



**UNIVERSITÀ
DI TORINO**

Direzione Innovazione e Internazionalizzazione
Area Internazionalizzazione - Sezione UNITA e Mobilità e Internazionale

Erasmus call for studies 2023/2024

FAQ

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PLEASE NOTE:

The present English version is provided for information purposes only. In the case of conflicting meanings between language versions, the Italian version prevails.

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RANKINGS AND RESULTS

1. Summary of the rankings' steps

Phase 1 Temporary ranking list From the second half of February	A provisional list of eligible candidates based on merit is drawn up based on their overall score for each destination and respecting their preferences, if possible. At this stage, students can only check their MyUnito profile and verify the outcome of their application for each destination selected. Students who have been assigned a destination do not have to accept it yet .
Phase 2 Requests for review	Should the student find any anomalies in the outcome of their application, they can submit a duly justified request for it to be reviewed via Google Form only. Students can only apply for a review for one or both of the following reasons: <ul style="list-style-type: none">• Incorrect attribution of additional score;• Incorrect exclusion. Requests will be examined by the Evaluation Committee of the School/Department.
Phase 3 1st final ranking	Publishing the first final ranking list.
Phase 4 Accepting/refusing the Mobility	The winners (assigned) in 1st final ranking must accept or refuse the mobility via online procedure within 5 calendar days after the publication of the rankings. If students refuse or don't accept their offer, they <u>cannot be placed on other destinations</u> and will lose the possibility to be awarded an Erasmus Mobility for studies 2023/2024.
Phase 5 Reallocating students	After Phase 4, eligible students ("Stato Iscritto") not yet assigned will be transferred to destinations with places made available by students refusing or failing to accept their destination. Those who still do not have a position could be assigned a place in destinations left vacant following the Evaluation Committee procedures. A. Reallocation by single ranking: Eligible candidates are placed in a single ranking based on their highest score and destinations available are assigned in descending order of score. B. Reallocation by language (English, French, German, Portuguese, Spanish and any other languages). PLEASE NOTE: During this phase students can be assigned to any destination with available slots and not necessarily to the destinations selected in their application.
Phase 6 2nd ranking (or final ranking)	Publishing the second (final) ranking.
Phase 7 Accepting/refusing Mobility	The winners in the ultimate ranking must accept or refuse their assigned destination via online procedure within 5 calendar days after the publication of the list. In case of renunciation or non-acceptance the students will not be placed in other destinations losing all rights to Erasmus mobility for study.



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2. “Status” in the rankings

➔ **What do the different statuses (“stato ESCLUSO”, “stato ASSEGNATO” and “stato ISCRITTO”) refer to?**

“Stato ASSEGNATO”: awarded of a position for the destination.

“Stato ESCLUSO”: not assigned to the destination for lack of requirements.

“Stato ISCRITTO”: eligible, but not winner.

➔ **I checked the first temporary ranking list, and my status is “ISCRITTO”. What does it mean? Is there still a chance that I’ll be assigned?**

The status “ISCRITTO” means that you are eligible, but you haven’t been selected at this stage. In this case, if you haven’t been selected on any other destination, you could be assigned a place in a destination left vacant following the Evaluation Committee procedures, according to the rules defined by your School/Department ([see Allegato I/Annex 1](#) to the Erasmus+ Call and [Phase 5 – Table 1](#))

➔ **What should I do when the first provisional ranking list (“prima graduatoria provvisoria”) is published?**

On your MyUnitO profile you can verify your score in relation to each destination selected (see [Phase 1 – Table 1](#)). At this stage you CANNOT ACCEPT the destination, even if your status is “Stato ASSEGNATO” (winner).

3. Acceptance of the Erasmus+ mobility and selection of the semester in which the mobility starts

➔ **I checked the temporary ranking list and my status is “stato ASSEGNATO”. When will I be able to accept/refuse the mobility?**

You can accept only after the publishing of the first final ranking (see [Phase 3 – Table 1](#)) or the second final ranking (see [Phase 6 - Table 1](#)). Students must accept or refuse the Erasmus+ destination they have been awarded for within **5 calendar days** from the publishing day of the rankings.

➔ **I have accepted the destination, what I am supposed to do now?**

If you are awarded of an Erasmus mobility for a specific destination and have accepted it, you will have to verify by yourself what procedure is required by the Host Institution for your enrolment (application form). You are solely responsible for completing the application form and complying with the deadlines set by the Host Institution.

The International Mobility office will send the information of the selected candidates who have accepted the destination to the Host Institution (nomination).

