



General Information for Outgoing students a.a. 2019/2020

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The University of Turin is constantly committed to providing students with support on how to manage their mobility during the Covid-19 emergency.

For this purpose, this document includes information for the students who have won an Erasmus+ mobility for study, Erasmus+ Traineeship, Erasmus+ Partner Countries, Extra-Erasmus, Double Degree ¹for a.y. 2019/2020.

Each student is compelled to make a choice regarding their mobility a.a. 2019/2020 based on the following cases.

Section 1- If you remained abroad you can:

A. Continue the mobility² by following online educational activities offered by the Partner University / Institution and possibly other online educational activities of your interest offered by the University of Turin. At the end of the mobility you can obtain recognition of the activities carried out abroad during your mobility period, by delivering the appropriate documentation required by the Exceptional Procedure. By choosing this option you will not be able to reschedule the mobility during the next academic year 2020/2021 but you can submit a request for the reimbursement of extra charges incurred due to the Covid-19 emergency (more information on reimbursements can be found in Annex I of this document);

B. Suspend your mobility by remaining abroad while waiting for the Covid-19 emergency to pass and then **resume** the activities on site at the host University/Institute, if the situation allows it. In this case you can keep the grant. The period of closing of the host institution, due to the Covid-19 emergency situation, will be calculated for the purposes of the total mobility period carried out.

C. Return to Italy - respecting the indications of the competent Ministries – notwithstanding the minimum period of stay, and **continue** the on-line didactic activities offered by the Partner University / Institute and possibly other on-line didactic activities offered by the University of Turin. You can keep your grant also for the period carried out remotely and obtain credit recognition of the training activities planned in your Learning Agreement and achieved at the partner University / Institute by submitting the appropriate documentation required by the Exceptional Procedure. In case of budget availability, extra costs related to the early return for the Covid-19 emergency will be assessed for reimbursement purposes only if the mobility³ grant is not already sufficient to cover the costs incurred (more information on reimbursements can be found in the 'Annex I of this document). Furthermore, by choosing this option you will not be able to reschedule the mobility during the next academic year 2020/2021;

D. Return to Italy - respecting the indications of the competent Ministries –, **close** your mobility and follow online activities offered by the University of Turin. By choosing this option, you will not be able to reschedule the mobility during the next academic year 2020/2021, unless differently indicated by the Erasmus + Indire National Agency. However, you can obtain recognition of the activities carried out and of the period of

¹ Double Degree students are invited to follow the instruction given by the programme coordinator.

² If necessary, you can also request an extension of your mobility period. For more information, consult the Exceptional Procedure for your mobility programme, published on the UniTo website. Nonetheless, funding for the extension of stay is not guaranteed and can only be assessed in the presence of residual funds.

³ Considering both distance and face to face learning. NB. The duration of the mobility is calculated considering always the dates included in the Certificate of Stay (*Dichiarazione di Permanenza*) / After the mobility.



mobility partially carried out abroad – even notwithstanding the minimum period of stay - by submitting the appropriate documentation required by the Exceptional Procedure.

In case of budget availability:

- You can obtain a reimbursement for extraordinary costs (e.g. return ticket to Italy) related to the early return caused by the Covid-19 emergency;
- You might be able to keep your mobility grant up to the coverage of documented expenses related to costs incurred after your return (e.g. rental costs abroad, electricity, etc. ...). Additional extraordinary costs may be reimbursed only if exceeding the amount of the mobility grant due and, in any case, depending on the budget availability (For more information on reimbursement please refer to Annex I of this document).

E. Return to Italy - respecting the instructions of the competent Ministries - and **suspend** your mobility, following online educational activities offered by the University of Turin. In this case, you can reschedule your mobility for the next academic year 2020/2021. The rescheduling of your mobility in the academic year 2020/2021 will be possible only in the event that:

- national and international health conditions allow the regular resumption of international activities and connections;
- no different instructions are released by the European Commission, the Erasmus Plus Indire National Agency and / or by the MUR;
- there is the authorization from the host Partner University / Institute to accept the rescheduling of the mobility initially planned for the a.y. 2019/2020 in addition to the mobility already scheduled for the a.y. 2020/2021.

