The present document in English should be regarded as a courteous summary of the main provisions of the competition notice, which is available in Italian at the following link.

The Italian text is the official text of the call for all legal intents and purposes and shall take precedence in the event of non-conformity with this document.

CALL FOR STUDENT MOBILITY
ERASMUS+ TRAINEESHIP - CALL 2023
School of Law, Politics and Social-Economic Sciences

Prot. 0002166 of 20/09/2023

Summary
ARTICLE 1 - GENERAL INFORMATION 2
ART 1.1 - SCOPE 2
ART. 1.2 - PARTICIPATION REQUIREMENTS 3
ART. 1.3 - ORGANISATIONS HOSTING INTERNS 4
ART. 1.4 - DURATION OF THE TRAINEESHIP 5
ART. 1.5 - TYPES OF TRAINEESHIP 6
ART. 1.6 – RECOGNISING THE EXPERIENCE 7

ARTICLE 2 - APPLICATIONS 8

ARTICLE 3 - SELECTING CANDIDATES 9
ARTICLE 3.1 - SELECTION CRITERIA 9
ARTICLE 3.2 - SELECTION RESULTS 10
ART. 3.3 - ACCEPTANCE, REFUSAL AND CLEARANCE 11

ARTICLE 4 - FINANCIAL CONTRIBUTIONS 11

ART. 5 – PAYMENT METHODS AND TIMING 17
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 the Mobility might be suspended, changed, interrupted or cancelled for security reasons if the Ministry of Foreign Affairs and International Cooperation advises against travel to the student's chosen destination. This can also be done by the University of Turin, having consulted the parties involved.

Students enrolled at UniT, but not residing 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. Mobility is only available for students interested in doing a traineeship that is considered appropriate with their study path.

This Programme provides students with financial contributions to cover some of their costs during their traineeship abroad. Monthly grants allocated to the School of Law, Politics and Social-Economic Sciences, funded by the Erasmus+
National Agency INDIRE, the MUR (Ministry of University and Research) and the University of Turin (now referred to as UniTo), for the Call 2023 will allocate no. 57 Mobility grants lasting 3 months, including a maximum of 9 grants for Mobility to Partner Countries, distributed as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Months (171)</th>
<th>Grants Partner Countries (max 9)</th>
<th>Grants Programme Countries (48)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultures, Politics and Society</td>
<td>143</td>
<td>7</td>
<td>40</td>
</tr>
<tr>
<td>Law</td>
<td>19</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Economics and Statistics “Cognetti de Martiis”</td>
<td>9</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>171</td>
<td>(57 Mobility grants)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>48</td>
</tr>
</tbody>
</table>

ART. 1.2 - PARTICIPATION REQUIREMENTS

Erasmus+ for Traineeship is open to all University of Turin students who are regularly enrolled (including part-time) in a Bachelor’s, Master’s, Single-cycle, first and second-level Master, PhD, specialisation at the School of Law, Politics and Social-Economic Sciences.

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). 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 online 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 at least two months (60 days) available for 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 - even partial - overlapping and that the total period does not exceed 12 months per Degree program (24 months for Single-cycle Degrees).
- Undergraduate and/or post-doctoral students who intend to do 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.

Students belonging to 2023/24 and 2022/23 cohorts (respectively first and second year) of a Single-cycle program (Bachelor’s or Master’s Degree program) may not participate to the Call; candidates who have not completed university exams within the set time period (or, at least, in the 1st supplementary year) are not eligible for this Call.

Candidates must have adequate knowledge of the foreign language(s) required by the institution and declare their level of linguistic competence through the Common European Framework of Reference for Languages (CEFR).

**ART. 1.3 - ORGANISATIONS HOSTING INTERNS**

The hosting organisation could be an Erasmus Charter Institution for Higher Education or a 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).

Finally, students enrolled at the University of Turin but not resident in Italy, will not be able to carry out the period of mobility in an institution/university of their country of residence.

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

The traineeship provided by this Call will last 3 months.

The Erasmus+ 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](http://europa.eu/european-union/contact/institutions-bodies_en) available on the [Erasmus Traineeship](http://europa.eu/european-union/contact/institutions-bodies_en) page - Documents.

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

If necessary, students can have a break between online Mobility and Mobility abroad as long as the minimum duration of Mobility abroad is respected and everything is completed by 31/07/2025.
In the event of restrictions due to emergency situations preventing the participant from carrying out the mobility abroad, some exclusively online Mobility will be considered eligible for recognition. Exclusively online Mobility can therefore be recognized in terms of CFU within the student’s career plan, if it is Type A - mandatory traineeship or Type B - voluntary traineeship with supernumerary credit recognition.

