Call for Joint Projects for the internationalization of Research

INTRODUCTION

The development of the Internationalization of the Politecnico di Torino is one of the fundamental aspects considered by the Long Term Plan annexed to the General Agreement 2012-2015 signed between the Politecnico di Torino and the Compagnia di San Paolo.

The first *Call for Joint Projects for the Internationalization of Research* was launched in 2013, with the main purpose of strengthening long term collaboration of the Politecnico di Torino with the best international universities ranked in the 50 top position of International rankings, or alternatively, with universities located in selected geographical areas.

Given the actions undertaken and the results achieved by the 7 projects funded in the first edition, and the overall positive trend (as resulted from the biannual monitoring) of the 5 projects funded during the second edition (2014), in accordance with the Compagnia di San Paolo, the Politecnico di Torino launches a new *Call for Joint Projects for the Internationalization of Research 2015 Edition* with a total budget of €250.000.

1. GENERAL INFORMATION

1.1 OBJECTIVES OF THE PROGRAMME

The objective of this Call for Proposals is to establish, through the funding of mobility of research groups, long term cooperation with European and extra European Universities selected among the best international universities ranked in the 50 top position of International rankings, or alternatively, with universities located in selected geographical areas.

1.2 EXPECTED RESULTS

The financed Projects are expected to help the Politecnico di Torino to increase and develop its internationalization. In particular, by encouraging and supporting the incoming and outgoing mobility of the research groups involved in the activities, the projects submitted under this call are expected to facilitate the establishment of strong and well-structured partnerships with the best international Universities.

The actions carried out under this Call for Proposals will contribute to:
- o significantly increase the joint research activities and the number of professors and researchers spending a significant amount of time at the selected universities
- o increase joint education activities and encourage the student exchange between the Politecnico di Torino and the selected universities
- o promote the signature of partnership agreements with the selected universities (i.e. MOU, Research agreements, Double Degree agreements, Student Exchange agreements).

1.3 FINANCIAL ALLOCATION

The overall amount made available under this Call for Proposals is €250.000. Each project can be financed for a maximum amount of €50.000.

1.4 DURATION OF THE PROJECT

The selected projects must start no later than December 1st, 2015 and must be completed no later than November 30th, 2016.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1 DEFINITION AND GLOSSARY

Applicant: full or Associate Professor (Professore di I o II Fascia), or Researcher of the Politecnico di Torino. The Applicant is responsible to submit the application under this call. He/she is also responsible for the overall management of the Project, and performs the role of Coordinator of the Research Group of the Politecnico di Torino; he/she is actively involved in the outgoing mobility.

When submitting the proposal, the Applicant has to be working as permanent full time staff in Politecnico di Torino (Full or Associate Professors or permanent Researchers nominated according to the system prior to the entry into force of the law 240/2010) or working in Politecnico di Torino as limited-term full time staff (limited-term Researchers as indicated in the article 24, paragraph 3, letter a) or b) of the L. 240/2010). This requirement must be retained until the end of the project, or else the financing will be revoked. For limited-term Researchers whose contract validity expires during the project, it will be considered the potential extension of the contract.

The Applicant cannot be on leave during the mobility period funded under this call.

Second person of the Politecnico di Torino involved in the mobility: full or Associate Professor (Professore di I o II Fascia), or Researcher of the Politecnico di Torino, . He/she is a member of the Research Group of the Politecnico di Torino and is actively involved in the outgoing mobility.

When submitting the proposal, the Applicant has to be working as permanent full time staff in Politecnico di Torino (Full or Associate Professors or permanent Researchers nominated according to the system prior to the entry into force of the law 240/2010) or working in Politecnico di Torino as limited-term full time staff (limited-term Researchers as indicated in the article 24, paragraph 3, letter a) or b) of the L. 240/2010). This requirement must be retained until the end of the project, or else the financing will be revoked. For limited-term Researchers whose contract validity expires during the project, it will be considered the potential extension of the contract.

The Second person of the Politecnico di Torino involved in the mobility cannot be on leave during the mobility period funded under this call.

Partner coordinator: Professor or Researcher of the *Partner University*, performing the role of Coordinator of the Research Group of the *Partner University*. He/she is actively involved in the incoming mobility.

Partner University: foreign University, selected among those indicated in Paragraph 2.2.1, which participates in the Project with the Politecnico di Torino.

Research groups: Professors, Researchers, Research Fellows (assegnisti di ricerca) and PhD students, involved in the mobility. (Bachelor of Science and Master of Science students cannot be included in the research groups).

