

CALL FOR STUDY PERIODS ABROAD
WITHIN EUROPEAN AND NON-EUROPEAN COUNTRIES
PARTICIPATING IN THE ERASMUS+ PROGRAM
AND IN SWISS UNIVERSITIES
PARTICIPATING IN THE SEMP PROGRAM

ACADEMIC YEAR 2021/22

The English version of this call for applications is for publicity purposes only. For matters relating to enforcement of the call, resolution of disputes and for all legal purposes, only the Italian version is valid.

The present call is published under condition pending the release of the Call Erasmus+ 2021 and the subsequent signing of the Erasmus+ 2021 financial agreement between the National Agency INDIRE/Erasmus and the University of Pavia.

All activities and related funding mentioned in this call are therefore subject to change in accordance with what may be provided by the rules of the financial agreement Erasmus+ 2021.

ART. 1 – INTRODUCTION

The current call states:

- The requirements and procedures to apply for a study period in one of the partner Universities¹ participating in the Erasmus+ Programme and in the SEMP Programme
- The criteria for the selection of candidates and for the allocation of mobility periods
- The modality of acceptance of the allocated periods.

Annex I defines:

- The requirements for the start of the mobility period
- The characteristics of the mobility period and the types of activities allowed
- The fulfilments of the "selected" students²
- The economic contributions to mobility with relative assignment criteria

1 The Partner Universities published in this call are located in: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Iceland, Israel, Lebanon, Lithuania, Malta, Morocco, Myanmar, Netherlands, Norway, Palestine, Poland, Portugal, United Kingdom, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Hungary, Vietnam.

2 Selected students = candidates who passed the selection process and were awarded a mobility period.

- The provisions that regulate the participation in the Erasmus+ Mobility for Study Program and in the SEMP Program (Swiss Universities).

Annex II defines:

- International language certifications recognized
- The list of courses of the University of Pavia given entirely in English language
- The list of courses with a language requirement for enrolment verified by the University of Pavia.

Annex III defines the additional requirements and selection criteria provided within the individual Erasmus areas.

Mobility in Switzerland

Mobility towards destinations in Switzerland, with which the University of Pavia has made specific institutional agreements, abides by the same regulations and principle of the Erasmus+ mobility, exception given for economic contributions given to participants.

Switzerland does not participate in the Erasmus+ Programme, therefore mobility periods cannot be funded in accordance with the Programme regulations.

The Federal Swiss Council, to guarantee the mobility towards European Countries and the universities with whom it collaborates, developed the Swiss European Mobility Programme – SEMP, that foresees the financing of the mobility both for outgoing and incoming students directly by the Swiss Universities.

Mobility in United Kingdom

It should be noted that the flows and financing of mobility to the United Kingdom may be subject to changes/suspensions or cancellations following the agreements occurred regarding the United Kingdom's exit from the European Union (Brexit).

Security provisions

It should also be noted that, if the Ministry of Foreign Affairs and International Cooperation does not recommend travel to the destination country or if the University of Pavia, after hearing the parties involved, considers the sending/staying of students in the destination country unsafe, the mobility period may be suspended, modified, interrupted, or cancelled.

All the information related to the current announcement will be published and constantly updated on the [Erasmus website](#). **Communications to candidates and selected students will be exclusively sent to their University e-mail address.**

ART. 2 – CANDIDACY REQUIREMENTS

Eligible candidates:

- EU citizens and non-EU citizens **regularly enrolled**³ in a course at the University of Pavia (bachelor degree⁴, master degree, one-single cycle degree, PhD program, 1st and 2nd level Master degree program, specialisation school)⁵ for the academic year 2020/21.

³ Students proven to be enrolled for the academic year 2020/21 are those who have paid taxes and university fees for that academic year. If non-EU citizens, they should also hold their valid permit of stay. You can verify the status of your enrolment through the [Area Riservata](#) (after the login select "Segreteria" to check the presence of a green stamp/mark in correspondence of "Dettaglio iscrizione" for the academic year 2020/21).

