HAVING REGARD to the existing Erasmus+ inter-institutional agreements or those currently being drawn up between the Politecnico di Milano and its university partners for the purposes of enabling its students to spend a university recognised study period abroad;

HAVING REGARD to inter-university agreements between the Politecnico di Milano and its extra-European university partners for the purposes of enabling its students to spend a university recognised period of study abroad;

HAVING REGARD to inter-university agreements between the Politecnico di Milano and its European university partners for the purposes of enabling its students to spend a university recognised period of study abroad with the objective of graduating with a Double Degree;

HAVING REGARD to the Erasmus Charter for Higher Education 2014-2020 assigned to the Politecnico di Milano by the European Commission;

HAVING REGARD to the "International Student Mobility Management Guidelines" approved by the Academic Senate of 23.10.2017 and by the Board of Governors of 31.10.2017

HAVING REGARD to the deliberation of the Academic Senate of 19.11.2018

HAVING REGARD to deliberation of Board of Governors of 27.11.2018

HEREBY DECREES

the publication of the present Call for Applications to take part in the programme for International Mobility (Double Degree and Short-term Mobility) for the 2019-20 academic year of which the document attached to this present declaration, constitutes an integral part.

Milan,

This document is digitally signed according to the Italian law (CAD – D. Lgs 82/2005 e s.m. e i., art. 21 c.1.2)

The Manager
Dr. Assunta Marrese
Call for applications to participation in the International Mobility Programmes for the academic year 2019/2020
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► stm  The Short-term International Mobility
GENERAL INFORMATION

Politecnico di Milano offers to its students the opportunity to participate in international Mobility programmes, based on agreements with many partner institutions.

Opportunities offered include:

- Erasmus mobility for study and/or final project research purposes;
- Extra-European mobility for study and/or final project research purposes;
- Mobility for Double Degree with European partner universities in the Erasmus+ programme and partner universities in extra-European countries.

On the basis of the inter-institutional agreements signed by Politecnico di Milano and the partner universities, the student in international mobility will be able to:

- attend courses and take exams in the partner university;
- access the services offered to students regularly enrolled at the partner university without the obligation to pay the tuition fees;
- receive full academic recognition for activities completed satisfactorily during the mobility period, in accordance with the learning agreement.

In order to participate in International Mobility for Study, the students must:

1. at the time of departure, be enrolled in at least the second year of a three-year laurea programme at the Politecnico di Milano, or be next to the end of their studies who are not required to enrol to the academic year (see. Art. 11 of “Regolamento in materia di contribuzione studentesca”);
2. arrange the renewal of the enrollment for the a.y. 2019/20 within the deadline provided, if due;
3. regularly pay the student contribution due for the a.y. 2019/20 to the Politecnico di Milano. The students are exempted from payment of fees at their host university. However, host institutions may require payment of a small fee to cover insurance costs, membership of student unions or the use of various materials (photocopies, laboratory products, etc.) under the same conditions as local students;
4. sign before departure and follow the Mobility Agreement regulating the relationship

---

1 EU countries that take part in the Erasmus+ Programme: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary, as well as the countries of the European Economic Area: Iceland and Norway, the countries candidates to the EU (Turkey and Yugoslav Republic of Macedonia) and United Kingdom.

2 All Countries not listed at point 1 are considered Extra-European Countries, here including Switzerland. All mobilities towards those countries are extra-European mobilities.
between students and the Politecnico di Milano while abroad and submit all required documentation;
5. respect the regulations and academic calendar of the host university;
6. spend the entire study period at the host university as agreed, sitting examinations as appropriate.

1.1 THE INTERNATIONAL MOBILITY FOR DOUBLE DEGREE

Double Degree programmes enable Politecnico di Milano students to spend a period of study abroad, attending programmes designed to enable them to graduate with Italian and foreign qualifications of equal standard.

Participation conditions vary according to place of study abroad, year of attendance and academic requirements. In most cases, these programmes include:

- the attendance for one to two academic years at a university partner institution
- obtaining a maximum of 120 ECTS (equivalent to CFU credits) of which a maximum of 60 must have been recognised by the Politecnico di Milano
- obtaining a minimum of 60 ECTS credits at the Politecnico di Milano
- discussion of their laurea thesis at Politecnico di Milano and university partners, where required.

It should be noted that, however, the duration of mobility and the number of available places are bound by the agreement with the partner university.

For further information on the subject of the characteristics in each agreement, please refer to the attachments to the present Call for Applications (attachments no. 1/2/3/4).

RECIPIENTS AND PARTICIPATION REQUIREMENTS

Politecnico di Milano students enrolled in the following, are eligible to apply for Double Degree programmes within the time frames and respecting the rules set out in this Call for Applications:

- laurea (equivalent to Bachelor of Science) programmes
- laurea Magistrale (equivalent to Master of Science) programmes
- single cycle Laurea Magistrale programmes
- single programmes

Applicants are further advised to consult attachments no. 1/2/3 in order to identify the year of study in which they are eligible to apply and the minimum academic requirement, where applicable, for the access to each of the Double Degree programmes.

The minimum academic requirement could be also verified by the Partner institution at the moment of nomination or admission to courses.

Each individual school or study programme can draw up specific eligibility requirements within its own Educational Rules and these are to be considered binding in selection procedures. It is therefore recommended to consult the Educational Rules of your study programme.

Students with non-Italian citizenship cannot apply to carry out a study period abroad in
either their citizenship country or in their country of academic origin.

1.2 SHORT-TERM INTERNATIONAL MOBILITY

Short-term International Mobility Programmes enable Politecnico di Milano students to spend a period of study abroad, attending programmes designed to enable them to obtain credits that can be used in their academic career.

The duration of Short-term Mobility may vary from a minimum of 3 months to a maximum of 12 months. It should be noted that, however, the duration of mobility and the number of available places are bound by the agreement with the partner university.