Letter of endorsement: letter signed by a Representative of the *Partner University,* stating the commitment to participate in the Project.

Incoming mobility: mobility of the *Partner University* Research Group towards the Politecnico di Torino.

Outgoing mobility*: mobility of the Politecnico di Torino Research Group towards the *Partner University*.*
Evaluation Committee*: the committee responsible for the evaluation of the Project proposals.*
Starting date*: date of the first Project activity.*

2.2 ELIGIBILITY CRITERIA
Projects can cover any technical-scientific sector, which can be considered of interest for the Politecnico di Torino.

In order to be eligible for the selection, the submitted Project must comply with **all** the requirements listed below. Non-compliant applications will be excluded from the selection.

2.2.1 Partner University
The Partner University involved in the Project must be alternatively selected among:

1. The Top 50 Universities of the following rankings to be selected on the basis of the scientific sector the project proposal belongs to:

    o   The Top 50 "Engineering & Technology" Universities ranked in the Times Higher Education 2014-15, the Top 50 "Engineering and Technology and Computer Sciences" Universities ranked in the Academic Ranking of World Universities 2014 and the Top 50 "Engineering and Technology" Universities ranked in the QS World University Rankings by Faculty 2014 (see annex A: a.1 "Ranking for projects in Engineering and Technology")

    o   The Top 50 "Architecture/Built Environment" Universities ranked in the QS World University Rankings by Subject 2015 (see annex A: a.2 "Ranking for projects in Architecture")

    o   The Top 50 "Universities in the world" ranked in the "Academic Ranking of World Universities 2014" (ARWU), in the "QS World University Rankings 2014/15" and in the "TIMES World University Rankings 2014-15" (See annex A: a.3 "Ranking for projects in other subjects")

2. The Universities located in the following countries: Brazil, China, Israel, Japan, Malaysia, Qatar, Singapore, South Korea, Vietnam.

The Partner University must confirm the participation in the Project through an *endorsement letter*, which must be signed by a Representative of the Partner University (annex B).

2.2.2 Project participants
The Research Group of Politecnico di Torino must be composed of:
-   the Applicant (compulsory)
-   the Second person of Politecnico di Torino involved in the mobility (compulsory)
-   other members (optional)
for a total maximum of 5 members.

The Research Group of the Partner University must be composed of:
- the Partner coordinator (compulsory)
- other members (optional)

for a total maximum of 5 members.

Characteristics, contractual status and role of members of the two Research Groups are specified in Paragraph 2.1 "Definition and Glossary".

Bachelor of Science and Master of Science students cannot be involved in the mobility.

Under this call, each Applicant will be allowed to submit just one proposal. Should the Applicant present more than one proposal, only the first proposal will be taken into consideration. In addition, the Applicant cannot be appointed as a Research Group member of other proposals, or else he will be automatically excluded as Research Group member of these proposals and the related activities.

2.2.3 Project activities

2.2.3.1 Mobility

Every Project submitted under this call must include *incoming* and *outgoing* mobilities, which must respect **all** the following requirements:

The Project must include:
- at least one outgoing mobility carried out by the Applicant
- at least one outgoing mobility carried out by the Second person of Politecnico di Torino involved in the mobility
- at least one incoming mobility carried out by the Partner coordinator.

Mobility must be organized according to the following criteria:

- Duration of each *outgoing* mobility: at least **3 months**[1] . If the financial resources allocated to the Project are sufficient, the duration can be divided into:
  - 2 periods, with only one interruption
  - 3 periods, with two interruptions, only if a kick off meeting is organized at the beginning of the project. This kick off meeting has to be clearly specified in the Project Proposal or declared by the Applicant when he/she communicates the date of the first project activity (see Paragraph 5 "Starting of the activities"). The kick off meeting can last maximum 7 days.

- Duration of each *incoming* mobility: at least **1 month** (not divisible).

- Total duration of the *outgoing* mobility of the Politecnico di Torino research group towards the Partner University plus the *incoming* mobility of the Partner University research group towards the Politecnico di Torino: at least **14 months.**

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[1] No reduction of the Teaching hours will be allowed for those members involved in the mobility or in the project activities.

Please note that the periods dedicated to the participation in conferences, symposiums included in the project proposal will NOT be considered valid when calculating the duration of the mobility.

Please notice that the project proposal shall highlight a balanced organization of outgoing and incoming mobilities, the potential involvement of senior members in the research group, the potential extension of mobilities beyond 14 months, and a feasible and consistent project action in relation to the objectives and expected results.

