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**Erasmus+**

This courtesy document in English should be regarded as a summary of the main provisions of the Call, which is available in Italian at this [link](#).

The Italian publication of this Call is the official text for all legal intents and purposes and will take precedence should this document be found to contain any non-conformities.

## **CALL FOR STUDENT MOBILITY**

### **ERASMUS+ TRAINEESHIP - CALL 2024**

#### **School of Management and Economics**

##### **Summary**

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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)

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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.

- **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: The United Kingdom, Switzerland and Fær Øer Islands 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.** It is the student's responsibility to check if the University has the correct residence data.

**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.

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

This Programme provides students with funding to cover some of their costs during their internship abroad. The 2024 Call will allocate **31 Mobility** monthly grants to the School of Management and Economics (SME), which are funded by the Erasmus+ National Agency INDIRE, the MUR (Ministry of University and Research) and the University of Turin (now referred to as UniTo). Each Mobility grant covers two months abroad and a maximum of 5 grants (10 months) are available for internships within the Partner Countries.

Please note: in the context of this Call, mobilities to the **United Kingdom and Switzerland** are included in the grants for **Programme Countries** (see table below), mobilities to the **Faroe Islands** are included in the grants for **Partner Countries**. The amount of the monthly grant for all these 3 countries is assimilated to the Programme Countries - Group 1 (see Article 2).

The Mobility grants available are shown here:



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**Erasmus+**

Department	Programme countries grants (+United Kingdom and Switzerland)	Partner Countries grants	Total Grants
Management	25 x 2 months	5 x 2 months	30
ESOMAS	1 x 2 months	/	1
<b>Total</b>	<b>26</b>	<b>5</b>	<b>31</b>

Any monthly grants which are unused can be distributed within the School.

#### ART. 1.2 - PARTICIPATION CRITERIA

All UniTo students correctly enrolled (including part-time) in a three-year degree course, specialised/Master's degree course, single-cycle Master's degree course, first- or second-level Master's degree course from the School of Management and Economics (Department of Management "Valter Cantino", all courses except **MICA, B&M, BA** from SAA campus, and Department of ESOMAS) 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 a grant 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). Maximum Mobility for single cycle degrees is 24 months.

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

Online Mobility, including blended Mobility online components, 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 of the study cycle which they intend to apply for;
- 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 – not even partial - overlapping and that the total period does not exceed 12 months per Degree course (24 months for single-cycle Degrees).
- Undergraduate and/or post-doctoral students who intend doing their placement after graduating, provided they apply before their university course finishes. Mobility must begin once they have



graduated and end within 12 months after graduating or **no later than 31 July 2025**. Months worked after graduating will count towards the number of months available for the study cycle during which the application was made.

For their applications to be admissible, students must satisfy the following criteria, which is based on their university track record by **01/10/2024**. They should:

- Be on time with their exams and studies;
- Have a weighted average of course grades **higher than or equal to 25/30** (no rounding up allowed) and if they are enrolled in the 1<sup>st</sup> year of a Master's degree, their previous degree mark will be considered, if it is **higher than or equal to 92/110**.

Proficiency in the language of the country where students will do their internship can be certified in one of the following ways:

- a) proof they have passed the language exam they took at UniTo, or another university. In this case, students must add exam transcripts to their applications which they can download from MyUnito;
- b) one of the language certifications [recognised](#) by the School of Management and Economics;
- c) language certificate issued by CLA (test QCER, Passaporto per l'Europa...), SAC or any other Language Centre;
- d) any other documentation that can prove language proficiency, for example, high school diploma Esabac, transcripts of record from studies abroad, OLS copy, for those who have already done Mobility abroad (<https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>), self-certification in case of native speakers, etc..

#### 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](http://europa.eu/european-union/contact/institutions-bodies_en));
- organisations managing EU programmes, such as National Agencies (to avoid conflicts of interest and/or double funding).

A list of websites useful for finding internship vacancies is available at this [link](#).

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

The internship covered in this Call will last 2 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 on the [Erasmus Traineeship](#) page - Documents.

Students will be able to do blended Mobility by combining their Mobility abroad with online coursework, provided they meet Traineeship Mobility objectives agreed in the Learning Agreement for Traineeship and that their Mobility lasts a minimum of 60 days.

If necessary, students can have a break between online Mobility and Mobility abroad as long as they respect the minimum duration of Mobility abroad and complete everything by **31/07/2026**.

Should emergency situations restrict or prevent the participant from carrying out their Mobility abroad, some totally online Mobility coursework will be considered eligible for recognition. Totally online Mobility coursework can therefore be recognised in terms of CFU within the student's career plan, if it is Type A - mandatory internship or Type B - voluntary internship with supernumerary credit recognition.

