



Erasmus+

## CALL FOR STUDENT MOBILITY

# ERASMUS+ TRAINEESHIP - CALL 2022

## School of Humanities

Prot. 179 del 10/10/2022

### Summary

<b>ARTICLE 1 - GENERAL INFORMATION</b> .....	<b>2</b>
ART. 1.1 - SCOPE .....	2
ART. 1.2 - PARTICIPATION REQUIREMENTS .....	2
ART. 1.3 - ORGNISATIONS HOSTING INTERNS.....	4
ART. 1.4 - DURATION OF THE INTERNSHIP .....	4
ART. 1.5 - TYPES OF INTERNSHIP .....	5
ART. 1.6 – RECOGNISING THE EXPERIENCE .....	6
<b>ARTICLE 2 - FINANCIAL CONTRIBUTIONS</b> .....	<b>6</b>
<b>ARTICLE 3 - PAYMENT METHODS AND TIMING</b> .....	<b>10</b>
<b>ARTICLE 4 – APPLICATIONS</b> .....	<b>11</b>
<b>ARTICLE 5 – SELECTING CANDIDATES</b> .....	<b>12</b>
ART. 5.1 - SELECTION CRITERIA .....	12
ART. 5.2 - SELECTION RESULTS .....	13
ART. 5.3 - ACCEPTANCE, REFUSAL AND CLEARANCE .....	14
<b>ARTICLE 6 - INSURANCE</b> .....	<b>14</b>
<b>ARTICLE 7 - COMMUNICATIONS, CONTACTS AND TIMETABLE</b> .....	<b>15</b>
<b>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)</b> .....	<b>17</b>



# Erasmus+

## 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.**

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!

Should the Ministry of Foreign Affairs and International Cooperation advise against travel to the student's chosen destination, it should be noted that Mobility might be suspended, changed, interrupted or cancelled for security reasons. This also applies if the University of Turin, having consulted parties involved, will decide to suspend mobility. Students are advised to assess risks carefully concerning their Mobility abroad due to uncertainty around COVID-19 and to understand the destination country's safety measures.

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

This Programme provides students with financial contribution to cover some of their costs during their internship abroad. Monthly grants allocated to the School of Humanities, 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 Call 2022 will allocate a total number of monthly grants equal to 207, including a maximum of 42 monthly grants for Mobility towards Partner Countries.

### ART. 1.2 - PARTICIPATION REQUIREMENTS

All UniTo students regularly enrolled (including part-time) in a three-year degree course (from the second year on), specialised/Master's degree course, single-cycle Master's degree course, first- or second-level Master's degree course or specialisation course from the School of Humanities 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 of Humanities



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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 two months (60 days) left 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 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 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 purposes of eligibility, only applications that meet the following criteria will be evaluated, on the basis of the career resulting from the date of publication of this call, that is 10/10/2022.*

*For the purposes of admission to this call, in the case of candidates who have completed a period of international mobility within the University programmes (Erasmus for Study, Erasmus Traineeship, Structured mobility for the achievement of double degrees, any international mobility programmes, etc.) in the a.a. 2021/2022 and that at the date of publication of the call have not yet obtained recognition in the career of training activities supported abroad:*

*- 5 credits will be awarded per month for each month of mobility (rounded up), carried out at the time of publication of the call.*

*- will be considered the weighted average of the marks currently recorded in the career or, in the case of enrolment in the first year of the master's degree, the bachelor's grade.*

The candidates must have an adequate knowledge of the language of the host country or of the target language requested by the host institution/company, as specified and requested by the institutions where the internship can be carried out.

The level of foreign language proficiency will be assessed during the interview and considering the following elements:

- passing the foreign language exam during the study course with a mark equal to or greater than 27/30.

- possible possession of international certificates at least equal to level B1 of the European language portfolio (CAE, TOEFL, DELF/DALF, IELTS and DELE) and which have not been achieved more than 3 years before. In case of possession of certificates of linguistic competence, a copy of the chosen certification must be attached in PDF format to the online application form (Google form available on the web page (<https://www.scienzeumanistiche.unito.it/it/internationalita/erasmustraineeship>))



# Erasmus+

If the candidate holds a language certificate among those listed above or has passed the foreign language examination with a vote of at least 27/30, he/she will be exempted from the language assessment interview.