2.2.3.2 Other activities

Compulsory activity:
the Project must include at least one event (e.g.: workshop, seminar, educational activity, etc.) addressed to research staff and/or to PhD students and/or external subjects. This event must be jointly organized by Politecnico di Torino and the Partner University.

Elective activities:
- Joint publications
- Participation into joint research projects
- other

The possible inclusion of elective activities has to be clearly specified in the project proposal.

2.3 ELIGIBLE COSTS
Eligible costs are:

2.3.1 Mobility costs
- Travel costs from/to the Partner University, carried out in economy class or comparable rate
- Visa
- Health insurance
- Subsistence (food, accommodation and local transportation).

2.3.2 Costs related to the other activities
Costs related to the following activities are also considered eligible:
- costs for the organization of the events addressed to research staff and/or to PhD students and/or external subjects (see Paragraph 2.2.3.2 "Other Activities") E.g.: teaching material, dissemination, room rent, caterer, etc.
- joint publication costs
- costs for the participation in conferences, only if aimed at presenting the Project or at disseminating the Project results (enrolment fees, travel, food and accommodation, etc.) Note that the participation in conferences must be previously authorized by the Vice Rector for Research, unless it has been clearly specified in the Project proposal (e.g. conference title, period, etc.). The maximum eligible expense for these costs must correspond to the 10% of the total budget of the project.
- other costs, if any (e.g consumable materials). These costs must be clearly specified in the Project proposal and filled in the application form.

Only costs generated during the lifetime of the project (from the starting date of the Project to the official ending date) can be eligible.

Rules for reimbursement of the eligible costs are explained in the Financial Guidelines (annex C).

2.4 NON-ELIGIBLE COSTS
The following costs are not eligible:
- Staff costs
- Overheads
- Costs related to the participation in conferences, symposiums, scientific and technical meetings are considered not eligible, unless the activities mentioned above have been previously authorized by the Vice Rector for Research.
- Costs which do not have a direct connection with the activities of the Project, or which are financed through other funds (avoiding double funding).
- All the costs which are not clearly specified in Paragraph 2.3 and not previously authorized in writing.

3. HOW TO APPLY AND DEADLINE
The application, together with all the required documents, must be submitted by the Applicant exclusively by electronic means, or else it will be excluded from the selection.

The Applicant must fill in the application form available on the Politecnico website at: http://www.swas.polito.it/

The following documents, in .pdf format, must also be enclosed to the Application form:
- Endorsement Letter signed by a Representative of the Partner University (see the template available in annex B)
- Applicant CV (it is strongly recommended to describe the international experiences, the projects management experiences, the academic position and other institutional roles of the Applicant)
- Partner Coordinator CV (it is strongly recommended to describe the international experiences, the projects management experiences, the academic position and other institutional roles of the Partner Coordinator)
- Proposal Approval Letter signed by the Head of the Department of the Applicant.

The application, together with all the required documents, must be submitted by the Applicant exclusively by electronic means, **by September 21st, 2015, 12.00 a.m. (Rome time)**.

Any application submitted after the deadline will be rejected. Upon the submission, the Applicant will receive an e-mail of confirmation that the application has been successfully submitted.

4. FORMAL CHECKING OF THE REGULARITY AND ELIGIBILITY OF THE PROPOSALS

After the deadline, a formal checking of the regularity and eligibility of proposals will be realized, that is, each application must be enclosed with all the required documents stated in Paragraph 3 (regularity) and it must meet all the eligibility criteria stated in Paragraph 2.2 (eligibility).

During the following week the International Relations Office will publish the list of the eligible and not eligible applications for the evaluation.

4.1 Evaluation of proposals

The Evaluation Committee will be appointed by the Rector and will be composed of the Vice Rector for Research and other 3 members, chosen from the national and international scientific community.

The eligible applications will be assessed according to the following criteria. Each evaluation criterion is assigned a maximum score, whose total sum corresponds to 100.

Evaluation criteria:
A. Overall design and quality of the program activities
(Maximum score: 40)

B. Curriculum of the Applicant
(Maximum score: 10)

C. Curriculum of the Partner coordinator
(Maximum score: 10)

D. Quality of the Partner University
(Maximum score: 20)

E. Long term perspectives collaboration with Partner university in the framework of research, education, staff and students exchange
(Maximum score: 20)

The final ranking is drawn up on the basis of the total obtained score.
The results of the assessment are approved by the Rector who, by his own decree, announces the final ranking of the projects selected to be financed, within the limit of the available budget.
The final ranking will be published in the University Intranet.
The International Relations Office will send the scores and related evaluation formulated by the Evaluation Committee to those candidates whose proposals have been selected for funding.