The Erasmus Mobility must take place between 1 June 2019 and 30 September 2020.

The extra-European Mobility must take place between 1 June 2019 and 31 December 2020 and it cannot start after 31st July 2020.

RECIPIENTS AND PARTICIPATION REQUIREMENTS

Politecnico di Milano students, enrolled in the following, are eligible to apply for a place of Short-term International Mobility, within the time frames and respecting the rules set out in this Call for Applications:

- laurea (equivalent to Bachelor of Science) programmes
- laurea Magistrale (equivalent to Master of Science) programmes
- single cycle Laurea Magistrale programmes
- single programmes
- programmes of the Ph.D. School

Each individual school or study programme can draw up specific eligibility requirements within its own Educational Rules and these are to be considered binding in selection procedures. It is therefore recommended to consult the Educational Rules of your study programme.

Attention!

Students, currently enrolled in the third year of a three-year laurea programme or single programmes matriculating to a laurea magistrale programme in the second semester of a.y. 2018/19, will be able to carry out the mobility both in first and second semester of the a.y. 2019/20.

Students, currently enrolled in the third year of a three-year laurea programme or single programmes matriculating to a laurea magistrale programme in the first semester of a.y. 2019/20, will be able to carry out the international mobility only in the second semester of the same year.

Students, currently enrolled in the third year of a three-year laurea programme matriculating to a laurea magistrale programme in the second semester of a.y. 2019/20, will not be able to carry out the international mobility in the semester of registration.
Students, currently enrolled in the third year of a three-year laurea programme and that will not graduate within the deadline provided, to enrol to a laurea magistrale programme during the a.y. 2019/20, will be able to carry out international mobility both during first and second semesters of the same year and as long as they are enrolled in a three-year laurea programme.

2. CHOICE OF PARTNER UNIVERSITIES FOR WHICH TO APPLY

For each International Mobility Programme (Double Degree, Short-term Mobility), the list of partner universities of Politecnico di Milano, for each Study Programme, is available under International Context a.y. 2019/2020 of the Degree programme.

To ensure their applications are valid and effective students are further invited to consult:

- the web sites of partner universities (academic offer and calendar, language requirements, deadlines for submission of applications, etc.);
- any additional information provided by the Study Programmes, Mobility Referees/Promoters, the StuDesk of reference, and the Educational Rules of your Study Programme available on the University Web site.

Attention! Students with non-Italian citizenship, regularly enrolled, cannot apply to carry out a study period abroad in either their citizenship country or in their country of academic origin.

Attention! In any case, in order to carry out the mobility, the student selected is subject to be accepted by the partner university, which can always define restrictions and limitations to mobility.

Note that certain specific mobility projects can only be confirmed after the final renew of the agreements still in negotiation.

Furthermore, please note that partner university educational provision may be subject to amendments such as that it will not be possible to use the exchange project suggested.

Attention! Many partner institution admission requirements include language mastery certified by official documents. The candidate must check on the web site of the partner university, the existence of any restriction that can affect the mobility, and prepare the necessary documentation to prove the requirement concerning the language competence within the terms set by the partner university.
3. APPLICATION SUBMISSION

Students of Politecnico di Milano who are interested to apply for a Double Degree Mobility and/or Short-term Mobility Programme for study are required to compulsorily complete the online application through the application "International Mobility for Study" available in the Personalised Online Services, from 29 November 2018 to 10 January 2019 (within midday).

ATTENTION!

To the students enrolled in the Laurea Study Programme in:
  - Ingegneria e Tecniche per l'Edilizia e l'Architettura
  - Ingegneria Edile e delle Costruzioni
and enrolled in the Laurea Magistrale Programmes in:
  - Ingegneria Edile-Architettura (single cycle programmes);
  - Ingegneria dei Sistemi Edilizi;
  - Building and Architectural Engineering
  - Management of the Built Environment

will be subject to the application, assessment and selection rules and procedures of the study programmes of the Schools of Engineering.

Below in this Call, for the sake of brevity, these programmes will be joined and referred to with the words "AUIC - Engineering"

The student who wants to apply for both Double Degree Mobility and Short-term Mobility must submit two applications. AUIC Architecture and Design School students, who submitted two applications, must attach only one portfolio, that will be available for both applications, and two profiles (curriculum vitae and motivation letter), one for each application.

The list below shows the attachments to be submitted together with your application, to upload online in A4 and PDF format:

<table>
<thead>
<tr>
<th>AUIC - Architecture</th>
<th>· Portfolio - maximum size 10 MB, with definition of images with maximum 300 dpi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>· Profile: Curriculum vitae and motivation letter in English - maximum size 2 MB</td>
</tr>
<tr>
<td>Engineering and AUIC - Engineering</td>
<td>No attachment to the application is required</td>
</tr>
<tr>
<td>Ph.D. Programme</td>
<td>· Curriculum vitae, list of publications, description of the activity you plan to carry out, possible letter of acceptance of the partner university - maximum size 2 MB</td>
</tr>
</tbody>
</table>
By applying for the International Mobility for Double Degree, the student can select up to 5 preferences.

By applying for Short-term International Mobility, all students, excluded those enrolled in the Ph.D. School, can select up to 10 preferences.

Students, enrolled in the Ph.D. School, can select up to 6 preferences.

For each of the selectable partner universities, the student will be able to see, at the time of the application, the number of places available in the Call a.y. 2019/2020, and the number of preferences expressed by the candidates to the Call a.y. 2018/2019 if that partner university has been selected as available for the Call.

**Note**: Students, who have completed the Laurea Study Programme (or equivalent qualification) at an Italian university other than Politecnico di Milano, will have to self-certify, in the appropriate section of the online application, the weighted average of the taken exams, of which the maximum value is 30, and the first year of registration (the first year of enrollment in a Laurea, equivalent to Bachelor of Science, study programme). The total credits obtained in the first cycle will be, in any case, considered equal to 180.

