

**CALL FOR APPLICATIONS
OVERSEAS EXCHANGE PROGRAMME
ACADEMIC YEAR 2024/25**

PREMISES	2
ART. 1 – APPLICATION REQUIREMENTS.....	2
ART. 2 – MOBILITY PERIOD	2
ART. 3 – ACADEMIC ACTIVITIES.....	3
ART. 4 – HOW TO APPLY	3
ART. 5 – SELECTIONS AND RANKING.....	4
ART. 6 – FINANCIAL CONTRIBUTIONS.....	6
ART. 7 – ACCEPTANCE/WITHDRAWAL OF THE MOBILITY PERIOD.....	9
ART. 8 – MANDATORY DOCUMENTS.....	9
ART. 9 – RECOGNITION	10
ART. 10 – ENTRY INTO THE HOST COUNTRY AND INSURANCE.....	10
ART. 11 – PRIVACY	11
ART. 12 – RESPONSIBLE FOR THE PROCEDURE	11
ART. 13 – INFORMATION	11
DEADLINES	12

PREMISES

The University of Pavia promotes and encourages the international mobility of its students in non-EU countries through the Overseas Exchange programme, providing mobility periods and financial contributions to partially cover the costs associated with the study experience abroad.

The destination countries are Argentina, Australia, Brazil, Canada, Chile, Colombia, Japan, Mexico, and the United States.

The available destinations and their requirements can be found on the [International Mobility website](#).

ART. 1 – APPLICATION REQUIREMENTS

Eligible candidates are EU and non-EU citizens who are **regularly enrolled**¹ in a course of study at the University of Pavia for the academic year 2023/24 (bachelor's degree², master's degree, one-single-cycle master's degree).

Students concurrently enrolled in two study programs may only associate their application with the career designated as elective/main.

Candidates must have adequate knowledge of the language of instruction in the chosen destination (see the language requirements of the host Universities, indicated in the list of available destinations published on the [International Mobility website](#); for language preparation opportunities see art. 4).

Incompatibilities and restrictions

- Mobility is not permitted in the first year of studies for three-year and single-cycle degree courses
- Mobility is not permitted during the first semester of the first year of the master's degree program
- Students enrolled in single courses are not eligible
- During the mobility period you are not allowed to graduate or transfer to another University

ART. 2 – MOBILITY PERIOD

¹ Applicants who have paid their university fees for the academic year 2023/24 and, if non-EU, are in order with their residence permit, are regularly enrolled for the academic year 2023/24. Applicants can check the regularity of their enrolment through the [Reserved Area](#) (after logging in, select "Secretariat" to check the presence of the green sticker in the "enrolment detail" for the academic year 2023/24)

² Including those who intend to graduate by the academic year 2023/24 and enrol in a master's degree for the 2024/25, carrying out the mobility in the first year of the master's degree

During the academic year 2024/25, selected students will have the opportunity to attend a semester at their assigned University.

Mobility students will have the “exchange student” status, which entails:

- **exemption from payment of University fees at the host University³** to enrol in courses and exams, and access to laboratories and libraries

PLEASE NOTE: some Universities require payment of a fee to have access to services (canteen, transport, etc.). In addition, students may have to pay other 'local' service fees decided by local/governmental authorities based on legislative provisions that are outside the University's control

- **the right to use the services** (canteens, colleges, etc.) offered by the host University free of charge or against payment
- **the right to attend any language preparation courses** specially organized by the host University free of charge or against payment
- **recognition by the home University of the activity carried out at the host University** if it is foreseen in the learning agreement and certified by the University itself.

Costs charged to the student

The student will have to pay the following costs independently:

- a. Travel expenses
- b. Expenses for obtaining a visa
- c. Expenses for health insurance against illness and accidents
- d. Purchase of books and teaching materials
- e. Maintenance expenses abroad and costs provided by the host University (ISEP programme excluded)
- f. Any social fees provided by the Host University

ART. 3 – ACADEMIC ACTIVITIES

Subject to any restrictions laid down by the individual Universities, the following activities are permitted, provided they are related to the course of study:

- attendance of University courses and exams
- activities in preparation for the thesis (excluding research activities that are not specifically part of the course of study), such as course attendance, bibliographic research, laboratory activities, participation in seminars

PLEASE NOTE: Not all Universities accept students who only intend to prepare their thesis, without taking courses. Interested students should therefore contact the individual Universities directly for more information.

ART. 4 – HOW TO APPLY

³ The host University may require payment of any contributions for services, the use of various materials, membership of trade unions/student associations, and any insurance if those of the University of Pavia do not provide the coverage required by the host University

The application must be made online by accessing the link available on the [International Mobility website](#).

