

# GUIDE TO APPLICATION FOR THE INTERNATIONAL MOBILITY GRANT YEAR 2019

## 1. RECIPIENTS

The international mobility integrative grant **is addressed exclusively to students winner of Edisu scholarship a.y. 2018/2019 participating in international mobility programs sponsored by their University for the academic year 2019/2020.**

Winners of scholarship a.y. 2018/2019 can apply for the integrative grant **by a minimum of 1 month until a maximum of 10 months.**

**The period of international mobility must have a recognition of credits in the course of study attended in Italy or it must be aimed to prepare the thesis.**

**The additional contribution** for international mobility is granted **no more than once** for type of course of studies and **for one project only**. Therefore, it is not possible to add up the months of two different projects in the same academic year.

**ATTENTION:** all students who have won one of the special projects 2018/2019 indicated in art. 1 of the mobility notice of last year and who in 2018, even if they meet the requirements, have not made the request, they can apply for the grant of this notice of competition

## 2. SPECIAL PROJECTS

There are special mobility projects whose results are published after our ranking list. **Students participating in those kind of projects must refer to the following steps**

All students meeting the requirements listed in this Notice of competition **participating to special projects listed below**, may result excluded in provisional ranking list on 13/06/2019 with the justification "[Esito Di Ateneo non ancora disponibile/ Outcome of University not yet available](#)". In this case, they have to use **the online complaint procedure** from 13 June until 21 June 2019 at 12.00 (noon).

In the definitive ranking list on 10/07/2019, if these students made the online complaint only, they will view the result "[Sospeso in attesa di esiti Ateneo/Suspended waiting for University outcomes](#)". Then it is necessary to consult the new ranking of November 2019. If students view the result "[vincitore/winner](#)" in November definitive ranking list, they will receive the first instalment of the contribution by the end of December 2019, according to the availability of funds.

Students that win one of the following 2019/2020 mobility projects and do not submit the application for the integrative grant within deadlines have the possibility to apply for 2020's next edition only if they win the 2019/2020 EDISU scholarship in compliance with procedures and time frames forecasted by scholarship Notice of competition 2020.

## 2.1 Particular projects of Politecnico a.y. 2019/2020

- Sec 2019/2020
- Politong 2019/2020
- TOP-UIC 2019/2020
- COL@POLITO 2019/2020
- BUMEEtSPOLITO 2019/2020
- Bando di Concorso per borse di mobilità all'estero (Bando estivo) 2019/2020

## 2.2 Particular projects of Università degli Studi di Torino a.y. 2019/2020

- All international mobility project 2019/2020 with results after the EDISU rankings

## 2.3 Particular project of Università del Piemonte Orientale a.y. 2019/2020

- Mobilità per Traineeship 2019/2020
- Free Mover 2019/2020
- Lauree binazionali 2019/2020

## 3. SPECIFIC CASES

1. Students who have won the Edisu scholarship of a.y. 2018/2019 for the "seventh semester" of bachelor degree only, they cannot apply for the integrative grant for a 2019/2020 mobility project related to the career of master degree.
2. Students who have won the Edisu scholarship a.y. 2018/2019 for the "seventh semester of bachelor degree and first year of master degree", they can apply for the integrative grant only if the 2019/2020 mobility project is related to the career of master degree.
3. Students who have won the Edisu scholarship a.y. 2018/2019 for the "seventh semester of bachelor degree and first year of master degree" and obtain the integrative grant provided by this notice of competition, they cannot obtain it during their career of master degree.

## 4. HOW TO APPLY

The application is a **self-certification** stating personal data, information about the period of international mobility and the condition of winner of Edisu scholarship for the academic year 2018/2019.

It is necessary to **fill out the online application on the personal page of Edisu portal and transmit it via web within 12:00 (noon)** of the deadline.

In order to fill out the application, students must log in using PIN code/SPID and password.

Students winner of 2018/2019 Edisu scholarship who want to apply for the contribution but have no active PIN code, have to contact the call center at 011/652.27.01 **within May the 20<sup>th</sup> 2019**; otherwise, the activation of credentials for the application is not guaranteed.

EDISU will not accept applications submitted in other ways than the ones stated above.

**Concerning particular international mobility programs not included in Erasmus projects, students must attach a self-certification or the documents stating all details of the project and the name of the project's coordinator within the online application.**

## 5. ECONOMIC AND MERIT REQUIREMENTS

Students **winner of EDISU scholarship for the academic year 2018/19** applying for the integrative grant of this Notice of competition, **do not have to produce a new self-certification about economic condition and merit requirements**, since Edisu has already verified these data during the evaluation stage for 2018/2019 scholarship application.