Any self-certified data that does not meet the requirements will lead the candidate to be excluded from the selection process. In the event that self-certified data should subsequently be revealed to be untrue or falsified, benefits obtained on the basis of such untruthful declarations will be withdrawn pursuant to article 75 of DPR 445/2000.

Students, currently enrolled in the third year of a three-year laurea programme or single programmes, will be required to state the Study Course they want to attend in the a.y. 2019/2020. Selection will be made on the basis of student statements during the application process. Participation may not take place in the event that the institution assigned is not compatible with the study programme effectively registered/enrolled in.

**Students who have not uploaded the portfolio and profile, if required, and have not expressed at least one preference, will be considered as not assessable, and excluded from selection for International Mobility for the a.y. 2019/2020.**

**SPECIAL PROJECTS**

**MEDes**

Design School students will have the opportunity to apply for the MEDes Project, where possible. Candidates will have to make this choice as their first preference, otherwise it will not be taken into account. The Promoter of the MEDes agreement can set up individual interviews with the candidates, during which they will be able to express the order of preference of MEDes universities. The partner university of destination will be decided in the Board Meeting in March 2019.

For further details on MEDes Project, please visit the Web page: [http://www.design.polimi.it/area-internazionale/medes/](http://www.design.polimi.it/area-internazionale/medes/)
**Alliance4Tech**

Students enrolled in:

- Laurea Study Programme in Management, Economics and Industrial Engineering (third year)
- Laurea Study Programme in Computer Science Engineering (third year)
- Laurea Study Programme in Mechanical Engineering (third year)
- Laurea Magistrale Study Programme in Computer Science and Engineering – Computer Science Engineering
- Laurea Magistrale Study Programme in Management Engineering – Management, Economics and Industrial Engineering
- Laurea Magistrale Study Programme in Mechanical Engineering – Mechanical Engineering

will have the opportunity to apply for the **Alliance4Tech Project**, that must be stated as preference among the 10 available. The partner university where the Mobility will be actually carried out will be defined later.

For further details on Alliance4Tech Project, please visit the Web page: [http://www.alliance4tech.eu/](http://www.alliance4tech.eu/)

**QTEM**

Students enrolled in:

- Laurea Study Programme in Management, Economics and Industrial Engineering (third year)
- Laurea Magistrale Study Programme in Management Engineering – Management, Economics and Industrial Engineering

will have the opportunity to apply for the **QTEM Project**, that must be stated as preference among the 10 available. The partner university where the Mobility will be actually carried out will be defined later.

In order to take part in the QTem project, selected students must pass the GMAT/GRE test, with a GMAT (or GRE equivalent) score of at least 650 within 15 April 2019.

Selected students for a QTEM mobility who do not fulfill the above said request within the deadline, cannot take part in the QTem project nor can they be re-assigned to another international mobility for the academic year 2019/2020.

For further details on QTEM Project, please visit the Web page: [http://www.qtem.org/](http://www.qtem.org/)
ERASMUS+ PROGRAMME KEY ACTION 107 – EXTRA EUROPEAN COUNTRIES

Below is a list of the mobilities envisaged by the specific approved projects for a.y. 2019/2020 with an indication of their duration and planned contribution. For the specific Degree Programmes for which the mobilities are available please see attachment n° 5 to the present Call.

Students who want to apply will have the possibility to select one or more KA107 preferences, where possible, among the 10 available.

The mobilities Erasmus+ KA107 must necessarily end by 31 July 2020. In order to be covered by a KA107 financial contribution the mobilities must have a duration of minimum 3 months.

<table>
<thead>
<tr>
<th>Destination country</th>
<th>Partner University</th>
<th>n° of participants</th>
<th>Total duration (full months) x participant</th>
<th>Travel grant per participant €</th>
<th>Individual support per participant €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>University of New South Wales</td>
<td>1</td>
<td>4</td>
<td>1.500,00</td>
<td>2.800,00</td>
</tr>
<tr>
<td>Azerbaijan</td>
<td>Azerbaijan University of Architecture and Construction</td>
<td>2</td>
<td>3</td>
<td>530,00</td>
<td>2.100,00</td>
</tr>
<tr>
<td>Georgia</td>
<td>Georgian Technical University</td>
<td>2</td>
<td>3</td>
<td>360,00</td>
<td>2.100,00</td>
</tr>
<tr>
<td>Israel</td>
<td>Shenkar College of Engineering, Design and Art</td>
<td>3</td>
<td>5</td>
<td>360,00</td>
<td>3.500,00</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>The Chinese University of Hong Kong</td>
<td>6</td>
<td>4</td>
<td>1.500,00</td>
<td>2.800,00</td>
</tr>
<tr>
<td>Armenia</td>
<td>National University of Architecture and Construction of Armenia</td>
<td>3</td>
<td>3</td>
<td>360,00</td>
<td>2.100,00</td>
</tr>
<tr>
<td>Russia</td>
<td>Moscow Architectural Institute</td>
<td>2</td>
<td>5</td>
<td>360,00</td>
<td>3.500,00</td>
</tr>
<tr>
<td>Russia</td>
<td>Saint Petersburg State Polytechnical University</td>
<td>3</td>
<td>5</td>
<td>360,00</td>
<td>3.500,00</td>
</tr>
<tr>
<td>USA</td>
<td>Drexel University</td>
<td>4</td>
<td>6</td>
<td>820,00</td>
<td>4.200,00</td>
</tr>
<tr>
<td>Serbia</td>
<td>University of Belgrade</td>
<td>2</td>
<td>5</td>
<td>275,00</td>
<td>3.500,00</td>
</tr>
<tr>
<td>Serbia</td>
<td>University of Novi Sad</td>
<td>1</td>
<td>3</td>
<td>275,00</td>
<td>2.100,00</td>
</tr>
</tbody>
</table>

The above detailed amounts are to be intended per participant.

