

ANNEX I

ACADEMIC YEAR 2024/25

PROVISIONS REGARDING THE MOBILITY PERIOD

ART. 1 – REGISTRATION AT THE HOST UNIVERSITY

The student must **independently provide** for the completion of the registration and the request for accommodation at the host University, following the procedures indicated by the University, in compliance with the relevant 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 asked to the International Mobility Unit)
- 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 Unit cannot in any way be claimed responsible if an Erasmus study period cannot be completed because of the inobservance of the rules set by the host Institution by the applicant.

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, and access to laboratories and libraries. ATTENTION: in some Universities it is required the payment of a fee to access services (canteen, transport, etc.). In addition, students may have to pay other “local” service fees decided by local/government authorities based on legislation that is not dependent on the university
- **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

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

- **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.

The rights and duties of Erasmus students are listed in the "Erasmus Student Charter", which will be available on the Erasmus University website.

Similar treatment is applied to students who carry out mobility to Swiss universities, even if not funded by the Erasmus Programme.

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 2024/25 (this requirement will be checked before departure). An exception is made for those who are authorised to leave in the 1st semester as "*laureando*" of the a.y. 2023/24, meaning that the student will graduate by March/April 2025
- 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 period³
- be assigned a number of months that, added to those already completed, will not 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 single cycle degree
- at the first semester of the first year, for the master's degree (laurea magistrale)
- in case of enrolment "under 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 is valid for the entire period of mobility. If you are travelling 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.

² Students proven to be enrolled for the academic year 2023/24 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

³ Erasmus+ allows you to take different mobility periods for every study cycle. There are 12 months of mobility allowed in total for every study cycle, I – bachelor's degree, II – master's degree, III – PhD program/masters/graduate school, and 24 months in total for a one-single cycle degree.

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.

The International Mobility Unit is available to provide the necessary documentary support for students who need to apply for an entry visa, but the costs and management of such procedures are entirely the responsibility of the student. The possibility of undertaking the exchange is always subject to the issuance of the entry visa in the destination country (a process that should be personally followed well in advance of the departure date). It is also noted that to obtain the visa some countries require students to certify the availability of financial means. The minimum amount varies and sometimes exceeds the total amount of mobility contributions.

Health care

The student must inquire independently about the healthcare 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 insurance⁴.

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

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, 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 decided by the host University). To be valid it has to last a **minimum of 2 months** (at least 60 days, considering that each month will be conventionally considered 30 days). The maximum duration allowed is 12 months. The period shall be carried out between the **1st of June 2024 and the 30th of September 2025**.

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.

⁴ Non-EU citizens enrolled and covered by the National Health Service (SSN) cannot use the TEAM in Iceland, Norway, and Liechtenstein, as it is not provided for by current EU regulations (Regulation EC 859/2003). They are therefore invited to contact their Local Health Authority (ASL) in any case. Non-EU citizens not enrolled in the SSN must obtain adequate health coverage

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 2024/25, 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 the positive pronouncement of the host University and the Erasmus Coordinator in Pavia.

The new period, extension included, shall not exceed 12 months over the academic year 2024/25, shall not go beyond the 30th of September 2025 and added to former periods, shall not exceed the maximum overall number of months allowed.

Beware that the extension could be subject to specific rules/deadlines set by the host Institution. The student is therefore responsible for collecting 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. 2024/25 between the National Agency and the University of Pavia.

Economic contributions consist of the following items:

1. European (either ministerial, or from UNIPV) contribution, which varies based on the destination country, personal economic and asset situation (ISEE), and/or limited opportunities
2. Any European contribution to sustainable travel

Monthly contribution based on the destination country – Item A

The Erasmus+ Program divides participating countries into groups based on the cost of living in those countries, and provides differentiated grants based on the group to which the destination country belongs, as shown in the following **Table 1**:

| Monthly grant (Item A) | Destination Country (Programme Countries) |
|-------------------------------|---|
| € 350,00 | Group 1 (high living cost): Denmark, Finland, Iceland, Ireland, Norway, Sweden <u>Here also included the following Partner Countries: Switzerland⁵ and the United Kingdom</u> |
| € 300,00 | Group 2 (medium living cost): Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain |

⁵ Mobility to Switzerland, if funded directly by the Swiss government, will not receive the contributions related to item A. In this case, the modalities and timing of the mobility grant will be defined by foreign universities. If for the academic year 2024/25, the Swiss government does not proceed with the funding of mobility, the University of Pavia will provide a monthly contribution equal to the amount due for countries in Group 1

| | |
|----------------------|---|
| € 250,00 | Group 3 (low living cost): Bulgaria, Croatia, Estonia, North Macedonia, Lithuania, Poland, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Hungary, Turkey |
| Monthly grant | Destination Country (Partner Countries)* |
| € 700,00 | Morocco (University Sidi Mohammed Ben Abdellah) and China (Tongji University – Shanghai) |

* The University of Pavia cannot allocate more than 20% of the total budget available for mobility to Partner Countries.

