration (hereinafter BA) must have available at least 3 months (90 days) to be able to apply for Erasmus+ Traineeship.
- First, second and third-cycle students who have received or will receive an Erasmus+ per Studies grant in the same academic year, provided there is no - even partial - overlapping and that the total period does not exceed 12 months per degree program.
- Undergraduate/postgraduate/PhD students who intend doing their traineeship after graduating, provided they apply before their university program finishes. Mobility must begin once they have graduated and end within 12 months after graduating or no later than 31 July 2024. Months worked after graduating will count towards the number of months available for the study cycle during which the application was made.

For the applications to be admissible, they must satisfy the following criteria, which are based on the student’s career at 01/10/2022:
- To be on track with the studies
- To have a weighted average of courses’ grades greater or equal than 25/30 (no rounding) and, in case of being enrolled to the 1st year of a Master’s degree, it will be considered the previous degree’s graduation mark, which must be greater or equal than 92/110.

ART. 1.3 - ORGANISATIONS HOSTING INTERNS

The hosting organisation could be an Erasmus Charter Institution for Higher Education or 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);
- organisations managing EU programmes, such as National Agencies (so as to avoid any conflicts of interest and/or double funding).

Students enrolled at UniTo, but not resident in Italy, cannot do their Mobility in an institution/university in their own country of residence. It is the student’s responsibility to check if the University has the correct residence data

At the School web page dedicated to the Erasmus Traineeship Call there is a list of useful sites from which you can search for internship offers.

**ART. 1.4 - DURATION OF THE INTERNSHIP**

The internship covered in this Call will last 2 months. However, for students enrolled in B&M, MICA e BA, the internship will last 3 months.

The Erasmus Plus programme states that in-person mobility lasting 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 available on the Erasmus Traineeship page - Documents.

Students will be able to do blended mobility by combining their in-person mobility abroad with virtual mobility (= online work carried out in the student’s usual country of residence), provided they meet Traineeship mobility objectives agreed in the Learning Agreement for Traineeship and in-person mobility abroad lasts a minimum of 60 days.

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 31/07/2024.
Should COVID-19 conditions not allow the participant to complete their mobility abroad, totally virtual mobility may be exceptionally considered eligible for CFU recognition. Therefore, in case totally virtual mobility is Type A - mandatory internship or Type B - voluntary internship with supernumerary credit recognition, it may be recognized in terms of CFU within the student’s career plan.

Students should note that their grant will only be awarded while abroad for the period of in-person mobility and no mobility grant will be awarded for virtual mobility. As provided for by the European Commission and the Erasmus+ National Agency INDIRE, the 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 the contribution, as their mobility will be considered as in-person mobility abroad.

Scholarship winners cannot start their mobility before the ranking has been published and they have accepted the grant.

Mobility must be completed **no later than 31 July 2024**.

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

The host institution may indicate internship’s dates compatible to its own needs, provided that a minimum of 60 days will be respected.

In case of internships longer than the months covered by the Erasmus grant, it is possible, **only once the mobility has already begun**, to ask for an extension, in order to maintain the Erasmus Traineeship status and insurance coverage. On basis of budget availability, an additional coverage of maximum 3 more months may be envisaged for the approved extension period.

Please note that the Erasmus for Traineeship mobility, including the possible extension period, cannot in any way last longer than **12 months** (art. 1.2).

<table>
<thead>
<tr>
<th>ART. 1.5 - TYPES OF INTERNSHIPS</th>
</tr>
</thead>
</table>

This Call provides for two types of Mobility:

A. curricular (=mandatory) TRAINEESHIP

- Traineeship worth credits (CFUs) necessary to graduate;
- Traineeship as part of a PhD program or of a specialization school

B. Extracurricular (=voluntary) TRAINEESHIP:

- Voluntary traineeship (providing for recognition of extra credits/supernumerary credits or not recognised);
- Traineeship carried out within 12 months after graduation (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, resulting at the end of the mobility, unless there are justifiable reasons otherwise.

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 Degree program International mobility coordinator (Responsabile didattico per la mobilità internazionale del corso di studi) must approve its contents before the student leaves. This must be in accordance with the Guidelines for recognising study activities abroad.

- **Type A - Curricular (=mandatory) traineeship**

Mandatory traineeship activities will be 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 curricular traineeship will be recorded as international Mobility in the Diploma Supplement.

