



UNIVERSITÀ DEGLI STUDI DI TORINO



Erasmus+



Università degli Studi di Torino

Scuola di Scienze della Natura



## CALL FOR STUDENT MOBILITY ERASMUS+ TRAINEESHIP CALL 2021 *School of Science of Nature*

Courtesy translation of the call published on 13/10/2021, Prot. 591565

### ART. 1 - AIMS AND FEATURES OF ERASMUS TRAINEESHIP MOBILITY

As part of the Erasmus+ Mobility programme, the Traineeship project enables students to do an internship in companies, training centres, research centres or other organisations in the Programme Countries, ie: EU Member States, European Economic Area countries (Iceland, Liechtenstein, Norway) and countries which are candidates for accession to the EU (Turkey, Serbia and Republic of North Macedonia).

With this call, 20% of the budget is intended to finance mobilities towards United Kingdom, Switzerland and Faroe Islands.

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

Mobility is only available for students interested in doing a mandatory or voluntary internship that is consistent with their course programme.

This Programme provides students with financial contribution to cover some of their costs during their internship. Financial contribution will be assigned to students from monies allocated to the School of Science of Nature by INDIRE, the National Agency Erasmus+ and MUR (Ministry of University and Research) and the University of Turin as follows: Mobility grants for 311 months, of which Mobility grants for maximum 38 months are intended to finance mobilities towards United Kingdom, Switzerland and Faroe Islands.



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This Call covers the following **types of Mobility**:

**A. INTERNSHIP (MANDATORY):**

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

**B. INTERNSHIP (EXTRA):**

- Voluntary internship (extra credits or not recognised);
- Graduate internship.

It should be noted that at least 60% of monthly payments to students are intended to finance mandatory internships (Type A) according to Board of Directors resolution No. 8/2021/V/7 of 27/09/2021.

Further grants might be allocated to students who ranked as eligible but not winners in the final list of successful candidates

**The type of Mobility (Type A or B) that the student states in their application form is binding and must correspond to the one they actually do by the end of their Mobility unless there are justifiable reasons otherwise. Failure to do this could result in their having to return their scholarship.**

## ART. 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 or previous order Degree course (pre-D.M. 509/99), first and second level Master, PhD, specialisation at the School of Science of Nature.

Mandatory traineeships are worth credits (CFUs) needed for students to graduate, so students must make sure their student plans are up-dated with details of the internship or elective course credits they can use for internship purposes.

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.



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Therefore, students meeting the following criteria can apply for Erasmus+ for Traineeship:

- **Students who have already received an Erasmus+ for Studies or Placement/Traineeship grant**, but still have a minimum of two months (60 days) left that must be used during their Degree course;
- **Students intending to graduate and are interested in having an internship within 12 months of graduating**, provided they apply before concluding their university course and start their internship once they have graduated. Post-graduate monthly payments are included in the total amount available for the Degree course the student was enrolled in when they applied for their internship. **Mobility must end before 30 September 2023.**
- **Students who have received or will receive an Erasmus+ per Studies grant** in the same academic year, provided there is no - even partial - overlapping between Mobility for studies and internship and that the total period does not exceed 12 months per Degree course (24 months for single-cycle Degrees).
- **PhD students** enrolled in a PhD programme of the University of Turin, provided that the main tutor is formally affiliated to one of the Departments of the School of Science of Nature.

**Students enrolled in the first year of an Undergraduate degree programme (Bachelor's degree, "Laurea triennale") and in the first year of a Single Cycle degree programme cannot apply to this call.**

Only applications satisfying the following criteria will be assessed, based on a student's academic career on the date 30 September 2021.

Candidates – except PhD students - must have a weighted average mark equal to or higher than 21/30.

Candidates are required a knowledge of the language of the host country or the relevant vehicular language. Such knowledge will be evaluated through one of the following:

1. international language certificates - European Language Portfolio – to be attached to the online application in case they are required by the host Institution (Check Attachment 3 - Suggested Institutions or Allegato 1 – Host letter);
2. study/work experience abroad, years of language study, to be detailed in the online application form;
3. oral language exam during the selection interview.

The candidates applying for an internship to one of the Institutions mentioned in the Attachment 3 - Suggested Institutions must also comply with the requirements listed in the Attachment.



