

Allegato 4.2.f

Accordo per la mobilità internazionale degli studenti (Student exchange Agreement)

Tale tipologia di accordi norma la modalità di collaborazione con università internazionali (non europee, in quanto la mobilità studenti in area EU è normata dagli accordi specifici previsti nell'ambito del programma Erasmus+) finalizzata alla mobilità di studenti sui livelli Laurea e Laurea Magistrale.

L'accordo è strutturato in un atto generale e in uno (o più) addendum specifici per singolo corso di studi coinvolto nella mobilità studentesca, sottoscritti anche in momenti diversi.

Può essere sottoscritto il solo accordo generale, ma per l'avvio della mobilità degli studenti è necessaria la stipula dello specifico addendum.

TEEMPLAATE



**Politecnico
di Torino**

**LOGO PARTNER
UNIVERSITY**

STUDENT EXCHANGE AGREEMENT

between

POLITECNICO DI TORINO
Torino, Italy

and

[Partner University]

Politecnico di Torino with legal domicile at 24 Corso Duca degli Abruzzi, Torino, Italy, represented in this agreement by its Vice Rector for International Affairs pro-tempore, Prof. David Chiaramonti, authorized with Rector's Decree no. 640 dated 24/08/2021 to sign this act

and

[Partner University] having its registered office at _____ represented in this agreement by its _____

taking into consideration:

- the existing links between Colombia and Italy in the field of research as well as in training and education;
- the equivalence of their research and educational missions;
- the equivalent dimensions and means for achieving these goals;
- their mutual willingness in further intensifying these ties and especially encouraging the exchanges between Italian and Colombian Universities
- add other cooperation if any

the undersigned parties agree

to enter into this Student Exchange Agreement to promote the multiple perspectives brought to international issues and to increase the competencies of students who will live and work in an increasingly independent world.

Article 1 - Aim of the Agreement

Both parties agree to the following general forms of cooperation and general requirements for all students participating under this Agreement.

This document is a General Student Exchange Agreement that will be implemented with separate dedicated documents (attached as Addenda) that, for study areas or programs, will specify the curriculum, the students' mobility path, and any other regulation of the relevant Program.

This Student Exchange Agreement does not affect the existing Agreements defined before this documents was signed.

The Addenda, that shall be issued for each further involved program/initiatives, can be signed by the appointed authorities or the equivalent representatives.

Article 2 - Number of Exchange Students

The number of students each institution may send and/or accept under this program is stated in the addenda and it can be modified on an yearly basis by mutual consultation.

Article 3 – Student Admission

The admission of students to the program will be conducted in accordance with the following principles:

- (i) The parties shall agree on the application procedure, including application deadlines, selection criteria and student quota as defined in the Addenda.
- (ii) Students must meet the admission criteria of both institutions.
- (iii) Students shall have a home institution and a host institution defined.
- (iv) Students apply to the program at their home institution, that is responsible for screening the applications and providing the host institution with a list of selected and eligible candidates. The institution will examine the provided documents and will assess their suitability to the educational and training course students are applying for. The final decision on students admission or refusal, will then be sent to the partner university within the deadline stated in the Addendum.
- (v) Students are selected and admitted to the programs according to their academic results, prerequisite requirements and motivations.
- (vi) Prerequisites for the mobility include that students have successfully completed a necessary number of credits at the home institution. Details are specified in the Addenda.
- (vii) Polito's language knowledge requirements for admission:

Students in the frame of an exchange programme (courses, courses and final project, final project, research) are required to prove a specific level (Common European Framework of Reference for Languages) of English and/or Italian, according to the language of teaching of the courses included in the proposal of Learning Agreement.

As an example, for the A.Y. 20/21, we require the B2 level of English and/or B1 level of Italian language.

For further information:

http://international.polito.it/admission/exchange_programmes/language_requirements/language_requirements_for_erasmus_and_bilateral_agreement

[Partner University] admission language knowledge requirements:xxxxxxx

Article 4 – Rights and obligations

Students participating under this Agreement shall be enrolled as non-degree students, they will have the rights and obligations as any other students in the respective institutions and will be entitled to participate in any introductory program that may customarily be arranged for international students at the host institution.

The host institution will assist the incoming students in finding appropriate accommodation.