➔ **Can I freely decide which destination to accept? Why does the system only allow me to accept one destination while the others cannot be selected?**

You can be assigned only to one of your selected destinations. It is not possible to change the destination you have been assigned to. If you refuse, you cannot be assigned anywhere else and you will not be able to participate in an Erasmus+ mobility for Studies in 2023/2024.



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➔ I have been assigned to my second/third destination of choice. If I accept and in the meantime one of the other destinations I chose becomes available, can I change my final decision?

No, it is not possible to change the destination you have been assigned to. Moreover, if you refuse, you cannot be assigned anywhere else and you will not be able to participate in an Erasmus+ mobility for Studies in 2023/2024. Refuse of the destination is final.

➔ I wasn't able to accept the destination within the deadline: can I still do it?

No. If you didn't meet the deadline for accepting the destination, this will result in your automatic withdrawal from the Erasmus+ for Studies 2023/2024. You can apply again for the next Call 2024/2025.

➔ Where can I check my score if I haven't been selected?

After publishing the first provisional ranking related to your School/Department, you can verify your score (academic merit, additional score and total score) and the reason why you haven't been selected for each one of your chosen destinations. You will have to log in onto your MyUnito account, select "Iscrizioni", then "Bandi di mobilità internazionale" and finally "Pubblicazione dati Graduatoria".

➔ I checked the first provisional ranking list and my status is "ESCLUSO". Why? Can I have further information about the reason I haven't been selected?

The reason why you haven't been selected and the score obtained will be visible for each destination of your choice next to the status "ESCLUSO". For further information please contact your School/, since they reviewed your application.

You can find the correct contacts here: [Departmental coordinators for international mobility and Polo offices](#).

➔ Is it possible to withdraw from the Programme even after I have accepted the destination?

Yes, you can withdraw from the Programme at any time and no penalties will apply. You will have to notify the withdrawal by sending an email to internationalexchange@unito.it from your UniTO e-mail account.

➔ Following the procedure to accept the Erasmus destination, the system requires me to select the semester of departure. I am still not sure when I will start my mobility, which semester should I select?

When confirming the destination, it is necessary to indicate the starting semester of your mobility, regardless of the number of months set out for the selected destination.

If you haven't decided yet, we suggest you consider the activities you wish to carry out abroad. If you are planning on attending classes, verify on the website of the Host Institution when the courses you are interested in are taking place. When we transmit your information to the Host Institution (nomination), we will also indicate your semester of choice. Please be aware that it is up to Host Institution to finally approve your acceptance as an Erasmus+ student and confirm the semester of departure, according to their own deadlines and procedures.



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➔ **Can I freely decide if I start my mobility in the first or second semester?**

Each student can autonomously choose the semester of departure, taking into account the number of months set out for their destinations and the activities he/she is planning to carry out abroad. Deadlines and procedures in place at the Host Institution should be considered. Please note that if the number of months set out for your destination is 8 or more, you have been selected for a full academic year mobility and the departure is usually foreseen for September.

If you are planning on attending classes, verify on the website of the Host Institution when the courses you are interested in are taking place. If you are planning on carrying out an internship or doing research for your final thesis, you should contact the Host Institution for their approval.

➔ **Will I be able to modify the semester of departure on a later stage?**

Each student can autonomously choose the semester of departure, taking into account the number of months set out for his/her destination and the activities he/she is planning to carry out abroad. Deadlines and procedures in place at the Host Institution should be considered, too. If you wish to postpone or anticipate your departure, you should contact the Host Institution for their approval.

➔ **Is it possible to modify the level of the mobility from UG to PG and vice versa?**

No, the level of the mobility is based on what has been stipulated in the Bilateral Agreement signed by UniTO with the Host Institution.

We suggest that you verify on the website of the Host Institution if you have access to the courses you would be interested in, considering that different Institutions have a different level of flexibility and/or different restrictions in place.

4. Revision requests

➔ **I noticed some anomalies in my results, what can I do?**

If you found an anomaly in the outcome of your application, you can submit a request for it to be reviewed, which must be justified (see [Phase 2 – Table 1](#)).

You can only apply for a review for one or both of the following reasons:

- incorrect attribution of additional score;
- incorrect exclusion.

Your request must be submitted via Google Form within **3 calendar days** from the publishing of the provisional ranking list. Requests submitted in any other way won't be considered.

The Google Form is available at the following path: www.unito.it - Internazionalità - Studiare e lavorare all'estero - Erasmus+ - Erasmus per studio - Come candidarsi - Bando Erasmus per studio.