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Applications can be accepted from candidates who have already had an international Mobility experience within University programmes (Erasmus for Studies, Erasmus Traineeship, Mobility designed for Double Degrees, International Mobility Programmes, etc.) in a.y. 2020/2021. In case their coursework abroad hasn't yet been recognised by 30 September 2021, the selection Committee will consider the weighted average mark officially registered until 30 September 2021.

#### ART. 3 – DURATION OF INTERNSHIP

The internship covered in this Call will last at least 2 months.

The Erasmus Plus programme states that internships lasting less than **2 months (60 days)** are not valid based on the programme's counting methods: See National Agency Erasmus+ calculator available on the [Erasmus Traineeship](#) page - Documents.

In response to COVID-19, students will be able to combine their Mobility abroad with online coursework, provided it meets Traineeship Mobility objectives agreed in the Learning Agreement for Traineeship. Mobility should include activities completed abroad. Physical Mobility should respect the programme's minimum duration, unless INDIRE, the National Agency Erasmus Plus applies the *force majeure* clause.

Mobilities carried out half abroad and half online will be considered as "blended" mobilities. Should it be necessary, a break between online and in-person Mobility activities is allowed, although the minimum length of Mobility must be respected and be completed by 30/09/2023.

Should COVID-19 conditions not allow the participant to complete their Mobility with a period of physical 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. Students doing blended Mobility abroad must respect the minimum length of 2 months (60 days** according to the Erasmus+ programme's calculation methods: National Agency Erasmus+ calculator available on the [Erasmus Traineeship](#) page - Documents). 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 as per European Commission and INDIRE, the National Agency Erasmus Plus measures.



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

**Mobility must be completed no later than 30 September 2023.**

The host institution may indicate internship dates that are compatible with its needs.

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

#### ART. 4 - COMPOSITION AND BENEFICIARY OF FINANCIAL CONTRIBUTION

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

The contribution consists of:

- A. MONTHLY GRANT PAYMENTS** (EU amounts), awarded to all selected students for Erasmus Traineeships Mobility – CALL 2021, based on **DESTINATION COUNTRY** and corresponding to the following amounts:

| Destination countries  | Erasmus Grant amount |
|--|----------------------|
| <b>GROUP 1 HIGH cost of living:</b> Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.   | €500.00 per month    |
| <b>GROUP 2 MEDIUM cost of living:</b> Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.  | €450.00 per month    |
| <b>GROUP 3 LOW cost of living:</b> Bulgaria, Czech Republic, Croatia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey. | €400.00 per month    |
| <b>United Kingdom, Switzerland and Faroe Islands</b>   | €500,00 per month    |



Mobility participants going to **Switzerland** will not receive contributions from Part 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. The Institute will provide a monthly contribution if the Swiss Government does not provide Mobility contributions

**B. EXTRA MONTHLY CONTRIBUTION FOR PARTICIPANTS IN DISADVANTAGED ECONOMIC SITUATIONS** paid to students with an ISEE income under €50,000.00, based on the following table/distribution:

| Extra monthly contribution for participants in disadvantaged economic situations |                            |
|--|----------------------------|
| ISEE   | Extra monthly contribution |
| 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                        |

For the purposes of this Call, the University will calculate extra contributions based on ISEE and/or ISEE equivalent or PPP per capita GDP for a.y. 2021/2022, based on Fees and Contributions Regulations a.y. 2021/2022.

In order to award the Erasmus for Traineeship Call 2021 extra contributions, those who are in one or more of the following conditions are also considered as having an ISEE value of under €13,000:

- a disability of 50% or more;
- refugee status;
- subsidiary protection status;
- displaced person status;
- children of disabled claimants;
- foreign students with Italian Government grant;



- participants of projects where a convention or agreement totally exempts students from paying fees.

**Students exempted from university fees in accordance with Art. 3.3 of the Fees and Contributions Regulation a.y. 2021/2022**, but who are not cited in the cases above and have not requested ISEE and/or equivalent ISEE for y. 2021, can apply for ISEE/equivalent ISEE valid as their right to university study y. 2021 for the sole purpose of the Erasmus+ for Traineeship Call 2021. In this case, the student must send a copy of the ISEE/equivalent ISEE by email to the International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)) **before starting their Mobility or by 31 December 2021 at the latest**. No additional contribution can be made for students in disadvantaged economic situations if they don't inform the relevant offices.