PhD Mobility students are responsible for checking how to have their Mobility experience recognised as part of the doctoral programme and based on their course provisions.

- **Type B - Extra-Curricular (=voluntary) Traineeship**

This can be:

- recognised with extra/supernumerary CFUs
- without recognition of CFUs (voluntary traineeships);
- completed as a recent graduate.

The Erasmus+ Traineeship mobility for extra-curricular traineeships can be recorded as international Mobility in the Diploma Supplement.

ARTICLE 2 - APPLICATIONS

Candidates can only submit one application for only one internship host, in the context of this Call. Students must apply through a Google Form, available at this link or, for SAA students, at the following webpages: MICA, B&M, BA.

Candidates must indicate in the application form:
- the Campus in which they are enrolled (SME or SAA)
- the type of Mobility they would like to do, whether curricular internship (Type A) or extra-curricular internship (Type B)
- the choice between mobility to Programme or Partner Countries

Documents to attach to the application form

For **SME students**:
1. **mandatory**: a letter of intent (Annex 1)
2. **mandatory**: a project work, coherent with the student’s course of studies, preferably if already agreed on with the Host company/institution.
3. **distinctive but not mandatory**: documentation proving the level of language proficiency.
4. **mandatory**: cv written in English

For **SAA students**:
1. **distinctive but not mandatory**: a letter of intent (Annex 1)
2. **distinctive but not mandatory**: a project work, coherent with the student’s course of studies, preferably if already agreed on with the Host.
3. **mandatory**: documentation proving the level of language proficiency equivalent to B2 level of the CEFR (see next points a,b,c,d). **Important: for MICA students**, in case of lack of adequate certification, it is necessary to have an interview with SAC, before applying to the Call.
4. **mandatory**: cv written in English

Language proficiency can be proved in one of the following ways:

a) proof of passing the language exam at UniTO, or another university. In this case, students must add to their application an exams transcript (downloadable from MyUnito);

b) one of the language certifications recognized by the School of Management and Economics;

c) language certificate released by CLA (test CEFR, Passaporto per l’Europa...), by SAC, or any other Linguistic Center:

d) any other documentation that can prove the candidate’s language proficiency: for example, high school degree Esabac, transcripts of record from a period of studies abroad, OLS copy for the ones who have already done a mobility period abroad(https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language) self-certification of enrolment in a degree program taught in English; self-certification if mother tongue, etc...

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1The Letter of Intent must be signed with digital signature or scanned autograph (no Word font) and uploaded in PDF format. In case of doubt about the authenticity of the attachments, the Commission may ask candidates to send further documentation.

2 See note 1 above.
Candidates will receive at their institutional mailbox (which must be indicated during the form filling) an automatic confirmation of having successfully filled the form. Applications from any other source other than the Google Form, WILL NOT be taken into consideration.

The deadline for submitting applications is **18/11/2022, at 12pm**.

**Link to application form**

### ARTICLE 3 - SELECTING CANDIDATES

#### ARTICLE 3.1 - SELECTION CRITERIA

The Director of the School of Management and Economics will appoint a special Commission to assess the candidates. During the selection process, consistency with the candidate’s study path will be assessed.

The Commission has adopted the following basic selection criteria:

- state of the candidate’s career at **01/10/2022**
- for 1st year postgraduate degree students, the Commission will consider the undergraduate degree graduation mark
- For PhD/Master students, the Commission will consider the postgraduate degree graduation mark

For candidates who have completed an international mobility University programme including Erasmus+ for Studies, Erasmus+ Traineeship, Double Degree, etc.) in the academic year 2021/2022 and whose study activities abroad have not yet been recognised, the Commission will consider the weighted average of the grades already registered in the student’s career at 01/10/2022 or, in case of 1st year postgraduate degree/PhD students, the Commission will consider the previous degree’s graduation mark.