Students should note that for blended Mobility their grant will only be awarded while abroad and no Mobility grant will be awarded for exclusively online Mobility. As provided for by the European Commission and the Erasmus+ National Agency INDIRE, students doing a 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 the contribution, as their Mobility will be considered Mobility abroad.

**Mobility cannot start before the publication of the ranking list and its acceptance by the beneficiary.**

The mobility period may start as from 1 January 2024 and must in any case end no later than 31 July 2025. **PLEASE NOTE: students cannot take exams or graduate from the University of Turin during Mobility Erasmus+ for Traineeship.**

**ART. 1.5 - TYPES OF TRAINEESHIP**

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

**A. TRAINEESHIP (MANDATORY):**
- Traineeship worth credits (CFUs) necessary to graduate;
- Traineeship as part of a PhD or postgraduate course.

**B. TRAINEESHIP (EXTRA):**
- Voluntary traineeship (extra credits or not recognised);
- Postgraduate or PhD Graduate traineeship (within 12 months of graduating).
Unless exceptions are made for serious and justified reasons beyond the applicant's control and due to force majeure, the type of Mobility (Type A or B) that students state in their application form is binding and must correspond to what they actually carry out during their 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. The Head of Studies for International Mobility must approve, in accordance with the University Guidelines for the recognition of academic activities carried out abroad, its contents before the student leaves. The Head of Studies for International Mobility is indicated according to the affiliated Department:

**Cultures, Politics and Society:** prof. Luca Ozzano (luca.ozzano@unito.it)
**Law:** prof. Virginia Passalacqua (virginia.passalacqua@unito.it)
**Economics and Statistic “Cognetti de Martiis”:** prof. Gianna Lotito (gianna.lotito@unito.it)

- **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 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.

- **Traineeship (EXTRA)**

This can be:

- recognised with surplus course credits (CFUs);
- without recognising training credits (CFUs), as with voluntary traineeships;
The Erasmus+ Traineeship for extra-curricular placements may be recorded as an international mobility activity within the Diploma Supplement, provided that the mobility period is completed before the final degree is awarded. If, on the other hand, the extra-curricular placement is carried out after the degree has been awarded, this activity may not be recorded in the Diploma Supplement, as the activity was carried out outside of the academic career and the graduate’s career will already have been completed.

Candidates are also required to obtain information before departure on the procedures for the recognition of credits, following the procedures established by the individual Departments in compliance with the University Guidelines for the recognition of academic activities carried out abroad.

**ARTICLE 2 - APPLICATIONS**

Candidates can apply for this Call by submitting only one traineeship proposal. Candidates must indicate the type of Mobility they would like to do on their application, whether mandatory traineeship (Type A) or voluntary traineeship (Type B) and the choice between Mobility to Programme or Partner Countries. Students must apply via this form and attach the following documentation in PDF format:

- letter of intent (Annex 1) or declaration of acceptance signed by the institution (with digital signature or scanned handwritten signature) or evidence of contact (e.g. exchange of e-mails showing the institution’s favourable intention to accept the student for the proposed traineeship).
- project work consistent with the student’s training path, preferably agreed with the institution;
- curriculum vitae and studiorum;
- documents demonstrating knowledge of the language requested;
- photocopy of a valid identity document.

At the time of application, the knowledge of the language requested (minimum B2 level) must be demonstrated by one of the following methods:

- proof of having taken and passed at least an exam of the language requested at UniTo (attaching exams self-certification downloadable from MyUnito) or another University;
- possession of recognised international certificates, at least equal to the B2 level of the European language portfolio, among those recognised by the School; certificates obtained more than three years ago will count less in the assessment;
- additional documentation demonstrating linguistic competence (e.g. double high school diploma like Esabac, Transcript of Records for periods of study/stay abroad, copy of the OLS for those who have already completed an Erasmus+ mobility period, self-certification of the enrolment in an English-taught Degree program downloadable from MyUnito, number of years of foreign language study, etc.;
- native speakers can attach a self-certification certifying the knowledge and level of the language required by the institution.

Students may be contacted if necessary for verification of self-certifications.

**IMPORTANT!**

The language indicated in the letter of intent must be the same as the one indicated in the application.

**In case of doubts as to the authenticity of the attachments, the Commission may ask the students to send additional documentation.**

Applications will not be considered if:

- forwarded after the deadline and/or in ways other than those provided for by this Article;
- missing or insufficient personal data;
- uploaded with incomplete or insufficient documentation.