**C. "SPECIAL NEEDS" CONTRIBUTION.** 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 INDIRE, the National Agency Erasmus Plus. Students with an invalidity 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 International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)) for more details.

**D. "TOP-UP TRAVEL GREEN" CONTRIBUTION.** A contribution to support sustainable travel is available to encourage students to use transport that emits lower levels of Co2. All Erasmus Traineeship Mobility Participants interested in going to Programme Countries and travelling sustainably can receive a travel contribution of €50.00 and up to a maximum of 4 days of monthly scholarship (PART A) extra to cover the days necessary for the outward and return journeys (only if applicable). Students must justify their travel expenses by proving their actual sustainable journey and time needed to reach their destination before applying for a "**TOP-UP Travel Green**" contribution.

## ART. 5 - PAYMENT

Contributions are paid into the Participant's Italian or European bank account provided the student has signed the international Mobility contract. Payment is as follows:

1. **First payment** consisting of:
  - **100% of PART A - monthly grant, by destination country;**



**- 100% of PART B - extra monthly contribution for participants in disadvantaged economic situations, if applicable;**

Payment will be based on when the international Mobility contract is received, duly completed and signed by the Participant. It will be around the 25th day of the month if the International Mobility Office receives it before the first working day of the same month or after the 25th day of the following month if it is received after the 2nd working day. This does not apply to the months of August, December or January when payments are made the following month.

2. Eligible students will receive their **"Travel Green" TOP-UP** once they have presented their supporting documents certifying their actual "sustainable travel" and the recognition procedure has been concluded.

**Contributions received are subject to TOTAL OR PARTIAL REPAYMENT if:**

- ✓ student refuses Mobility (refund of full amount);
- ✓ student does not submit their Learning Agreement for Traineeship - "After Mobility" certifying actual period of Mobility (refund of full amount);
- ✓ lack of correspondence between the type of Mobility (A or B) selected at the time of application and the type actually done. An exception would be justified and serious reasons that the candidate had no control over due to *force majeure* and that was approved by the International Mobility Office and INDIRE, the National Agency Erasmus Plus (refund of full amount);
- ✓ less time spent abroad than approved in the Agreement (refund of an amount corresponding to the number of days not spent abroad);
- ✓ Mobility abroad 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.

**Participants in disadvantaged economic situations (Part 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 receive the contribution for that time.**

Should the participant study online at the Host country, their Mobility will be considered Mobility abroad and so they will then be entitled to the contribution, according to the European Commission and INDIRE, the National Agency Erasmus Plus, with Note 5/2020 dated 9/09/2020.





## ART. 6 – ORGANISATIONS HOSTING INTERNS

Students can do their internships at public or private institutions that sign a Letter of Intent with the student's University Department.

The Institution may be an Erasmus Charter Institution for Higher Education or public or private organisation active in the labour market or in areas such as education, training and youth.

For example, the organisation could be:

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

Each participating organisation must be based in a Programme Country.

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).

Candidates can apply to:

- a) one of the Institutions listed in Attachment 3 – Suggested institutions: candidates are recommended to contact the reference Professor in advance to check the availability of positions in the host Institution;
- b) other Institutions, provided that they comply with the requirements listed in this article.

University of Turin students who are not resident in Italy should be aware that they cannot carry out their Mobility in an institution/university of their country of residence.

## ART. 7 – RECOGNISING THE EXPERIENCE



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Erasmus+ for Traineeship is considered a training internship experience.

Each Department has its own procedures and different courses have their own regulations and objectives, so [students' course International Mobility Delegates](#) must agree student internship activities in the "Learning Agreement for Traineeship" before students leave on Mobility.

Candidates are also required to find out how credits are recognised at their own Department before leaving on Mobility and in compliance with the [University Guidelines for recognising coursework while abroad](#).

#### ART. 8 – HOW TO APPLY

Candidates must indicate the type of Mobility chosen on their application, whether mandatory internship (Type A) or voluntary internship (Type B).

Students are responsible for checking whether there are sufficient unused credits in their own course plan in order to use them to have their credit-worthy internship recognised or credits of choice used for internship purposes.

**The type of Mobility (Type A or B) stated in the application form is binding and must correspond to the one actually carried out during Mobility, or students will have to return the scholarship received. The Mobility and International Office must approve any exceptions which must be for justified, serious reasons and not attributable to the candidate.**

Students must apply through the [Google form](#) on the School of Science of Nature website, page Erasmus+ for Traineeship.