Students may choose a maximum of 3 Universities from those available.

The compilation will be active from Tuesday 6 February until 1 p.m. on Thursday 22 February 2024.

Documents

Applicants must compulsorily enclose the following documents:

1. Motivation letter, in which, for each of the 3 Universities included in the application, you should include: the order of preference, the planned study programme (listing the exams that one intends to take abroad and the respective exams included in the study programme at UNIPV and/or the thesis research activity that one intends to carry out at the host University), the academic and personal reasons and the semester chosen in which to carry out the mobility.

2. Certificate of knowledge of the foreign language required by the host University (see list of available Universities published on the [website](#) and Annex A to this call).

This might be:

A - international language certification (e.g., TOEFL, IELTS) issued no earlier than 1 January 2021, with a score equal to or higher than that required by the chosen University;

B - certificate of language proficiency issued by the University Language Centre no earlier than 1 January 2021: all information on deadlines and how to register for the tests are published at <http://cla.unipv.it>. To be able to take the test, **candidates must register** on the special online lists set up on the **Kiro platform, section of the Language Centre**, for the languages they are interested in according to the chosen destinations: **registration will be open from 26 January until noon on Friday 23 February 2024**, as indicated on the [Language Centre's website](#) (section "Erasmus+ Language Assessment");

C - case of exemption: native speaker status or enrolment in a course of study that allows exemption from the presentation of the language certificate. All the relevant information can be found in Annex A.

PLEASE NOTE - NOTICE FOR UNIVERSITIES REQUIRING INTERNATIONAL LANGUAGE CERTIFICATION (e.g., TOEFL, IELTS)

If the chosen University mandatorily requires international language certification (e.g., TOEFL, IELTS), possession of such certification at the time of application will be a **pre-requisite** for the allocation. It will still be possible to apply even if not in possession of such certification (by proving one's linguistic knowledge as illustrated in points B - certification issued by the University Language Centre or C - exemption cases), but in this case, the destination will be assigned **on condition** that the certificate is obtained by the enrolment date set by the host University.

It will only be possible to apply once. Incomplete applications will not be considered eligible.

ART. 5 – SELECTIONS AND RANKING

The candidates will be selected by a special Committee set up by the Rector.

The assignment of the mobility periods will be made based on a ranking formulated in descending order according to the score obtained by summing the merit score with the evaluation score, calculated as follows:

max. 200 points	50% (up to 100 points)	merit score <i>(calculated by the relevant office)</i>
	+	
	50% (up to 100 points)	language proficiency score <i>(TOEFL/IELTS/other score up to a maximum of 50 points)</i> + study/research program score and motivation <i>(assigned by the Committee up to a maximum of 50 points)</i>

Merit score

To calculate merit score, examinations taken and recorded in the student's career by 5 March 2024 will be taken into consideration, in addition to the previous bachelor's degree course (grade and total of 180 credits) for those enrolled in the second level.

It will be the candidate's responsibility to check that all the exams taken are recorded in his/her "Libretto", which can be consulted through the Reserved Area (presence of an "S" in a green field next to the exam name, the "exam date" and the "grade").

It will also be the candidate's responsibility to inform the Student secretariat of his or her course of study in good time of any missing registrations or situations of "activities awaiting approval", and subsequently to check that the secretariat itself has provided for registration, where possible, by the deadline of 5 March 2024: registrations made after this date cannot be considered.

The score calculation will be carried out through an extraction of academic data, taking into consideration, as much as possible, the timelines associated with the registration of exams and the acceptance of grades by the student. The International Mobility Unit cannot be considered responsible for any missed registrations and does not have the authority to directly intervene with individual professors. Therefore, it is the student's responsibility, being aware of the exam schedule, to report any urgency regarding exam registration to the professors.

- For students enrolled in a bachelor's or one-single-cycle degree course, the merit score will be calculated by applying the following formula:

$$\text{average exam marks} \quad \times \quad \frac{\text{CFUs acquired}}{\text{CFUs due**}}$$

- For students enrolled in a master's degree course, the merit score will be calculated by applying the following formula:

bachelor's grade <hr/> 110	degree x 30)	x 180 +	(average exam marks in current master's degree x CFUs acquired in current master's degree)	x	CFUs acquired in current master's degree + 180 <hr/> CFUs due** in current master's degree + 180
----------------------------------	---------------------	---------	--	---	--

** credits due are those planned by the course of study, up to the year in which the student is enrolled for the academic year 2023/24, standardized as follows:

- 60 CFUs for each completed year of regular enrolment, including the current one (2023/24)
- penalty of 30 CFUs for each year of non-regular enrolment, including the current one (2023/24).

The merit score calculated in this way will be "normalized" to 100: the maximum merit score the student can obtain will therefore be 100.