## 6. DEADLINES

The application for the integrative grant 2019 must be **transmitted online with no exception from APRIL the 30<sup>th</sup> to MAY the 30<sup>th</sup> 2019 at 12:00 (noon)**. Failure to submit the application within the deadlines makes the application ineligible.

## 7. OUTCOMES

Since the outcomes of the various international mobility notices issued by the universities are not published with the same timing, the results of the application for mobility grant will be published as follows:

### 7.1 Publication of outcomes in June-July 2019

**The Provisional outcomes** will be published on **June the 13<sup>th</sup> 2019** at 12:00 (noon) in Online service personal page.

In this classification lists, students could be:

**IDONEI/ELIGIBLE:** the applicant meets the requirements of the call.

**ESCLUSI/EXCLUDED:** the applicant does not meet the requirements of the call. If the student thinks he has the requirements, he must lodge a complaint through the online procedure.

**The deadlines of Complaints** for any correction or modification or in order to communicate a waiver is **June the 21<sup>th</sup> 2019** at 12:00 (noon). The complaint must be submitted by the online procedure available on the personal page of Edisu website.

Applicants can find the complaint procedure by accessing their personal page, within the provisional ranking list section. Pdf documents can be attached within the complaint procedure.

**Definitive outcomes** will be published on **July the 10<sup>th</sup> 2019** at 12:00 (noon) logging into the personal page of Edisu Online Services and entering in “Previous years benefits”

In this classification lists, students could be:

**VINCITORI/WINNERS:** the applicant meets the requirements of the call and is entitled to the contribution.

**SOSPESI/SUSPENDED:** the applicant is waiting for the result of the University and will have to consult the results of November

**IDONEI/ELIGIBLE:** the applicant meets the requirements of the call but, due to lack of funds, cannot receive the grant.

**EXCLUDED:** the applicant does not meet the requirements of the call.

## 7.2 Publication of outcomes in November 2019

**The Provisional outcomes** for SUSPENDED students in the July definitive ranking list will be published on **November the 5<sup>th</sup> 2019 at 12:00** (noon) within the personal page of Edisu Online Services and entering in “Previous years benefits” section.

In this classification lists, students could be:

**IDONEI/ELIGIBLE:** the applicant meets the requirements of the call.

**ESCLUSI/EXCLUDED:** the applicant does not meet the requirements of the call. If the student thinks he has the qualifications, he must lodge a complaint through the online procedure.

**The deadlines of Complaints** for any correction or modification or in order to communicate a waiver is **November the 11<sup>th</sup> 2019** at 12:00 (noon). The complaint must be submitted by the online procedure available on the personal page of Edisu website.

Applicants can find the complaint procedure by accessing their personal page, within the provisional ranking list section. Pdf documents can be attached within the complaint procedure.

**Definitive outcomes** will be published on **November the 22<sup>th</sup> 2019** at 12:00 (noon) logging into the personal page of Edisu Online Services and entering in “Previous years benefits”.

In this classification lists, students could be:

**VINCITORI/WINNERS:** the applicant meets the requirements of the call and is entitled to the contribution.

**IDONEI/ELIGIBLE:** the applicant meets the requirements of the call but, due to lack

of funds, cannot receive the grant.

**EXCLUDED:** the applicant does not meet the requirements of the call.

## 8. AMOUNTS

Students who win an University international mobility projects, already winners of Edisu scholarship a.y. 2018/2019, will be granted with an additional monthly amount of **€ 615,00** for the duration of stay, **by a minimum of 1 month until a maximum of 10 months**. The period of stay must be certified by the University promoting the project and by other eventual departments involved.

In case of European destinations, it will be deducted a sum from the total monthly amount of € 615,00, depending on the European Country of destination. The deduction corresponds with the amount allocated by EU and disbursed by the university. The deduction amounts are described in the table below.

<ul style="list-style-type: none"><li>• <b>GROUP 1 - € 300 per month</b> (HIGH cost-of-living): Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Lichtenstein, Norway <b>For Erasmus Traineeship projects, the monthly deduction is € 400.</b></li></ul>
<ul style="list-style-type: none"><li>• <b>GROUP 2 - 250€ per month</b> (MEDIUM cost-of-living): Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal <b>For Erasmus Traineeship projects, the monthly deduction is € 350.</b></li></ul>
<ul style="list-style-type: none"><li>• <b>GROUP 3 - 250€ per month</b> (LOW cost-of-living): Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia (FYROM), Turkey <b>For Erasmus Traineeship projects, the monthly deduction is € 350.</b></li></ul>

E.g. Mobility in France → EU monthly amount = € 250 → EDISU deduction = € 250 → € 615 - € 250 = **€ 365/month**

In case of stay in **Switzerland**, Edisu will assess jointly with the University the eventual availability of contributions from the Swiss Government.

For Erasmus Traineeship projects, it will be deducted a sum corresponding to the share paid by the European Union, plus € 100.00 (see the table above).