Candidates must attach to the online application:

1. Self-certification of enrollment or graduation with exams available in My.Unito.it, section "Carriera" -> "Certificazioni carriera":
  - a) Students enrolled to the Academic years following the first year: self-certification of enrollment with exams
  - b) Students enrolled to the first year of a Postgraduate degree program (Master's Degree) and PhD students: self-certification of graduation with exams concerning the previous degree program
2. Scan copy of language certificate(s), if required by the host Institution.



3. Attachment 1 – Host Letter duly filled in, with headed paper, stamped and signed by the reference person at the host Institution; or, as an alternative, a declaration (By e-mail) by the reference person at the host Institution of acceptance of the Trainee, detailing the traineeship project to be carried out. If such Attachment 1 or declaration letter is not attached to the online application, it must be presented at the selection interview. Candidates lacking such document will be excluded from the selection interview.
4. Attachment 2 – Lettera UniTo duly filled in and signed by a professor of the University of Turin, preferably pertaining to the School of Science of Nature, who approves, as academic tutor, the traineeship project.
5. Scan copy of a valid ID document of the candidate.

#### ART. 9 – CALL DEADLINE

Applications must be submitted before 12 a.m on 15<sup>th</sup> November 2021.

#### ART. 10 - SELECTING CANDIDATES

Applicants will be selected based on their university career results up until 30<sup>th</sup> September 2021). In order to draw up the eligible candidate list for this Call, those who have already completed an international Mobility programme as part of University programmes including Erasmus+ for Studies, Erasmus+ for Traineeship, Double Degree Mobility, any School/Department programmes, etc. (a.y. 2020/2021) and whose coursework abroad has not yet been recognised when this Call was published can expect that the weighted average mark will be considered, according to the marks already registered. In case of a student enrolled to the first year of a Postgraduate degree programme, the graduation mark will be considered.

An internal selection Commission will assess candidates based on their applications and the selection interview, whose schedule will be published on the School of Science of Nature website, page Erasmus+ for Traineeship.

After the selection process, a final official ranking of candidates from the School of Science of Nature will be published.

The Commission has adopted the following basic selection criteria:



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- number of credits expected and acquired during the current year by students enrolled in undergraduate and postgraduate degree programmes;
- weighted average of marks for students enrolled in undergraduate and postgraduate degree programmes;
- Undergraduate degree graduation mark for students enrolled in the first year of a postgraduate degree;
- Postgraduate degree graduation mark for PhD students;
- knowledge of the so-called target or host country's language;
- motivation to do the internship, individual training project and its relevance to the candidate's Degree course;
- Result of the selection interview

Candidates who will obtain a total mark lower than 50/100 will be considered NOT SELECTED. In case two or more candidates obtain the same total mark, the younger candidate will obtain a higher position in the final ranking.

**Please note that departures are subject to the Host Partner accepting the Agreement.**

#### ART. 11 – ELIGIBLE CANDIDATE LIST AND ACCEPTING THE ERASMUS+ GRANT

The eligible candidate list will be published on the School of Science of Nature website, page Erasmus+ Traineeship, from 3<sup>rd</sup> December 2021.

**Successful candidates have 5 calendar days to accept or refuse their scholarship starting the day after the eligible candidate list has been published, by using this [Google Form](https://forms.gle/qHAhC1KozCBRuYnL8): <https://forms.gle/qHAhC1KozCBRuYnL8>.**

**Successful candidates who do not accept the Erasmus+ for Traineeship Mobility within the set deadlines will be automatically excluded from the eligible candidate list, as having no justified reason, they will lose all rights to Mobility.**

Successful candidates will receive appropriate instructions on completing the administrative procedures for Erasmus+ for Traineeship Mobility which they must do before leaving.



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## ART. 12 - CONTACTS

The Point of contact for this Call is the International office – Hub of Science of Nature.

Students should write to the following address for further information:

- International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)) for general questions on the Erasmus+ Traineeship;
- International office – Hub of Science of Nature ([international.sciences@unito.it](mailto:international.sciences@unito.it)) for specific questions concerning students' planned Mobility as per this Call (e.g.: specific requirements, selection criteria, etc.)