Students enrolled in specialization schools and receiving a speciality scholarship may benefit from the European contribution (except for any cases of incompatibility to be verified promptly with the International Mobility Unit and the Specialization Schools in the Healthcare Area Unit).

Monthly contribution based on personal economic situation (ISEE) and/or fewer opportunities – Items B and C

1 – Economic requirements with ISEE from 0 to 50,000, based on **Table 2** (subject to changes based on any new ministerial or University provisions):

| ISEE | Monthly grant (Item B) |
|---|-------------------------------|
| 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 + Enrolled in I and II-level Master's degrees + Enrolled in doctoral courses not receiving mobility scholarships, for the same period and destination, according to the calls issued by the University's doctoral office | € 200,00 |
| 40.000 < ISEE ≤ 50.000 | € 150,00 |
| ISEE > 50.000 (or not declared) + Enrolled in doctoral courses awarded international mobility scholarships, for the same period and destination, according to the calls issued by the University's doctoral office + Enrolled in specialization schools awarded speciality scholarships | € 0 |

2 – Fewer opportunities: students who have one or more of the following conditions:

- a. special needs (certified physical, mental, and health conditions)
- b. refugee and/or international protection status
- c. with minor children

- d. workers⁶
- e. professional athletes
- f. orphans of at least one parent
- g. children of victims of terrorism and organized crime

The expected economic contribution for these categories is **€250.00 per month (Item C)** and they are not cumulative.

Grants for sustainable travel – Item D

The University of Pavia provides contributions to those who use low-impact means of transportation (e.g., bus or train) to reach the assigned destination.

The amount consists of:

1. a variable amount based on travel distances, as per the following **Table 3**:

| Distance | Amount |
|------------------|------------|
| 10 – 99 km | € 56,00 |
| 100 – 499 km | € 285,00 |
| 500 – 1 999 km | € 417,00 |
| 2 000 – 2 999 km | € 535,00 |
| 3 000 – 3 999 km | € 785,00 |
| 4 000 – 7 999 km | € 1 188,00 |
| 8,000 km or more | € 1 735,00 |

The International Mobility Unit will use the [distance calculator provided by the European Commission](#) to determine the distance between the place of origin, which will always be considered as Pavia, and the location of the activity⁷.

2. a daily allowance corresponding to the daily amount related to the monthly grant (i.e., total monthly grant / 30 days = daily allowance entitled). The daily allowance will be granted for each day of green travel necessary to reach (or return from) the final destination for a maximum of 4 days. Travel days must not be part of the period indicated in the attendance certificate issued by the host Institute.

The contribution will be paid once and can be considered a single way, either outbound (within a maximum of 30 days from the start date of the declared mobility period in the attendance certificate) or inbound (within a maximum of 30 days from the end date of the declared mobility period in the attendance certificate); travel to and from Pavia during the mobility period will not be eligible. Only journeys where the majority of the route is completed using low-impact means of transportation will be considered sustainable.

Summary table of contributions

| Type of contribution | Requirements | Amount of contribution |
|----------------------|---|------------------------|
| Item A | All the assigned students of the call for application | Table 1 |
| Item B | Students with an ISEE ranging from 0 to 50,000 | Table 2 |

6 Student actively engaged, not occasionally and not under the employment of a family member up to the 2nd degree inclusive, for not less than six months within the year, in any documentable activity of subordinate, autonomous, or professional work, in the public or private sector (definition as per University Regulations governing enrolment on a part-time basis)

7 Regardless of the actual departure location, Pavia will always be considered as the point of origin. For example, if the destination is Madrid, the distance between Pavia and Madrid (1,173.59 km) will be calculated, and then the corresponding range will be applied (i.e., between 500 and 1,999 km)

| | | |
|---------------|--|----------------------------------|
| | (of the ISEE declared to the University of Pavia for tuition fee reduction, or to the EDiSU to request study benefits for the academic year 2023/24 – retrievable from the UNIPV database/Esse3) | |
| Item C | Students belonging to one or more categories of limited opportunities (detectable from Esse3 or from documentation to be provided upon request by the International Mobility Unit) | 250,00€/month |
| Item D | Students who use green means of transportation to reach the destination (verifiable by individual travel ticket and payment receipt) | Table 3 + daily allowance |

Funding allocation

The funds available will be distributed among the Erasmus Areas in proportion to the number of people selected in each Area compared to the total chosen.