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

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

<table>
<thead>
<tr>
<th>Weighted Average between</th>
<th>Points</th>
<th>For 1st year postgraduate or PhD students (no BA students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/30 and 26/30</td>
<td>10 points</td>
<td>undergraduate/postgraduate degree graduation mark from 92 to 95</td>
</tr>
<tr>
<td>26,1/30 and 27/30</td>
<td>20 points</td>
<td>undergraduate/postgraduate degree graduation mark from 96/110 to 99/110</td>
</tr>
<tr>
<td>27,1/30 and 28/30</td>
<td>30 points</td>
<td>undergraduate/postgraduate degree graduation mark from 100/110 to 103/110</td>
</tr>
<tr>
<td>28,1/30 and 29/30</td>
<td>40 points</td>
<td>undergraduate/postgraduate degree graduation mark from 103 to 106</td>
</tr>
</tbody>
</table>
- 50 points for the candidate’s language proficiency level and the progress of contacts between the candidate and the Host company/institution (for SAA students, this last criterion is distinctive but not mandatory).

In case of candidates with the same total points, priority will be given to those students enrolled in Unito for the longest time (among the students who are not “Fuori corso”) and subordinately, to younger students.

**ARTICLE 3.2 - SELECTION RESULTS**

3 rankings will be published:
- Department of Management – Campus SAA
- Department of Management – Campus SME
- Department of Economics, Social Studies, Applied Mathematics and Statistics (ESOMAS)

The ranking(s) will be published on the SME website and on the SAA’s courses websites (MICA, B&M, BA) from 09/12/2022.

**ART. 3.3 - ACCEPTANCE, REFUSAL AND CLEARANCE**

Winner candidates must accept or refuse their mobility grant within 5 calendar days from the day following the publication of the ranking lists, by sending an e-mail to the International office of the Hub of Management and Economics (Ufficio Servizi per l’Internazionalizzazione del Polo SME) international.sme@unito.it

**Winner candidates who do not accept the Erasmus+ for Traineeship mobility grant within the set deadlines will be automatically excluded from the ranking list, as renouncers without justified reason, losing all right to mobility.**

In case of renunciation or non-acceptance by the winner candidate, the following eligible candidates will be placed by scrolling, in accordance with the constraints provided for mobility to Programme Countries and Partner Countries (see Art. 1).

Should more funding become available, it may be made available to eligible students, based on the ranking list. Winner candidates must complete the administrative procedures for Erasmus+ for Traineeship Mobility in order to start the mobility.

**IMPORTANT!**

In case the traineeship is carried out in companies, training centers, research centers or other organizations, based in a country of the Partner Countries group, in order to start the mobility winner candidates must obtain all the information relating to the procedures and timing for visa issuing, as well as all other administrative procedures required to enter that country.
ARTICLE 4 - FINANCIAL CONTRIBUTIONS

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

Contributions consist of the following:

A. **MONTHLY GRANT** (EU amounts), paid to all students selected for an Erasmus Traineeship CALL 2022 Mobility, based on the COUNTRY OF DESTINATION and corresponding to the following amounts

<table>
<thead>
<tr>
<th>Destination countries: PROGRAMME COUNTRIES</th>
<th>Amount TYPE A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP 1 HIGH cost of living:</strong> <em>Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.</em></td>
<td>€500.00 per month</td>
</tr>
<tr>
<td><strong>N.B. These include the following Partner Countries:</strong> <em>Faeroe Islands, Switzerland, United Kingdom</em></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP 2 AVERAGE cost of living:</strong> <em>Austria, Belgium, Cyprus, France, Germany, Greece, Malta, the Netherlands, Portugal, Spain.</em></td>
<td>€450.00 per month</td>
</tr>
<tr>
<td><strong>GROUP 3 LOW cost of living:</strong> <em>Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.</em></td>
<td>€400.00 per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination countries: PARTNER COUNTRIES</th>
<th>Amount TYPE A</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Partner Countries (except Faeroe Islands, Switzerland, United Kingdom which are in Group 1)</td>
<td>€700.00 per month</td>
</tr>
</tbody>
</table>

**IMPORTANT!**

Mobility participants going to Switzerland will not receive contributions from Type A if they also receive Mobility Grant contributions directly from the Swiss Government. The Host Universities/Institutions will define Mobility grant payment methods and timing. If, however, the Swiss government does not proceed with the payment of Mobility grants for the academic year 2022/2023, a monthly contribution equal to the amount due for Group 1 countries will be paid by the Università degli Studi di Torino.