Candidates must:

- have an adequate knowledge of the language of the host country, or of the instruction language of the chosen destination (see linguistic requirements by host locations, indicated in the list of available destinations; for preparatory linguistic activities, see art. 8.2)
- possess the requirements set for each area of study, reported in the Annex III of this call
- not already have used the maximum number of months allowed for the Erasmus+ Programme in their own study cycle⁶.

ART. 3 – PERIOD ABROAD

The allocated period of study abroad can last indicatively **between 3 and 12 months continuatively**, based on the specifications given by every partner and indicated on the lists of the available destinations. The period will be determined by the academic calendar of the host University.

The period must be carried out **between the 1st June 2021 and the 30th September 2022**.

If the host Institution allows it, it will be possible to carry out entirely or partially a virtual mobility period, without physically moving to the host country.

ART. 4 – PERMITTED ACADEMIC ACTIVITIES

Except for limitations indicated by single institutional agreements and by deputy departments/faculties, periods abroad can consist of:

- Attendance to courses and related exams
- Activity in preparation of the thesis (with the exclusion of research activities inconsistent with a specific course of study), attending courses and seminars, bibliographic research, lab activities. BE AWARE: Not all Universities accept students who intend only to prepare the thesis, without taking courses
- Traineeship period associated to a period of study (combined mobility), on the condition that it is carried out under the supervision of the host University, that is included in the programme of study and that the combined period is continuous and concludes by the 30th September 2022.

Before departing students must present their own programme of study abroad (**Learning Agreement**). The Learning Agreement must normally include at least 20 credits in activities per semester to be completed and recognised, except for the preparation of the thesis (or preparation of the thesis + exams) or also other exceptions, to be evaluated case by case.

ART. 5 – DESTINATIONS

It is possible to apply for partner Universities with which the University of Pavia has made specific institutional agreements.

4 Included those who intend to graduate by a.y. 2020/21, enroll to a master degree for the a.y. 2021/22 and carry out their mobility period in the first year of their master degree.

5 The candidacy of everyone enrolled in a first or second level master or a specialisation school requires a preventative check of eligibility: please contact the International Mobility Office (outgoing.erasmus@unipv.it).

6 Erasmus+ allows you to take different mobility periods for every study cycle, equally for study or traineeship. There are 12 months of mobility allowed in total for every study cycle, I – bachelor degree, II – master degree, III – PhD program/masters/graduate school, and 24 months in total for a one-single cycle degree.

The lists of the available destinations, published on the Erasmus webpage, are divided by area of study, and contain the indication of the country, the number of available places, the duration in months of the mobility period⁷, the disciplinary area (ISCED), the level of study allowed, the linguistic requirements and other useful information.

Students with disabilities can check for any support offered by host University under "Requisiti aggiuntivi" in the lists posted on the website.

The list of Erasmus areas of study and related courses is published on the Erasmus website.

ART. 6 – ERASMUS MEETINGS

Specific Erasmus meetings – Infodays for each single area of study can be organised by the respective Erasmus Coordinators. The calendar is published on the Erasmus website.

ART. 7 – HOW TO APPLY

Those enrolled in a bachelor degree, master degree or one-tier degree must complete the application, with related questionnaire and any upload of the necessary linguistic certificate/s, online through the [Area Riservata](#).

After entering your Area Riservata, you must:

1. verify the regularity of the enrollment for the a.y. 2020/21. Any irregular situations must be promptly communicated to the Segreteria Studenti and to the International Mobility Office, and resolved within the deadline of the call for applications. There is no guarantee that the request will be solved on the same day, therefore any problems reported the same day as the deadline of the call may not be solved in time for the submission of the application
2. select your current course of study
3. select from the menu "**Bandi di mobilità**" (under the item "Mobilità Internazionale") and choose the one of your Erasmus area. The system first asks you to fill in the questionnaire. Once filled in and confirmed, you can proceed with the choice of the host Universities
4. at the end of the compilation, print in PDF the **questionnaire** and the **application** (receipt of registration to the call)⁸ to send them later to your Erasmus Coordinator.

Any language certificates must be attached in the appropriate section after having filled in the questionnaire and the application. If you wish to attach more than one language certificate, you can make further uploads using "Allegato libero".

Beware: after clicking "Stampa Ricevuta di Iscrizione al Bando" it will not be possible to amend/remove your application.

