ART. 1 – DEPARTURE REQUIREMENTS

The internship can be carried out while enrolled at the University of Pavia (as a student/doctoral student/master student/resident), or after obtaining the degree. During the mobility period, students are not allowed to graduate or obtain a degree for the course for which they are enrolled at the University of Pavia, nor to transfer to another University.

Additionally:

- those who will carry out their internship as a student/doctoral student/enrolled in a 1st or 2nd level master’s degree program/postgraduate school must have regularised their enrolment at the University of Pavia for the academic year 2022/23 (enrolment will be checked before departure)
- those who intend to complete their degree by 30 April 2023 won’t be required to enrol for a.y. 2022/23. If they do not get their degree by that date, they will be required to complete their enrolment for 2022/23
- those who intend to carry out their traineeship after obtaining their degree must be selected for mobility before the date of obtaining their degree (the date of the selection interview must be before the date of graduation).

To begin the mobility period, the student must:

- 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 during the mobility period\(^1\)

be assigned 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's degree (3 years) and one-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
- 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). In the case of a foreign bank account, it is necessary to fill in a special form available on the Erasmus website

**ART. 2 – 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 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.

The International Mobility Unit is available for support and assistance with the visa application process, but it declines all responsibility for any possible delays.

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 and contact 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 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**

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\(^1\) 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's degree, II – master's degree, 1st level master's degree, III – Ph.D. program/2nd level master's degree/graduate school, and 24 months in total for a one-single cycle degree
If you are leaving for 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, host Institution, 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.

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**ART. 3 – MOBILITY PERIOD**

The traineeship must have a **minimum duration of 2 months and a maximum duration of 9 months** and must be **continuous** (except for interruptions required by the host organization). The period shall be carried out indicatively between the **10th of January 2023 and the 30th of September 2023**. If the host Institution allows it, it will be possible to carry out partially a virtual mobility period, without physically moving to the host country.

Students who interrupt their stay before 2 months without a valid and proven reason will have to return the entire scholarship. Only in the event of an interruption due to serious reasons or force majeure, adequately documented, the Erasmus+ National Agency will decide whether to confirm the grant for the days/months of traineeship completed.

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 the International Mobility Unit, otherwise, the graduation/fulfilment of the title might be endangered.

During the mobility period the student must continue to fulfill the duties towards the University of Pavia: pay the tuition fees and contributions for the academic year 2022/23 (except for those who are about to graduate or already graduated, mentioned in art. 1 of this Annex), 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 new period, extension included, shall not go beyond the 30th of September 2023 and added to former periods, shall not exceed the maximum overall number of months allowed.

To obtain the extension, the trainee, at least one month before the end of the initially planned mobility period, must present the request, with the authorization of the host organization and the Erasmus coordinator.

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**ART. 4 – ECONOMIC CONTRIBUTIONS**

The economic contributions to mobility are not intended to cover the total cost of studying 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.

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2 Serious reason or force majeure means "an unforeseeable cause or event beyond the control of the beneficiary and not attributable to his fault or negligence, such as a general national strike in Higher Education Institutions, a natural disaster, etc."
It is possible that available funds may not be sufficient to award financial aid to all the students.

**Economic contributions to mobility**

The Erasmus+ Programme divides the participating countries into groups, based on the cost of living in the countries themselves, and provides grants of different amounts according to the group to which the destination country belongs, as shown in the following table:

<table>
<thead>
<tr>
<th>Monthly grant</th>
<th>Host country</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 500,00</td>
<td>Group 1 (higher living cost): Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden</td>
</tr>
<tr>
<td></td>
<td>Partner Countries of Region 14: Faroe Islands, United Kingdom, Switzerland*</td>
</tr>
<tr>
<td>€ 450,00</td>
<td>Group 2 (medium living cost): Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain</td>
</tr>
<tr>
<td></td>
<td>Partner Countries of Region 13 (excluding San Marino and the Vatican City State): Andorra, Monaco</td>
</tr>
<tr>
<td>€ 400,00</td>
<td>Group 3 (lower living cost): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey</td>
</tr>
<tr>
<td>€ 700,00**</td>
<td>All countries not included in the list of Groups 1, 2, and 3, specifically, Partner Countries of Regions 1, 2 (excluding Belarus and the Territory of Ukraine recognized under international law), 3, 5 (excluding DPR of Korea), 6, 7, 8, 9, 10, 11, 12</td>
</tr>
</tbody>
</table>

*To guarantee mobility with 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 financed directly by the Swiss Government, will not receive the Erasmus grants provided by the University of Pavia.