Evaluation score and selection interview

Candidates will undergo a selection interview, during which the Committee will evaluate the study abroad programme and the academic and personal motivations of the candidate.

The selection interview will be conducted in English or the foreign language requested by the host University. It will be held approximately **between 25 and 29 March 2024**. Modalities and the final date of the interview will be published on the [International Mobility website](#).

Candidates who do not attend the selection interview will be excluded.

Allocation and ranking

The Committee will allocate the mobility periods in the order of the ranking list.

In the event of an equal final score, the possession of a lower income, according to the ISEE (Equivalent Economic Situation Indicator) value declared for enrolment in the 2023/24 academic year, will be considered a preferential title.

Rankings will be available on the [International Mobility website](#).

In the event of the renunciation of the eligible candidate, the period will be assigned to the first eligible candidate for the same University, subject to the host University's willingness to accept further mobility in addition to those communicated.

Repechage will be carried out within the time limits imposed by the deadlines for registration at the chosen University.

Applicants will be notified by e-mail of the publication of the initial rankings and subsequent updates. Following the publication of the rankings, candidates may submit any complaints within the third day thereafter, exclusively through email addressed to the Delegate for International Mobility, specifying the reason.

The Delegate will assess the content and provide a written response to the concerned party.

ART. 6 – FINANCIAL CONTRIBUTIONS

Scholarships for mobility are not intended to cover the entire cost of studying abroad, but constitute only a contribution to the expenses incurred by the student; they may be cumulated with all financial aid granted in Italy (except for specific incompatibilities declared by the granting bodies).

In compliance with the ranking order and within the limits of the available financial resources, financial aid will be allocated to the selected students according to the following scheme:

Mobility grant (from funds allocated in the 2023 University budget)

€ 400 per month	Argentina, Brazil, Chile, Colombia, Mexico
€ 700 per month	Australia, Canada, Japan, USA*

* For ISEP, only the scholarship will be paid, without integration, since the student will already be exempt from paying board and lodging costs, which will be borne by the host University.

Monthly integration for participants in economically disadvantaged situations and/or with fewer opportunities

Supplements covered by the MIUR will be available, the amount of which will vary based on progressive brackets about the Equivalent Economic Situation Indicator (ISEE).

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 or EDiSU for the academic year 2023/24. The ISEE value will be collected exclusively from the University database: the International Mobility Unit cannot accept ISEE certificates produced through other channels.

ISEE value	Monthly integration amount for Overseas mobility
ISEE ≤ 13.000	€ 550
13.000 < ISEE ≤ 21.000	€ 500
21.000 < ISEE ≤ 26.000	€ 450
26.000 < ISEE ≤ 30.000	€ 400
30.000 < ISEE ≤ 40.000	€ 350
40.000 < ISEE ≤ 50.000	€ 300
ISEE > 50.000 or not declared	€ 250

Allocation and payment of scholarship

The financial contribution and the integration will be calculated on the actual period spent abroad up to a maximum of 5 months.

The financial contribution will be allocated to students in order of ranking until the available funds are exhausted.

Students who, due to the exhaustion of funds, will not receive the financial scholarship, will still be able to leave as "Zero Grant" students if allowed by the assigned University.

The scholarships are subject to IRPEF withholding and as such constitute income. A CUD will therefore be issued by the University of Pavia, which the student can view and download at the link <https://www.unipv.u-gov.it>, entering the University's credentials (tax code and password).

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

Before departure, the grant will be adjusted to the duration in days of the period, based on the host University's academic calendar.

The first instalment will be paid within 30 days following the signing of the Mobility Agreement, on the condition that the student:

- has paid the University fees for the academic year 2024/25
- has entered his/her bank details in the [Reserved Area](#), indicating the IBAN of the Italian account to which he/she wishes to receive the transfer
- has signed the Mobility Agreement

Otherwise, the student will receive the grant within 30 days of the above-mentioned conditions being met.

BEWARE: The payment of University fees is monitored on Esse3. From the day of actual payment, it may take a few days for the data to appear in the system. Therefore, the 30-day deadline for payment of the grant will start from that time.

The balance of 20% will be paid after the return from mobility (normally within 45 days) only after the student has handed in/completed the documentation proving the period carried out, as per art. 8 (Statement Period Certificate, Transcript of Records), 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 in days of the mobility period, calculated based on the dates stated by the host University.** A refund of any amount received in excess of the period completed will be requested. No amount will be paid for any unauthorized days of mobility (i.e., exceeding the number of days indicated in the Mobility Agreement).

The integration is paid together with the mobility grant always in two instalments of 80% and 20% respectively.