The online application will be available from the 2nd February 2021 until 12.00 on the 1st March 2021. At the same time (see art. 8.2), it will be necessary to register for the language tests, or, in case of exemption from the test, it will be possible to attach the language certificates directly to the online application.

⁷ The duration of the mobility period indicated in the lists of available destinations is purely indicative. The mobility period and any financial aid will be assigned at first based on this indicative duration: this does not guarantee that the planned/assigned period will correspond exactly to the number of months necessary to complete the activities included in the learning agreement. The individual mobility period may therefore be shorter or longer than the assigned period, which will be based on the dates of the academic calendar of the host University.

⁸ The document confirming the effective registration to the call is obtained by activating the button "[stampa ricevuta iscrizione al bando](#)"; after printing the receipt it will no longer be possible to modify or remove the application. On the other hand, "[stampa promemoria iscrizione al bando](#)" allows you to check the data related to your application: after printing it, it will still be possible to modify the application, or remove it and possibly re-compile it later; to confirm the final version, it will still be necessary to print the application receipt.

Only those enrolled in a PhD. course, specialisation school and first/second level masters will have to fill in the application through an **online form** (the link to access the form will be published on the Erasmus website), attach the **letter from their supervisor** (the form can be downloaded directly from the Erasmus website) and **any language certificates**, and **send everything to the Erasmus coordinator and a copy to the International Mobility Office (outgoing.erasmus@unipv.it) by 12 noon on Monday, March 1, 2021.**

For all the candidates: Those who have not sent the documentation to their Erasmus Delegate by 12 noon on Monday, March 1, 2021 will be considered excluded.

In the application the candidate can choose up to **three Universities** among those available (see art. 5. Candidates must pay particular attention to the features and requirements of each University:

- Disciplinary area (ISCED): it is fundamental that the preferred destinations show a compatible disciplinary area
- The Host Institution's course catalogue
- Language requirements: teaching language, linguistic level, international linguistic certificate requested (e.g. IELTS). **Students must anyway double-check information about language requirements on the Host Institutions' webpage, as the list of destinations is just indicative**
- Level of study allowed by the Universities for which you intend to enrol (I = bachelor degree, II = master degree, one-tier degree, first level university masters, III = PhD., second level university masters, specialisation schools)
- Approximate months of mobility: it will be necessary to consider the compatible duration of these months with the months of mobility still available to the students according to the Erasmus regulations.

ART. 8 – SELECTION AND RANKING

All candidates will undergo a selection process, also through specific tests (linguistic tests, interviews).

There will be **rankings for each Erasmus area.**

Candidates will be able to access only those destinations for which they meet the linguistic requirements set (language and level). The minimum level required to access mobility, in general, is the **A2**, also for those destinations that did not set any minimum level.

Some Erasmus areas foresee additional requirements and selection criteria (see Annex III).

The selection committee of each Erasmus area will assign the periods of mobility available, **respecting the ranking** of each Erasmus area and **considering the language level** of the candidates. The committee may also propose to the candidate a destination other than those indicated in the application, if it deems this Institution more suitable, or if the positions available at the Universities indicated by the candidate are filled by other candidates with higher positions in the ranking, or if it verifies that the duration of the period of study linked to the chosen destination is not compatible with any months of mobility already completed, or if the candidate's language skills do not correspond to the requirements of the chosen locations.

1. Ranking

The ranking will be formed in descending order based on the overall score resulting from the sum of the following points:

max 150 points	max 100 points	Merit grade <i>(calculated automatically based on the student career examinations)</i>
	+	
	max 50 points	Academic and personal motivation grade <i>(decided by the selection committee up to a maximum of 50 points)</i>

Merit Grade

The merit grade will be calculated in relation to the **exams⁹ of the current course of study and whose marks will be registered** in the student career by the **1st of March 2021**; for those enrolled on a master degree, the previous bachelor (3-year degree) course will be considered too (graduation mark and 180 overall credits).

It will be the responsibility of the candidate to check the "Libretto" in "[Area Riservata](#)", showing all the registered exams taken and passed (presence of an 'S' in the green field next to the name of the exam, date of the exam and grade).