Only first selected students in the ranking list will be granted the contribution within the Erasmus+ KA107 Programme, until the numbers of above detailed participant grants are reached.
4. EVALUATION OF CANDIDATES: THE “GRADO”

The evaluation of the student’s academic career takes place through the application of the function called GRADO formula. The value generated by the formula, the GRADO, takes into account the average, the ECTS, and the time spent in the academic career. For equal average and ECTS, the formula gives more opportunities to students who achieved the same results in a shorter time.

GRADO is calculated automatically during the selection process using data of the student’s academic career on the date of 31st of December 2018.

The GRADO is calculated as follow:

\[
\text{Media totals} + 0.1 \left( \frac{\text{CFU}_{1\text{st level}} + \text{CFU}_{2\text{nd level}}}{\text{Annit di immatricolazioni totali} - 1} - 30 \right)
\]

where

\[
\text{Media totals} = \frac{\text{CFU}_{1\text{st level}} \cdot \text{Media}_{1\text{st level}} + \text{CFU}_{2\text{nd level}} \cdot \text{Media}_{2\text{nd level}}}{\text{CFU}_{1\text{st level}} + \text{CFU}_{2\text{nd level}}}
\]

"Total years of registration" means all years since the first registration to any study programme. Therefore, the years of possible suspension from studies are also included.

To the GRADO value, a 3-point bonus will be added to the student that never carried out the mobility for study reasons or that, although being the recipient of an international mobility to be carried out in the second semester of the a.y. 2017/2018, s/he renounced to it, through the online service, within 10.01.2019, at midday.

The three-year study programme, obtained in foreign Universities is considered as an international mobility.

Therefore, the GRADO can reach a maximum value of 33 points + 3 bonus points.

In the event that two students have the same number of points, priority in the ranking list will be given to the student with the highest average. In the event of such students still having an equal number of points, priority will be given to the younger of the two.

For the purposes of GRADO calculation students with Laurea (equivalent to Bachelor of Science) obtained at an Italian university other than the Politecnico di Milano, the self-certified data will be used during the application, with a number of total credits equal to 180.

Candidates in possession of non-Italian academic qualifications enrolled in the first year of a laurea magistrale programme will be awarded values based on the averages obtained at their universities of origin as a mark out of 33.

Candidates in possession of non-Italian academic qualifications enrolled in the second or a subsequent year of a laurea magistrale programme will be awarded a GRADO calculated,
for the first level part, considering the average obtained in their universities of origin as a mark out of 30 and considering a total number of credits equivalent to 180 and a three-year first level programme duration. For the part relating to the second level, the career data at 31.12.2018 will be taken into consideration.

Candidates enrolled in the first year of a three-year study programme are not eligible for the GRADO formula, therefore, they will be placed in the ranking list on the basis of the GRADO calculated from the score obtained at the entrance test as a mark out of 33.

5. SELECTION PROCEDURES AND RANKING LISTS

Only one mobility can be assigned to each candidate, to be carried out exclusively in the academic year of reference of the Call.

First of all, the assessments and selections of candidates for the International Mobility for Double Degree will be performed, and only after the last ranking list for International Mobility for Double Degree Mobility is ready, it will be possible to proceed with the evaluation and selection of candidates for Short-term International Mobility.

The student that has applied for both the International Mobility for Double Degree and for Short-term International Mobility will not be assessed for the second one if s/he has confirmed the assignment of a Double Degree Mobility.

5.1 THE SELECTIONS FOR THE INTERNATIONAL MOBILITY FOR DOUBLE DEGREE

AIUC-Engineering and Engineering Schools

For candidates of the AIUC-Engineering and Engineering Schools, it will be first verified that the total weighted average, and the year in which to submit application of the student are in line with what required by the agreement with the Partner institution (see tables attached) for each of the preferences stated.

Referees for international mobility, in their respective study programmes, will implement an eligibility assessment applying the criteria and limitations set out by each Educational Rules including taking account the preferences expressed by the students and potentially excluding unsuitable destinations. During the evaluation of candidates, the Referees will also have the opportunity to state the non-suitability of the candidate. In such cases candidates will be automatically excluded from the ranking lists of the International Mobility for Double Degree.
AUIC Schools - Architecture and Design

The candidates of the AUIC Schools - Architecture and Design will be evaluated on the basis of a score consisting of:

- GRADO (max 33 points), +3 possible bonus points (see Article 4)
- Portfolio (max 10 points)
- Profile, consisting of Curriculum Vitae and motivation letter for mobility (max 10 points)
- Interview, provided for both schools, with the Promoter of the 1° preference expressed (max 10 points). The dates of the interviews will be published online, at the page of the Call within 20 December 2018.

Therefore, the total score of candidates can reach a maximum of 66 points.

The evaluations of portfolio, profile and interview will be carried out by a specific School Commission, consisting of all Promoters of Double Degree partner universities. The Commissions of the two Schools will carry out a first eligibility assessment, through the application of criteria and limitations defined by each Educational Rules, including taking into account the preferences expressed by the student, in this case, by the exclusion of unsuitable destinations. During the evaluation of candidates, the Commissions will also have the opportunity to state the non-suitability of the candidate. In such cases candidates will be automatically excluded from the ranking list of the International Mobility for Double Degree.

The total score assigned to each candidate can be used for all the preferences expressed for the Double Degree.
5.2 THE RANKING LISTS FOR THE MOBILITY FOR DOUBLE DEGREE

The students will be sorted by GRADO/score obtained, and they will be assigned of the first preference available among those expressed for Double Degree.