Article 5 – Study Plan and Course of Study

Each student will propose an individual study plan prepared according to the agreed curriculum for the total duration of the program. This study plan will be reviewed and, if needed modified, prior to final admission. A written study contract (learning agreement) must be established and signed by both institutions prior to the student arrival at the host institution. This contract may be revised at any time in written form with seal of approval from the academic representatives of the two institutions.

Detailed conditions regarding the study program, mobility program as well as individual student agreements (learning agreements), shall be specified in the related Addenda.

Article 6 – Control of results

Partner institutions agree to operate along the principle of “mutual recognition” of exam results and each other’s rules and regulations. Students registered in an institution will follow its rules

At the end of the mobility period the host institution shall send the home institution a copy of each student’s transcript of records issued in English. The parties agree that exams/courses will be graded and credits will be awarded according to the rules of the institution where the exam/course are carried out. Each institution grants the students credit transfer to the other institution according to the applicable rules, laws and regulations indicated in the relevant addendum.

Credit and Grading Systems

Politecnico di Torino:

At the Politecnico di Torino and in the Italian University System in general, grades of single exams are expressed as fractions of 30. The maximum grade is 30, the lowest is 18 out of 30. Exceptionally brilliant exams are graded as 30 “con lode” (cum laude), and marked 30-L.

The evaluation is based upon a credit system. One credit ECTS (European Credit Transfer System) is equivalent to 25 hours of lectures, practical work, seminars, tutorials, fieldwork, individual study and examinations or other assessment activities (approx. 10 hours dedicated to lectures, practical work, seminars, tutorials, fieldwork and additional 15 hours of study/homework on the topics explained in class).

The ECTS statistical distribution of grades for each degree course is processed and updated yearly and made available at: https://didattica.polito.it/outgoing/it/sistema_ects

[Partner University] : xxxxxxxxxxxxxxxx

Article 7 – Tuition fees and other costs

The host institution will not require any tuition fees to students selected to participate in this program, students will keep on paying tuition fees at their home institution only, in compliance with local rules.

Living and travel costs shall be borne directly by the students.

Article 8 - Academic and administrative representatives

Each institution will appoint an academic and an administrative representative for the program. These representatives will be responsible for supervising the program and for ensuring that the rules stated in this agreement are observed. The representatives will provide advices and other academic and administrative services to students participating under this Agreement. The addenda to this agreement shall state names and contact details of the abovementioned representatives.

Article 9 - Terms of Agreement

This Agreement shall become effective from the day of signature by both institutions, and it is valid for 5 (five years). Should the Agreement be signed in two different dates, the Agreement will become effective from the date of the latest signature.

Both institutions may terminate this Agreement before its expiry date, provided that written notice of the intent is given at least six months prior to termination. Commitments already in progress shall be nonetheless fulfilled and students enlisted in the program at that time will be allowed to complete it.

Article 10 - Amendments or changes

Amendments or changes to this Agreement shall be made in writing and signed by the duly authorised representatives of the institutions.

Article 11 – Dispute resolution

Should any doubt or dispute arise from the interpretation or implementation of the present agreement, the Parties will strive to achieve a solution by mutual consent. Should this solution not be possible, the Parties will choose a third person to act as a mediator or judge.

Article 12 - Use of trademarks by the parties

The content of this contract does not confer either party the right to use names, trademarks or other designations of the other party (including abbreviations) for advertising for commercial purposes or any other type of promotional activity.

The parties in development of this agreement have mutually granted authorizations for the use of their distinctive signs, which may only be used for the purposes stipulated herein and under the conditions indicated in the Identity Manual of the Parties as a consequence of the work of promotion and accreditation of the academic programs that may be offered in execution of this agreement.

The use of distinctive features of the Politecnico for reasons unrelated to the execution of the agreement can only be conferred by written authorization, signed by its legal representative, according to the rules and regulation in force at that time.

Art. 13 – Processing of personal data-for EU Partners

1. The Parties mutually agree that they know and enforce the current legislation on the processing of personal data within their own organizations, including primary and secondary law and the Regulation 2016/679 of the European Parliament and of the Council of 27/04/2016 (hereinafter referred to as the "GDPR").

2. The Parties act as independent Data Controllers and designate the Host institution as Data Processor pursuant to article 28 of the GDPR, for the sole purpose of carrying out the activities connected to the double degree on behalf of the Home institution. To this end, the Parties undertake to sign the attached addendum (_).