The candidate must signal personally any eventual missing registrations or situations such as "attività in attesa di delibera/riconoscimento" (meaning activities with pending approval) at the Segreteria Studenti and, in case the missing registration depends on the professor, the request must be addressed directly to the professor.

Students currently spending a period of mobility abroad or just come back that intend to obtain recognition of their Erasmus activity must personally obtain the Transcript of Records from the host University and check with their Erasmus coordinator in Pavia the possibility to obtain the registration by the 1st of March.

The merit grade will be calculated by applying the following formula:

- For students enrolled on a bachelor (3-year degree) or a one-tier degree

$$\text{Weighted average exam marks} \times \frac{\text{CFU Acquired}}{\text{CFU Foreseen}^*}$$

- For students enrolled on a master degree

$$\frac{(\text{graduation mark bachelor}^{**} \times 30) \times 180 + (\text{weighted average marks present master} \times \text{CFU acquired present master} + 180)}{110 \times \text{CFU acquired present master} + 180} \times \frac{\text{CFU acquired present master} + 180}{\text{CFU foreseen}^{**} \times \text{present master} + 180}$$

* For CFU foreseen, it's meant those expected from the course of study, including the academic year 2020/21, adapted as follows:

- 60 CFU for each "regular" enrolment year
- Penalization of 30 CFU for every year of "non regular" enrolment

** For those enrolled on a master course possessing a previous bachelor degree obtained abroad, in case the graduation mark is not present on the registered student career (Esse3) or it is not shown out of 110, a predetermined grade of 95/110 it will be attributed.

The merit grade thus calculated will be "**normalized**" to 100. The maximum attainable mark will therefore be 100.

The students enrolled in a PhD course, 1st and 2nd level masters degrees or graduate school for whom it will not be possible to calculate the merit grade automatically, this will be decided by the selection committee, in consideration of the academic career and on the basis of the information supplied by the respective supervisor in the letter attached to the application of those candidates.

Evaluation of academic and personal motivation

The committee will evaluate the academic and personal motivations indicated by the candidate on the questionnaire attached to the application, and it will conduct a possible interview to acquire deeper useful information. The calendar of the selection interviews of each area will be published in the University website.

9 For "exams" meaning the exams and the other teaching/training activities due by a specific course.

In case of equal overall score, the position in the ranking will be determined giving precedence to those who, in order:

- 1) for seniority of University career will have fewer future opportunities to participate in Erasmus mobility
- 2) have a higher age.

2. Language proficiency

The **language proficiency** of a candidate will be defined on the basis of the linguistic competence proven by the results of the specific verification test, supplied by the Language Centre of the University of Pavia (CLA), except for the cases of exemption specified below. In the case that the linguistic level proven by the test is lower than that expected by the destination chosen, the candidate can access only those destinations requiring a level correspondent or lower to the one obtained in the test.

Generally, the minimum linguistic level to access mobility is the A2 of CEFR (*Common European Framework of Reference for Languages*), also for destinations that do not set any minimum level.

The verification test will be organised for **French, English, Portuguese, Spanish and German** and it is structured in 4 progressive stages corresponding to the respective levels of A2, B1, B2 and C1 of CEFR. The candidate must carry out the test starting from stage 1, corresponding to the test of level A2, and will continue only after getting the necessary percentage to access the next stage; if the score is not obtained the student cannot proceed and the test will certify only the level attained in the previous stage.

The CLA organizes online language activities, **totally free of charge and always active**, in order to support the preparation for the language proficiency test and to consolidate the language skills possessed. The preparatory activities are available for French, English, Portuguese, Spanish and German. They can be accessed through the platform Kiro, in the section of the Language Centre, with your University credentials, following the instructions on the [Language centre website](#), on the page "Erasmus+ Language Assessment". **It is strongly recommended to participate in these activities, which are specifically organized to optimize the preparation for the assessment test.**

The test will take place between the 8th and 12th March 2021 (one day for each language).

In order to take the test, **the candidate will have to register** to the online lists available on the Kiro platform, section of the Language Centre, for the languages of interest: **the registration will be open from February 1st until 12.00 noon on Monday March 1st, 2021** (same period of opening of the Erasmus call), as indicated in the Language Centre website (<http://cla.unipv.it> section "Erasmus+ Linguistic Assessment").