Selections will take place, for all study programmes, according to the following Calendar:

<table>
<thead>
<tr>
<th>Publication of ranking list</th>
<th>Acceptance by students</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>from 28 January to 1 February 2019, within midday</td>
</tr>
<tr>
<td>Second</td>
<td>from 5 to 8 February 2019, within midday</td>
</tr>
<tr>
<td>Third</td>
<td>from 12 to 15 February 2019, within midday</td>
</tr>
</tbody>
</table>

The lists of students selected for International Mobility for Double Degree and their destination will be published online, furthermore, each candidate will be able to see his/her result through the application "International Mobility for Study".

For each of the ranking lists, **no personal communications will be made to the interested parties**.

The present decree and the deadlines related to the selection process contained in it constitute notice to candidates.

Each candidate is therefore required to verify his/her situation in the application "International Mobility for Study".

- **The selected student, who does not express his/her decision within the acceptance stage related to the ranking list in which s/he has been selected, will be automatically excluded from the subsequent selection stages and from the International Mobility for Double Degree for the a.y. 2019/2020.**

- **The selected student, who rejects the assigned partner university, is excluded from subsequent selection stages and from the International Mobility for Double Degree for the a.y. 2019/2020.**
First ranking list

STUDENTS SELECTED ON ONE OF THE FIRST 3 PREFERENCES:
The student, selected on any of the first 3 preferences, will have to accept or reject the assigned university.

STUDENTS SELECTED ON 4° OR 5° PREFERENCE:
The student, selected on 4° or 5° preference, will be able to:
- accept the assigned university, which is, in this way, definitively confirmed
- reject the assigned university
- ask to wait for the second ranking list, where s/he could be selected on a better preference, or, if this is not possible, be re-selected on the preference already assigned by the first ranking list. THE STUDENT IS ALLOWED TO WAIT FOR THE FOLLOWING RANKING LIST ONLY ONE TIME.

Second ranking list

STUDENTS SELECTED ON ONE OF THE FIRST 3 PREFERENCES:
The student, selected on any of the first 3 preferences, will have to accept or reject the assigned university.

STUDENTS WHO ASKED TO WAIT FOR THE SECOND RANKING LIST:
The student who has already been selected in the first ranking list and that asked to wait for the second ranking list, s/he will have to accept or reject the assigned university, whatever it is.

STUDENTS SELECTED FOR THE FIRST TIME ON 4° OR 5° PREFERENCE:
The student, selected for the first time on 4° or 5° preference, will be able to:
- Accept the assigned university, which is, in this way, definitively confirmed
- reject the assigned university.
- ask to wait for the third ranking list, where s/he could be selected on a better preference, or, if this is not possible, be re-selected on the preference already assigned by the second ranking list.

Third ranking list

With the publication of the third and last ranking list, the student selected on any of the preferences expressed will have to accept or reject the assigned university.
SHORT-TERM INTERNATIONAL MOBILITY

5.3 THE SELECTIONS FOR SHORT-TERM INTERNATIONAL MOBILITY FOR STUDENTS ENROLLED IN LAUREA, LAUREA MAGISTRALE AND SINGLE CYCLE STUDY PROGRAMMES

All students who have confirmed an International Mobility for Double Degree will be excluded from the selection process for Short-term International Mobility.

AIUC-Engineering and Engineering Schools

Referees for International Mobility, in their respective study programmes, will implement an eligibility assessment applying the criteria and limitations set out by each Educational Rules including taking into account the preferences expressed by the students and potentially excluding unsuitable destinations. During the evaluation of candidates, the Referees will also have the opportunity to state the non-suitability of the candidate. In such cases candidates will automatically be excluded from the ranking list.

AUIC Schools - Architecture and Design

The candidates of the AUIC Schools - Architecture and Design will be evaluated on the basis of a score consisting of:

- GRADO (max 33 points), +3 possible bonus points (see Article 5.2)
- Portfolio (max 10 points)
- Profile, consisting of Curriculum Vitae and motivation letter for mobility (max 10 points)

Therefore, the total score of candidates can reach a maximum of 56 points.

The evaluations of portfolio and profile will be carried out by a specific School Commission, consisting of all Promoters of the partner universities set out as first preference by candidates.

The Commissions of the two Schools will carry out a first eligibility assessment, through the application of criteria and limitations defined by each Educational Rules, including taking into account the preferences expressed by the student, in this case, by the exclusion of unsuitable destinations. During the evaluation of candidates, the Commissions will also have the opportunity to state the non-suitability of the candidate. In such cases candidates will automatically be excluded from the ranking list of the short-term International Mobility.
5.4 THE RANKING Lists FOR SHORT-TERM INTERNATIONAL MOBILITY FOR STUDENTS ENROLLED IN LAUREA, LAUREA MAGISTRALE AND SINGLE CYCLE STUDY PROGRAMMES

The students will be sorted by GRADO/score obtained, and they will be assigned of the first preference available among those listed.

Selections will take place, for all study programmes, according to the following Calendar:

<table>
<thead>
<tr>
<th>Publication of <strong>first ranking lists</strong></th>
<th>21 February 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance by students</td>
<td>from 21 to 27 February 2019, within midday</td>
</tr>
<tr>
<td>Publication of <strong>second ranking lists</strong></td>
<td>6 March 2019</td>
</tr>
<tr>
<td>Acceptance by students</td>
<td>6 to 11 March 2019, within midday</td>
</tr>
<tr>
<td>Publication of <strong>third ranking lists</strong></td>
<td>18 March 2019</td>
</tr>
<tr>
<td>Acceptance by students</td>
<td>From 18 to 21 March 2019, within midday</td>
</tr>
</tbody>
</table>

The lists of students selected for International Mobility for Study and their destination will be published online, furthermore, each candidate will be able to see his/her result through the application "International Mobility for Study".

For each of the ranking lists, no personal communications will be made to the interested parties.

The present decree and the deadlines related to the selection process contained in it constitute notice to candidates.