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

The Mobility period **can start on 1 January 2025** and must end **before 31 July 2026**.



**Students cannot start their Mobility before the eligible candidate list has been published and beneficiaries have been accepted.**

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

The host institution may indicate internship dates which are compatible with its own needs, provided that a minimum of 60 days is respected (art. 1.4).

Should internships last longer than the months covered by the Erasmus grant, it is possible to ask for an **extension once Mobility has already begun**. Additional coverage of maximum 3 more months could be available, depending on budget.

Mobility, including any possible extension period, however, cannot last longer than 12 months (art. 1.2).

#### ART. 1.5 - TYPES OF INTERNSHIPS

There are two **types of Mobility** in this Call:

##### **A. TRAINEESHIP (MANDATORY):**

- Traineeship worth credits (CFUs) necessary to graduate;
- Internship as part of a PhD or postgraduate course.

##### **B. TRAINEESHIP (VOLUNTARY):**

- Voluntary traineeship (extra credits or not recognised);
- Postgraduate or PhD Graduate traineeship (within 12 months of graduating).

**The type of Mobility (Type A or B) that students state in their application form is binding and must correspond to what they actually do during their Mobility, unless there are justifiable reasons otherwise. Failure to do this could result in them having to return their scholarship.**

#### 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 [Head of Studies for International Mobility](#) must approve its contents before the student leaves. This must be in accordance with the [University Guidelines for recognising coursework while 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 for mandatory placements 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.

- **Voluntary traineeship**

This can be:

- recognised with surplus course credits (CFUs);
- without recognising training credits (CFUs);
- completed as a recent graduate.

The Erasmus+ Traineeship for voluntary traineeships can be recorded as international Mobility in the [Diploma Supplement](#), provided that Mobility is completed before the student graduates. If, on the other hand, the voluntary placement is carried out after the student graduates, it cannot be recorded in the Diploma Supplement, as it was carried out outside the academic career and the graduate's career will already have been completed.

## ARTICLE 2 - FUNDING

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

Funding consists of the following:

- A. **MONTHLY GRANT** (EU amounts), paid to all students selected for an Erasmus Traineeship CALL 2024 Mobility, based on the COUNTRY OF DESTINATION and corresponding to the following:

Funding "A": Erasmus+ for Traineeship Community Monthly Grant Amounts	
Destination countries: PROGRAMME COUNTRIES	Amount "A"
<b>GROUP 1 HIGH cost of living:</b> Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Netherlands, Sweden.	€500.00 per month





**N.B. These include the following Partner Countries:**

Faeroe Islands, Switzerland, United Kingdom

**GROUP 2 and 3 AVERAGE and LOW cost of living:**

Bulgaria, Cyprus, Croatia, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, the Netherlands, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, , Spain, Turkey.

€450.00 per month

**Destination countries: PARTNER COUNTRIES**

**Amount "A"**

**All Partner Countries** (except Faeroe Islands, Switzerland, United Kingdom which are in Group 1)

€700.00 per month

**IMPORTANT!**

Countries for which the monthly amount has increased on the basis of the new guidelines received from the Erasmus+ National Agency INDIRE for CALL 2024 are highlighted in **red**;

Mobility participants going **to Switzerland** will not receive Type A funding if they also receive a Mobility grant from the Swiss Government. Host Universities/Institutions will define Mobility grant payment methods and timing. If, however, the Swiss government does not pay the Mobility grants for the academic year 2024/2025, UniTo will pay a monthly grant equal to the amount due for **Group 1 countries**.

**B. EXTRA MONTHLY FUNDING 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:

**Funding "B" - Erasmus+ for Traineeship additional funding**

<b>ISEE VALUE*</b>	<b>Monthly amount "B"</b>
ISEE-PIL ≤ 13.000	€ 450
13.000 < ISEE-PIL ≤ 21.000	€ 400
21.000 < ISEE -PIL≤ 26.000	€ 350
26.000 < ISEE-PIL ≤ 30.000	€ 300





30.000 < ISEE-PIL ≤ 40.000	€ 200
40.000 < ISEE-PIL ≤ 50.000	€ 150
ISEE-PIL > 50.000	€ 0

- b. a 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 as having fewer opportunities and so seen 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 2024/2025 and on the Fees and Contributions Regulations for the academic year 2024/2025. See the [Fees and Contributions Regulations for the academic year 2024-24 - 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, 2024/2025** 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 2024 in order to access the additional funding 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 2024-25. The equalised ISEE/ISEE Equivalent must be sent via e mail to: [internationalexchange@unito.it](mailto:internationalexchange@unito.it) no later than 28/02/2025.

