

# Your *keys* to the *future*



For students involved  
in mobility/internship projects

**EXCHANGE**  
**A. A. 2024/25**



# SUMMARY

<b>CH. 1 - PARTICIPATION</b>	<b>3</b>
1.1 SUBJECT AND RECIPIENTS	3
1.2 METHOD OF PARTICIPATION AND REQUIRED DOCUMENTATION	5
<b>CH. 2 - ASSIGNMENT OF STUDY PLACES</b>	<b>5</b>
2.1 ACCEPTANCE OF THE STUDY PLACE AND RELATED DOCUMENTATION	7
2.2 STUDENT WITH SPECIAL NEEDS	7
2.3 CONTRIBUTION TO BE PAID BY THE STUDENT	8
2.3.1 Penalties for late payments	8
2.4 HOUSING AGREEMENT	8
2.5 PERSONAL TRAINING PROGRAM AND COLLEGE DIPLOMA	9
2.6 DEFINITIVE LEAVES WITHIN THE END OF THE PERIOD OF STAY	9
2.6.1 Early withdrawal	9
2.6.2 Return of the security deposit	10
<b>CH. 3 - TERMS AND CONDITIONS</b>	<b>11</b>
<b>CH. 4 - VERIFICATION OF THE TRUTHFULNESS OF THE DECLARATIONS</b>	<b>11</b>

# CH. 1 - PARTICIPATION

## 1.1 SUBJECT AND RECIPIENTS


The «**Collegio Universitario di Torino Renato Einaudi**» Foundation, Foundation pursuant to art. 14 ff. cc already registered in the Register of Legal Persons at the Prefecture of Turin, a non-commercial and non-profit organization, as well as manager of accredited merit-based University Colleges pursuant to DD.MM. MUR n. 672 and 673/2016, makes available for the academic year 2024/25 **no less than 40 study places** in double room reserved for students (of EU and non-EU nationality) participating in mobility / internship projects at:

- the University of Turin;
- the Polytechnic of Turin;
- the European Institute of Design (IED);
- the Institute of Applied Art and Design (IAAD);
- the Holden School of Turin (“Scrivere” e “Cinema & Sceneggiatura” courses);
- the Vittoria School for Linguistic Mediators of Turin (SSML);
- other higher education Bodies and Institutions based in Turin and present in the MUR student registry.

In particular, the available study places are distributed as follows:

Number of study places	Room type	Residence Hall
4	Double room with kitchen and private bathroom	Valentino
4	Double room with private bathroom	Valentino
26	Double room with private bathroom	Crocetta
6	Double room with private bathroom	Mole Antonelliana

The maximum period of stay is **between 9 September 2024 and 31 July 2025 inclusive**, excluding the Winter holiday period, excluding the Winter holidays, during which the Collegio will close on December 21, 2024 and reopen on January 7, 2025.



## Admission - 24/25 Exchange

*For students involved  
in mobility/internship projects*

The services offered that characterize the experience at the Collegio are the following:



**Residential services:** accommodation and services offered in the various Residence Halls of Collegio described in the [Guide to Services](#), which will be updated on Collegio website by 30 June 2024.



**Personalized training:** training courses in a multidisciplinary field aimed at consolidating transversal skills useful to accompany the course of study and effectively prepare for entry into the world of work.



**Counseling, coaching and tutoring courses** aimed at accompanying and supporting the student / her / him along the course of study.



**Sports activities** at particularly discounted rates in agreement with the [CUS Torino](#).

## 1.2 METHOD OF PARTICIPATION AND REQUIRED DOCUMENTATION

The application for admission must be submitted using the specific form on the Student Portal of Collegio



**between 1 July 2024 and 28 February 2025**

To proceed with the completion of the admission application, it is necessary to register on the Student Portal where the uploading of a valid identification document will be requested.

A self-certification (attached to this Call) of participation in the mobility project in the academic year 2024/25 must be uploaded in the UPLOAD DOCUMENTS EXC area of the Student Portal, **under penalty of inadmissibility of the application**, with indication of the type and name of the project (eg Erasmus +, double degree, internship etc.); duration of the project and relative period, which must be at least 120 days; University where the exchange is made.

**Incomplete applications for the required documents will not be taken into consideration.**

## CH. 2 - ASSIGNMENT OF STUDY PLACES

Taking into account the distinctive merit criteria provided for by the selection processes initiated by the Institutions of Higher Education of Origin and Destination (i.e. the Turin universities) in the context of mobility/internship projects promoted by the European Commission and other National Bodies and International students, the assignment of the study place will take place in the order of receipt of the applications, and based on the availability of the type of room (single or double) desired by the applicant. The assignment of the study will be notified to the student via ticket on the Student Portal and communication via e-mail.