Each candidate is therefore required to verify his/her situation in the application "International Mobility for Study".

The selected student, that does not express his/her decision within the acceptance stage related to the ranking list in which s/he has been selected, will be automatically excluded from the subsequent selection stages and from the Short-term International Mobility for the a.y. 2019/2020.

The selected student, that rejects the assigned university, is excluded from subsequent selection stages and from the Short-term International Mobility for the a.y. 2019/2020.

First ranking list

**STUDENTS SELECTED ON ONE OF THE FIRST 3 PREFERENCES:**

The student, selected on any of the first 3 preferences, will have to accept or reject the assigned university.
STUDENTS SELECTED ON ONE OF THE PREFERENCES BETWEEN THE 4° AND THE LAST ONE:
The student, selected on any of the preferences listed between the 4° and the last one, will be able to:
- Accept the assigned university, which is, in this way, definitively confirmed
- Reject the assigned university
- Ask to wait for the second ranking list, where s/he could be selected on a better preference, or, if this is not possible, be re-selected on the preference already assigned by the first ranking list. THE STUDENT IS ALLOWED TO WAIT FOR THE FOLLOWING RANKING LIST ONLY ONE TIME.

Second ranking list

STUDENTS SELECTED ON ONE OF THE FIRST 3 PREFERENCES:
The student, selected on any of the first 3 preferences, will have to accept or reject the assigned university.

STUDENTS WHO ASKED TO WAIT FOR SECOND RANKING LIST:
The student who has already been selected in the first ranking list and that asked to wait for the second ranking list, s/he will have to accept or reject the assigned university, whatever it is.

STUDENTS SELECTED FOR THE FIRST TIME ON ONE OF THE PREFERENCES BETWEEN THE 4° AND THE LAST ONE:
The student, selected for the first time on any of the preferences listed between the 4° and the last one, will be able to:
- Accept the assigned university, which is, in this way, definitively confirmed
- Reject the assigned university
- Ask to wait for the third ranking list, where s/he could be selected on a better preference, or, if this is not possible, be re-selected on the preference already assigned by the second ranking list.

Third ranking list

With the publication of the third and last ranking list, the student selected on any of the preferences expressed will have to accept or reject the assigned university.

5.5 THE REASSIGNMENT RANKING LIST FOR SHORT-TERM INTERNATIONAL MOBILITY FOR STUDENTS ENROLLED TO LAUREA, LAUREA MAGISTRALE AND SINGLE CYCLE STUDY PROGRAMMES

The reassignment ranking list for Short-Term Mobility selects students that can carry out the international mobility in the second semester of the a.y. 2019/20.
The following categories of students can be taken into account for the reassignment ranking list:
- students eligible but not selected in previous Short Mobility ranking lists, provided that they are still interested in mobility programmes,

- students that, for objective and proven reasons, have requested the assignment of a different location if compared to the previous Short Mobility ranking lists.

In both cases, the students will be evaluated with the score already calculated for the previous ranking lists; they will keep unchanged the preferences expressed during application and only in relation to places with vacancies.

A. STUDENTS ELIGIBLE FOR SHORT TERM INTERNATIONAL MOBILITY 2019/20, NEVER SELECTED BEFORE

Students eligible, but not selected with the previous ranking lists of Short Term International Mobility for the a.y. 2019/20, must apply for participating in the reassignment ranking list, by confirming their will through the application “international mobility for study reasons”, only in the period between 1 July 2019 and 16 July 2019, within midday.

Only those who confirm that they wish to be included in the reassignment ranking list in the aforementioned time window will, if possible, be selected.

B. REASSIGNMENT APPLICATIONS

The reassignment requests may be submitted by students selected in previous ranking lists of Short Term International Mobility for the a.y. 2019/20 and that confirmed their mobility programme within the time window defined by this Call, through the application “international mobility for study reasons”, only in the period between 1 July 2019 and 16 July 2019, within midday.

The reassignment may be requested if:
- the student does not accept the partner institution;
- there are proven reasons that it is not possible to draft a learning agreement, confirmed by the Coordinator/Promoter professor for mobility.

Reassignment requests, concerning the failure to reach the language level required by the partner institution, will not be accepted.

The reassignment requests will be evaluated and, eventually, accepted by the International Exchange Office, after consulting the Coordinator/Promoter professor for mobility. Students, whose reassignment will be accepted, will automatically renounce to the previously assigned campus, and will be evaluated in the reassignment ranking list together with suitable unselected students, without any guarantee of being listed.

The students, those included in point A and B, will be sorted by level/score obtained, and they will be assigned of the first preference available among those listed in their applications.
The lists of student selected for Short Term International Mobility and his/her destination will be published on-line. Furthermore, each candidate will also be able to view the results of his/her application through the application "International Mobility for study reasons".

Candidates will not be personally notified.

The present decree and the deadlines related to the selection process contained in it constitute notice to candidates.

Each candidate is therefore required to verify his/her situation in the application "International Mobility for study reasons".

With the publication of the reassignment ranking list for Short Term Mobility, the student selected on any of the preferences expressed will have to accept or reject the assigned campus.

The selected student, that does not express his/her decision or refusal, concerning the campus assigned, during the acceptance stage, will be automatically excluded from the short-term international mobility for the a.y. 2019/20.

5.6 THE SELECTIONS AND RANKING LIST FOR SHORT-TERM INTERNATIONAL MOBILITY FOR STUDENTS ENROLLED IN THE PH.D. SCHOOL

Candidates enrolled in Ph.D. School, who have submitted online applications in accordance with the time frames and procedures set out in paragraph 2 are eligible to take part in the selection process exclusively for the preferences indicated.