## 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 institution;
- 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).

**PLEASE NOTE: on the web page of the School of Humanities <https://www.scienzeumanistiche.unito.it/it/internationalita/erasmus-traineeship> candidates may find the list of internship projects proposed by the School in agreement with Host Institutions.**

## ART. 1.4 - DURATION OF THE INTERNSHIP

The internship sponsored in this Call will last minimums 2 months and max 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.



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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 physical Mobility lasts a minimum of 60 days.

If necessary, students can have a break between online Mobility and physical Mobility abroad as long as the minimum duration of physical Mobility abroad is respected and all activities are completed by 31/07/2024.

Should COVID-19 conditions not allow the participant to complete their Mobility abroad, some totally online Mobility coursework will be considered eligible for recognition. Totally online Mobility coursework can therefore be recognized 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 provided for by the European Commission and the Erasmus+ National Agency INDIRE, 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 the contribution as their Mobility will be considered Mobility abroad.

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

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

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

#### ART. 1.5 - TYPES OF INTERNSHIP

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 (EXTRA):**

- 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 their having to return their scholarship.**



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## ART. 1.6 – RECOGNISING THE EXPERIENCE

Erasmus+ for Traineeship is an educational traineeship experience and, as such, is governed by the Learning Agreement for Traineeship and the [Delegate for International Mobility of the Department of Affiliation](#) 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 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.

### - **Additional traineeship**

This can be:

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

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

## ARTICLE 2 - 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


### **TYPE A: Erasmus+ for Traineeship Community Monthly Grant Amounts**

**Destination countries: PROGRAMME COUNTRIES**

**Amount TYPE A**



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<b>GROUP 1 HIGH cost of living:</b> Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden. <b>N.B. These include the following Partner Countries:</b> Faeroe Islands, Switzerland, United Kingdom	€500.00 per month
<b>GROUP 2 AVERAGE cost of living:</b> Austria, Belgium, Cyprus, France, Germany, Greece, Malta, the Netherlands, Portugal, Spain.	€450.00 per month
<b>GROUP 3 LOW cost of living:</b> Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.	€400.00 per month
<b>Destination countries: PARTNER COUNTRIES</b>	<b>Amount TYPE A</b>
<b>All Partner Countries</b> (except Faeroe Islands, Switzerland, United Kingdom which are in Group 1)	€700.00 per month
<b>IMPORTANT!</b>	
 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*	Monthly amount TYPE B
ISEE ≤ 13,000	€ 450
13,000 < ISEE ≤ 21,000	€ 400
21,000 < ISEE ≤ 26,000	€ 350
26,000 < ISEE ≤ 30,000	€ 300
30,000 < ISEE ≤ 40,000	€ 200
40,000 < ISEE ≤ 50,000	€ 150
ISEE > 50,000	€ 0

- b. a disability of 50% or more;  
 c. refugee status;  
 d. subsidiary protection status;





# Erasmus+

- 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](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 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 Co<sup>2</sup> emissions (such as train, car sharing or bus).

In implementing the Erasmus 2021-2027 programme, the University of Turin recognises specific travel grants that can be accessed on an exclusive basis and, **therefore, cannot be accumulated:**

- 1) TYPE 1: TRAVEL GRANT** is awarded to Erasmus Traineeship Call 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





# Erasmus+

- 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:

Requirements and amounts of 'STANDARD' TRAVEL GRANT		
Beneficiary Requirements	Mileage band	Standard Travel Grant Amount
<ul style="list-style-type: none"> <li>o Erasmus Traineeship CALL 2022 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands)</li> <li>o <math>0 &lt; ISEE \leq €24,335.11^*</math> and/or be a student with fewer opportunities under points b., c., d., e., f., g. of Art. 2 - PART B</li> </ul> <p>*The amount is set annually based on Ministerial Provisions</p>	Between 10 and 99 KM	€23
	Between 100 and 499 KM	€180
	Between 500 and 1999 KM	€275
	Between 2000 and 2999 KM	€360
	Between 3000 and 3999 KM	€530
	Between 4000 and 7999 KM	€820
	8000 KM or more	€1,500

