

IL DIRETTORE
Eugenio Brusa

To PhD candidates,

FYI to the Coordinators of the PhD programmes

Object: information regarding the authorisation procedure on the Teaching Portal – PhD Dashboard for periods abroad.

Dear PhD candidates,

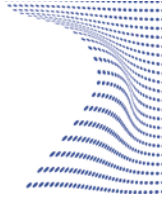
You may find here below the measures that the University has adopted during this month on business trip – with special regards to travels abroad – and, for completeness of information, on insurance cover.

In accordance with safety measures adopted to protect students and PhD candidates' health when travelling abroad, the authorisation procedure on the PhD Dashboard has been implemented with a list of compulsory statements.

Authorization procedure on the PhD Dashboard

When travelling abroad, it is compulsory to apply the authorisation procedure on the Teaching Portal – PhD Dashboard, indicating your mobility period in the sheet “External Research Activities” before applying the authorisation on your personal page in PoliTO website, because you are required to read and subscribe the following statements:

- *The PhD candidate undertakes to inspect the general training course on health and safety in the workplace available on the personal page of the Teaching Portal, before the departure. Please note that the course is temporarily offered only in Italian; the English version will be released soon; in the meanwhile the same course with English subtitles is available on YouTube at <https://youtu.be/PKPOpRfodYs> but it will not allow the user to receive the certificate of attendance.*
- *The PhD candidate undertakes to acquire information about the general risks dealing with the country of destination consulting the specific procedure for workers on business trips abroad, available at the webpage http://www.sls.polito.it/faq_materiale/materiale/missione_all_estero, agreeing with the contents, before the departure.*
- *The PhD candidate undertakes to inspect and comply with the measures against the spread of Covid-19 in force in Italy as well as with the ones in force in the country of destination and specifically pointed out by the World Health Organisation and by the Italian Ministry of Health available at <http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=italiano&id=5411&area=nuovoCoronavirus&menu=vuoto>, constantly keeping up to date on the regulatory provisions determined by the spread of contagion.*



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- *The PhD candidate undertakes to comply with all the provisions for the health and safety set up by Politecnico di Torino as well as comply with all the security measures, included the ones against the spread of Covid-19, adopted and communicated by the Host University.*

In case of travelling to a “Sanction Clause” country, the PhD candidate states that he/she has previously obtained the insurance cover that is not ensured automatically.

If you need clarifications on this procedure, you can contact scudo@polito.it

Provisions to carry out activities outside the PoliTO campuses

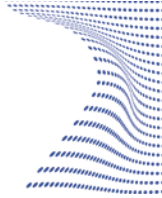
You may find here below measures adopted by Politecnico di Torino for mobility in Italy and abroad from July 1st, 2020; you are required to regularly visit the dedicated webpages http://www.coronavirus.polito.it/en/measures_for_staff/protocol_procedures_and_information_for_staff to stay up to date about protocols and procedures adopted by Politecnico di Torino.

Mobility in Italy

- apply the authorisation procedure available on your personal page in PoliTO website <https://www.swas.polito.it/intra/missioni/>
- follow the safety procedures adopted by the host institution/company.

Mobility abroad, it is compulsory for all the PhD candidates with or without scholarship:

1. check the website www.viaggiasesicuri.it to acquire information on the conditions for your leaving and to make sure that your destination is among those “allowed”;
2. for further safety information, consult the specific procedure for workers on business trips abroad, available at the webpage http://www.sls.polito.it/faq_materiale/materiale/missione_all_estero;
3. attend the general training course on health and safety in the workplace available on the personal page of the Teaching Portal;
4. apply the authorisation procedure on the Teaching Portal – PhD Dashboard, indicating your mobility period in the sheet “External Research Activities”;
5. only after successfully concluding the procedure on the Teaching Portal described at point 3, apply the authorisation procedure available on your personal page in PoliTO website <https://www.swas.polito.it/intra/missioni/>;
6. following the safety procedures adopted by the host institution/company;
7. on your return to Italy, check again the website www.viaggiasesicuri.it, and follow the restrictive measures adopted at a national and international level, if any;



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8. before resuming your activity in presence at PoliTO, you have to send an e-mail to infermeria@polito.it to inform the Occupational Physician and follow his/her indications.