#### C. FUNDING FOR 'SPECIAL NEEDS'

There is additional EU funding based on **real costs** for Mobility students with **disabilities** and **special needs**. Candidates can access this funding 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](http://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 GRANTS

Two different types of funding 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 encourages **green** transport, i.e. travel that emits a low level of CO2 emissions (such as trains, car sharing or buses).

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 2024 grant holders who do their Mobility in **PARTNER COUNTRIES (excluding the Faroe Islands, Switzerland and United Kingdom)**.

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

Requirements and amounts of STANDARD TRAVEL GRANT		
Candidate pre-requisites	Mileage band	Standard Travel Grant Amount
○ Erasmus Traineeship CALL 2024 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands)	Between 10 and 99 KM	€28
	Between 100 and 499 KM	€211
	Between 500 and 1,999 KM	€309
	Between 2,000 and 2,999 KM	€395
	Between 3,000 and 3,999 KM	€580



	Between 4,000 and 7,999 KM	€1.188
	8,000 KM or more	€1.735

### 1.2 - 'Green' Travel Grant

It is awarded to those who choose **environmentally friendly means of transport** (such as trains, car sharing or buses, etc.) to reach their Erasmus destination. Students must have 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 require supporting documents at the end of Mobility. The "Green" Travel Grant is made up as follows:

- **One-off travel grant** 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.

Beneficiary Requirements	Mileage band	Green Travel Grant Amount
Erasmus Traineeship CALL 2026 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands) <ul style="list-style-type: none"><li>○ undertake a so-called "green" journey to reach the Erasmus destination;</li><li>○ submit proof of travel expenses incurred</li></ul>	Between 10 and 99 KM	€56
	Between 100 and 499 KM	€285
	Between 500 and 1999 KM	€417
	Between 2,000 and 2,999 KM	€535
	Between 3,000 and 3,999 KM	€785
	Between 4,000 and 7,999 KM	€1,188
	8,000 KM or more	€1,735



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

**TOP UP Travel Green** is a travel grant for Erasmus Traineeship Call 2024 Mobility grant holders who travel sustainably (**green**) to reach their destination.

The **TOP UP Travel Green** grant consists of the following:

- One-off travel grant 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. Travel days must not be part of the period indicated in the mobility declaration issued by the host institute.

The **TOP UP Travel Green:**

- ❖ is paid to participants who opt for **green** travel to a Programme Country destination or to the United Kingdom, Switzerland and the Faroe Islands;
- ❖ is recognised when the student's Erasmus Mobility finishes, upon presentation of proof of expenses incurred during the actual **green** travel and time needed to reach the destination, based on what is provided by the "[Linee Guida per la mobilità Green](#)" published on the University portal.

For the sole purpose of the eligibility of the contribution for the **green** travel days envisaged by this grant item, the place of departure will be considered to be the University of Turin or, possibly, on the basis of the documentation produced by the participant, the place of residence.

Please note that, in the event of insufficient funds:

- the number of months covered by the country contribution (Amount "A") may be proportionally reduced;
- for the payment of the extra monthly funding for participants in disadvantaged economic situations and/or fewer opportunities (Amount "B"), priority will be given to students with a lower ISEE, until exhaustion of the available budget.

## ART. 3 – PAYMENT METHODS AND TIMING

Grants 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 Funding "A" - monthly grant, by destination country;**



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- 100% of Funding “B” – extra monthly grant 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 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.

Once a student has made a **green** trip to reach their Erasmus destination, after Mobility has ended and the Erasmus Traineeship administrative procedure has closed, and the student has presented and checked the eligibility of their supporting documents in certifying their actual "green trip", any portion relating to the difference between the amount of the Standard Travel Grant already paid and the amount due under the Green Travel Grant will be paid.

Funding received can be **TOTALLY OR PARTIALLY RETURNED** should:

- ✓ students refuse Mobility (refund of full amount);
- ✓ students 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 (Funding “B”) will have to return their supplementary grant 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 funding 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 a corresponding grant for that time.

#### ARTICLE 4 - APPLICATIONS

Candidates can **only** submit **one application** for only one internship host, in the context of this Call.

Students must apply via a Google Form, available at this [link](#) for SME students.

Candidates must indicate in the application form:



- the choice between Mobility to Programme or Partner Countries
- the Department and degree programme
- the type of mobility chosen, selecting between mandatory internship (Type A) or voluntary internship (Type B)
- the choice between mobility towards Programme Countries or Partner Countries
- the country in which you intend to carry out the internship
- the working language

Students must attach the following documentation in PDF format:

1. mandatory: a letter of intent (Attachment 1 - [section Documents](#)), or a declaration of having been accepted for an internship period by the Host, or the evidence of an exchange of communications between the student and the Host (for example, an email showing the Host's intention to receive the student for an internship).
2. mandatory: project work, coherent with the student's course of studies, preferably if already agreed with the Host company/institution.
3. mandatory: CV in English
4. recommended, but not mandatory: documentation proving the level of language proficiency.