## ART. 13 - SAFETY

Mobility might be suspended, modified, interrupted or cancelled should the Ministry of Foreign Affairs and International Cooperation advise against travelling to the destination or if the administration considers it unsafe for scholarship holders to leave, after having consulted the parties involved.

## ART. 14 – INSURANCE

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

Candidates will declare the following when applying for and signing the grant Agreement:

- they have checked the Ministry of Foreign Affairs and International Cooperation website ([www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it)) for information regarding safety and health at the student's Mobility destination abroad;
- they have checked the University of Turin 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 on University of Turin insurance policies for civil liability and accident coverage during placements abroad;
- they are aware that University of Turin policies (civil liability and accidents) guarantee coverage for those insured within policy limits, only during Mobility activities within the time and logistic limits outlined in their training project;
- they absolve the University of Turin, their Department and associated offices of any responsibility should they suffer damage outside the time and logistics limits, and activities not directly linked to their Mobility.



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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.

Students who carry out mobilities towards EU countries, Switzerland, Iceland and Norway are generally eligible for direct access to the host country's health services on the same terms as residents when providing their European Health Insurance Card (EHIC). However, the EHIC may not cover some services, such as does repatriation to your country of residence for medical reasons or for specific operations. Students should therefore independently consider purchasing an additional private health insurance to cover such cases.

Non-EU students enrolled at UniTO do not have similar health coverage outside Italy, even if they have EHIC, so they will have to take out private health insurance coverage..

Students who carry out mobilities towards other countries not mentioned above commit to get informed on health insurance requirements in the host country and take out private health insurance coverage as required to enter the country and according to local health authorities making sure that it covers all necessary health service, such as specific medical reasons.

Successful candidates commit to check obligatory COVID-19 safety measures to enter the country of destination.

#### ART. 15 – COMMUNICATION

All information concerning this Call will be published on the Department/University website. The Department/University will send candidates updates regarding contributions and any other necessary information to their University email address ([user@edu.unito.it](mailto:user@edu.unito.it)).

Torino, 13<sup>th</sup> October 2021

The Director  
Massimo Masera



## PRIVACY POLICY AS PER GENERAL DATA PROTECTION REGULATION ART. 13 AND 14 (EU REGULATION 679/2016 AND COUNCIL OF 27 APRIL 2016)

The University of Turin would like to remind students that personal data acquired during their Erasmus+ for Traineeship Mobility applications or subsequently will be processed for academic and research purposes in accordance with its privacy policy. This is in compliance with general principles of lawfulness, correctness, transparency, limitation of purposes and period of storage, minimisation of data, accuracy, integrity, confidentiality and accountability, the Code on protecting personal data and University regulations implementing the Code and on sensitive and judicial data (see [www.unito.it](http://www.unito.it), "Statute and Regulations", "Regulations: procedures").

In accordance with Art. 13 of EU Regulation 2016/679 (hereafter GDPR), the following information is provided in compliance with the principle of transparency and to inform students of data processing characteristics and methods:

### a) Data Controller and contact

The Data Controller is the University of Turin whose legal representative is Chancellor *Pro tempore*. Its registered offices are in Via Verdi 8 - 10124 Torino (contact details: pec address: [ateneo@pec.unito.it](mailto:ateneo@pec.unito.it) - email address: [rettore@unito.it](mailto:rettore@unito.it). Phone 011 6706111).

### b) Data Protection Officer contact details

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

### c) Purposes for processing and legal basis

Personal data is requested and processed in order to provide a service in the public interest or for a public authority as per Art. 6, par. 1, lett. e) of EU Regulation 2016/679 for the following purposes:

- 1) managing student profiles (from enrolment to graduation), sending relevant communications and storing and archiving all related documentation concerning the Erasmus experience;
- 2) managing under-graduate and graduate internships;
- 3) statistical surveys and historical and scientific research (in aggregate and anonymous form);
- 4) listening to and supporting students in need;
- 5) managing support activities for students with disabilities or specific learning disabilities;
- 6) University communications for administrative, educational and research purposes (e.g. reporting seminars, events and conferences);
- 7) providing facilities, scholarships and grants and other services related to the right to University study.



The University calculates student benefits directly from INPS (D.P.C.M. 5 December 2013, No.159) concerning annual household income values (ISEE) and family details as well as all relevant information that the student provided in their DSU application and in accordance with point 7 (GDPR Art 14).