B. **EXTRA MONTHLY CONTRIBUTION FOR PARTICIPANTS IN DISADVANTAGED ECONOMIC SITUATIONS and/or 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 €50,000.00, based on the following table/distribution:

| Amount TYPE B - Erasmus+ for Traineeship additional contribution |
### ISEE VALUE*

<table>
<thead>
<tr>
<th>Monthly amount TYPE B</th>
<th>ISEE Value Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 450</td>
<td>ISEE ≤ 13,000</td>
</tr>
<tr>
<td>€ 400</td>
<td>13,000 &lt; ISEE ≤ 21,000</td>
</tr>
<tr>
<td>€ 350</td>
<td>21,000 &lt; ISEE ≤ 26,000</td>
</tr>
<tr>
<td>€ 300</td>
<td>26,000 &lt; ISEE ≤ 30,000</td>
</tr>
<tr>
<td>€ 200</td>
<td>30,000 &lt; ISEE ≤ 40,000</td>
</tr>
<tr>
<td>€ 150</td>
<td>40,000 &lt; ISEE ≤ 50,000</td>
</tr>
<tr>
<td>€ 0</td>
<td>ISEE &gt;50,000</td>
</tr>
</tbody>
</table>

b. a disability of 50% or more;  
c. refugee status;  
d. subsidiary protection status;  
e. displaced person status;  
f. careleavers' 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 in Points b. and g. are considered to have fewer opportunities and are treated like 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 2022/2023 and on the Fees and Contributions Regulations for the academic year 2022/2023. See the [Fees and Contributions Regulations for the academic year 2022-23 - Annex A](#) for GDP per capita PPP value.

Students who are exempt from or not required to pay the student contribution in accordance with article 3.3 or article 15 of the Academic Year Fees and Contributions Regulations, 2022/2023 and who are not an above-mentioned case for reduced opportunities, must request the ISEE/ISEE Equivalent valid for subsidised benefits for the right to university study for the year 2022 in order to access the additional contribution B. Alternatively, they can request the use of the GDP per capita PPP value, in accordance with the deadlines and methods set out in the Fees and Contributions Regulations 2022-23.

### C. CONTRIBUTIONS FOR 'SPECIAL NEEDS'

There is an additional EU contribution based on real costs for Mobility students with disabilities and special needs. Candidates can access this contribution by making a specific request based on methods and timing defined by Erasmus+ National Agency INDIRE. Students with a disability certificate should consult the University portal here: [www.unito.it - International - Studying and working abroad - Erasmus+ - Erasmus+ for people with disabilities/special needs](#) and contact the UNITA and International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)) for more details.
D. **TRAVEL CONTRIBUTIONS.** Two different types of contributions are available to support students’ travel expenses for the purposes of Erasmus+ Mobility 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 Co₂ 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 2022 grant holders who do their Mobility in **PARTNER COUNTRIES** (excluding the Faroe Islands, Switzerland and United Kingdom) and who
- have an ISEE value **between 0 and €24,335.11** based on Ministerial Provisions defined values for the year 2022. 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 - 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:

<table>
<thead>
<tr>
<th>Requirements and amounts of ‘STANDARD’ TRAVEL GRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beneficiary Requirements</strong></td>
</tr>
<tr>
<td>o Erasmus Traineeship CALL 2022 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands)</td>
</tr>
<tr>
<td>o 0&lt;ISEE=€24,335.11* and/or be a student with fewer opportunities under points b., c., d., e., f., g. of Art. 2 - PART B</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*The amount is set annually based on Ministerial Provisions
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 green journey in order to access the "Green" Travel Grant. The UNITA and International Mobility Section will request 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. TYPE A/30days + possible TYPE B/30days= per diem amount 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.

### Beneficiary Requirements

- Erasmus Traineeship CALL 2022 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands)
- 0=<ISEE<=€24,335.11* and/or be a student with fewer opportunities under points b., c., d., e., f., g. of Art. 2 - PART B
- undertake a Green journey to reach the Erasmus destination;
- submit proof of travel expenses incurred

*The amount is set annually based on Ministerial Provisions

<table>
<thead>
<tr>
<th>Mileage band</th>
<th>Green Travel Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 100 and 499 KM</td>
<td>€210</td>
</tr>
<tr>
<td>Between 500 and 1999 KM</td>
<td>€320</td>
</tr>
<tr>
<td>Between 2,000 and 2,999 KM</td>
<td>€410</td>
</tr>
<tr>
<td>Between 3,000 and 3,999 KM</td>
<td>€610</td>
</tr>
</tbody>
</table>

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

TOP UP Travel Green is a travel grant for Erasmus Traineeship CALL 2022 Mobility grant holders who undertake a green trip in order to reach their destination and who do NOT receive the "TRAVEL GRANT" grants mentioned in Type 1.