3. The Parties undertake to cooperate with each other in the event of a request made by a data subject to either Party for exercising his or her rights under article 12 et seq. of the GDPR. The Parties also undertake to cooperate in the event that a Party receives a request from a supervisory authority with regard to the processing of personal data which are included in the other Party's area of responsibility.

4. The contact details of the parties for the purposes of this article are as follows:

- for Politecnico di Torino: the Data Controller is Politecnico di Torino, represented by the Rector, with statutory seat in C.so Duca degli Abruzzi, n. 24, 10129 Turin. The contact details of the Data Controller are:
 - o politecnicoditorino@pec.polito.it (certified e-mail);

- information and inquiries: privacy@polito.it;
 - Data Protection Officer: dpo@polito.it;
- for the Company/Organisation: the Data Controller is _____, represented by _____.

5. The Company/Organization hereby authorizes Politecnico di Torino to publish any information related to this Agreement on its official website, including, but not limited to: description of the consulting activities, name of the contracting authority, economic value of the Agreement.

Art. 13 – Processing of personal data - Non-EU countries not included in the GDPR framework

1. Personal data shall be processed by Politecnico di Torino solely for the purposes set forth in this Agreement and in order to achieve its institutional mission, in compliance with EU Regulation 2016/679 (GDPR) and national data protection law.
2. The non-EU partner organisation, provided that no adequacy decisions nor appropriate safeguards have been adopted respectively under art. 45 and art. 46 of the GDPR and whereas the transfer of personal data is necessary in the public interest, undertakes to comply with the national data protection law in force in the country where the organisation's registered office is located or in the country where collaboration activities are carried out with the utmost diligence.
3. The contact details of the parties for the purposes of this article are as follows:
 - for Politecnico di Torino: the Data Controller is Politecnico di Torino, represented by the Rector, with statutory seat in C.so Duca degli Abruzzi, n. 24, 10129 Turin.

The contact details of the Data Controller are:

- politecnicoditorino@pec.polito.it (certified e-mail);
- for information and inquiries: privacy@polito.it ;
- the Data Protection Officer of Politecnico di Torino can be contacted at: dpo@polito.it.

- for the Company/Organisation: the Data Controller is _____, represented by _____

The contact details of the Data Controller are: _____

4. [Partner University Name] hereby authorizes Politecnico di Torino to publish any information related to this Agreement on its official website.

Date

Vice Rector for International Affairs
Politecnico di Torino

David Chiaramonti

[Institutional Role]
[Partner University]

Prof. _____

Addendum I
to the
Students Exchange Agreement
between
[Partner University]
and
Politecnico di Torino (Polito)
Academic Year xxxxxx to xxxxxxxxxxxx

Given that

- the Parties have signed a **Student Exchange Agreement** on xxx. (hereinafter “General Student Exchange Agreement”) to promote the multiple perspectives brought to international issues and to increase the competencies of students who will live and work in an increasingly independent world
- the Parties intend to implement the General Student Exchange Agreement, referred to in the previous point, with this separate dedicated addendum that, for study areas or programs, specifies the curriculum, the students’ mobility path, and any other regulation of the relevant Program.

with this document, the Parties, as indicated above, agree and specify as follows:

[Partner University]	
Programs at [Partner University]:	xxxxxxxxxx
Language of instruction	xxxxxxxxxx
[Partner University] student entrance admission criteria	xxxxxxxxxxxxxx
[Partner University] admission language knowledge requirements for incoming students	xxxxxxxxxx
Incoming Students Application Period	xxxxxxxxxx
Selection Results	xxxxxxxxxx
Special requirements	
POLITO	
Programs at Polito	xxxxxxxxxxxxxx
Language of instruction	Italian/English