In case of Extra-European destinations, there is no deduction from the amount of € 615,00. There might be exceptions for particular projects.

## 9. CALCULATION OF THE AMOUNT OF ADDITIONAL CONTRIBUTION

The additional contribution is initially estimated on the basis of the amount of months stated by the mobility contract. At the end of the mobility period, the contribution is recalculated on the basis of the amount of days effectively spent abroad.

It will be assigned an amount of **€ 615,00** for each full month. From this amount, it will be deducted a sum depending on the European Country of destination (see the table at

paragraph 8). In case of Extra-Europe destinations, the eventual monthly deduction will be made only in particular cases according to the university rules about the mobility project

In case of incomplete month, it will be calculated a value equal to the one of the complete monthly amount, divided by 30 days. Then this value will be multiplied by the number of days.

Example:

€ 615/month - € 250/month = € 365/month

€ 615,00/month - € 300/month = € 315/month

€ 615,00/month without any deduction

€ 365/month : 30 dd = € **12,16/day**

€ 315/month : 30 dd = € **10,50/day**

€ 615/month : 30 gg = € **20,50/day**

## 10. PAYMENT ARRANGEMENTS

The additional contribution will be granted in **two instalments** via crediting on a bank account, **according to the availability of funds and upon assessment of pending payments towards Edisu Piemonte:**

- **first instalment**, 90% of total amount
  - at the **end of August 2019** in case the student results winner in the definitive ranking list on July the 10<sup>st</sup> 2019;
  - at the **end of December 2019** in case the student results "[Sospeso in attesa di esiti Ateneo/Suspended waiting for University outcomes](#)" in the ranking list on July the 10<sup>st</sup> 2019 and "[vincitore/winner](#)" in the definitive ranking list on November the 22<sup>th</sup> 2019;
- **second instalment**, 10% of total amount, at the end of the mobility period, **upon submission/transmission of a copy of the permanence certification to Edisu** and assessment of the real period of stay by Edisu.

The payment of the second instalment, if due, will be only after the submission of a copy of the permanence certification according to the following timing:

- by the end of **August 2020**, for students submitting a copy of the permanence certification within July the 1<sup>st</sup> 2020;
- by the end of **February 2021**, for students submitting a copy of the permanence certification within January the 1<sup>st</sup> 2021.

In case the student does not submit the certification related to the permanence abroad within **April the 15<sup>th</sup> 2021**, Edisu would automatically carry out assessment on the period of stay, jointly with the University. In this case, the student will receive the eventual second instalment by the end of June 2021 and **will lose any right for the reimbursement of the travel expenses**.

The sums shall be collected **by 31 December 2022**. If, by that date, a valid IBAN code is not communicated, the amount of the contribution shall no longer be due.

## **11. ANTICIPATED RETURN**

In case of **anticipated return** and in case the first instalment is higher than the entitled amount calculated on the real period of stay for the mobility, the student will lose any right to receive the second instalment and must **return the exceeding eventual amount** already of the first instalment. Within 90 days from the deadlines abovementioned, the student will receive at the residence address a letter on the **restatement of the amount** providing all necessary information about the reimbursement of the amount that is not due.

In case of anticipated return, the procedures of reimbursement of travel expenses are indicated at the following paragraph.

## **12. REIMBURSEMENT OF TRAVEL EXPENSES**

The reimbursement of the travel expenses will be paid **only if the University does not provide it** and only if the student submits the receipts of payment of the travel with the permanence certification. Otherwise, the student will not get any refund.

The travel reimbursement, if due, is paid with the same timing of the second instalment but with a different credit.

The reimbursement of travel expenses (round trip) can be granted **for a maximum amount of € 150,00** for European Countries and **for a maximum amount of € 520,00** for Extra-European Countries. Travel expenses must be documented when students submit the copy of the permanence certification at the end of the mobility period.

In case of anticipated return, if the student has to pay back part of the first instalment, EDISU will reimburse the travel expenses only if the student returns the exceeding amount. The reimbursement will start within 90 days starting from the expiration date of the return of the amount.

If the student sends only the copy of the permanence certification within the above-mentioned dates without the documentation related to the travel expenses, he will lose the right to the eventual reimbursement.

In case the student does not submit the certification related to the permanence abroad within **April the 15<sup>th</sup> 2021**, Edisu would automatically carry out assessment on the period of stay, jointly with the University. In this case, the student will receive the

eventual second instalment by the end of June 2021 and **will lose any right for the reimbursement of the travel expenses.**

Travel refunds may be paid **only by crediting to a current account or a prepaid card with IBAN**, of which the student is the holder or co-holder. **Passbook savings accounts are not eligible.**

The sums shall be collected **by 31 December 2022**. If, by that date, a valid IBAN code is not communicated, the amount of the contribution shall no longer be due.