Your request will have to be adequately motivated, attaching documentation when needed. Please be aware that documentation (e. g. proof of language skills) which was not included in the original application, won't be considered at this stage.

The Evaluation Committee of your School/Department of reference, will examine and assess all requests for review. If you requested a review, you will receive feedback via email on whether the designated Evaluation Committee has accepted your request.



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5. Reallocation phase

➔ **I haven't been assigned to any destination. If the students who are before me in the ranking list refuse the mobility, could I end up being the winner?**

After Phase 4 (accepting/refusing the mobility), eligible students not yet assigned will be transferred to destinations with places made available by students refusing or failing to accept their destination (See [Phase 5 – Table 1](#)). Those who still don't have a position could be assigned a place in destinations left vacant following the Evaluation Committee procedures. Students can be reallocated by a public Call or an official assignment (see Allegato I/[Annex 1](#)). It is not necessary to apply again in order to participate in the reallocation.

➔ **If am selected during the reallocation phase, will it be by a public call or by an official assignment?**

Students can be reallocated by a public Call or an official assignment (see Allegato I/[Annex 1](#) for details):

A. Reallocating by single ranking: Eligible candidates are placed in a single ranking based on their highest score and destinations available are assigned in descending order of score;

B. Reallocation by language (English, French, German, Portuguese, Spanish and any other languages, if in [Annex 1](#)).

During this phase students can be assigned to any destination with available slots and not necessarily to the destinations selected in their application.

The second ranking (ultimate ranking) will be published starting from the 17th April 2023, according to the timeframe of each School/Department.

➔ **If I am selected during the reallocation phase, what should I do?**

If you are a winner ("ASSEGNATO") in the second ranking, you must accept or refuse the Erasmus+ destination which you have been selected for within 5 calendar days from the publishing of the list.

You will not be offered other destination if you reject the one you have been assigned to and you will not be able to participate in an Erasmus+ mobility for Studies in 2023/2024 (see [Phase 7 - Table 1](#)).

➔ **When will the reallocation phase begin and how will it unfold? Could I be assigned to a destination that I did not select in my application?**

After Phase 4, eligible students not yet assigned will be transferred to any destination with places made available by students refusing or failing to accept the mobility and therefore not necessarily to the destinations selected in their application.



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STUDENTS AWARDED OF AN ERASMUS+ MOBILITY

1. Nomination and Application form

➔ **I have accepted the destination I have been awarded to, what should I do now?**

If you have accepted the Erasmus mobility, you must check the admission procedure by yourself (application form), the modalities and the Host university's deadlines by consulting the website of the partner university's website. The sending of the application form is the sole responsibility of the student.

➔ **Nomination and application have the same deadlines?**

Usually the nomination deadline is set before the application deadline. Please check the Host university website for the updated information about the application deadlines and procedures.

➔ **Language skills: for destinations where "Recommended" is indicated, does this mean that it is not binding?**

Generally, 'Recommended' indicates the instruction language level required to attend courses and take examinations offered by the Partner university, although a language certificate or certificate is not required.

For admission to the partner university, please consult the Host university website and, for clarification, contact the partner university incoming/exchange/international students' office directly.

➔ **Language skills: for destinations where "required" is indicated, does this mean that I must have a recognised international certificate or is it also acceptable to have a certificate issued by CLA or another language centre?**

The indication 'Required' means that the partner university requires a language certificate proving language skills in order to admit the student to classes. When an international certificate is required, the type of certificate needed is also specified, sometimes even the grade obtained (e.g. IELTS 6.0, TOEFL, etc.).

For admission to the partner university, please consult the Host university website and, for clarification, contact the partner university incoming/exchange/international students' office directly.

➔ **Language skills: If a university requires a certificate, do I have to have it when I send my application or do I have to attach it to the application form that I will send to the partner university?**

You must check the deadline by which the partner university requires you to receive the language certificate by consulting the Application Form procedure on the Host university website.

➔ **Language skills: If I see among the "Additional Requirements" (language requirements) the words B1 English, B1 French... what should I do?**

In this case, it is likely that the Partner university offers some courses in English and others in French for which the language requirements may also be different depending on the language of instruction. You should check whether you have the language level, and any language certification required, of the language of instruction by consulting the course catalogue on the host university's website.