PhD student candidates will be evaluated by a specifically appointed Commission which will draw up a merit ranking list on the basis of the documentation attached to the application (see Article 3):

Selections will take place, for all Ph.D. programmes, according to the following calendar:

<table>
<thead>
<tr>
<th>Publication of ranking list</th>
<th>4 April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance by students</td>
<td>from 4 to 10 April 2019, within midday</td>
</tr>
</tbody>
</table>

The lists of students selected for Short-term International Mobility and his/her destination will be published online. Candidates will not be personally notified. The present decree and the deadlines related to the selection process contained in it constitute notice to candidates.
The student, selected on any of the preferences expressed, will have to accept or reject the assigned university within the deadline mentioned above, following the modalities that will be indicated in the ranking list.

The selected student, that does not express his/her decision during the acceptance stage or that rejects the assigned university, is excluded from the Short-term International Mobility for the a.y. 2019/2020.

6. CONTRIBUTIONS

6.1 MOBILITY IN EUROPE (ERASMUS+ PROGRAMME)

The student, selected for mobility in one of the countries belonging to the Erasmus Programme, gets the Erasmus student status, which entails rights and duties according to the Erasmus Charter. The allocation of the Erasmus status does not necessarily give the right to the allocation of an Erasmus contribution. In the case that a monthly financial contribution will be allocated to support Erasmus mobility, this will be defined according to the country of destination according to the following groups:

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom</th>
<th>€ 300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 2</td>
<td>Austria, Belgium, Cyprus, Germany, Greece, France, Malta, Netherlands, Portugal, Spain</td>
<td>€ 250.00</td>
</tr>
<tr>
<td>GROUP 3</td>
<td>Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Former Yougoslav Republic of Macedonia, Slovenia, Turkey</td>
<td>€ 250.00</td>
</tr>
</tbody>
</table>

The activities and financial contributions provided for this Call are subject to sign the Erasmus+ 2019/20 financial agreement between the National Agency and Politecnico di Milano, as consequence of the results of the Call 2018 for individual mobility in the field of education and training (key action 1) with deadline on 1 February 2019.

Based on the support for mobility allocated by the National Agency for study purposes and on the basis of financial contribution allocated by the MIUR to the Universities to promote student mobility, the Board of Governors will define criteria, procedures and amount of contributions within the next July 2019.

The Erasmus student continues to take advantage of any national/regional study grants or scholarships of which is the beneficiary. The students awarded of a scholarship as referred in the Ministerial Decree of 9 April 2001 and eligible but not recipient may also take part, as scheduled, to the allocation of supplementary contributions of the benefits of diritto allo studio for the a.y. 2019/2020.
For students of Ph.D. School, the international mobility contribution is compatible with the increase of 50% of the scholarship provided by Politecnico di Milano for the period abroad.

**STUDENTS WITH DISABILITIES OR DSA**

In order to allow a wider participation in the Erasmus+ Program to students with disabilities, there are additional EU funding to support Erasmus contribution. The contribution will be based on real actual costs, for which the request must be duly reasoned and justified. Interested students will have to submit a regular application for additional contributions according to terms and procedures that will be communicated later.

### 6.2 MOBILITY IN EXTRA-EUROPEAN COUNTRIES

On the basis of financial contribution allocated by the MIUR to the Universities to promote student mobility, the Board of Governors will define criteria, procedures and amount of contributions within the next July 2019.

The student in mobility in extra-European countries continues to take advantage of any national/regional study grants or scholarships of which is the beneficiary. The students awarded of a scholarship as referred in the Ministerial Decree of 9 April 2001 and eligible but not recipient may also take part, as scheduled, to the allocation of supplementary contributions of the benefits of diritto allo studio for the a.y. 2019/2020.

### 6.3 MOBILITY FOR DOUBLE DEGREE

Students selected for Double Degree Mobility in the countries of the Erasmus+ Programme will be eligible, for their first year of mobility, of a monthly financial contribution for mobility, according to what defined in the table in section 6.1.

On the basis of financial contribution allocated by the MIUR to the Universities to promote student mobility, the Board of Governors will define criteria, procedures and amount of contributions, for students selected for a Double Degree Mobility in extra-European countries, within the next July 2019.

The student in mobility in extra-European countries continues to take advantage of any national/regional study grants or scholarships of which is the beneficiary. The students awarded of a scholarship as referred in the Ministerial Decree of 9 April 2001 and eligible but not recipient may also take part, as scheduled, to the allocation of supplementary contributions of the benefits of diritto allo studio for the a.y. 2019/2020.
7. LANGUAGE PREPARATION

The Erasmus+ Programme offers to the selected student an Online Linguistic Support (OLS).

An Erasmus study mobility student will be required, before and after mobility, to compulsorily verify online his/her language skills in the foreign language that will be used in the course. The initial and final language skill tests are compulsory. Depending on the result of the evaluation test, the student can be licensed to follow an online language course. Attendance of the assigned online course is not compulsory.

Politecnico di Milano organizes foreign language courses both as preparation for the period of mobility abroad and all through the year. The information is available at the Web page Foreign language courses.

8. INSURANCE COVER

Politecnico di Milano students on international mobility programmes are covered by the Politecnico's insurance policy for accidents and injury and third-party responsibility for the period of their educational study abroad at host universities.

For health cover students must apply for European Health Insurance Cards (EHIC) or other insurance models required by their country of origin before departure.

Politecnico di Milano students can also take out a travel insurance policy (Europe Assistance S.p.A) at reduced cost.

9. RESPONSIBLE OFFICIAL

In accordance with Article 5 of Law 7 August 1990, no. 241, the Responsible Official for this notice is Dr. Rossella Magni, e-mail: bando-mobilita@polimi.it
10. PERSONAL DATA PROCESSING INFORMATION AND INFORMED CONSENT

PURSUANT TO ARTICLE 13 OF GDPR
(General Data Protection Regulation)

This information notice is issued pursuant to Article 13 of EU Regulation 2016/679 of April, 27th 2016 (hereinafter also Regulation) on protection of natural persons with regard to personal data and on the free movement of such data and in compliance with the legislation on personal data processing.