5. STARTING OF THE ACTIVITIES

The Project officially starts with the first project activity. The date of the first project activity must be communicated in advance to the International Relations Office at the following e-mail address: bando.internazionalizzazione@polito.it.

All projects must begin no later than December 1st, 2015.

6. PAYMENT ARRANGEMENTS

The Project budget will be directly transferred to the Department of the Applicant. The Department will autonomously manage the allocated funds, in accordance with the rules set by this call, the Regolamento missioni (Rules for mobility) of the Politecnico di Torino and the national rules. The funds will be transferred to the Department, as follows:

- 50% of the amount as pre-financing payment;
- 50% of the amount upon the approval of the financial report.

7. MONITORING OF RESULTS

The Vice Rector for Research will appoint an evaluation committee in charge of supervising the state of play of the Project activities and the related costs. The financed Projects will be monitored periodically (at least every six months).

The Project results will be evaluated at the end of the Project; in particular, the impact of the Project on the collaboration with the Partner University will be assessed on the basis of the results in the fields of Research, Education, Student, and Faculty staff exchange.

Should the evaluation result negative, a partial or total revocation of the assigned funding could be applied.

8. FINANCIAL REPORT

According to the financial report modalities agreed together with the funding body, Compagnia di San Paolo, the following documents must be submitted to the International Relations Office:

- *first financial report* **by February 28th, 2016**, reporting the details of both the expenses already incurred and the indication of the costs, as much as possible documented, which are expected to incur until the end of the Project (see annex **C**);
- *final financial report* **by November 30th, 2016**, reporting the details of the costs, which were already indicated as expenditure forecast in the first financial report and have been borne after February 28th, 2015 (see annex **C**).

9. CONTACTS

For further information and clarification upon this call, please contact the International Relations Office (Department of International Affairs) at the following email address: bando.internazionalizzazione@polito.it.

Note that in the intranet a list of FAQ will be available starting from August, 5th 2015.

10. PERSON IN CHARGE OF THE PROCEDURE

Dr. Silvia Vacca is appointed as person in charge of the Procedure, in accordance with the Law 241/1990 s.m.i. and she will follow the entire process of evaluation.

11. PROCESSING OF PERSONAL DATA

In accordance with the rules stated in the D. Lgs. 196/2003, concerning personal data protection, data provided by candidates through the application will be processed in compliance with the above mentioned legislation and confidentiality requirements, in order to comply with the call fulfilments.

12. PUBLICITY OF THE CALL

The call will be published in the Intranet website at the section *Documenti ufficiali- Albo online d'Ateneo* (official documents- official list) available at the following link: http://www.swas.polito.it/dotnet/albo_online/.

13. LIST OF ANNEXES

Annex A:

- **A.1: Ranking for projects in Engineering and Technology**

List of the Top 50 "Engineering & Technology" Universities ranked in the Times Higher Education 2014 -15 and of the Top 50 "Engineering and Technology and Computer Sciences" Universities ranked in the Academic Ranking of World Universities 2014 and the Top 50 "Engineering and Technology" Universities ranked in the QS World University Rankings by Faculty 2014.

- **A.2: Ranking for projects in Architecture**

List of the Top 50 "Architecture/Built Environment" Universities ranked in the QS World University Rankings by Subject 2015

- **A.3: Ranking for projects in other subjects**

List of the Top 50 "Universities in the world" ranked in the Academic Ranking of World Universities 2014 (ARWU) and in the QS World University Rankings 2014/15 and in the TIMES World University Rankings 2014-15

Annex B: sample of the *endorsement letter*

Annex C: financial guidelines.

The Applicant can choose the Partner University among those listed in the three different rankings of universities outlined below, on the basis of the scientific sector the project proposal belongs to:

A.1 Ranking for projects in Engineering and Technology

List of the Top 50 "Engineering & Technology" Universities ranked in the Times Higher Education 2014 -15 and of the Top 50 "Engineering and Technology and Computer Sciences" Universities ranked in the Academic Ranking of World Universities 2014 and the Top 50 "Engineering and Technology" Universities ranked in the QS World University Rankings by Faculty 2014.

