

ANNEX II
CALL FOR STUDY PERIODS ABROAD
WITHIN THE COIMBRA GROUP SEN PROGRAMME
“MARIA ANTONIETTA CONFALONIERI”
ACADEMIC YEAR 2022/23

PROVISIONS RELATING TO THE MOBILITY PERIOD

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ART. 1 – REGISTRATION AT THE HOST UNIVERSITY

Students must arrange their registration **independently** according to the indications provided by the host University, **respecting their deadlines**.

At the time of application, the host University normally asks students to attach:

- The transcript of records of their academic University career (that could be requested to the International Mobility Office)
- International language certificate (e.g., IELTS) or a linguistic certificate (e.g., certificates released by CLA after passing the test) showing the possession of the linguistic proficiency requested; in some cases, a specific international certificate is required.

Some host Universities with more teaching languages limit the registration to courses offered in one of these languages if the related linguistic requirements are met. The student must therefore check the availability at the host University of a sufficient academic offer in the interested.

The International Mobility Office cannot in any way be claimed responsible if the study period abroad cannot be completed because of the inobservance, by the applicant, of the rules set by the host Institution.

ART. 2 – STATUS OF “EXCHANGE STUDENT”

Mobility students will benefit from the status of “exchange student”, that implies:

- **exemption from the payment of fees at the host University¹** for the enrolment to courses, exams, attendance, access to laboratories and libraries
- **right to benefit from services offered by the University** (canteen, colleges, etc.), for free or at some expense
- **right to attend language courses organised by the host University** for free or at some expense
- **recognition**, on behalf of the home University, **of the activities completed at the host University**, if they are listed in the learning agreement and certified by the host University.

ART. 3 – DEPARTURE REQUIREMENTS

To begin the mobility period the student must:

- be **regularly enrolled²** at the University of Pavia for the academic year 2022/23 (this requirement will be checked before departure). Exception is done for those who expect to graduate by March/April 2023 and which are authorised to leave in the 1st semester
- not benefit in the same period of another scholarship within other international mobility programs of the University of Pavia or similar to those of the University (like the International mobility programs promoted by Merit colleges in Pavia).

Mobility is not allowed:

- at the first year of study, for the bachelor degree (3 years) and one-single-cycle degree
- at the first semester of the first year, for the master degree
- in case of enrolment “on condition” or “in hypothesis”.

Before the beginning of the mobility period the student will have to:

- get the approval of the Learning Agreement
- sign the mobility agreement
- insert the details of their Italian bank account for the payment of the scholarship in the [Area Riservata](#) (path Home > Anagrafica > Inserire/Modificare Dati Rimborsi).

ART. 4 – TRAVEL INFORMATION

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- 1 It is possible that the host University will require payment, in the same amount as local students, of any contributions for services, use of various materials, membership of unions/student associations and any insurance, if those of the University of Pavia do not provide the coverage required by the host University
 - 2 Students proven to be enrolled for the academic year 2022/23 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 2022/23)

Entry rules in the host country

The student must ensure that his/her identity card or passport and, if applicable, residence permit are valid for the entire period of mobility. If you are traveling outside the EU and in non-EU countries, you will need a visa for entry: to obtain it, you must contact the diplomatic representation (Embassy or Consulate) in Italy of the host country. Non-EU citizens must gather the necessary information in advance and obtain the documents that will allow entry and stay in the host country: the legislation and regulations governing immigration of non-EU citizens in the various countries are different and related to the nationality of the mobility participants. Before leaving, it is advisable to consult the website [Viaggiare Sicuri](#) and read the information issued by the [Ministry of Foreign Affairs](#) on the country of interest and the indications on visas.

Health care

The student will have to inform her/himself about health care in the host country, contacting the ASST or the diplomatic representations. For European citizens who will carry out mobility within the Union, basic health insurance coverage is guaranteed by the [European Health Insurance Card \(EHIC\)](#), which allows access to basic health services in EU countries. It is also necessary to check [how to purchase prescription drugs](#) while abroad. Non-EU citizens should check with the consular representations of the host country before leaving to find out the requirements for health insurance. For mobilities outside the member countries of the European Community it is advisable to purchase a private health insurance at any travel agency or insurance company. For detailed information on each country, consult the website of the [Ministry of Health](#) and search for your destination through the Ministry's interactive guide "[Se parto per](#)".

Dove siamo nel mondo

If you are leaving for a mobility in a non-EU country, register on the site "[Dove siamo nel mondo](#)", managed by the Crisis Unit of MAECI, clearly indicating the required data: name, city / country, university of destination, updated contact details and period of stay.

Accident and liability insurance

During the entire period abroad, participants automatically benefit from accident and liability insurance coverage provided by the University of Pavia.

ART. 5 – MOBILITY PERIOD

The period abroad shall be continuous (except for interruptions disposed by the host University). The study period initially allocated will last indicatively for **one semester**. The actual duration of the mobility period will be determined according to the academic calendar of the host university and the type of activity to be carried out abroad.