It is reminded that the registration to the test is compulsory and independent from the application to the call.

At the time of registration, candidates can choose whether to take the language test in person or online. In line with the anti-COVID measures adopted by the University, if the situation allows it, candidates will be able to take the test in the mode chosen during registration. Otherwise, the only mode available will be online.

After the expiry date for applications, CLA will organise the test timetable. The timetable calendar will be published on CLA webpage from Wednesday **3rd March 2021**. The date of the test cannot be changed (anticipated or postponed).

Languages not included among those tested

Candidates who include in their application any University which requires languages that are not among those tested (e.g. Greek, Romanian, Polish, Russian, Arabic, etc.), and who are not native speakers of these languages, must produce a language certificate, which will be evaluated on a case-by-case basis, proving language proficiency in these languages, **attaching a copy to the online application.**

Exemptions from the linguistic test

The language test is obligatory for all candidates, excepted the following cases:

1) Mother tongue: according to what foreseen by the Ministerial circular n. 5494 dated 29/12/1982, mother tongue persons are to be considered those who are capable to express themselves naturally and accurately in their mother tongue and that can be identified as holders of a citizenship of a Country for which the required language is the official language and/or having carried out their study career in the language of the Country. **Candidates belonging to this category will be automatically recognised the linguistic level C1**

2) Candidates holding an international language certificate, or a certificate released by the Language Centre of the University of Pavia, corresponding or superior to the linguistic requirements requested by the chosen destination such as:

- **international linguistic certificates released not before the 1st January 2018** (independently from the established official validity from the Certification Body) and reported in the Annex II

- **certificates released by CLA on occasion of previous tests, starting from the session of 2018 and until the session of September 2020 included**

- **certificate issued by the Language Centre regarding attendance with passing of the final test of the following courses organized by the Language Centre:**

- extracurricular course of Portuguese language of A2 or B1 level (active from the year 2019/20)
- extracurricular English language course at B1, B2 or C1 level (starting from the year 2020/21)
- extracurricular English language course for EDiSU colleges at A2, B1, B2 or C1 level (starting in the year 2018/19)

- **for Russian language only: a declaration signed by a professor of Russian language** at the University of Pavia confirming the language level possessed

- **only for Arabic: passing the exams of Arabic 1 and Arabic 2 - total 18 CFU by March 1, 2021** or a **declaration signed by a professor of Arabic** at the University of Pavia confirming the language level possessed

3) Candidates enrolled in courses of the University of Pavia given entirely in English language: they will be automatically considered eligible to those destinations in English language that requires the same level indicated for the access to the course of study. In case they would like to access destinations that foresee a different language or a higher linguistic level, they will have to certify it, or they will have to do the test

4) Candidates enrolled in courses of the University of Pavia that require the knowledge of the English language verified either through an international language certification or a test (or where having not passed the test, they are obliged to follow a course or take a subsequent test conditional to the advancement in the study career – in this case the new fulfilment is due by the deadline of call). In case the requirement is not possessed, they will have to do the verification test organised by the CLA. In case they would like to access destinations that foresee a different language or a higher linguistic level, they will have to certify it or they will have to do the test.

To obtain the exemption, it will be necessary to upload one or more of the documents listed below, **exclusively and directly through the online application by midday on 1st March 2021:**

1) Mother tongue: a self-declaration where the candidate declares and details the presence of the elements necessary to recognize his/her status of mother tongue as per the definition given above (citizenship, study, linguistic past, etc.). The self-declaration form is available on the Erasmus website

2) Candidates holding an international language certificate, or a certificate released by the Language Centre of the University of Pavia, or by professors (if applicable). Refer to Annex II of the present call

3) Candidates enrolled in courses of the University of Pavia given entirely in English language: NO declaration. The International Mobility Office will check this requirement

4) Candidates enrolled in courses of the University of Pavia that requires the knowledge of the English language verified either through an international language certification or a test: NO declaration. The International Mobility Office will check this requirement.

Beware: certificates or self-declarations presented in a different modality than the one described will not be considered valid.