Column A: QS World University Rankings by Faculty 2014 - Engineering and Technology
Column B: Academic Ranking of World Universities in Engineering/Technology and Computer Sciences - 2014
Column C: subject ranking THE Engineering & Technology 2014-15

QS	ARWU	THE	Institution	Country
8	22	3	California Institute of Technology (Caltech)	United States of America
19	10	16	Carnegie Mellon University	United States of America
	24		City University of Hong Kong	Hong Kong
		32	Columbia University	United States of America
34	29	17	Cornell University	United States of America
16		19	Delft University of Technology	Netherlands
		42	École Polytechnique	France
10	19	12	EPFL (Ecole Polytechnique Fédérale de Lausanne)	Switzerland
	46		Eindhoven University of Technology	Netherlands
3		8	ETH Zürich – Swiss Federal Institute of Technology Zurich	Switzerland
	47		Fudan University	China
10	6	11	Georgia Institute of Technology (Georgia Tech)	United States of America
	21		Harbin Institute of Technology	China
17	32		Harvard University	United States of America
46			Indian Institute of Technology Delhi (IITD)	India
47			KIT, Karlsruhe Institute of Technology	Germany
17		26	Korea Advanced Institute of Science and Technology (KAIST)	South Korea
33		30	KTH Royal Institute of Technology	Sweden
		34	KU Leuven	Belgium
27		41	Kyoto University	Japan
1	1	1	Massachusetts Institute of Technology (MIT)	United States of America
		48	Monash University	Australia
9	12	29	Nanyang Technological University, Singapore (NTU)	Singapore
	49		National Cheng Kung University	Taiwan
37	30		National Taiwan University	Taiwan
7	16	13	National University of Singapore (NUS)	Singapore
	38		North Carolina State University - Raleigh	United States of America
	11	19	Northwestern University	United States of America

QS	ARWU	THE	Institution	Country
41		43	Peking University	China
	13		Pennsylvania State University - University Park	United States of America
	32		Pierre and Marie Curie University - Paris 6	France
47		46	Pohang University of Science and Technology (Postech)	South Korea
31			Politecnico di Milano	Italy
27	23	4	Princeton University	United States of America
38	14	45	Purdue University - West Lafayette	United States of America
		40	Rice University	United States of America
42			RWTH Aachen University	Germany
26		35	Seoul National University	South Korea
24	27		Shanghai Jiao Tong University	China
	50		South China University of Technology	China
2	2	2	Stanford University	United States of America
	36		ETH Zurich - Swiss Federal Institute of Technology	Switzerland
36	40	31	Technical University of Denmark	Denmark
27		28	Technical University of Munich (Technische Universität München)	Germany
	43		Technion-Israel Institute of Technology	Israel
39			Technische University Berlin	Germany
	15		Texas A & M University	United States of America
49			The Australian National University	Australia
49			The Chinese University of Hong Kong	Hong Kong
40			The Hong Kong Polytechnic University	Hong Kong
15	39	21	The Hong Kong University of Science and Technology	Hong Kong
6	8	6	The Imperial College	United Kingdom
	37		The Ohio State University - Columbus	United States of America
23	44	37	The University of Melbourne	Australia
27	42		The University of New South Wales (UNSW Australia)	Australia
24	5	14	The University of Texas at Austin	United States of America
	41		Tohoku University	Japan
22			Tokyo institute of technology	Japan
12	20	23	Tsinghua University	China
		43	University of British Columbia	Canada
5	3	10	University of California, Berkeley (UCB)	United States of America
20	26	9	University of California, Los Angeles (UCLA)	United States of America
	18	50	University of California, San Diego	United States of America
	7	22	University of California, Santa Barbara	United States of America
4	17	5	University of Cambridge	United Kingdom
43		36	University of Hong Kong	Hong Kong
21	4	18	University of Illinois at Urbana-Champaign	United States of America
44		37	University of Manchester	United Kingdom
	34		University of Maryland, College Park	United States of America
32	9	15	University of Michigan-Ann Arbor	United States of America
	35	49	University of Minnesota, Twin Cities	United States of America
13		7	University of Oxford	United Kingdom
		39	The University of Queensland	Australia
	45		University of Science and Technology of China	China
	28		University of Southern California	United States of America
44		46	The University of Sydney	Australia

QS	ARWU	THE	Institution	Country
13		25	The University of Tokyo	Japan
35	24	24	University of Toronto	Canada
	30	33	University of Washington	United States of America
	47		University of Waterloo	Canada
		27	University of Wisconsin-Madison	United States of America

A.2 Ranking for projects in Architecture

List of the Top 50 "Architecture/Built Environment" Universities ranked in the QS World University Rankings by Subject 2015

