

ANNEX I
INTEGRAL PART OF THE CALL FOR STUDY PERIODS ABROAD
WITHIN EUROPEAN AND NON-EUROPEAN COUNTRIES
PARTICIPATING IN THE ERASMUS+ PROGRAM
AND SWISS UNIVERSITIES
PARTICIPATING IN THE SEMP PROGRAM
REOPENING FOR ACADEMIC YEAR 2022/23
PROVISIONS RELATING TO THE MOBILITY PERIOD

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 an Erasmus study period cannot be completed because of the inobservance, by the applicant, of the rules set by the host Institution.

ART. 2 – STATUS ERASMUS

Mobility students will benefit from the “status” Erasmus 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 enrolled**² at the University of Pavia for the academic year 2022/23 (this requirement will be checked before departure)
- not benefit in the same period of a communitarian contribution foreseen by other programs or actions financed by the European Commission or 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)
- not have already completed the maximum overall number of months allowed under the Erasmus+ program considering the study cycle in which the student will be enrolled in during the mobility period³
- be assigned of a number of months that, added to those already completed, won't exceed the limit of the maximum possible duration allowed in the study cycle.

Mobility is not allowed:

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

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

- get the approval of the Learning Agreement
- sign the Mobility Agreement (it regulates the mobility period and the payment of the contribution)
- 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

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 participating in the

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).

³ 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.

Erasmus+ program, 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 participating in the Erasmus+ program 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.

Mobility in United Kingdom

UK-bound students will need to verify the conditions of entry into the country through the host Institution and/or the [appropriate authorities](#).

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, 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). To be valid it has to last **minimum 2 months** (at least 60 days, considering that each month will be conventionally considered of 30 days). The maximum duration allowed is 9 months. The period shall be carried out indicatively between **1st of January 2023 and 30th of September 2023**.

During mobility it will not be possible to graduate/obtain the title for which the student is enrolled in 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 Erasmus 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 Erasmus Coordinator in Pavia.

The new period, extension included, shall not exceed the 9 months in the course of the academic year 2022/23, shall not go beyond the 30th of September 2023 and, added to former periods, shall not exceed the maximum overall number of months allowed.

In case of mobility in one of the extra-EU Universities, the extension is not allowed.

Beware that the extension could be subject to specific rules/deadlines set by the host Institution. The student is therefore responsible to collect them on time.

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.

The allocation of funds is conditional on the approval of funding by the European Commission and the actual signing of the Erasmus+ financial agreement a.y. 2022/23 between the National Agency and the University of Pavia.

Economic contributions for mobility in EU countries, Iceland, Norway, United Kingdom, North Macedonia, Serbia, Turkey, and Switzerland

The Erasmus+ Program divides the participating countries into groups, on the basis of the cost of living in the countries themselves and provides grants of different amounts depending on the group to which the host country belongs, as shown in the table below.

Monthly grant	Destination country
€ 350,00	Group 1 (high living cost): Denmark, Finland, Iceland, Ireland, Norway, Sweden, United Kingdom, Switzerland
€ 300,00	Group 2 (medium living cost): Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain
€ 250,00	Group 3 (low living cost): Bulgaria, Croatia, Estonia, North Macedonia, Lithuania, Poland, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Hungary, Turkey

Available fund, if not sufficient to cover the scholarships for all the selected, will be proportionally divided among the different Erasmus areas.

The scholarships will be allocated following the ranking order (excluding residents of specialisation schools already disposing of specialisation scholarship) until the available funds for each area are exhausted. The monthly amount correspondent to the destination country will be initially assigned for the foreseen period indicated in the acceptance of the mobility. 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.

* Switzerland does not participate fully in Erasmus+, but in order to guarantee mobility towards the countries and universities with which it usually cooperates, the Swiss Federal Council has drawn up the Swiss European Mobility Programme (SEMP), which provides for the possibility of receiving and (normally) financing incoming

students. Therefore, mobility to Switzerland, if funded directly by the Swiss Government, will not receive the Erasmus grants provided by the University of Pavia.

Possible remaining funds in one or more Erasmus areas or funds that could be available afterwards will be again proportionally divided among the Erasmus areas that have exhausted the funds without covering all the selected students.

Students that remain without a scholarship could however leave benefiting of their status Erasmus.

In case of subsequent availability of funds, they will be able to receive the scholarship also after their departure.

Economic contributions for mobility in non-EU countries

The economic contributions consist of a monthly grant of € 700,00 and a one-off contribution for travel expenses, differentiated on the basis of the distance to the destination country, as shown in the table below.

Destination country	Monthly grant	Contribution for travel expenses
Lebanon	€ 700,00	€ 360,00
Palestine	€ 700,00	€ 360,00

Students that remain without a scholarship could however leave benefiting of their status Erasmus.

The scholarships will be allocated following the ranking order until the available funds for each area are exhausted. The monthly amount correspondent to the destination country will be initially assigned for the foreseen period indicated in the acceptance of the mobility. 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.