A candidate who wants to access a destination with a different language or superior linguistic level requested will have to take the test.

It is furthermore clarified that, in order to be able to carry out the mobility, the recognition of the language and level obtained must also be accepted by the host University.

N.B.: Notwithstanding what required by the University of Pavia for the selection, in case the host University further requests a specific international language certificate (e.g., IELTS), it will be the responsibility of the candidate to obtain it on time, before the registration deadline fixed by the same University.

Those who do not fall within the cases of exemption and/or have not registered in any language test by the deadline indicated will be automatically excluded from the possibility of competing for an Erasmus mobility.

3. Additional requirements and criteria, special instructions

Any additional requirements and selection criteria defined within the individual Erasmus Areas are reported in Annex III.

ART. 9 – CALENDAR

Linguistic Tests: between the 8th and 12th March 2021.

Interviews with the selecting committees: between the 22nd and 26th March 2021 (the calendar of each Erasmus area will be published on the University Erasmus webpage).

Candidates that do not take the selection expected (linguistic tests - except for exempted students, and interview, if expected by their Erasmus area) **will be excluded.**

The **publication of the rankings**, expected by April 9, 2021, and subsequent updates, will be notified by communication to the candidates' University email address.

ART. 10 – ACCEPTANCE OF THE MOBILITY PERIOD

Between 12 and 11:59 p.m. (GMT +1) on April 18, 2021 all selected candidates appearing in the ranking lists must accept or decline their assigned mobility period, through an online form, following the instruction that will be given by the International Mobility Office.

Those who have not accepted by the deadline of 23.59 (GMT +1) on April 18, 2021 will be considered definitively renounced.

It will be possible to ask for a reduction of the mobility period assigned, but this will have to be authorised by the host University. Some host Universities do not accept students for one semester only. Please, ask directly to the host University.

Those who intend to do only one semester are encouraged to choose only Universities offering a semester period.

A reduction in the mobility period can be disposed by the International Office, if the assigned period, added to previous mobility period exceeds the number of total months allowed by the Erasmus+ Programme.

After the conclusion of the selections and on specific conditions (e.g., application deadline to the host Institution not already expired, linguistic requirements, etc.) it will be possible to re-allocate those destinations who remained vacant but only for those candidates who did not get any. The International Mobility Office will communicate to all interested students the new acceptance deadline.

It will not be possible to change the destination assigned.

The acceptance does not guarantee that the student will be able to take the mobility period: it will be possible only if the host University confirms the possibility to host him/her.

ART. 11 – WITHDRAWAL

The acceptance of the mobility period is a serious engagement taken by the candidate. Withdrawals should therefore be limited to justified causes.

The withdrawal from the mobility period should be done promptly writing to the International Mobility Office. It will lead to the repayment of the contribution already received.

The motivation and/or the missed communication of the withdrawal might be taken into consideration for a possible exclusion from a future application to the Erasmus+ Program.

ART. 12 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GENERAL DATA PROTECTION REGULATION

The personal data of the candidates will be treated only for the purposes of the Erasmus+ Program, eventually including communication to the Erasmus+ National Agency, to the host University and to the European Commission, according to the regulations set by the European General Data Protection nr. 2016/679.

ART. 13 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION

The responsible of the procedures of the present call for application is: Michela Cobelli – International Relations, International Mobility Office – Corso Carlo Alberto 7, 27100 Pavia – tel. +39 0382 986938 – e-mail michela.cobelli@unipv.it.

ART. 14 – INFO

Call, list of available destinations, information on how to apply, etc.

[Erasmus website](#)

Administrative info and application forms

International Relations, International Mobility Office

Corso Carlo Alberto 7, 27100 – tel. +39 0382 98 4004 | 4112 | 6948 | 4119 – e-mail: outgoing.erasmus@unipv.it

Didactic information and guidance to the foreign Universities

- **Erasmus delegates for each area of study:** names and contacts are listed on the Erasmus web site

- **Responsible teachers at the foreign universities:** names and contacts can be found in the list of destinations, divided by area of study, on the Erasmus web site

How to get feedbacks from other Erasmus students and former Erasmus students

[Facebook](#)

[STEP-ESN Pavia](#)