**The University of Pavia may not allocate more than 20% of its available funding to activities with non-EU countries not associated with the program (including countries in Regions 13 and 14).**

The 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 already disposing of fellowship) until the available funds for each area are exhausted. The monthly amount corresponding to the host 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, according to the planned start and end dates of the traineeship as indicated by the host organization.

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4 [https://erasmus-plus.ec.europa.eu/it/node/2765](https://erasmus-plus.ec.europa.eu/it/node/2765) (pag. 34)
5 [https://erasmus-plus.ec.europa.eu/it/node/2765](https://erasmus-plus.ec.europa.eu/it/node/2765) (pag. 35)
6 Please refer to the table in art. 3 of the call for applications
7 [https://www.erasmusplus.it/istruzione_superiore/mobilita/mobilita-extra-ue/](https://www.erasmusplus.it/istruzione_superiore/mobilita/mobilita-extra-ue/)

*University of Pavia – Erasmus+ Programme: call for traineeship periods abroad (Annex I) – reopening for a.y. 2022/23*
Possible remaining funds in one or more Erasmus areas or funds that could be available afterward 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.

**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 based on the economic situation (as indicated in the table below), determined by the ISEE value declared to the University of Pavia to reduce tuition fees, or to EDiSU to apply for benefits for the academic year 2021/22. The ISEE value will be obtained exclusively from the University database: the International Mobility Unit cannot accept ISEE certificates produced through other channels.

<table>
<thead>
<tr>
<th>ISEE</th>
<th>Monthly grant for extra contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISEE ≤ 13.000</td>
<td>€ 400,00</td>
</tr>
<tr>
<td>13.000 &lt; ISEE ≤ 21.000</td>
<td>€ 350,00</td>
</tr>
<tr>
<td>21.000 &lt; ISEE ≤ 26.000</td>
<td>€ 300,00</td>
</tr>
<tr>
<td>26.000 &lt; ISEE ≤ 30.000</td>
<td>€ 250,00</td>
</tr>
<tr>
<td>30.000 &lt; ISEE ≤ 40.000</td>
<td>€ 200,00</td>
</tr>
<tr>
<td>40.000 &lt; ISEE ≤ 50.000</td>
<td>€ 150,00</td>
</tr>
<tr>
<td>ISEE &gt; 50.000 (or not declared)</td>
<td>€ 0</td>
</tr>
</tbody>
</table>

In addition to students with an ISEE > 50,000, the following are excluded from the integration:
- Ph.D. students with international mobility grants, under the calls for applications issued by the University's Ph.D. office
- residents’ students with a fellowship
- those who have not submitted any ISEE declaration.

For students enrolled in a 1st and 2nd level Master degree program and in a non-medical postgraduate school 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 awarded an Erasmus grant by the University of Pavia, will be able to benefit from the integration.

To define who can benefit from 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 in the Erasmus mobility
- abide by the specific ministerial and/or university rules.

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

It is reminded that the available budget 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 residents already disposing of fellowship and Ph.D. students with international mobility grant).
Economic contributions to virtual mobility
Students who spend part of their mobility period in virtual mode may benefit from specific financial contributions.

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 the student:
- has paid taxes and the University fees for the academic year 2022/23 (except for those who intend to graduate by 30 April 2023)
- has inserted the details of their Italian bank account in the Area Riservata (Home > Anagrafica > Inserire/Modificare Dati Rimborsi), or indicated a foreign bank account through the specific form
- has completed and submitted the learning agreement to the International Mobility Unit
- has signed the mobility agreement.

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 fulfillment.