The deadline for the submission of applications is set for 15/11/2023 at 12:00 a.m.

**ARTICLE 3 - SELECTING CANDIDATES**

**ARTICLE 3.1 - SELECTION CRITERIA**

The Director of the School of Law, Politics and Social-Economic Sciences will appoint a specific Commission to evaluate the applications.

Candidates are eligible if they meet the criteria set by Article 1.2, based on their university career up to the date of 01/10/2023.
Candidates will be evaluated by the Commission on the basis of the documentation supplied to it. During the selection process, the appropriateness with the study path will be evaluated as well.

The selection criteria adopted by the Commission are:
- number of credits acquired in relation to the year of study;
- weighted average of marks of passed exams;
- knowledge of the language of the host country or of the so-called vehicular language (minimum B2 level);
- content of the training project its congruity with the candidate's study degree and progress of the contacts established with the institution.

The priority criterion adopted by the Commission is:
- enrolment year: priority will be given to those enrolled in the last year of the Degree programs.

For the purposes of the evaluation, candidates who have completed a period of international mobility within the University programmes (Erasmus for Study, Erasmus Traineeship, Structured mobility for the achievement of a Double Degree, other international mobility programmes, etc.) in the 2022/2023 academic year and who have not yet obtained the career registration of training activities carried out abroad up to the date of 01/10/2023:
- will be awarded of 2 credits for each month of mobility already completed at the time of publication of the Call (rounded up),
- the weighted average of marks currently recorded in the career or, in case of enrolment in the first year of Master’s Degree, the final grade of the Bachelor’s Degree will be considered.

ARTICLE 3.2 - SELECTION RESULTS

Three lists of eligible candidates will be published, one for each Department. The lists will be published on the School of Law, Politics and Social-Economic Sciences website starting from 07/12/2023.
ART. 3.3 - ACCEPTANCE, REFUSAL AND CLEARANCE

Winners must accept the mobility grant or renounce it from the day of the publication of the ranking list and by 15/12/2023 at 12 a.m. by sending an e-mail to the International Office of the CLE Campus: international.cle@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.

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

Eligible students may benefit from more funding should it become available, based on the eligible candidate list(s) in this Call.

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

In the case of traineeships abroad in companies, training centres, research centres or other organisations located in a country of the Partner Countries group, successful candidates are required to find information on the timing of the visa application and the administrative procedures to be carried out before their departure.

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 2023 Mobility, based on the COUNTRY OF DESTINATION and corresponding to the following amounts

B.
C. 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:

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

<table>
<thead>
<tr>
<th>Destination countries: PARTNER COUNTRIES</th>
<th></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 2023/2024, a monthly contribution equal to the amount due for Group 1 countries will be paid by Università degli Studi di Torino.
## Amount TYPE B - Erasmus+ for Traineeship additional contribution

<table>
<thead>
<tr>
<th>ISEE VALUE*</th>
<th>Monthly amount TYPE B</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISEE ≤ 13,000</td>
<td>€ 450</td>
</tr>
<tr>
<td>13,000 &lt; ISEE ≤ 21,000</td>
<td>€ 400</td>
</tr>
<tr>
<td>21,000 &lt; ISEE ≤ 26,000</td>
<td>€ 350</td>
</tr>
<tr>
<td>26,000 &lt; ISEE ≤ 30,000</td>
<td>€ 300</td>
</tr>
<tr>
<td>30,000 &lt; ISEE ≤ 40,000</td>
<td>€ 200</td>
</tr>
<tr>
<td>40,000 &lt; ISEE ≤ 50,000</td>
<td>€ 150</td>
</tr>
<tr>
<td>ISEE  &gt; 50,000</td>
<td>€ 0</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 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 the student contribution in accordance with article 3.3 or article 15 of the Academic Year Fees and Contributions Regulations, 2023/2024** 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 2023 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 2023-24.

D. 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) for more details.

E. 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 2023 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 €26,306.25 based on Ministerial Provisions defined values for the year 2023.
   - 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 (i.e., flights, etc.) to reach their Erasmus destination, based on the following table:

<table>
<thead>
<tr>
<th>Beneficiary Requirements</th>
<th>Mileage band</th>
<th>Standard Travel Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Erasmus Traineeship CALL 2023 Mobility to Partner Countries (not UK, Switzerland or</td>
<td>Between 10 and 99 KM</td>
<td>€23</td>
</tr>
<tr>
<td>Faroe Islands)</td>
<td>Between 100 and 499 KM</td>
<td>€180</td>
</tr>
<tr>
<td>o 0=&lt;ISEE&lt;=€26,306.25* and/or be a student with fewer opportunities under points b., c., d,</td>
<td>Between 500 and 1999 KM</td>
<td>€275</td>
</tr>
<tr>
<td>e., f., g. of Art. 2 - PART B</td>
<td>Between 2000 and 2999 KM</td>
<td>€360</td>
</tr>
<tr>
<td></td>
<td>Between 3000 and 3999 KM</td>
<td>€530</td>
</tr>
<tr>
<td></td>
<td>Between 4000 and 7999 KM</td>
<td>€820</td>
</tr>
<tr>
<td></td>
<td>8000 KM or more</td>
<td>€1,500</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.

<table>
<thead>
<tr>
<th>Beneficiary Requirements</th>
<th>Mileage band</th>
<th>Green Travel Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Erasmus Traineeship CALL 2023 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands)</td>
<td>Between 100 and 499 KM</td>
<td>€210</td>
</tr>
<tr>
<td>o 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 - PART B</td>
<td>Between 500 and 1999 KM</td>
<td>€320</td>
</tr>
<tr>
<td>o undertake a Green journey to reach the Erasmus destination;</td>
<td>Between 2,000 and 2,999 KM</td>
<td>€410</td>
</tr>
<tr>
<td>o submit proof of travel expenses incurred</td>
<td>Between 3,000 and 3,999 KM</td>
<td>€610</td>
</tr>
</tbody>
</table>

*The amount is set annually based on Ministerial Provisions.

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" 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.
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:

1. **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 made 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 by the first working day of the same month. If it is received on or 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":

2. the difference, if any, between the amount of the Standard Travel Grant already paid and the amount due under the Green Travel Grant  

or  

3. the 'Travel Green' TOP-UP.
Contributions received are subject to TOTAL OR PARTIAL RETURN when:

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

In addition, in the case of curricular traineeships (mobility type A), failure to recognise career credits within 90 days after the end of the mobility period for reasons attributable to the applicant will result in the refund of the supplementary contribution for participants in economically disadvantaged situations and/or with fewer opportunities (B). No contribution will be recognised/assigned for the online part of a blended Mobility and for an entirely online Mobility. If the participant spends part of their Mobility abroad (blended), they can 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 training.

When applying, the applicants declare:

- 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 during 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 activities unrelated to 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, The 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 coverage 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 winner also undertakes to verify the conditions envisaged by the country of destination, also in relation to any emergency situations.

Please note that if the Ministry of Foreign Affairs and International Cooperation advises against travel to the destination country for security reasons, or if UniTo, having consulted the parties involved, considers it inappropriate to send/keep outgoing students in the destination country, the mobility period may be suspended, modified, interrupted or cancelled. Students are invited to carefully assess the risks associated with the mobility period abroad in ongoing emergency situations and to take note of the security measures adopted by the destination country.

Please note that departures are in any case subject to the acceptance of the host institution.
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 School of Law, Politics and Social-Economic Sciences portal.

The reference contacts for this Call are:

1) Erasmus+ Traineeship Action and Financial Contributions:
   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 CLE Hub
   e-mail: international.cle@unito.it

3) Support for approval of learning agreement for traineeship and recognition of experience:
   Cultures, Politics and Society: prof. Luca Ozzano (luca.ozzano@unito.it)
   Law: prof. Virginia Passalacqua (virginia.passalacqua@unito.it)
   Economics and Statistic “Cognetti de Martiis”: prof. Gianna Lotito (gianna.lotito@unito.it)

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General meeting</td>
<td>16/10/2023 - 2 p.m.</td>
</tr>
<tr>
<td></td>
<td>access link: unito.webex.com/meet/international.cle</td>
</tr>
<tr>
<td>Announcement deadline</td>
<td>15/11/2023 - 12:00 a.m.</td>
</tr>
<tr>
<td>Final results</td>
<td>from 07/12/2023</td>
</tr>
</tbody>
</table>

The Director
f.to Prof. Egidio Dansero
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:

i. managing student’s career path (from enrolment to graduation) including sending relative communication and storing and archiving all documents concerning the Erasmus experience;

ii. managing traineeships;
iii. statistical surveys and both aggregate and anonymous historical and scientific research;
iv. consultancy and support to students in need;
v. managing support for students with disabilities or specific learning disabilities;
vi. University communications for administrative, educational and research purposes (eg, reporting seminars, events and conferences);

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 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 (e.g., 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.

l) 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 School of Law, Politics and Social-Economic Sciences at the following e-mail address: international.cle@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.