Column A: QS World University Rankings by Subject 2015 - Architecture / Built Environment

QS	Institution	Country
29	Cardiff University	United Kingdom
47	City University of Hong Kong	Hong Kong
11	Columbia University	United States of America
3	Delft University of Technology	Netherlands
28	Eindhoven University of Technology	Netherlands
24	EPFL (Ecole Polytechnique Fédérale de Lausanne)	Switzerland
7	ETH Zurich - Swiss Federal Institute of Technology	Switzerland
26	Georgia Institute of Technology	United States of America
5	Harvard University	United States of America
21	KTH Royal Institute of Technology	Sweden
32	Kyoto University	Japan
1	Massachusetts Institute of Technology (MIT)	United States of America
41	Monash University	Australia
6	National University of Singapore (NUS)	Singapore
48	Oxford Brookes University	United Kingdom
14	Politecnico di Milano	Italy
31	Pontificia Universidad Católica de Chile (UC)	Chile
38	Princeton University	United States of America
33	RMIT University	Australia
27	Samuel Curtis Johnson Graduate School of Management, Cornell University	United States of America
19	Seoul National University	Korea
41	Shanghai Jiao Tong University	China
30	Stanford University	United States of America
46	Technische Universität München	Germany
49	Texas A&M University	United States of America
12	The Hong Kong Polytechnic University	Hong Kong
45	The University of Auckland	Australia
13	The University of Hong Kong	Hong Kong
15	The University of Melbourne	Australia
22	The University of New South Wales (UNSW Australia)	Australia
40	The University of Newcastle, Australia (UoN)	Australia
37	The University of Queensland	Australia
44	The University of Sheffield	United Kingdom

13

QS	Institution	Country
17	The University of Sydney	Australia
10	The University of Tokyo	Japan
16	Tongji University	China
8	Tsinghua University	China
2	UCL (University College London)	United Kingdom
33	Universidade de São Paulo	Brazil
22	Universitat Politècnica de Catalunya	Spain
20	University of British Columbia	Canada
4	University of California, Berkeley (UCB)	United States of America
18	University of California, Los Angeles (UCLA)	United States of America
9	University of Cambridge	United Kingdom
25	University of Illinois at Urbana-Champaign	United States of America
49	University of Michigan-Ann Arbor	United States of America
35	University of Pennsylvania	United States of America
39	University of Salford	United Kingdom
41	The University of Texas at Austin	United States of America
36	University of Toronto	Canada

A.3 Ranking for projects in other subjects

List of the Top 50 "Universities in the world" ranked in the Academic Ranking of World Universities 2014 (ARWU) and in the QS World University Rankings 2014/15 and in the TIMES World University Rankings 2014-15

Column A: Academic Ranking of World Universities 2014 (ARWU)
Column B: QS World University Rankings 2014/15
Column C: TIMES World University Rankings 2014-15

ARWU	QS	THE	Institution	Country
7	8	1	California Institute of Technology (Caltech)	United States of America
8	14	14	Columbia University	United States of America
13	19	19	Cornell University	United States of America
31	25	18	Duke University	United States of America
	17	34	EPFL (Ecole Polytechnique Fédérale de Lausanne)	Switzerland
	12	13	ETH Zurich - Swiss Federal Institute of Technology	Switzerland
1	4	2	Harvard University	United States of America
49			Heidelberg University	Germany
47		44	Karolinska Institute	Sweden
26	36		Kyoto University	Japan
3	1	6	Massachusetts Institute of Technology (MIT)	United States of America
	39		Nanyang Technological University, Singapore (NTU)	Singapore
	22	25	National University of Singapore (NUS)	Singapore
27	41	38	New York University (NYU)	United States of America