To be valid it has to last **minimum 2** (at least 60 days, considering that each month will be conventionally considered of 30 days) **and maximum 12 months**. The period shall be carried out indicatively between **1st of September 2022 and 30th of September 2023**.

During mobility it will not be possible to graduate/obtain the title for which the student is enrolled at the University of Pavia, nor transfer to another University.

The students who intend to graduate/obtain the title right after the end of their mobility period should consider having enough time to get the formal recognition of their mobility activity, communicating the intention beforehand to both the International Coordinator and to the International Mobility office, otherwise the graduation/fulfilment of the title might be endangered.

During the mobility period the student must continue to fulfil the duties towards the University of Pavia: pay the tuition fees and contributions for the academic year 2022/23, fill in the annual study plan, respect the obligations and deadlines indicated by the Segreteria Studenti.

Extension of the mobility period

In case the student, after having started the mobility period, envisages the need to extend his/her period to complete or integrate the activities foreseen by the Learning agreement he/she can ask for an extension. The authorization can be given only after positive pronouncement of the host University and the International Coordinator in Pavia.

The new period, extension included, shall not exceed the 12 months in the course of the academic year 2022/23, and shall not go beyond the 30th of September 2023. It is possible that the extension period will not be financed.

Beware that the extension could be subject to specific rules/deadlines set by the host Institution.

ART. 6 – ECONOMIC CONTRIBUTIONS

The economic contributions to mobility are not intended to cover the total cost of study abroad, they represent only a contribution to the expenses that the student must bear; they can be combined with all the financial aid provided in Italy (except for specific incompatibilities declared by the granting bodies) if they are not from the EU.

It is possible that available funds may not be sufficient to award financial aid to all the students.

Economic contributions for mobility

Students selected for a mobility period for the academic year 2022/23 will be eligible for financial aid in the order in which they are ranked. **The scholarships consist of a monthly grant of 420,00€.** Initially, grants will be awarded for a maximum of 5 months.

Before departure it will be adjusted to the duration in days of the period, on the basis of the academic calendar of the host University.

Students that remain without a scholarship could however leave benefiting of their status of “exchange student”. In case of subsequent availability of funds, they will be able to receive the scholarship also after their departure.

Extra contributions to the scholarship

Integration to the scholarship (ministerial funds called “Fondo Giovani”): it is an integration paid depending on the ISEE indicator and will vary according to progressive ISEE bands.

The amount of the integration will be differentiated on the basis of the economic situation, determined by the ISEE value declared to the University of Pavia for the purpose of reducing tuition fees, or to EDiSU for the purpose of applying for benefits for the academic year 2021/22. The ISEE value will be obtained exclusively from the University database: the International Mobility Office cannot accept ISEE certificates produced through other channels.

As an example, we publish the table of grants valid for the academic year 2021/22. **This table is to be considered indicative since it is subject to confirmation on the basis of any new ministerial or University provisions.**

ISEE	Monthly grant for extra contributions
ISEE ≤ 13.000	€ 400,00
13.000 < ISEE ≤ 21.000	€ 350,00
21.000 < ISEE ≤ 26.000	€ 300,00
26.000 < ISEE ≤ 30.000	€ 250,00
30.000 < ISEE ≤ 40.000	€ 200,00
40.000 < ISEE ≤ 50.000	€ 150,00
ISEE > 50.000 (or not declared)	€ 0

In addition to students with an ISEE > 50.000, **those who have not submitted an ISEE declaration for the academic year 2020/21 are excluded from the integration.**

The extra contributions will be paid for the number of days for which the mobility grant has been confirmed, and the total amount will be calculated according to the same principles.

N.B.: it is reminded that the available budget for the a.y. 2022/23 may not cover all those who possess the ISEE requirement. Therefore, as indicated for the mobility scholarships, the extra contributions will be assigned following the ranking order.

Economic contributions for virtual mobility

Students who will carry out partially a virtual mobility can benefit from specific economic contributions. All those who are awarded an extra contribution to the mobility grant (defined according to the ISEE) may receive a financial contribution equal to 60% of the amount provided for physical mobility.

As an example, we publish the table of grants valid for the academic year 2021/22. **This table is to be considered indicative since it is subject to confirmation on the basis of any new ministerial or University provisions.**

ISEE	Monthly grant for virtual mobility
ISEE ≤ 13.000	€ 240,00
13.000 < ISEE ≤ 21.000	€ 210,00
21.000 < ISEE ≤ 26.000	€ 180,00
26.000 < ISEE ≤ 30.000	€ 150,00
30.000 < ISEE ≤ 40.000	€ 120,00
40.000 < ISEE ≤ 50.000	€ 90,00
ISEE > 50.000 (or not declared)	€ 0

Payment of contributions

Grants will be paid in two instalments of 80% and 20% respectively.

The first instalment will be paid **within the 30 days following the beginning of the mobility period** – on the condition that students:

- have paid taxes and the University fees for the academic year 2022/23
- hold a regular Permit of Stay for Italy, if non-EU citizen
- have inserted the details of their Italian bank account in their [Area Riservata](#) (path Home > Anagrafica > Inserire/Modificare Dati Rimborsi)
- have signed the Mobility Agreement
- have submitted the contribution deduction form to the International Mobility office.