The results of the applications received on the dates indicated below will be published in the RANKING RESULTS area of the Student Portal:

	Date of publication of the rankings compatibly with the places available	Deadline for the acceptance of the study place by the winners
1 <sup>st</sup> assignment	22/7/2024	25/7/2024
2 <sup>nd</sup> assignment	26/7/2024	29/7/2024



## Admission - 24/25 Exchange

*For students involved  
in mobility/internship projects*

	Date of publication of the rankings compatibly with the places available	Deadline for the acceptance of the study place by the winners
3 <sup>rd</sup> assignment	02/9/2024	05/9/2024
4 <sup>th</sup> assignment	15/12/2024	18/12/2024
5 <sup>th</sup> assignment	19/12/2024	21/12/2024
6 <sup>th</sup> assignment	13/1/2025	16/1/2025
Further Assignments	Collegio will proceed with further assignments in subsequent months depending on the availability of rooms	

The successful students must accept the study place they have won by the deadlines indicated in the table above, under penalty of exclusion from the rankings for the academic year 2024/25.

Eligible and non-winning students will receive a ticket and e-mail notification indicating their position on the waiting list. The waiting list flows by an identical number of places for male and female students.

These students, following subsequent updates of applications and new availability of study places, can get a study place during the academic year.

Students who are not eligible will instead see the reason for exclusion.



## 2.1 ACCEPTANCE OF THE STUDY PLACE AND RELATED DOCUMENTATION

To report the assignment of a study place, Collegio will send the winners a notification of the assignment of the study place via ticket on the Student Portal and via e-mail. The ticket/e-mail will indicate all the modalities for accepting the place and paying the contribution, to be made strictly within the indicated deadline (approximately two calendar days).

In order to accept the assigned study place, the winners must:

- pay the **1st installment and the security deposit**, according to the deadlines indicated in chap. 2.3  
CONTRIBUTION TO BE PAID BY THE STUDENT;
- sign the **housing agreement** received via ticket on the Student Portal and e-mail communication and upload it to the OTHER DOCUMENTS area of the Student Portal.

Failure to comply within the established deadline with the indications provided in the notification of assignment will mean tacit renunciation of the study place.

Collegio reserves the right, even after the signing of the housing agreement, and for objective reasons to change, during the academic year, the room initially assigned and also the Residence Hall of first assignment.

## 2.2 STUDENT WITH SPECIAL NEEDS

In the respect of safety norms and conditions, the application to this Call by disabled students, must include appropriate health documentation to be uploaded through the Student Portal. Collegio reserves the right to verify - also through health advice - the condition of functional self-sufficiency with respect to the rooms' structure and the usability of the shared areas.

It is highlighted that the accommodations awarded by this Call are individual rooms; therefore, it is not possible to host any companions. At the end of the application call, applicants will be contacted for a preliminary interview.



## Admission - 24/25 Exchange

*For students involved  
in mobility/internship projects*

## 2.3 CONTRIBUTION TO BE PAID BY THE STUDENT

The monthly contribution required varies according to the type of room:

- Double room with private bathroom: **330 Euro / month**.
- Double room with kitchen and private bathroom: **395 Euro / month**.

Payment will be made through the PagoPA system. Any other payment methods will be promptly notified by the Admissions and Confirmation Office to interested students. Please consider:

- for assignments between day 1 and day 15 of the month, a cost equal to the whole month will be charged;
- for assignments after the 15th day of the month, a cost equal to half the month will be charged.

### 2.3.1 Penalties for late payments

In case of delayed payment of the requested installments (or part of them) the following penalties will be applied:

Delay  
≤ 10 days<sup>2</sup>

**25 €**

Delay  
> 10 days<sup>2</sup>

**50 €**

The methods of payment of the penalty will be indicated at the time of the request. In case of non-payment of the penalty, Collegio will claim against the student's security deposit. The sums collected as a penalty during the academic year 2024/25 will be allocated to the institutional activities of the Foundation in year 2025.

## 2.4 HOUSING AGREEMENT

The legal relationship between Collegio Universitario di Torino Renato Einaudi and the students is regulated by a Housing Agreement of a hotel nature, according to the Italian law (D.L. 68/2012, art. 13 co. 5).

It is not a rental contract for a residential property, therefore it is not permitted and it is strictly forbidden to request a change of registered residence at one of the sections of the Collegio where one is housed. The Housing Agreement will be valid until the end of the academic year.





## 2.5 PERSONAL TRAINING PROGRAM AND COLLEGE DIPLOMA

Each student of Collegio must sign a Personal Training Program (henceforth “PFP”) for each year spent in Collegio Einaudi, as required by the Italian law (art. 4, 1. V of D.M. 673/2016).

The choice of PFP activities will be made from September 2024 in accordance with the timetable and procedures that will be detailed by email and ticket on the Student Portal for study place winners.