Grants will be awarded to students in order of ranking of Erasmus Area until the relevant funds available by Area are exhausted. The monthly amount due according to the country of destination will be allocated for the number of indicative months corresponding to the duration of the mobility period accepted.

Any remaining funds of one or more Erasmus Areas and any funds that will become available later will be redistributed among the Areas that have exhausted the funds at their disposal without having given coverage to all students on the list. Such redistribution will be carried out in a proportional way to the number of chosen still without destination of every Area regarding the chosen totals without destination.

In the event of waivers and/or reductions in periods, the scholarships that will result will be allocated by scrolling the ranking of the Area concerned and, once this is exhausted, will be redistributed proportionally among the other Areas.

Students who, due to the exhaustion of funds, will not get the scholarship, can leave anyway with the status of Erasmus “zero grant”. In case of subsequent availability of funds, the grant may be assigned to them later, even after the mobility period has ended, in compliance with the ranking and the allocation of funds between the Erasmus Areas.

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 2024/25 and comply with the residence permit until the end of the planned mobility period
- Have inserted the details of their Italian bank account in their [Area Riservata](#) (Home > Anagrafica > Inserire/Modificare Dati Rimborsi)
- Have 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 fulfilment.

N.B.: The payment of taxes and tuition fees is monitored on Esse3. From the day of actual payment, it may take a few days before the data is actually in the system. Therefore, the 30-day period for payment of the bag will run from that time.

If the grant is awarded after the signing of the Mobility Agreement (if the funds initially available were not enough to cover all the grants), payment will be made within 30 days following the relevant Supplementary Notification of the Agreement, under the same conditions.

The remaining 20% and any sustainable travel contribution will be disbursed upon return from mobility (usually within 45 days) only after the student has submitted/completed the documentation proving the period spent as per Art. 7 (Attendance Certificate, Transcript of Records, EU Survey), and after the International Mobility Unit has verified its regularity.

At the end of the mobility period, **the total amount of the grant will be adjusted to the actual duration of the mobility period, calculated based on the dates attested by the host University.** A refund of any amount received in excess of the period will be requested. However, no amount will be paid for any unauthorized mobility days (that is, exceeding the number of days indicated in the Mobility Agreement) while the authorised extension periods will be financed if funds remain available.

Loss of 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 on the University of Pavia for the academic year 2024/25, except for those who have been authorised to participate in Erasmus in the first semester as a 2023/24 undergraduate (graduation by March/April 2025)
- he or she won't have positively completed any of the foreseen activities 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.

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.

Depending on the nature of the funds allocated to selected candidates, the contribution may be subject to IRPEF deductions like a salary and, as such, constitutes income.

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 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://www.unipv.u-gov.it> entering the University username and password.

Other funding opportunities

EDiSU Integration for international mobility

EDiSU disburses contributions to their beneficiaries who 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 2024/25.

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/>

ART. 7 – DOCUMENTS AND OBLIGATORY REQUIREMENTS

The principal documents and obligatory requirements 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, apart from the preparation of the thesis (or preparation of thesis + exams) and other peculiar cases to be individually evaluated. Regardless of the number of credits required by the University of Pavia, the host institution may request a minimum number higher than 20
- **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 at the beginning and the end of the mobility period through the specific platform of the European Commission, following the procedures indicated in the relevant emails from the platform. In case the initial test reveals language deficiencies, the platform will automatically assign an online language course, which must be completed mandatory
- **Attendance certificate:** to be delivered upon return. It is the document that proves 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 several aspects of the period. 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 with the preparation of the several phases of the mobility.

Failing to deliver the Attendance Certificate and Transcript of Records to the International Mobility Unit by the 30th of September 2025 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 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 based on bilateral agreements between Universities.

The student must conclude the mobility period **at least 45 days before** the graduation session to allow the completion of their academic record with the recognition and registration of the activities carried out; in the absence of such compliance, the student will not be able to graduate/obtain the degree.

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.