The TOP UP Travel Green contribution 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. TYPE A/30days + possible TYPE B/30days= per day amount 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. 5 – PAYMENT METHODS AND TIMING**

Contributions are 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 TYPE A - monthly grant, by destination country;
  - 100% of TYPE B – extra monthly contribution for participants in disadvantaged economic situations and/or with fewer opportunities, if applicable
  - 100% of TYPE D - Type 1.1 "Standard Travel Grant", if applicable;

The first payment will be based on when the international Mobility agreement is received, duly completed and signed by the participant. It will be 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 once a student has made a *green trip* to reach the 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“:
- the portion, if any, relating to the difference between the amount of the Standard Travel Grant already paid and the amount due under the Green Travel Grant
  or
- the 'Travel Green' TOP-UP.

Contributions 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);
Participants in disadvantaged economic situations (Mobility Type B) will have to return their supplementary contribution within 90 days of concluding their Mobility for a mandatory traineeship (Mobility Type A) if their credits cannot be recognised for reasons attributable to them.

No contribution 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 the contribution for that time.

**ARTICLE 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.viaggiaresicuri.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) 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 responsible UniTo, their Department and associated offices of any liability should they suffer damage occurring 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 outside Mobility) 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.

The Participant must also check local COVID-19 restrictions.
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 assess risks carefully concerning their Mobility abroad due to uncertainty around COVID-19 and understand the destination country’s safety measures.

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

**ARTICLE 7 - COMMUNICATION, CONTACTS AND CALENDAR**

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

The reference contacts for this Call are:

1) **Erasmus+ Traineeship Action, procedures and timing for sending the mobility documentation, financial contribution**
   - **UNITA and International Mobility Section**
   - e-mail: internationalexchange@unito.it

2) **Information and support for Erasmus+ Traineeship Call, application and results**
   - **International office of the Hub of Management and Economics**
   - (Ufficio Servizi per l’Internazionalizzazione del Polo SME)
   - e-mail: international.sme@unito.it
   - SAA students:
     - SAA International Office
     - e-mail: stage.saa@unito.it

3) **Support for filling out the Learning Agreement for Traineeship, and recognition of the experience:**
   - Department of Management – Prof. Melchior Gromis di Trana
   - Department of Management (SAA) – dott.ssa Cristina Ragionieri
   - Department of Scienze Economico-Sociali e Matematico-Statistiche (ESOMAS): [Degree program](#)
   - **International Mobility Coordinator**

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<th>Calendar</th>
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<tr>
<td>📅 Call application dates</td>
<td>from 10/10/2022 to 18/11/2022</td>
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| 🗓 General meeting (for all students, in Italian) | 26/10/2022, 10 am  
access link: [https://meet.google.com/hug-ezyt-oan](#) |
| 🗓 Meeting for SAA students | 25/10/2022, 6pm  
The meeting will be held at the campus SAA |
Turin, 10/10/2022

The Director
Prof. Marina Damilano
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, "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
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 - email address: rettore@unito.it: telephone 011 6706111).

(b) Data Protection Officer (DPO) contact details
The Data Protection Officer (DPO) can be contacted at this address: 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’s career path (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 scientific 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 facilities, 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 ISEEU 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 data 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:
- 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 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 the performance of the processing, who act on behalf of the Data Controller for the sole purpose of the requested service and who are duly appointed "Data Processors" pursuant to 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 institutional purposes, for example, Google for Education which is recognised as an as 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.

i) Data retention
Students’ personal data concerning their University careers (eg, personal data, qualifications, intermediate and final test results, rankings, 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.
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.

i) 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 the Director of the School of Management and Economics at the following e-mail address: direzione.sme@unito.it

m) Complaints
The data subject has the right to lodge a complaint with the supervisory authority and can appeal to the Data Protection Authority (website: www.garanteprivacy.it).

n) Profiling
The data controller does not use automated processes for profiling.