Funding for the rescheduled mobility is in any case subject to the budget availability, net of the reimbursement received (more information on the Exceptional Procedure for each mobility programme).

N.B.

While abroad, you must comply with the regulations of the host University / Institution, as well as the indications of the competent authorities regarding the movements and behavior to adopt in order to contain the spread of the Covid-19. It is also appropriate to report your location abroad via the "*Dove siamo nel mondo*" service on the Viaggiare Sicuri website.

In any case, it is necessary to comply with the current regulations of the authorities for behavior and movements. For information <https://www.interno.gov.it/it>

Section 2- If you came back to Italy because of the Covid-19 emergency you can:

A. Continue your mobility by following on-line teaching activities offered by the partner University / Institution and possibly other on-line activities of your interest offered by the University of Turin. You can keep the grant even for the period carried out remotely and obtain recognition of the training activities planned in your Learning Agreement and achieved at the partner University / Institution by submitting the appropriate documentation required by the Exceptional Procedure. In case of budget availability, extraordinary costs related to the early return for the Covid-19 emergency will be assessed for reimbursement purposes only if the mobility⁴ grant is not already sufficient to cover the costs incurred (more

⁴ Considering both distance and face to face learning. NB. The duration of the mobility is calculated considering always the dates included in the Certificate of Stay (*Dichiarazione di Permanenza*) / After the mobility



information on reimbursements can be found in the 'Annex I of this document). By choosing this option you will not be able to reschedule the mobility activity for the next academic year 2020/2021.

B. Close your mobility for the academic year 2019/2020, obtaining recognition of the activities carried out abroad and of the mobility period partially carried out – even notwithstanding the minimum period of permanence required - by submitting the documents mentioned in the Exceptional Procedure. In this case you will not be able to reschedule a new mobility for the academic year 2020/2021.

In case of budget availability:

- You will be able to get reimbursed for extraordinary costs (e.g. return trip ticket to Italy) related to early return caused by the Covid-19 emergency;
- You might be able to keep your mobility grant up to the coverage of documented expenses related to costs incurred after your return (e.g. rental costs abroad, electricity, etc. ...). Additional extraordinary costs may be reimbursed only if exceeding the amount of the mobility grant due and, in any case, depending on budget availability (For more information on reimbursement please refer to Annex I of this document).

C. Reschedule your mobility for the next academic year 2020/2021. In this case, you can follow the online educational activities offered by the University of Turin.

The rescheduling of your mobility in the academic year 2020/2021 will be possible only in the event that:

- national and international health conditions allow the regular resumption of international activities and connections;
- no different instructions are released by the European Commission, the Erasmus Plus Indire National Agency and / or by the MUR;
- there is the authorization from the host Partner University / Institute to accept the rescheduling of the mobility initially planned for the a.y. 2019/2020 in addition to the mobility already scheduled for the a.y. 2020/2021.

Funding for the rescheduled mobility is in any case subject to the budget availability, net of the reimbursement received (more information on the Exceptional Procedure for each mobility programme: See Section 1 - point f of the *Exceptional Procedure*).

In case **A)** and in case **B)** the total amount of the mobility grant due will be calculated on the basis of the dates entered in the Certificate of Stay (*Dichiarazione di permanenza*) / After the mobility that you will submit at the end of your mobility including the possible period of "*Distance Learning*".

The University of Turin is adopting all the necessary measures to ensure the successful conclusion of the semester.

Section 3- If you came back to Italy before the Covid-19 emergency:

A. Submit the documentation required by the procedure related to the mobility programme you completed in order to close the mobility;

B. Please consider, due to the closing of all University offices, our staff is currently working through remote smart-working, therefore all documents related to mobility must be sent by email to the following e-mail address: internationalexchange@unito.it.