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➔ **The host university requires a language certificate, is there an agreement with the Centro Linguistico di Ateneo (CLA)?**

Yes, this is the "Passport to Europe". Students who have won an Erasmus mobility for study 2023/2024 will be able to take a language test of the destination country at the CLA (Centro Linguistico di Ateneo), after which they will receive a certificate of their language level. This certificate may be presented to the partner universities. You will have to check directly with the host university whether it accepts the CLA language certificate. Information will soon be updated on <https://www.cla.unito.it/it>.

➔ **The Host University requires a Transcript of Records, or an official document stating all the exams I did at UniTo. Where can I find it?**

If your Host University asks for an English Transcript of records containing a list of the exams you passed at UniTo, you can:

- download from MyUnito the comprehensive list of the exams already passed and translate it. Please note that this is a **self-declaration**;
- ask to your Segreteria Studenti for an **official certificate** in Italian or in English. Issuing this document, however, will require the payment of a fee (*marca da bollo*) in compliance with the Italian laws.

➔ **Do I have to take care of any health insurance myself?**

During the entire Erasmus mobility period, the University's insurance cover is extended to cover **civil liability and accidents** while carrying out teaching activities at the partner university. This cover is guaranteed only if you are regularly enrolled at UniTO and the relevant documentation will be sent by email in June/July 2023.

The extended University insurance cover is not a health insurance policy. It is therefore necessary to check the rules of access to the national health system of the country of destination and, if necessary, to take out supplementary health insurance.

More details on the University's insurance coverage are available [at the following link](#).

➔ **Are there university halls of residence reserved for Erasmus students?**

This depends on the Host university. If there is a campus, you may need to apply for accommodation. Check directly on the website of the Host university or contact the International Relations Office of the partner university by email or telephone for more information.

If there is no campus with student halls of residence you will need to search for accommodation on the internet. We suggest you contact local student associations for advice and/or help in finding accommodation.

2. Learning Agreement

➔ **Who should I contact in order to agree on the individual examinations/internships/thesis to be carried out during the mobility period? By when do I have to prepare the Learning Agreement?**

The approval of the Learning Agreement (study abroad plan) is the responsibility of your *course of study International Mobility Tutor*.



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The [list of CDS International Mobility Teaching Managers](#) is published on the [instructions for outgoing students' page](#).

Unless there are specific deadlines dictated by your course of study or the host university, the Learning Agreement must be approved by the lecturer in charge AT LEAST 15 DAYS PRIOR TO DEPARTURE, however, some partner universities require the approved Learning Agreement at the time of sending the Application form. Check what your course of study and the host university provides.

➔ **Can I carry out thesis research or an internship during my mobility period?**

As indicated in the [Guidelines for the recognition of educational activities carried out abroad](#), it is possible to carry out thesis research/curricular work experience during your mobility.

In order to apply for recognition of this activity, it is necessary for it to be included in the Learning Agreement and for you to provide us with a certificate of placement/research activity carried out on your return. For the approval of the Learning Agreement and the number of CFUs to be included in it, we remind you that you must contact your course of International Mobility Tutor.

Finally, we would like to point out that the **host universities may impose limits on the above-mentioned activities**. We therefore advise you to enquire in advance in order to find out whether you can actually be authorised.

➔ **I am in my second year of a Master's degree and I would like to do an Erasmus mobility abroad but I have finished my courses, what can I do? Can I use supernumerary credits?**

During your Erasmus mobility for study at a foreign university you can carry out activities aimed at writing your dissertation. Please carefully read the [Guidelines for the recognition of educational activities carried out abroad](#). For the recognition of any extra credits (*crediti sovrannumerari*), please consult the International Mobility Contact Person for your course of study, as they are responsible for approving the Learning Agreement. The list of contact persons can be found on the [instructions for outgoing students' page](#).

Please note that extra credits (*crediti sovrannumerari*) will not be taken into account in case of the payment for the part B of the Erasmus grant (*contributo integrativo*).

➔ **Can I also include in my LA examinations offered by the partner university which are scheduled in subsequent years to mine?**

Any clarifications and specific indications on the Learning Agreement (study abroad plan) must be requested from your course of study International Mobility Tutor for, as they are responsible for approving it.

The list of tutors can be found on the [instructions for outgoing students' page](#).

➔ **Once the examinations to be taken at the host university have been agreed, can they subsequently be changed?**

Once the mobility has started, it is possible to modify the Learning Agreement (in the "During the mobility" section of the document), which will have to be approved again by both the Host University tutor and the UniTo tutor. Please refer to the [Vademecum](#) for more information.