14

ARWU	QS	THE	Institution	Country
28	34	21	Northwestern University	United States of America
35			Pierre and Marie Curie University - Paris 6	France
6	9	7	Princeton University	United States of America
33			Rockefeller University	United States of America
	31	50	Seoul National University	Korea
2	7	4	Stanford University	United States of America
19			ETH Zurich - Swiss Federal Institute of Technology	Switzerland
	40		The Hong Kong University of Science and Technology	Hong Kong
22			The Imperial College	United Kingdom
17	14	15	The Johns Hopkins University	United States of America
45	17	36	The University of Edinburgh	United Kingdom
	28	43	The University of Hong Kong	Hong Kong
38	30		The University of Manchester	United Kingdom
44	33	33	The University of Melbourne	Australia
	48		The University of New South Wales (UNSW Australia)	Australia
	43		The University of Queensland	Australia
	37		The University of Sydney	Australia
39		28	The University of Texas at Austin	United States of America
45			The University of Texas Southwestern Medical Center at Dallas	United States of America
21	31	23	The University of Tokyo	Japan
	47	49	Tsinghua University	China
20	5	22	UCL (University College London)	United Kingdom
37	43	32	University of British Columbia	Canada
4	27	8	University of California, Berkeley (UCB)	United States of America
47			University of California, Irvine	United States of America
12	37	12	University of California, Los Angeles (UCLA)	United States of America
14		41	University of California, San Diego	United States of America
18			University of California, San Francisco	United States of America
41		37	University of California, Santa Barbara	United States of America
5	2	5	University of Cambridge	United Kingdom
9	11	11	University of Chicago	United States of America
34			University of Colorado at Boulder	United States of America
39	45		University of Copenhagen	Denmark
28		29	University of Illinois at Urbana-Champaign	United States of America
43			University of Maryland, College Park	United States of America
22	23	17	University of Michigan-Ann Arbor	United States of America
30		46	University of Minnesota, Twin Cities	United States of America
49			University of Munich	Germany
36		46	University of North Carolina at Chapel Hill	United States of America
9	5	3	University of Oxford	United Kingdom
42			University of Paris Sud (Paris 11)	France

ARWU	QS	THE	Institution	Country
16	13	16	University of Pennsylvania	United States of America
24	20	20	University of Toronto	Canada
15		26	University of Washington	United States of America
24	41	29	University of Wisconsin - Madison	United States of America
32		42	Washington University in St. Louis	United States of America
11	10	9	Yale University	United States of America
	16	40	Kings College London	United Kingdom
	21	39	McGill University	Canada
	24		Ecole normale supérieure, Paris	France
	25	45	The Australian National University	Australia
	29		University of Bristol	United Kingdom
	35		Ecole Polytechnique	France
	46		The Chinese University of Hong Kong	Hong Kong
	49		Ruprecht-Karls-Universitaet Heidelberg	Germany
	50		University of Amsterdam	Netherlands
	2	9	The Imperial College	United Kingdom
		24	Carnegie Mellon University	United States of America
		27	Georgia Institute of Technology (Georgia tech)	United States of America
		29	Ludwig maximilian University of Munich	Germany
		34	London School of Economics and Political Science (LSE)	United Kingdom
		48	Peking university	China

SAMPLE OF THE ENDORSEMENT LETTER

Minimum requirements, which must be included in the letter of endorsement, are:

1. declaration of interest to participate in the Project and collaborate with the Politecnico di Torino

2. declaration of involvement in the mobility.

The letter must be printed on letterhead of the Partner university.

LETTER OF ENDORSEMENT

I, the undersigned (*name, surname*), in the name of ……….(*insert legal name of the institution, address*), agree to participate in the project "…….." (*insert title of project),* to be submitted within the call for proposals "Projects for internationalisation of research" of the Politecnico di Torino, under the scientific responsibility of Prof. ………. (*insert name of the Leader of the Project at Politecnico di Torino*).

The scientific area of collaboration will be focused on……………………*(describe the research field, the main activities to be/already undertaken, ecc.).*

The following activities will be jointly implemented ………………………………………………..

The research group led by ………………*(insert name of the group leader of the signing institution)* will be involved in the mobility plan for a total of ……. (*insert number*) months.

<div align="right">

Yours sincerely
Signature……………………………….
Stamp of the Institution………………

</div>

Date …………………………………

ANNEX C

FINANCIAL GUIDELINES

ELIGIBLE COSTS
As already stated in Paragraph 2.3 of this Call for Proposals, eligible costs are:

A. Mobility costs

o **Travel costs from/to the partner University**
Travels must be carried out in economy class or comparable rates. Travel costs can be reimbursed only upon provision of supporting documents (e.g. received invoices).

o **Health Insurance.** Health insurance cost can be reimbursed only upon provision of supporting documents (e.g. received invoices)

o **Visa.** Visa cost can be reimbursed only upon provision of supporting documents (e.g. received invoices)

o **Subsistence (food, accommodation, local transportation)**
Concerning subsistence, two reimbursement methods are available under this Call :
 I. daily lump sum allowance (max **77,47€/**day, tax free, including food, accommodation, local transportation). In this case, the submission of supporting documents is not required, in accordance with the rules stated in the Art. 4 of D.M. (Ministerial Decree) 23/03/2011.

 or, alternatively

 II. Real costs reimbursement on the basis of supporting documents. This modality of reimbursement will be applied in accordance with the rules indicated in the Regolamento Missioni (Rules for mobility) of the Politecnico di Torino.