Candidates will automatically receive an email in their university mailbox confirming that they have filled in the form successfully. Providing a university email addresses is part of a student's application.

Applications from any other source other than the Google Form, WILL NOT be considered valid.

The deadline for submitting applications is **15/11/2024, at 1 pm**.

[Link to application form](#)

## ARTICLE 5 - SELECTING CANDIDATES

### ARTICLE 5.1 - SELECTION CRITERIA

The School of Management and Economics will appoint a special Commission to assess the candidates.

Coherence with the candidate's course of studies will be evaluated during the selection process.

Candidates are eligible if they meet the criteria set out in **art. 1.2**, based on their university career up to **01/10/2024**.

The weighted average of grades that have already been recognised will be considered for candidates who completed an international mobility University programme including Erasmus+ Study, Erasmus+ Traineeship,



Double Degree, etc.) in the academic year 2022/2024 and whose coursework abroad has not yet been recognised. Whereas the previous degree's graduation mark will be considered for 1<sup>st</sup> year Master degree students (or PhD students).

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

- **50 points** based on the weighted average or graduation mark of a previous degree

Weighted Average between	Points	<i>Students of 1st year Master/PhD (no BA students)</i>	
25/30 and 26/30	10 points	Bachelor/Master degree final mark from 92 to 95	10 points
26.1/30 and 27/30	20 points	Bachelor/Master degree final mark from 96/110 to 99/110	20 points
27.1/30 and 28/30	30 points	Bachelor/Master degree final mark from 100/110 to 103/110	30 points
28.1/30 and 29/30	40 points	Bachelor/Master degree final mark from 103 to 106	40 points
29.1/30 and 30/30	50 points	Bachelor/Master degree final mark from 107 to 110 with honours	50 points

- **50 points** for language skills and progress of contact between candidate and their Host company/institution.

Should there be candidates with the same total points, priority will be given to those students enrolled in UniTo for the longest (but not students who are behind with their exams) and then, younger students.

#### ARTICLE 5.2 - SELECTION RESULTS

2 eligible candidate lists will be published:

- *Department of Management – Campus SME*
- *Department of Economics (ESOMAS)*





Eligible candidate lists will be published on the [SME website](#) from **07/12/2024**.

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

Successful candidates have **5 calendar days to accept or refuse** their Mobility grant starting the day after the eligible candidate list has been published and by sending an email to the Internationalisation Services Office ([international.sme@unito.it](mailto:international.sme@unito.it)).

Successful candidates who do not accept the Erasmus+ for Traineeship Mobility within the set deadlines will be automatically excluded from the eligible candidate list, and if they have no justifiable reason, will lose all rights 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).

Should more funding become available, eligible students may benefit although this is based on the eligible candidate list(s) in this Call.

Successful candidates must complete the administrative procedures for Erasmus+ for Traineeship Mobility 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 administrative procedures and deadlines for getting a visa before starting their Mobility.

#### 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](http://www.viaggiaresicuri.it)) for information regarding safety and health at their 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 or associated offices responsible for any liability should they suffer damage occurring outside the time and logistics limits, or 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 as well as 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.

Students also undertake to verify the conditions envisaged by the country of destination, also in relation to any emergency situations.

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 ongoing emergency situations and to review the safety measures adopted by the destination country.

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

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

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

The reference contacts for this Call are:

- 1) Erasmus+ Traineeship Action  
**UNITA and International Mobility Section**

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



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- 2) Information and support for Erasmus+ Traineeship Call, application and results  
**Internationalisation Services at School of Management and Economics**

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

- 3) Support for course content and recognising experience:

Department of Management – Prof. Melchior Gromis di Trana

Department of Economic-Social and Mathematical-Statistical Sciences (ESOMAS): [Course  
International Mobility Coordinator](#)

Turin, 24/09 2024

The Director

Prof. Marina Damilano



**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 commitments. 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**

The Data Controller is the University of Turin, in the person of its *pro-tempore* legal representative with registered offices in Via Verdi 8 - 10124 Turin (contact details: pec address: <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 Data Protection Officer (DPO) can be contacted at this address: [rpdp@unito.it](mailto:rpdp@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 a 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 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 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**

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 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 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.



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#### **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 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, 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.

#### **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 the Director of the School of Management and Economics at the following address: [direzione.sme@unito.it](mailto:direzione.sme@unito.it)

#### **l) 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](http://www.garanteprivacy.it)).

#### **m) Profiling**

The Data Controller does not use automated processes for profiling.