## 1.2 - 'Green' Travel Grant

It is awarded to those who choose to use **environmentally friendly means of transport** (such as train, car sharing or bus, etc.) in order to reach their Erasmus destination. Students must keep proof of their expenses as evidence of their 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



# Erasmus+

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
<ul style="list-style-type: none"> <li>○ Erasmus Traineeship CALL 2022 Mobility to Partner Countries (not UK, Switzerland or Faroe Islands)</li> <li>○ <math>0 \leq \text{ISEE} \leq \text{€}24,335.11^*</math> and/or be a student with fewer opportunities under points b., c., d., e., f., g. of Art. 2 - PART B</li> <li>○ undertake a Green journey to reach the Erasmus destination;</li> <li>○ submit proof of travel expenses incurred</li> </ul> <p><small>*The amount is set annually based on Ministerial Provisions</small></p>	Between 100 and 499 KM	€210
	Between 500 and 1999 KM	€320
	Between 2,000 and 2,999 KM	€410
	Between 3,000 and 3,999 KM	€610

## 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. 3 – 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;**



# Erasmus+

- **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 4 - APPLICATIONS

Candidates can only submit one application for only one country/host Institution under this Call.

Candidates must indicate the type of Mobility they would like to do on their application, whether mandatory internship (Type A) or voluntary internship (Type B) and the choice between Mobility to Programme or Partner Countries.

Students must submit the application form through this [Google form](#) available on the website of the School of Humanities, [on the page](#) dedicated to the program. The application form can be filled in using only the institutional email account (user@edu.unito.it).

The instructions for accessing the form are published on the same web page of the School.



Erasmus+

The application must be accompanied by:

- valid identity document;
- self-certification of degree enrolment (bachelors/master) with exams taken, downloadable from your Myunito profile;
- document "Project work, motivations and experiences for Erasmus Traineeship application a.a. 2022-2023", downloadable from the School's website and filled in in all its parts and uploaded only in PDF format;
- "Letter of Commitment" signed by the host institution or evidence of contact, provided by email. The model of "Letter of Commitment", is downloadable from the School's website and must be compiled in its entirety and loaded only in PDF format.

The documentation uploaded through Google form must be all strictly in PDF format (not hand-drawn).

The deadline for the submission of applications is set for the day **07/11/2022 at 12.00**.

IMPORTANT: the possession of the Letter of Commitment at the time of the application is a preferential title in the allocation of the contribution. In all other cases, the candidate considered suitable by the Commission will be considered "without a destination" and will have to find a host institution consistent with the study profile and the internship project submitted during the interview by **01/09/2023**.

#### ARTICLE 5 - SELECTING CANDIDATES

##### ARTICLE 5.1 - SELECTION CRITERIA

The evaluation of applications will be carried out by a special Commission appointed by the School.

For the purposes of eligibility, only applications that meet the detailed criteria of art.1.2 will be evaluated, based on the career resulting in 10/10/2022. (Date of publication of the Call)

The candidates will be evaluated on the basis of the application form and an oral interview to be held according to the modalities that will be identified.

The selection criteria adopted by the Commission are:

- number of credits expected and acquired in relation to the course year;
- weighted average of votes;
- knowledge of the language of the host country or of the so-called vehicular language;
- motivation to carry out the internship, the content of the training project and its consistency with the course of study of the candidate;
- Enrolment year: priority will be given to the students at the last years of their courses.

For the PhD students the grade of Master's degree will be evaluated, while for the students enrolled in the first year of a Master's degree the grade of Bachelor's degree.



Erasmus+

To the candidates who have completed a period of international mobility within the University programmes (Erasmus+ Study, Erasmus+ Traineeship, Double Degree, etc.) in the a.a. 2021/2022, and that at the date of publication of this Call have not yet obtained recognition in the career of training activities carried out abroad, will be recognized n. 5 ECTS per month for each month of mobility carried out at the time of publication of the notice; it will be considered the weighted average of the votes currently recorded in the career or, in case of enrolment in the first year of Master's Degree, the grade of Bachelor's degree.