Within the same Project, both reimbursement methods can be used, upon the choice of the Applicant. More specifically, the Applicant will decide whether to adopt the modality I, or the modality II, in consideration of the estimated cost of living of the country of destination, the academic position of the member involved in the mobility, and the duration of the mobility.
However, it is not possible to adopt a combination of both methods within the same mobility[2].

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[2] The Art. 4 of D.M. (Ministerial Decree) 23/03/2011 provides the possibility to opt for *Trattamento alternativo per missioni all'estero (alternative rules for the reimbursement of mobility).* According to this regulation, when the mission lasts more than one day - travel included - it is possible to refund, in addition to travel expenses, a flat rate for food, accommodation, and local transports, which is determined according to the geographical area (table C of the Decree).
When the cost of living in the country of destination makes it necessary, it is possible to adopt the daily rate indicated in table C of DM 23/03/2011, exceeding the max amount of 77.47€. The reimbursement of the difference between the daily amount of 77.47€ and the amount indicated in table C of DM 23/03/2011 must be charged on funds external to the Project, and previously authorized by the Department of the Applicant. In all cases, the Applicant must be aware

These reimbursement modalities are extended also to foreign staff in mobility at the Politecnico di Torino.

B. Costs related to the other activities

Costs related to the following activities are also considered eligible:
- costs for the organization of the events addressed to research staff and/or to PhD students and/or external subjects (see Paragraph 2.2.3.2 "Other activities") E.g.: teaching material, dissemination, room rent, caterer, etc.
- joint publication costs
- costs for the participation in conferences, only if aimed at presenting the Project or at disseminating the Project results (enrolment fees, travel, food and accommodation, etc.) Note that the participation in conferences must be previously authorized by the Vice Rector for Research, unless it has been clearly specified in the Project proposal (e.g. conference title, period, etc.). The maximum eligible expense for these costs must correspond to the 10% of the total budget of the project.
- other costs, if any (e.g consumable materials). These costs must be clearly specified in the application form.

Only costs generated during the lifetime of the project (from the starting date of the Project to the official ending date) can be eligible.

Cost for the *dissemination of the Project results* (e.g. publications, participation in lectures and congresses), scheduled after the official ending date of the Project (November 30th, 2016), can be exceptionally considered eligible, if they meet the following conditions:
- the expenses related to this cost category are borne within the official ending date of the Project (November 30th, 2016)
- dissemination activities are completed no later than February 15th, 2017. February 15th, 2017 is the last date for the submission of the financial statement from the Politecnico di Torino to the funding body.

Any budget modification occurred after the Project approval must be authorized by the International relations office in writing, including transfers of funds already allocated to specific costs.

FINANCIAL REPORT
As already stated in the Paragraph 8, according to the financial report terms and the modalities agreed together with the funding body, Compagnia di San Paolo, the following documents must be submitted to the International Relations Office:

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that the amount exceeding 77.47€ per day is subject to the relevant taxation, according to the Resolution 284/E - 07/07/2008 of the *Agenzie delle Entrate* and to art. 51 par. 5 of TUIR.

- ***first financial report*** **by February 28th, 2016**, reporting the details of both the expenses already incurred and the indication of the costs, as much as possible documented, which are expected to incur until the end of the Project;
- ***final financial report*** **by November 30th, 2016**, reporting the details of the costs, which were already indicated as expenditure forecast in the first financial report and have been borne after February 28th, 2016.

The financial report must include:

- A brief description of the activities carried out
- A brief description of the expenses
- A description of possible discrepancies between the actual costs and the budget submitted under this call
- The following information, in accordance with the accounting system (UGOV) scheme:
    - *Descrizione soggetto*
    - *Tipo Documento Gestionale*
    - *N. registrazione documento gestionale*
    - *Data di registrazione*
    - *N. ordinativo di pagamento*

Costi di mobilità: €XXXX (indicare l'importo complessivo della macro voce di costo)

Descrizione Soggetto	Tipo DG	Numero Registrazione DG	Descrizione DG	Data Registrazione DG	Importo	Numero ordinativo di pagamento
Beneficiario	Missione/Fattura Acquisto/generico di uscita/compenso	xxx	Descrizione della scrittura riporta in u-gov	Gg/mm/aaaa	€ xxxx	xxx