### **13. WAIVER**

In case of waiver of the integrative grant, the student must communicate it to Edisu **through the online complaint procedure** within the deadlines indicated at par. 7

If the student renounce their contribution after the complaint deadline, he must send an email to [edisu@edisu-piemonte.it](mailto:edisu@edisu-piemonte.it) with a copy of an ID document.

It is specified that, if the waiver is communicated to Edisu after the processing of the first instalment, it will not be possible to block the payment procedures and the student will have to return the amount unduly received. In such case, within 90 days from the date of notification of the waiver to Edisu, the student will receive at the address of residence a registered letter that will bear all the information necessary for the refund of the sum.

### **14. WINNERS IN THE RANKING LIST ON JULY THE 10<sup>TH</sup>**

If winners on the ranking list of July the 10<sup>th</sup> 2019 do not have any active IBAN on their Edisu personal page **within July the 1<sup>st</sup> 2019**, they will not receive the first instalment at the end of August 2019. **They have to wait for the following payment**, which will be initiated at the end of November 2019, and the amount will be available within December the 31<sup>st</sup> 2019.

**It is specified that "payment of the instalment" means the payment procedure by Edisu to the student's IBAN (bank account).**

Therefore, the availability of the amount on the bank account may be on the following days, according to the timings of the Credit Institute.

### **15. WINNERS IN THE RANKING LIST ON NOVEMBER THE 22<sup>TH</sup>**

Winners in the definitive ranking list of November the 22<sup>th</sup> 2019 will receive the contribution first instalment within December the 31<sup>st</sup> 2019, only if there is an active IBAN on their Edisu personal page **within November the 15<sup>th</sup> 2019**.

Differently, they have to wait for the following payment that will be arranged at the end of February 2020.



**It is specified that "payment of the instalment" means the payment procedure by Edisu to the student's IBAN (bank account).**

Therefore, the availability of the amount on the bank account may be on the following days, according to the timings of the Credit Institute.

**The IBAN must be communicated exclusively by filling out the online procedure "Communication of bank account – IBAN".**

**This procedure must be used also in case of any modification on the IBAN previously provided. At the end of the procedure, after clicking on "SAVE AND TRANSMIT", students will receive an email about the data of the IBAN provided.**

**No other modalities of communication or modification on one's IBAN will be admitted.**

**Winners can receive the contribution exclusively by crediting on bank account or on prepaid card provided with an IBAN account, named or co-named to the student. Passbook savings accounts are not eligible.**

## **16. OBLIGATIONS AND PENALTIES**

**Students have the obligation to communicate the real length of the mobility period to Edisu.**

- In case the student **waves the contribution** it is necessary to pay back the amount already received. By communicating the **eventual waiver of mobility contribution within July the 1<sup>ST</sup> 2019**, the student will be excluded in the definitive ranking list on July the 10<sup>th</sup> 2019, and the first instalment will not be arranged. In this case, no amount needs to be reimbursed to Edisu. Students visualizing the outcome *"Sospeso in attesa di esiti Ateneo/Suspended waiting for University outcomes"* in the definitive ranking list on July the 10<sup>th</sup> 2019 and intending to waive the mobility contribution, are invited to communicate it to Edisu **within November the 15<sup>th</sup> 2019**.
- In case the student is going to **anticipate the return**, if the amount of the first instalment is higher than the amount due calculated on the real duration of the mobility period, the student loses the right to receive the second instalment, furthermore it will be necessary to pay back the eventual exceeding amount that has been already received.
- The eventual **extension** of duration of mobility period authorized by University, **is not considered** for the purpose of a recalculation of the amount; therefore the amount due remains the one displayed in the definitive ranking list.

## **17. ASSESSMENT OF MERIT CONDITIONS**

Whenever a student is subject to a revocation of scholarship for the academic year 2018/2019, the student will lose the "winner" status for the international mobility contribution 2019 and will have to reimburse the amount already received.

## **18. ASSESSMENT OF PERIOD OF STAY**

The contribution amount is initially estimated on the basis of the number of months in the agreement. **In order to verify the real duration of mobility period, Edisu will check it out with Universities.** In case of anticipated return, the amount is recalculated according to the number of days actually spent on mobility.

Whenever the amount of the first instalment is higher than the amount due, calculated on the basis of the real period of mobility, the student will lose the right to receive the second instalment and must reimburse to Edisu the eventual exceeding amount already received jointly with the first instalment. For any month of extension in the period of stay, no further contribution is granted.

Whenever the student is going to waive the contribution, or in case the student loses the right to receive the contribution for any reason, it will be necessary to reimburse to Edisu the amount already received.

Turin, March the 28<sup>th</sup> 2019