The PFP aims to offer integrative, transversal and interdisciplinary education, aiming to train responsible adults, having attention to the common good.

Each student can choose his own path within the Annual Learning Plan (PFA) prepared by Collegio and with the support of his Community Manager/Training Design Expert. As per the above mentioned Ministerial Decrees, the minimum hours of training provided for each student are as follows:

- if a student is attending the 1st, 2nd or 3rd year of university studies, he/she will have to attend **70 hours** of training activities;
- if a student is attending the 4th or higher academic years, he/she will have to attend **25 hours** of them.

At the end of each academic year or of their stay at the Collegio, each student is required to sign his PFP Student Booklet which contains evidence of the educational activities participated in during their stay at the Collegio. At the end of the stay in Collegio each student receives the Diploma di Collegio, certifying the attended formative activities.

For more information on the PFP, [click here](#).

## 2.6 DEFINITIVE LEAVES WITHIN THE END OF THE PERIOD OF STAY

### *2.6.1 Early withdrawal*

After the admission and the subsequent signing of the Housing Agreement, the student may withdraw from the accommodation benefit and definitively exit Collegio before the end of the academic year. Such early termination must be communicated by filling, at least two months in advance of the date on which you intend to leave the Collegio, the specific form of final check-out in the Student Portal.

Therefore, any communication sent by email or other channel of communication will not be considered.

Any refund of part of the fees paid will be discussed with the Admissions and Confirmation Office, depending on the student's length of stay at the Collegio and upon completion of the minimum PFP training hours.



## 2.6.2 Return of the security deposit

Deposit return (and if applicable, part of the contribution paid) will occur within two months which follows the one of the check-out period and only on condition that:

- a. the definitive check-out form on the Student Portal has been filled out;
- b. a signed scanned copy of the Student Booklet has been uploaded on the Student Portal when you do the checkout;
- c. the IBAN area within the Student Portal has been correctly filled in.

Collegio will withhold deposits in the cases mentioned in the Housing Agreement and when one of the following cases occur:

- has not successfully completed the hours of Personal Formative Training laid down by the relative document;
- has not uploaded the signed "PFP Student Booklet" in the UPLOAD DOCUMENTS UD area of the Student Portal;
- terms and deadlines laid down by this admission process have not been respected;
- has not communicated within the deadlines and with the modalities indicated in chap. 2.7 the temporary suspension of the study place;
- the student has not communicated within the deadlines and with the modalities indicated in chap. 2.6.2 the final checkout from Collegio and completed their bank details.

In the event that damage to the furnishings and/or the room is recorded during check-out, these will be quantified and the relative amount withheld from the security deposit.

If the return of part of the instalment paid or of the security deposit should be made by foreign bank trans-fer, any additional costs will be borne by the student.

If ordinary and/or extraordinary maintenance works are carried out within the Residence Hall in which the study place is assigned, the assignee student will have no right to obtain the refund of the tuition, whether partial or total, or any reimbursement and/or compensation. of the damage.



## CH. 3 - TERMS AND CONDITIONS

By signing the application for admission, the candidate, throughout his / her stay in Collegio, declares to know:

- the provisions contained in the MIUR ministerial decrees 8 September 2016, nos. 672 and 673;
- the provisions contained in the Admission and Confirmation documents for the academic year 2024/25;  
and to accept the obligations arising from these provisions in relation to the position of student of Collegio of Merit.

Furthermore, he declares, under his sole responsibility:

- to be aware of the criminal and civil sanctions, in the case of false declarations, formation or use of false documents, referred to in art. 76 of Presidential Decree no. 445 of 28/12/2000;
  - to be aware that the information (personal data) requested for the purposes indicated herein is necessary for the performance and management of the activities related to the purposes of the Foundation.
- At the time of accreditation on the Student Portal, he / she undertakes to take note of the information pursuant to art. 13 of Reg. 675/96, giving where necessary your consent to the processing of personal data, in accordance with the provisions of the Privacy Policy.

## CH. 4 - VERIFICATION OF THE TRUTHFULNESS OF THE DECLARATIONS

Both during the preparation of the rankings and during the academic year, Collegio will exercise careful control over the declarations produced during the participation in the process and will carry out, by every means at its disposal, all the investigations it deems appropriate, requesting information and any assessments to all competent bodies and bodies.

The candidate forfeits the benefits obtained at any time (also following the assignment of the study place and consequent entry into Collegio) if the untruthfulness and / or irregularity of the content of the declarations produced emerges and will be invited to vacate their room and leave Collegio definitively within the period of competence of the last installment paid. Untruthful declarations are punished pursuant to the Criminal Code and the special laws on the subject (art. 75 and 76 DPR December 28, 2000, n. 445).