



**ERASMUS+ HIGHER EDUCATION
STUDENT MOBILITY BETWEEN PROGRAMME AND PARTNER COUNTRIES**

INSTRUCTIONS FOR DOCTORATE MOBILITIES

BEFORE THE MOBILITY

Learning Agreement

Before applying, the candidate must define a Learning Agreement with the sending and receiving institutions, describing the activities planned during the period abroad. The Learning Agreement must be signed by the student and by the responsible persons at the sending and receiving institutions. Please use the provided template. Changes to the Learning Agreement are possible during the mobility, but must be agreed with the sending and receiving institutions and must be signed by the student and by the responsible persons at the sending and receiving institutions.

Application

The candidate must first apply to the sending institution.

The sending institution is responsible for selecting participants and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognising the mobility period. The selection of candidates must be fair, transparent and documented and should be made available to all parties involved in the selection process.

The sending institution will send to POLITO by email to incoming.students@polito.it a ranked list of candidates on the provided template, together with a scan copy of each candidate's approved Learning Agreement. Applications must be sent to POLITO at least 2 months before the start of mobility. POLITO will perform an administrative check and will reply by email to the sending institution for acceptance of the application. Accepted students will receive an email requiring them to fill in the Polito online application.

In any case POLITO will accept a number of candidates up to the maximum number of mobility flows established in the Inter-Institutional agreement, on the basis of the ranking provided by the sending institution.

The sending institution may send additional candidate lists to POLITO at later times in the year and POLITO can accept additional candidates if mobility flows are still available after the previous selections.

The sending institution will give every Erasmus+ student a copy of the [Erasmus+ Student Charter](#) once they have been selected. The Student Charter highlights the students' rights and obligations. It tells them what they are entitled to and what to expect from their sending and receiving organisations at each step of their Erasmus+ experience.

Scholarship

POLITO will award a scholarship to the accepted candidates, up to a number of scholarships depending on the available financial budget. The number of scholarships may be lower than the number of accepted candidates. Scholarships will be awarded on the basis of the ranking provided by the sending institution. POLITO informs in advance the sending institution of the number of scholarships available. Candidates accepted in excess of the available scholarships will receive the Erasmus+ status without scholarship, and a scholarship could be awarded later in case of additional budget availability.

POLITO will send a scholarship offer to the awarded candidates. The scholarship will be confirmed only if the participant will accept it before the deadline. The scholarship is composed of a contribution for



individual support (EUR 850, 00 per month) and a contribution for travel (from EUR 180 to EUR 1.100 depending on the distance from the sending institution to POLITO).

Travel

The student is responsible for all travel arrangements for the mobility. All travel tickets will be at the student's expense. POLITO will pay to the participant the Erasmus+ scholarship, including the contribution for travel, after arrival in Torino.

UPON ARRIVAL AT POLITECNICO DI TORINO

Residence permit

Immediately after arriving in Italy, the participant should go to the Department of International Affairs – Foreign Citizens Office for assistance in requesting the residence permit. The immigration law in the European countries requires Non-EU citizens to apply for a residence permit within a few days from the arrival. This is a different document from the visa received in the home country.

Fiscal code and Bank account

The Erasmus+ grant will be paid by money transfer to a European bank account. If the participant doesn't have a bank account in Europe, he/she needs to open one soon after arrival. In order to open a bank account, the Italian Fiscal Code is also needed. The Foreign Citizens Office provides assistance with this. In case of any changes to the bank account details during the mobility, the participant must immediately inform POLITO.

Check in at POLITO

In order to formally start the mobility, the participant must check in at the POLITO Department of International Affairs. The participant should contact:

- Erasmus+ mobilities within a co-tutelle agreement: international.projects@polito.it
- Other Erasmus+ mobilities: Department of International Affairs incoming.students@polito.it

Grant agreement

The participant is required to sign the Erasmus+ grant agreement with POLITO (Department of International Affairs) after arrival in Torino. POLITO will prepare the grant agreement in advance and the participant will be able to sign it as soon as he/she has a bank account number.

In case of changes to the mobility period during the mobility, the participant must inform POLITO immediately and the Grant Agreement must be amended.

Payment of the grant

POLITO will pay to the participant's bank account 70% of the grant within 30 calendar days after the signature of the agreement. The remaining 30% will be paid at the end of the mobility after the participant has submitted the online EU survey.

AT THE END OF THE MOBILITY

EU Survey

The participant will receive an invitation to complete the online EU Survey 30 days before the end of the mobility period. The participant will complete and submit it as soon as possible. The last grant payment will



be activated after submission of the EU Survey. Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.

Check out from POLITO

Before leaving Torino at the end of mobility, the participant must check out from POLITO in order to formally close the mobility.

The check out date will be recorded in the Certificate of Attendance which the document is stating the actual start and end dates of the Erasmus+ mobility. If these dates differ from those in the Grant Agreement, the Erasmus+ financial contribution will be recalculated on the basis of the actual dates.

After return to the sending institution

The participant is encouraged to keep a copy of all the documents related to the mobility.

TEMPLATES

Learning Agreement

Sending Institution candidate list