Otherwise, the student will receive the contribution within 30 days of the above conditions being met.

If the scholarship is granted after the signature of the Mobility Agreement, the payment will be done within 30 days after the communication to the student, at the same conditions.

The balance correspondent to the 20% of the entire scholarship will be paid after return from the mobility, within 45 days after the student will have handed in/completed all the final documents certifying the period done (Attendance Certificate, Transcript of Records), and after the International Mobility Office will have checked its validity.

At the end of the mobility period **the grant will be adjusted to the real duration of the mobility as certified by the host University**. If case of a reduced period than initially foreseen the exceeding amount will be returned by the student. The economic contributions for any days/months foreseen by the Mobility Agreement but not initially covered by the scholarship and for the days/months of extension made will be paid only if the necessary funds are available, at a later stage. On the other hand, no financial contribution will be granted for any unauthorised mobility days (i.e., exceeding the number of days indicated in the Mobility Agreement and for which no extension was requested).

Contributions for the disabled

Students with disabilities (including, for example, those suffering from coeliac disease or learning disability) can benefit of special contributions in order to satisfy their special needs. More information on how to access this contribution will be given at a later stage.

Loss of the economic contributions

The student will lose the right to the contributions if (even in case only one of the following situations occurs):

- he/she will not be regularly enrolled to the University of Pavia for the a.y. 2022/23, except for those who have been authorised to participate in the first semester as a 2021/22 undergraduate (graduation by March/April 2023)
- he/she won't have positively completed any of the foreseen activity as indicated in the learning agreement
- he/she won't get any recognition of the activity done
- he/she will not have prepared or handed in the obligatory documents by the set deadlines.

In this case, he or she will be obliged to repay any amount already received.

Other funding opportunities

EDiSU Integration for international mobility

EDiSU disburses contributions to their beneficiaries that participate in activities of international mobility. Information on how to apply and selection criteria will be indicated in the call of EDiSU for the academic year 2022/23.

Tax treatment

Contributions mentioned in the present call are subject to the existing fiscal law and, if the case applies, will have to be calculated in the revenue declaration.

The financial contribution paid is subject to IRPEF withholding like a salary and, as such, constitutes income. The University of Pavia provides the Certificazione Unica (formerly CUD, meaning a certification) related to the amounts disbursed in favour of the students (e.g.: scholarships, part time collaborations, tutorial activities, etc.) through a specific operational device called U-Gov normally every year in March. It will be possible to consult the link <https://unipv.u-web.cineca.it/#/> entering the University username and password.

ART. 7 – DOCUMENTS AND OBLIGATORY REQUIREMENTS

The principal documents and obligatory requirements in order to regularly carry out the mobility period are:

- **Learning agreement (Study program abroad):** a contract of study between the three parties involved (student, University of Pavia, host University) to be regulated before the beginning of the mobility period. The Learning Agreement defines the formative activities that the student will carry out at the host University and that the University of Pavia will validate upon return. It can be changed after the arrival at the host University, preferably not later than one month after the arrival. Normally the learning agreement should foresee at least 20 ECTS in activities to be recognized for the semester, with the exception of the preparation of the thesis (or preparation of thesis + exams) and other peculiar cases to be individually evaluated
- **Mobility agreement:** a contract between the student and the University of Pavia, to be regulated before the beginning of the mobility period. It defines the mobility period, the conditions for the payment of the related contribution and the documents to be provided for the validation of the mobility experience
- **Arrival certificate**, given by the host Institution
- **Attendance certificate:** to be delivered upon return. It is the document that proofs the starting and ending dates of the mobility period, on whose basis the calculation of the effective days of the mobility and related contribution will be done
- **Transcript of records (or Thesis Certificate in case of preparation of the thesis):** to be delivered upon return. It is the final certificate by which the host University declares the formative activities completed and the results in terms of ECTS credits acquired and marks.

The deadlines and modality of the completion, delivery and/or signature of the mentioned documents and requirements will be communicated in correspondence of the preparation of the several phases of the mobility.

Failing to deliver of the Attendance Certificate and Transcript of Records to the International Mobility Office by the 30th of September 2023 will incur in the total loss of the contributions.

ART. 8 – RECOGNITION

After the end of the mobility period, the student will obtain **recognition of the didactic activity**, for the purposes of registration in his/her career, carried out by the competent Didactic or Department Council, considering the activities carried out as reported in the Transcript of records.

For the conversion of grades, use will be made of the ECTS conversion tables which establish the equivalence between the grading system in use at the University of Pavia and the ECTS grade reported on the Transcript of records. The tables are valid only for countries belonging to the European Higher Education Area. For mobility in other countries, specific tables may be established on the basis of bilateral agreements between Universities.

Be aware: Students who have returned from mobility may not obtain the degree for which they are enrolled in Pavia, nor may they transfer to another University, before obtaining recognition of the activities carried out (also in preparation for the thesis) and the relative registration to complete their career. In the event of withdrawal from studies subsequent to the mobility period, this can only be formalised once the activity carried out abroad has been validated.