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 (Traineeship certificate, EU Survey), and after the International Mobility Unit 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 institution. In 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, in two instalments of 80% and 20%.

Contributions to the disabled
Erasmus students with disabilities (including, for example, those suffering from coeliac disease or learning disease) can benefit from special contributions financed by the European Commission to satisfy their special needs. More information on how to apply and the deadline for applying will be provided by the International Mobility Unit.

Contributions to sustainable travel
To encourage the adoption of sustainable practices and to promote the development of ecological awareness among the participants in the Erasmus+ Programme, the European Commission has provided an additional contribution for the travel for all those who will use "green" modes of transport (train and bus)\(^8\) to reach the city of destination. For these cases, which will have to be properly documented through the presentation of invoices, there is an additional contribution of € 50,00, and up to a maximum of four additional days of the ordinary grant, to cover the period of the green round trip. This contribution will be paid at the end of the mobility, upon presentation of supporting documentation.

Further information will be provided by the International Mobility Unit at a later date.

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\(^8\) The type of means indicated is to be understood as the one necessary to reach the assigned destination. Therefore, co-funding assignees will not be able to submit supporting documents for urban or inter-urban routes linking place of departure or destination to airports.
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 won’t be regularly enrolled at the University of Pavia as indicated in art. 1 of this Annex
- he/she won’t have positively completed any of the foreseen activities 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
- he/she will not have completed the online EU Survey.

In this case, he/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 can be found in the call of EDiSU for the academic year 2022/23.

Contributions to international mobility for Ph.D. students

The University of Pavia publishes an annual call for applications for international mobility grants reserved for Ph.D. 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 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 favor 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.un-web.cineca.it/#! entering the University username and password.

ART. 5 – DOCUMENTS AND OBLIGATORY REQUIREMENTS

Before departure

The student must submit:

- the Learning Agreement: it will contain details of the host institution, the traineeship program, and the start and end dates of the mobility, and must be signed by the home University, the host institution, and the trainee. The learning agreement will also include the Quality Declaration defining the roles and responsibilities of the parties involved in the traineeship. Any substantial changes to the program or dates of the mobility and any extensions must be agreed upon in writing by the parties (University, student, and host company)
- the details of the Italian bank account in the Area Riservata (Home > Anagrafica > Inserire/Modificare Dati Rimborsi), or through the specific form for the foreign bank account.

The student must also fill out online:
● OLS Initial Test, which will be requested by e-mail from the European Commission directly to the participant before the beginning of the mobility period.

The University of Pavia will issue:

● the mobility agreement which will be signed by the student and the University, indicating the period and location of the traineeship, the amount of any grant due, and the rights and obligations of the student in mobility.

**During the mobility period**

The student must submit:

● the arrival certificate issued by the host organization, which must indicate the actual start date of the traineeship period

● if applicable, the authorization request to extend the mobility period, duly completed and bearing the host company's authorization, within one month of the end of the traineeship.

**Upon return**

The student must send the following documents to the International Mobility Unit within 30 days of the end of the mobility:

● the Traineeship Certificate issued by the host organization

● a final relation written by the student him/herself.

The student must also fill out online:

● OLS final test, which will be requested by e-mail from the European Commission directly to the participant after the conclusion of the mobility period

● EU Survey, which will be requested by e-mail from the European Commission directly to the participant after the conclusion of the mobility period.

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

Failing to deliver the Traineeship Certificate to the International Mobility Unit by the 30th of September 2023 and/or failing to complete the EU Survey by the requested deadline will incur the total loss of the Erasmus contributions.

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**ART. 6 – RECOGNITION**

After the end of the mobility period, the student will obtain recognition of the traineeship, for registration in his/her career, considering the activities carried out reported in the Traineeship certificate.

The allocation of the number of credits for internship activities is left to the teaching structures. If the traineeship is not included in the trainee's course of study, it can and must be recognized in the form of additional credits that are not useful for obtaining the degree.

For those who undertake the traineeship as graduates, recognition of the activity in the student career will not be possible.

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, this can only be formalized only once the activity carried out abroad has been validated.