Polito student entrance admission criteria	xxxxxxxxxxxx
Polito admission language knowledge requirements for incoming students	<p>Students in the frame of an exchange programme (courses, courses and final project, final project, research) are required to prove a specific level (Common European Framework of Reference for Languages) of English and/or Italian, according to the language of teaching of the courses included in the proposal of Learning Agreement.</p> <p>As an example, for the A.Y. 20/21, we require the B2 level of English and/or B1 level of Italian language.</p> <p>For further information:</p> <p>http://international.polito.it/admission/exchange_programmes/language_requirements/language_requirements_for_erasmus_and_bilateral_agreement</p>
Application Period for incoming students	<p>The Politecnico establishes 2 different application periods according to the 2 semesters:</p> <p><u>Autumn Semester</u> Application Period could be from end of April to June</p> <p><u>Spring Semester</u> Application Period could be from November to December</p>
Selection Results	Selection results are usually sent within 45 days from the closure of the application period (which will be defined every year)
Number of students	<p>Each year xx Students from each side (max X students from each side per a.y.)</p> <p>The number of exchange students can be yearly modified by mutual consultation.</p>
Activities	<p>[Partner University]: courses or courses + thesis</p> <p>Polito: courses or courses + thesis</p>
Mobility Period	<p>[Partner University]: 1-2 semesters</p> <p>Polito: 1-2 semesters</p>
Credit and Grading Systems	<p><u>Politecnico di Torino:</u></p> <p>At the Politecnico di Torino and in the Italian University System in general, grades of single exams are expressed as fractions of 30. The maximum grade is 30, the lowest is 18 out of 30. Exceptionally brilliant exams are graded as 30 “con lode” (cum laude), and marked 30-L.</p> <p>The evaluation is based upon a credit system. One credit is equivalent to 25 hours of lectures, practical work, seminars, tutorials, fieldwork, individual study and examinations or other assessment activities (50% should be individual learning or other individual educational and training activities).</p> <p>The ECTS statistical distribution of grades for each degree course is processed and updated yearly and made available at: https://didattica.polito.it/outgoing/it/sistema_ects</p> <p>[Partner University]:: xxxxxxx</p>

Mobility scheme

Template 1

		I Year		II Year		III Year		I Year		II Year	
		Bachelor						Master			
		1°	2°	3°	4°	5°	6°	7°	8°	9°	10°
		sem	sem	sem	sem	Sem	sem	sem	Sem	sem	sem
		SEP	FEB	SEP	FEB	SEP	FEB	SEP	FEB	SEP	FEB
Polito students	University										
	Courses										
	Internship										
	Thesis										
	No. ECTS										
[Partner University] students	University										
	Courses										
	Internship										
	Thesis										
	No. ECTS										

N.B: Incoming students must attend a minimum of 18 ECTS in the area of study and level in which they have been enrolled at Polito.

Template 2

		I Year		II Year		III Year		IV Year		V Year	
		Undergraduate program									
		1°	2°	3°	4°	5°	6°	7°	8°	9°	10°
		sem	sem	sem	sem	Sem	sem	sem	Sem	sem	sem
		FEB	SEP	FEB	SEP	FEB	SEP	FEB	SEP	FEB	SEP
[Partner University] students	University										
	Courses										
	Internship										
	Thesis										
	No. ECTS										

		I Year		II Year	
		Master program			
		1°	2°	3°	4°
		sem	sem	sem	sem
		SEP	FEB	SEP	FEB
Polito students	University				
	Courses				
	Internship				
	Thesis				
	No. ECTS				

Template 3

		I Year		II Year	
		Master			
		1°	2°	3°	4°
		sem	sem	sem	sem
		SEP	FEB	SEP	FEB
Polito students	University				
	Courses				
	Internship				
	Thesis				
	No. ECTS				
[Partner University] students	University				
	Courses				
	Internship				
	Thesis				
	No. ECTS				

Study Program

Should changes in the syllabus occur, the Partner shall be promptly informed.

[Partner University] students at POLITO	POLITO students at [Partner University]:
Autumn/Spring Semester	Autumn/Spring Semester
-	[link to degree programs at Partner University open to the exchange]

Duration

1. The agreement will enter into force on the day of signature by Partners, depending on which is later and shall continue until xxxxxxxxxx.
2. The parties agree that all the provisions of the cooperation agreement referred to in the premises apply, even if the validity of this addendum exceeds that stated in the cooperation agreement.

Contacts

[Partner University]:	POLITO
<i>Academic responsible for the program:</i> xxxxxxxxxxxx	<i>Academic responsible for the program</i> xxxxxxxxxxxx
<i>Administrative:</i> _____, International Office (mail address)	<i>Administrative:</i> Agreement management: Augusta Roux Head of the Innovation and Development of Education Unit international.relations@polito.it Incoming and Outgoing students: Maria Cristina Caminiti Head of the International Mobility Office incoming.students@polito.it ; mobilita.studenti@polito.it

Signatures

Date: _____	Date: _____
For [Partner University]:	For Politecnico di Torino
Prof. _____	_____ Prof. David Chiaramonti Vice Rector for International Affairs
Prof. _____ Coordinator	