

POLITECNICO DI TORINO	I TORINO02	Prof. Gianfranco CHIOCCHIA Erasmus+ Institutional Coordinator Tel. +39.011. 090. 8667/8664/8660 - Fax +39.011. 090.8666 E-mail: mobilita.studenti@polito.it Dott.ssa Anna SOLARO - Department of International Affairs -Mobility Unit Outgoing-Head of Unit C.so Duca degli Abruzzi, 24, 10129 Torino (Italy) Tel. +39.011. 090. 8667/8664/8660 - Fax +39.011. 090.8666 E-mail: mobilita.studenti@polito.it	https://didattica.polito.it/offerta/index_en.html
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B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

Student mobility:

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P LISBOA03	I TORINO02	0722	MATERIALS (glass, paper, plastic and wood)	2 nd	2 students x 6 months (each)	/
I TORINO02	P LISBOA03	0722	MATERIALS (glass, paper, plastic and wood)	2 nd	2 students x 6 months (each)	/

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

Staff mobility:

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
P LISBOA03	I TORINO02	0722	Materials (glass, paper, plastic and wood)	2TBD – 8hours	/
I TORINO02	P LISBOA03	0722	Materials (glass, paper, plastic and wood)	2TBD – 8hours	/

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
I TORINO02		Italian	English	*	LANGUAGE 1 or LANGUAGE 2: B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

*POLITECNICO DI TORINO:

Language 1

For exchange students who intend to follow only courses held in Italian language: B1.

Italian certification accepted available at this link:

http://international.polito.it/it/ammissione/programmi_di_scambio/exchange_students_language_requirements

Language 2

For exchange students who intend to follow only courses held in English language: B1

English certification accepted available at this link:

http://international.polito.it/it/ammissione/programmi_di_scambio/exchange_students_language_requirements

Language 1+2

For exchange students who intend to follow courses in English and Italian: B1 for both languages.

Language certification accepted available at this link:

http://international.polito.it/it/ammissione/programmi_di_scambio/exchange_students_language_requirements

Language 1 or 2

For Exchange students who only undertake project work (and do not visit taught courses): B1 depending on the language chosen for the thesis in accordance with the academic advisor.

Language certification accepted available at this link:

http://international.polito.it/it/ammissione/programmi_di_scambio/exchange_students_language_requirements

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

POLITECNICO DI TORINO

Information about infrastructure to welcome students and staff with disabilities available at this link:

<https://didattica.polito.it/disabili/index.html>

WELCOME ORIENTATION MEETINGS

All incoming students are strongly invited to attend the Welcome Orientation Meeting, that is held few weeks before the beginning of lectures, since it is the official moment for the incoming students registration in our institution and it is the best opportunity to ask all the questions that may arise during the first days at the Politecnico di Torino (Learning agreement, academic advisors, lecture timetable, accommodation, students' canteen, sport facilities, Italian language courses, etc) and in Italy.

Mentor students are assigned to the incoming students.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	May 31 st	October 31 st
I TORINO02	Deadline available on Politecnico di Torino Website: http://international.polito.it/en/admission/exchange_programmes/2013_14_academic_calendar_and_deadlines	

	<p>APPLICATION</p> <p>Nominate your students by e-mail to the following account: incoming.students@polito.it with the following details: name, surname, e-mail, ID/Passport Number, field of study (subject area for Erasmus partners only) and study period (semester(s) of exchange). Shortly after your nominations the student receives a message from the Incoming Mobility Office with log-in information and instructions on how to complete the online application.</p> <p>The on-line application is intended to provide general information about the applicant and the home university. It is completed and submitted on-line. Do not send us any paper applications or supplementary documents.</p> <p>In the application, students will find a specific section concerning the accommodation, Politecnico arrange accommodation for incoming students provided that they submit their online application within the stated deadline. Rooms are distributed on a first-come, first-served basis.</p>
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2. The receiving institution will send its decision within **4 weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than **5 weeks** after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

In case of termination a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one academic year will only take effect as of 1 September of the following academic year. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

F. Information

1. Grading systems of the institutions

UNIVERSIDADE NOVA DE LISBOA

Information available at:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

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Information about Politecnico di Torino grading system is available at this link: <https://didattica.polito.it/ECTS/grading.html>

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors
I TORINO02	Incoming Mobility Office incoming.students@polito.it +39011090.8652/8655/8649	http://international.polito.it/admission/exchange_programmes/visa_release

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
I TORINO02	Foreign Citizens Office foreign.citizens@polito.it +39011090.8695	http://international.polito.it/en/practical_information

UNIVERSIDADE NOVA DE LISBOA

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance: (http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

4. Housing





The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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code]		
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
I TORINO02	Foreign Citizens Office foreign.citizens@polito.it +39011090.8695	http://international.polito.it/en/practical_information

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator, Prof. João Sâãgua	24/10/2014	 
I TORINO02	Prof. Gianfranco CHIOCCHIA ERASMUS+ Institutional Coordinator	23/10/2014	 

⁷ Scanned signatures are accepted