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3. Financial contribution

➔ **When will I have to provide the details of the account on which I wish to receive contributions? Will I be able to provide a European rather than an Italian bank account?**

The details of the bank account on which you wish to receive the grants will be requested at a later stage, when the Erasmus 2023/2024 **financial contract** is formalised, and only for students who have been awarded an Erasmus study mobility. You can provide an Italian or European current account, in your name or jointly held.

➔ **How much is the Erasmus mobility grant?**

The **monthly EU grant (Item A)** is paid to all the winners of the Erasmus+ call for studies a.y. 2023/2024. It varies according to the COUNTRY OF DESTINATION from 250.00 euro per month up to 700.00 euro per month.

As regards the **Supplementary Grant for the economically disadvantaged (Item B)**, it is granted on the basis of specific requirements:

1- Economic-patrimonial requirements (before the start of mobility): Possess an ISEE* with a value between 0 euro and 50,000.00 euro. The amount of the supplementary contribution, granted to eligible applicants, will vary according to the ISEE value,

2- Merit requirements (to be met at the end of the mobility period):

At least one of the following:

- ✓ career recognition of an average of at least 2 CFUs per month for the mobility period;
- ✓ documented activity for a thesis and/or internship involving career recognition of at least 1 CFU for international mobility;
- ✓ In the case of mobility as part of the PhD programme, only the economic and financial requirements must be met, together with documented research and/or training activities.

For further clarification please read carefully art. 7 of the [Erasmus call for Studies](#).

➔ **In order to receive supplementary grants (item B) is it necessary to submit the ISEE?**

For the payment of supplementary contributions, the ISEE presented to the University for the 2022/2023 academic year student contribution will be considered.

Those who have not presented their ISEE to the University for the academic year 2022/2023 and who are the winners of Erasmus mobility for study purposes may receive the grant awarded on the basis of the country of destination (Item A) but will not receive the supplementary contributions (Item B).

The only exceptions are allowed to:

- EXCEPTION 1: associated students,
- EXCEPTION 2: students exempt from tuition fees on the basis of Article 3.3 and Article 15 of the 2022/2023 Academic Year Fees and Contribution Regulations,
- EXCEPTION 3: recipients of EDISU scholarships for the academic year 2022/2023.

Only those who fall within the cases indicated in EXCEPTIONS no. 2 OR no. 3 may send a copy of their ISEE/ISEE parity for the year 2023 to the International Mobility and Education Section at internationalexchange@unito.it starting from 23rd February 2023 and **no later than 31 May 2023 regardless of the outcome of the rankings**.

For further clarification please read carefully art. 7 of the [Erasmus call for Studies](#).



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➔ **Does the financial contribution cover travel expenses?**

A travel grant, if applicable, is envisaged according to Article 7 of the [Erasmus call for Studies](#).

In order to make international mobility increasingly inclusive and sustainable, two different types of contribution are envisaged for travel expenses incurred during Erasmus+ mobility:

- TYPE 1: TRAVEL GRANT is a grant payable to the beneficiaries of Erasmus Studio mobility a.y. 2023/2024 who, on the basis of the Ministerial values, are in a condition of economic hardship;
- TYPE 2: TOP UP TRAVEL GREEN is a travel grant for beneficiaries of Erasmus Studio mobility a.y. 2023/2024 who will undertake a green trip in order to reach their destination and who do NOT receive the "TRAVEL GRANT" grants referred to in type 1.

➔ **Does the financial contribution cover accommodation expenses?**

There are no additional contributions to cover accommodation.

4. Students with special needs

➔ **How does Erasmus work for students with disabilities or DSA? Are there any specific requirements or information?**

If you are a successful candidate, we recommend that you contact the host university as soon as possible to ask about the services offered to students with special needs, so that you can start organising your mobility as soon as possible.

There are ad hoc grants for students with special needs (Part C of the grants, as per Art.7 of the [Erasmus call for Studies](#) which are based on the reimbursement of disability-related expenses actually incurred during mobility. Information updated to the 2023/2024 academic year will be published on the UniTO Portal at the [following link](#).

5. International students

➔ **I am a non-EU student and I am the winner of an Erasmus mobility scheme for study purposes, do I have to submit specific documents to the university of destination?**

A non-EU student who has won an Erasmus mobility scheme for study must check - well **in advance of departure** - the rules of access for non-EU students to the country of destination and the visa and residence permit application procedures. They must also check the expiry date of the residence permit: if the residence permit is due to expire before the start or during the planned international mobility period, it is **NECESSARY** to take timely action in order to renew it.