Provisions on insurance conditions in no-EU Countries

In the European Economic Area health assistance in the public structures is provided throughout the European Health Insurance Card (tessera europea assicurazione malattia -TEAM).

For travels outside the European Union, POLITO holds a new insurance contract for staff who have been authorised to business trip (mobility), i.e. having obtained the authorisation to mobility both throughout the PhD Dashboard accessible by the Teaching Portal and throughout the mission procedure <https://www.swas.polito.it/intra/missioni/>.

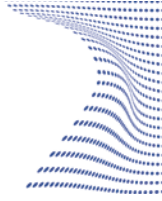
Further insurance policies addressed to the same typologies of risks will not be accounted for reimbursement.

Terms of use and limits of the insurance cover in no-EU countries

You are required to read the rules regulating the insurance policy, available at https://www.swas.polito.it/services/polizze/doc_m.asp, together with information and documents for use: **insurance conditions are listed on the cover page**. The information set indicates phone contacts to ask for help and payment of medical expenses: **800.083.723** from Italy, and **+39. 02.58.24.59.42** from Italy or abroad, and how to report any damage; in case of a claim, the Organisational Structure of Europ Assistance must always be contacted immediately to check the insurance cover and the operational modalities.

As already explained in the email received on 29th June 2020 about this insurance policy, conditions valid up to 30th June 2021 are the following:

- Mobility periods can last **no longer than consecutive 180 days**; you can ask for an extension, no later than one month before the departure, by emailing to assicurazioni@polito.it. The company will decide on a specific extension issuing an appendix for a coverage no longer than consecutive 250 days.
- **Not covered countries:** Afghanistan, Cocos, Georgia del Sud, Heard e Mc Donald, Isola Bouvet, Isola Christmas, Isola Pitcairn, Isole Chagos, Isole Falkland, Isole Marshall, Isole Minori, Isole Salomone, Isole Wallis e Futuna, Kiribati, Micronesia, Nauru, Niue, Palau, Sahara Occidentale, Samoa, Sant'Elena, Somalia, Terre Australi Francesi, Timor Occidentale, Timor Orientale, Tokelau, Tonga, Tuvalu, Vanuatu. **No travels to these countries are allowed.**
- Travels to **Countries in Sanction Clause** (currently Cuba, Iran, Corea del Nord, Siria and Crimea) are not automatically covered: in case of travel to these countries, one month before the departure, the



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PhD candidate must write to assicurazioni@polito.it the name of the traveller, the destination, the dates of the mobility period and the motivation for travelling, as to permit the Company to verify the case. **N.B. The PhD candidate will be asked of having received the insurance cover applying the authorisation procedure on the PhD Dashboard.**

The links to the updated lists of sanctioned countries are mentioned in the contract and must be periodically verified to check for updates.

- **Medical Expenses** cover is not limited (except for payment or reimbursements provided for medical expenses due to chronic disease if appeared during the 12 months before the beginning of the travel. In this case, the maximum amount is euro 300.000,00 per beneficiary, per claim and per single travel).

They are excluded claims due to diseases from epidemics/pandemics occurred in a country where they were already taking place and where they were already known before the departure.

In order to avoid this exclusion, the POLITO Insurance Office is expecting a detailed appendix regarding the extension in case of epidemics and pandemics.

It will be published at https://www.swas.polito.it/services/polizze/doc_m.asp, as soon as available.

In the event of **Travel cancellation**, they are excluded the claims due to:

- all the causes that can be foreseen and/or known by the beneficiary at the moment of the travel booking;
- consequences and complications of accidents occurred before the travel reservation;
- the default of the carrier, the agency or the tour operator;
- epidemics in the proportion of pandemics, i.e epidemics having a high mortality rate or requiring travel limitations to reduce the risk of people contamination, quarantines;
- causes or events not specified in the Object of the Insurance.

Best regards,

The Director of the Doctoral School