This data will be published in the "Transparent Administration" section on the university portal together with all information for students who are eligible and in accordance with the single text on Transparency Law 33 (2013).

Certain categories of personal data ie criminal convictions and crimes or related security measures can be collected and processed, (GDPR Art. 10) for the purposes of processing this information in specific situations.

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

Personal data that the Data Controller collects and processes for the purposes named above are:

- name, age, nationality, etc;
- address, phone number, etc;
- ISEE value/ISEE equivalent/GDP per capita PPP
- university record

The Data Controller collects and processes personal data of certain categories for the purposes indicated above and in accordance with EU Regulation No. 2016/679 Art. 9:

- health data, in order to support Mobility of persons with special needs

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

Students must provide the requested data on their application for the Erasmus+ for Traineeship Mobility Call in order to be assessed. Failure to provide this data will mean the student will not be admitted to the Mobility programme and the related procedure will not be complete.

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

Personal data will be processed manually and/or digitally with security and confidentiality being guaranteed. The data is processed within the University of Turin by trained specialists working under the Data Controller's responsibility.

#### **g) Third party Data Processors**

The data could also be communicated and processed externally by third party providers of certain services which are necessary for data processing. They work on behalf of the Data Controller for the sole purpose of meeting the processing requests and are known as "Data processors" as per EU Regulation 2016/679 Art. 28.

#### **h) Categories that receive personal data**

Data will be communicated to the following categories of recipients in accordance with current laws:





1. Ministry of Education, University and Research – MIUR
2. Erasmus+ National Agency INDIRE;
3. European Commission within the framework of international Mobility programmes;
4. National registry of students and graduates;
5. Ministry of Foreign Affairs, Embassies, Prefectures, Police, regarding the recognition of certain statuses;
6. Public Prosecutor's Office, State Attorney's Office for the management of litigation and disciplinary proceedings;
7. Certifying bodies regarding replacement declarations (DPR. No. 445/200);
8. Other Italian and foreign universities, regarding transfers to and from these universities;
9. Higher education partners on student Mobility programmes;
10. Public and private bodies and others that manage research funding and/or scholarships or that promote studies and research, projects for university development;
11. Regional Body for the Right to University Study (Piedmont) which manages services for the right to study (scholarships, residences, canteens);
12. Intesa Sanpaolo – University partner bank that collects tuition fees and pays scholarships;
13. Interuniversity Consortium for Automatic Calculation – CINECA, for competition procedures (applications for awards and scholarships), management and maintenance of student related applications;
14. Other private partners who support competition management and examinations as per previous point.
15. Alma Laurea Interuniversity Consortium, for surveys on graduate profiles and employment status;
16. Insurance companies for accident policies, civil liability;
17. Public or private organisations for employment, cultural, recreational and sporting purposes;
18. Local Health Agencies providing students with access to healthcare and hospital facilities.

The data processed for these purposes will be communicated or at least accessible to teaching and other staff working in the relevant University offices and, as Data Protection Officers and/or system administrators and/or authorised for processing, they will also receive suitable training for this purpose from the Data Controller.

#### **i) Data transfer to third countries**

As part of its responsibilities, the University's appointed suppliers known as External DPOs use *Google for Education* services where appropriate guarantee measures have been taken out. See the University website's Privacy Section on Google's Privacy and Security policies. These services involve the transfer of personal data to a non-EU third country via Google's "cloud" solutions.

#### **i) Data archiving**

Personal data concerning a student's university profile (eg name, age, qualifications, intermediate and final exam results, eligibility status, notes, etc.) will be kept indefinitely so the university can meet independent



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requests for certification or assessment and in compliance with current legislation on archiving obligations. Contact data ie phone number and personal e-mail are kept for the period necessary for the purposes the data was collected for and after which the University will no longer use them.

#### **l) Data rights**

In certain cases, parties who have provided their personal data can assert their rights in accordance with EU Regulation 2016/679 Art. 15-21, where applicable, against the University of Turin. They should send an email to the Director of the School of Science of Nature Massimo MASera, at [direttore.scienzedellanatura@unito.it](mailto:direttore.scienzedellanatura@unito.it) and put "Privacy rights" in the subject.

#### **m) Complaints**

The data subject has the right to lodge a complaint with the supervisory authority and can contact the Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it))

#### **n) Profiling**

The Controller does not use automated profiling processes.