Extra contributions to the Erasmus scholarship

Integration to the Erasmus 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 (as shown in the table below), 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.

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, **the following are excluded from the integration:**

- PhD students with international mobility grants, in accordance with the calls published by the UNIPV PhD office
- residents with a specialization grant
- those who have not submitted any ISEE declaration for the academic year 2021/22.

For students enrolled in a 1st and 2nd level Master degree program who are unable to submit their ISEE and do not fall under the discipline of the national right to study, an integration equal to € 200,00 per month has been established.

Students going to Switzerland, even if not assigned an Erasmus grant provided by the University of Pavia, will be able to benefit from the integration.

To define who can benefit of the above-mentioned contributions it will be necessary to:

- know the budget allocation for the a.y. 2022/23
- acquire the ISEE indicator of all the participants to the Erasmus mobility
- abide by the specific ministerial and/or university rules.

The International Mobility Office will announce the allocation of additional contributions at the same time as the Erasmus grants.

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 Erasmus scholarships, the extra contributions will be assigned following the ranking order for each Erasmus area (excluding the specialisation school students already disposing of specialisation scholarship and PhD students with international mobility grant).

Economic contributions for virtual mobility

Students who will carry out a virtual mobility can benefit from specific economic contributions. The amounts and methods of payment can be defined only after the signing of the Erasmus+ 2022 financial agreement between the National Agency INDIRE/Erasmus and the University of Pavia.

Payment of contributions

Unless differently decided by the Erasmus+ National Agency grants will be paid in two instalments of 80% and 20% respectively. **The first instalment will be paid within the 30 days following the signature of the Mobility Agreement – on the condition that students:**

- Have paid taxes and the University fees for the academic year 2022/23
- Have inserted the details of their Italian bank account in their [Area Riservata](#) (Home > Anagrafica > Inserire/Modificare Dati Rimborsi)
- Have signed the Mobility Agreement

In case of mobility to a non-EU country, the travel grant will be entirely paid with the first instalment.

If one or more of these conditions are not fulfilled at the moment of the signature the payment will be done within the 30 days following their fulfilment.

If the scholarship is granted after the signature of the Mobility Agreement (i.e., in the case of funding made available after withdrawals or reductions of periods by other beneficiaries) 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, online EU Survey**) 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 extra contributions to the Erasmus scholarship will be paid following the same criteria, into two instalments of 80% and 20%.

Contributions for the disabled

Erasmus students with disabilities (including, for example, those suffering from coeliac disease or learning disease) can benefit of special contributions financed by the European Commission in order to satisfy their special needs. More information on how to access this contribution will be given at a later stage, after the Italian Erasmus+ National Agency will have notified the University.

Contributions for sustainable travel

The University of Pavia will provide a lump sum reimbursement as co-financing for travel expenses incurred to reach the assigned destination using means of transport with a low environmental impact (such as, for example, bus or train).

More information on how and when to apply will be provided by the International Mobility Office.

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 or she will not be regularly enrolled to the University of Pavia for the academic year 2022/23
- he or she won't have positively completed any of the foreseen activity as indicated in the Learning Agreement
- he or she won't get any recognition of the activity done
- he or she will not have prepared or handed in the obligatory documents by the set deadlines
- he or she will not have completed the online EU Survey.

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

Contributions for destinations in Switzerland

Candidates who will carry out their mobility in Switzerland will receive the contributions directly from the host Universities in that Country, as foreseen by the SEMP Program.

Requests of information on the amount and modality of payment will therefore have to be addressed directly to these Universities.

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.

Contributions to international mobility for PhD students

The University of Pavia publishes an annual call for applications for international mobility grants reserved for PhD students. The procedures for participation are indicated in the call for applications available at <http://phd.unipv.it/bandi-per-borse-di-mobilita-internazionale/>.

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 new ISEE regulations also foresee that those contributions, regardless of the amount, must be considered in the Dichiarazione Sostitutiva Unica in order to obtain the related ISEE certificate.

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 Erasmus 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 Erasmus experience
- **OLS Test (Online Linguistic Support):** to be taken around the departure time and the end of the mobility period through the European Commission dedicated platform, following the instructions that the student will receive. In case the test shows a low level of proficiency, the OLS platform will automatically assign an on line course to be compulsory carried out
- **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
- **Participant Report (EU Survey):** to be completed at the end of the period. It is the document by which the student will report on the several aspects of the period done. The report will be completed online, following the instructions that the student will automatically receive at the end of the period.

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 and/or failing to complete the EU Survey by the requested deadline will incur in the total loss of the Erasmus contributions.

ART. 8 – RECOGNITION

After the end of the mobility period, the student will obtain **recognition of the didactic/training 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.

If the student withdraws from studies after the mobility period has ended, this can only be formalised once the activity carried out abroad has been validated.