Data Controller
The Data Controller is Politecnico di Milano - General Manager upon authorization of the pro-tempore Rector - contact: dirgen@polimi.it

Internal Data Processor
The Internal Data Processor is the Students’ Service Area Manager - Via Golgi 42 – 20133 Milan (MI) - tel.: 02.23991 - e-mail: assunta.marrese@polimi.it. The data will be also processed by other authorized parties, trained to that end in compliance with current legislation.

Responsible for data protection and contact points
Dr. Vincenzo Del Core - privacy@polimi.it; tel.: 023999378
Purposes of data processing, legal basis, data categories and storage period.
For the purposes of the application of the Regulation and national legislation on this matter we inform the personal data will be used for the following purposes:

<table>
<thead>
<tr>
<th>Purposes of the processing for which personal data are intended</th>
<th>Legal basis of data processing</th>
<th>Categories of personal data to be processed</th>
<th>Storage period of personal data</th>
</tr>
</thead>
</table>
| To evaluate the existence of the requirements for the assegnation of benefits provided in the call for international mobility and for any other purpose envisaged by law. | To fulfil institutional activities of Politecnico di Milano pursuant to Article 6, paragraph 1, letter e) of the Regulation | • Identification data  
• Personal data  
• Tax data  
• Banking data  
• Academic qualification  
• Data about the university career  
• Income data of the student and of his family nucleus | For a period of time strictly necessary to fulfil all the obligations laid down by the call, unless a longer storage period is requested for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes |
| To consent the execution of the mobility agreement signed between the Data Controller and the Partner University. | The processing is necessary for the performance of a contract to which the Data Subject is party pursuant to Article 6, paragraph 1, letter b) of the Regulation | • Identification data  
• Personal data  
• Tax data  
• Banking data  
• Academic qualification  
• Data about the university career  
• Income data of the student and of his family nucleus | For a period of time strictly necessary to fulfil all the obligations laid down by the call, unless a longer storage period is requested for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes |

Special categories of data.
Personal data belonging to special categories pursuant to Article 9 of the Regulation, such as data related to health conditions, as well as data related to racial or ethnic origin, will be processed in accordance to Article 9, paragraph 1, letter g) of the Regulation. The particular data will be processed in order to consent the Data Subject to benefit of the economic facilitations and services provided in the call for international mobility and the mobility agreements signed between the Data Controller and the Partner University or between the Data Controller and the Data Subject. The processing of particular data will be proportionate to the aim pursued and will respect the essence of the right to data protection and will provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
Processing methods
The data processing carried out for the abovementioned purposes can be performed both through paper and digital means, manually and/or with electronic tools or, in any case, through automated tools, including in-house databases ("international mobility management" application) and external databases ("Mobility Tool" UE application). Data can also be stored in paper or digital archives. The data processing will be limited to what is necessary with respect to the purposes for which they are processed and, in any case, in order to guarantee the maximum security and confidentiality and, always, in full compliance with the legislation in force.
Access to data acquired for the abovementioned purposes is allowed to duly authorized staff.

Recipient categories
With regard to the aforementioned purposes, the data might be communicated to the employees of Politecnico di Milano authorised for the processing, or to public and/or private subjects that advice or collaborate with the Data Controller in order to implement the provisions of the international mobility call (e.g. banking institutions). These subjects may discharge the function of data supervisor pursuant to Article 28 of the Regulation, or will operate in full autonomy as separate data controllers or joint data controllers. Moreover, the data will be communicated to the Partner Universities – where the Data Subject will carry out the international mobility programme – in order to consent the performance of the mobility agreements and allocation of the benefits referred to in this call.

The personal data of the Data Subject might also be communicated to other public administrations, as well as in an anonymous form, if these institutions must process the data for procedures related to their institutional aims.

The personal data of the Data Subject might also be communicated to public entities to whom the communication is compulsorily in accordance with EU provisions, laws or regulations.

Transfer to Extra EU country
In order to consent the performance of the mobility agreements signed between the Data Controller and the Partner University or between the Data Controller and the Data Subject, Politecnico di Milano might have to transfer personal data outside the EU countries in order to consent the Data Subject to benefit from the economic facilitations and services referred to in the call for international mobility.

Upon applying for the assignment of the benefits, the Data Subject grants the free, specific and explicit consent to any transfer of data to extra UE countries acknowledging that the transfer might be towards countries unequipped with suitable personal data protection measures.
Rights of the interested parties
Data Subject can ask the Data Controller, at any time:

- the confirmation of the existence of your personal data;
- to access to personal data and related information;
- the correction of incorrect data or the supplementing of incomplete data;
- the erasure of the personal data (if any condition indicated in Article 17, paragraph 1 of the Regulation is fulfilled and in compliance with the exceptions provided in paragraph 3 of the same article);
- the restriction of processing of the personal data (when one of the conditions indicated in Article 18, paragraph 1 of the Regulation is fulfilled),
- the anonymization or blocking of data processed unlawfully, including data whose storage is not required in relation to the purposes for which the data were collected or subsequently processed;

Data Subject, furthermore, has the right to wholly or partly oppose:

- for legitimate reasons regarding the processing of personal data even if related to the data collection purpose;
- to the processing of personal data for the purpose of sending promotion of educational initiatives and cultural events of Politecnico di Milano.

These rights can be exercised by contacting privacy@polimi.it.

In case the Data Subject’s rights have been violated by the Data Controller and/or by a third party, Data Subject have the right to submit a complaint to the Data Protection Authority and/or to another competent supervisory authority pursuant to the Regulation.

The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Prior to giving consent, the data subject shall be informed thereof. It shall be as easy to withdraw as to give consent.