The delivery of the original documents may however be requested at the end of the Covid-19 emergency. It is therefore necessary to keep the original documents in order to be able to present them in the event of a



request from the competent offices. If the partner University directly sends the final documentation to the University of Turin, students are invited to refer to the foreign University the methods indicated for sending the required documentation until the emergency persists.

Section 4- If you never left Italy because of the Covid-19 emergency you can:

A. Renounce your mobility by returning the grant that has been paid to you. You can request reimbursement of any expenses incurred for your mobility, which will be assessed on the basis of budget availability (more information on reimbursements can be found in Annex I of this document);

B. Cancel your mobility for the academic year 2019/2020 and reschedule it, in agreement with the partner University / Institute for the academic year 2020/2021. You can also request reimbursement of any expenses incurred due to the Covid-19 emergency, which will be assessed on the basis of budget availability (more information on reimbursements can be found in Annex I of this document). If it will not be possible to carry out mobility in the a.y. 2020/2021, you will also be required to return the mobility grant.



ANNEX I - Reimbursement of extra costs incurred during mobility or in the event of canceled / interrupted mobility:

In case of cancelled or interrupted mobility caused by the Covid-19 emergency, it is necessary to check with the transport company or with the residence / accommodation the possibility of obtaining a reimbursement of travel / accommodation costs for unused services.

For cancelled or interrupted mobilities, the reimbursement of the costs incurred directly related to the mobility or for additional costs made necessary following the emergency (e.g. travel costs for the return to Italy) may be requested, **upon submitting the supporting documents (tickets, boarding passes, invoices, receipts, any documentation proving the expenses incurred) proving as well the impossibility of refund or recovery of the expenses.**

In the event of suspended mobility, any request for reimbursement of extra costs incurred due to the Covid-19 emergency can only be assessed after the conclusion of the mobility, upon presentation of the supporting documents and according to the budget availability. If it is not possible to reschedule the residual part of the mobility during the academic year 2020/2021, the reimbursement can be paid only where the costs incurred cannot be covered by the mobility grant already paid.

In order to assess the possible eligibility of the costs incurred, both for Erasmus mobility and for Extra-Erasmus mobility, it is necessary to keep the complete documentation of the costs incurred (rent, travel).

Students will be informed on the procedure to submit the reimbursement directly by the International Mobility and Education Office. All the supporting documentation will be recollected via Google Form: students are asked not to send documents via e-mail.

Furthermore, please notice that:

- the reimbursement can only be made if the amount of the mobility grant already paid is not sufficient to cover any costs incurred in connection with the Covid-19 emergency. In general, the reimbursement will be issued as a compensation;
- in the event of early return and distance learning mobility, any extraordinary costs related to early return for the Covid-19 emergency will be assessed for reimbursement purposes only if the mobility grant is not already sufficient to cover the costs incurred;
- duly justified costs incurred due to the Covid-19 emergency related to mobility may be considered for reimbursement purposes;
- appropriate documentation must be submitted certifying the impossibility of obtaining reimbursement from third parties (eg. Airline or insurance email denying the reimbursement).

All the reimbursement requests for extra costs incurred due to the health emergency will be assessed on the basis of the overall budget availability and, in the event of a positive outcome, any reimbursements will be paid starting from autumn 2020.



Annex II – USEFUL REFERENCES

- **Erasmus for study:**
<https://www.unito.it/internazionalita/studiare-lavorare-allestero/mobilita-studenti/erasmus-studio/studenti-outgoing>
- **Erasmus Traineeship:**
<https://www.unito.it/internazionalita/studiare-e-lavorare-allestero/erasmus/erasmus-traineeship>
- **Erasmus Partner countries:**
<https://www.unito.it/internazionalita/studiare-e-lavorare-allestero/erasmus/erasmus-partner-countries>
- **Extra Erasmus Mobility:**
<https://www.unito.it/internazionalita/studiare-e-lavorare-allestero/altri-programmi-studenti-docenti-ricercatori/bando>
- **Double Degree mobility programme:**
<https://www.unito.it/internazionalita/studiare-e-lavorare-allestero/altri-programmi-studenti-docenti-ricercatori-1>