The candidates will be evaluated by a School Commission based on the application and, if necessary, on an oral examination of linguistic assessment.

If the candidate is in possession of linguistic certificates listed in art.1.2, or has passed the examination of the foreign language of the exchange with a vote equal to or greater than 27/30, she/he will be exempt from the interview of linguistic assessment.

No additional documentation received after the deadline will be considered.

The Commission will draw up a single ranking list.

The schedule of interviews will be available on the page <https://www.scienzeumanistiche.unito.it/it/internazionalita/erasmus-traineeship> from **10/11/2022**.

The interviews will take place in remote mode starting from **14/11/2022**.

Candidates who do not attend the interview will be excluded from the final ranking.

The students are obliged to inform themselves about the dates of the interview, the results and the modalities of the selections: no individual communications will be sent.

All information will be made available on the page:

<https://www.scienzeumanistiche.unito.it/it/internazionalita/erasmus-traineeship>

The Department/School will appoint a special Commission to assess the candidates.

**Individual invitations and communications will not be sent.**

**Please note that the departures are still subject to the acceptance of the Host Partner.**

#### ARTICLE 5.2 - SELECTION RESULTS

A single ranking will be drawn up, including all the School's candidates to the Traineeship programme and it will be published on the School's website.

The students may therefore be:

- Winner with scholarship (if mobility flows are still present for the requested destination and, based on the position of the student in the single ranking, there is still budget available);
- Eligible but not winner (if mobility flows or budget are no longer available for the requested destination);
- Excluded (if the student does not meet the requirements of the call, does not reach the minimum score or has been assessed not suitable during the interview).



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A provisional ranking will be published **from 28/11/2022**. In case of any anomalies found following the verification of the outcome of the evaluation, it will be possible to submit a request for a review, duly justified.

Students may apply only for the following reasons:

- Incorrect exclusion

Requests for revision may relate only to any clerical error in the way the Commission drew up and prepared the list.

The request for revision must be submitted within **3 calendar days** from the date of publication of the provisional ranking, with an email to the address: [international.humanities@unito.it](mailto:international.humanities@unito.it)

The request must contain explicit and documented reasons.

Requests for revision will be examined and evaluated by the School Selection Commission

Those who submit a request for review will be informed by e-mail whether or not the request submitted directly to the Designated Commission has been accepted.

The final ranking will be published following the Commission's communication of the results of any requests for revision.

## 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 by sending an e-mail to the Internationalisation Services Office of Humanities Hub. ([international.humanities@unito.it](mailto:international.humanities@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 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 and this is based on the eligible candidate list in this Call.

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

## 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.viaggiasesicuri.it](http://www.viaggiasesicuri.it)) for information regarding safety and health at the student's Mobility destination abroad;



# Erasmus+

- 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 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, Commission appointments, selection results and any further news will be published on the [University's official notice board](#) and School of Humanities 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)
- 2) Information and support for Erasmus+ Traineeship Call, application and results  
**Internationalisation Services at Humanities Hub**











# Erasmus+

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

- 3) Support for course content and recognising experience:  
[Delegates for International Mobility of the Department of Affiliation](#)

Calendar	
 Call application dates	from 10/10/2022 to 07/11/2022
 General meeting	24/10/2022 pm. 18.00 access link: <a href="#">STANZA WEBEX</a>
 Announcement deadline	07/11/2022 pm 12.00
 Candidates admitted to interviews	from 10/11/2022
 Interview dates	From 14/11/2022 access links will be published on the <a href="#">school page</a> dedicated
 Final results	from 28/11/2022

Turin, 10/10/2022

The Director of the School  
Prof. Alessandro Mengozzi\*

\* The document is digitally signed.



Erasmus+

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

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

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

### (a) Data controller and contact details

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

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

The Data Protection Officer (DPO) can be contacted at this address: [rpd@unito.it](mailto:rpd@unito.it).

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

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

- 1) managing student'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



Erasmus+

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:



Erasmus+

- 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 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



Erasmus+

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 the School of Humanities at the following e-mail address: [alessandro.mengozi@unito.it](mailto:alessandro.mengozi@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](http://www.garanteprivacy.it)).

#### **n) Profiling**

The data controller does not use automated processes for profiling.