Loss of entitlement to financial contributions

The student will lose the right to the scholarship for the mobility period if (only one of the following situations is sufficient):

- will not be enrolled at the University of Pavia for the academic year 2024/25, except for those who have been authorized to participate in mobility in the first semester as a 2023/24 undergraduate (graduating by March/April 2025)
- will not have successfully/satisfactorily completed any activity planned in the learning agreement
- will not have obtained or will not wish to obtain any recognition of the activity carried out
- will not have formalized or delivered by the relevant deadlines the mandatory documents foreseen.

ART. 7 – ACCEPTANCE/WITHDRAWAL OF THE MOBILITY PERIOD

Selected students must accept by filling in the appropriate form, provided by the International Mobility Unit, by the deadline that will be indicated later.

Students who have not accepted by the indicated deadline will automatically be considered as having withdrawn.

Acceptance will not guarantee the student's departure, as final admission is the responsibility of the host University.

The student will be required to complete the enrolment and request accommodation at the host University independently, according to the procedures indicated by the University itself, in compliance with the deadlines.

A selected student who intends to withdraw from the exchange must promptly notify the International Mobility Unit of the University of Pavia in writing.

Winners who, for the same period of study abroad, are assigned mobility under another international programme, must renounce the previously accepted mobility before sending the confirmation of participation in the mobility under the present call.

ART. 8 – MANDATORY DOCUMENTS

The main documents and fulfilments **required** for the regularity of the mobility period are:

- **Learning agreement**, study contract between the three parties involved (student, University of Pavia, host university), to be signed before the start of the mobility period. It defines the activities that the student will carry out at the host University and those that the University of Pavia will recognize on his/her return. It can be changed after arrival at the host University, preferably within a month. Indicatively, the minimum number of credits to be obtained during the period abroad is equivalent to 18 CFU credits. To obtain/maintain an entry visa in the U.S.A., all students will be obliged to achieve a minimum of 12 UNITS in courses relevant to their study plan and approved by the Department's International Mobility Coordinator;
- **Mobility Agreement**, contract between the student and the University of Pavia, to be signed before the start of the mobility period. It regulates the mobility period, and defines the documents to be submitted at the end of the period;
- **Certificate of attendance**, to be handed in on return, on which the host University certifies the start and end dates of the mobility period carried out, on the basis of which the calculation of the grant due will be made;
- **Transcript of records** (or Thesis Certificate, in the case of activities in preparation for the thesis), to be handed in on return, with which the host University certifies the activities carried out by the student and the results achieved, in terms of ECTS credits and assessment.

The deadlines and procedures for completing, handing in, and/or signing the aforementioned documents and fulfilments will be communicated to students at a later stage.

Failure to deliver the documents proving the period carried out (Certificate of attendance and Transcript of records) to the International Mobility Unit **by the deadline of 30 September 2025** will result in the loss of entitlement to the scholarship, both for those who have obtained it (with the obligation to

return it immediately) and for those who may obtain it at a later date, following the availability of other funds.

ART. 9 – RECOGNITION

After the end of the mobility period, the student will obtain recognition of the activities carried out, as reported in the Transcript of Records.

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.

Beware: Students who have returned from mobility will not be able to graduate, nor will they be able to transfer to another university, before obtaining recognition of the activities carried out (also in preparation for the thesis) and the relative registration in their academic career.

In the event of withdrawal from studies after the mobility period, this can only be formalized after obtaining registration for the activity carried out abroad.

ART. 10 – ENTRY INTO THE HOST COUNTRY AND INSURANCE

Rules for entry into the host country

The student must ensure that his or her identity card or passport and, if necessary, residence permit are valid for the entire mobility period and that he or she obtains a visa for entry to non-European countries in good time: to obtain one, it is necessary to contact the diplomatic representation (Embassy or Consulate) in Italy of the destination country in good time.

If the Ministry of Foreign Affairs and International Cooperation advises against travelling to the destination, the mobility period may be suspended, modified, interrupted, or cancelled.

Before leaving, it is advisable to consult the [Viaggiare Sicuri Portal](#) 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 a 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.

Healthcare

The student must find out for himself/herself about health care in the host country by contacting the ASST or diplomatic representations. For mobility periods outside the EU member states, it is advisable to purchase private health insurance with any travel agency or insurance company. For detailed information on each country, consult the [Ministry of Health website](#) and search for your destination using 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 "[Dove siamo nel mondo](#)" website, managed by MAECI's Crisis Unit, clearly indicating the required data: name, city/country, host University, updated contact details, and period of stay.

Accident and third-party liability insurance

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

ART. 11 – PRIVACY

The personal data of candidates and participants will be processed by the University of Pavia for the Overseas Exchange Programme. These purposes entail the communication of data to bodies outside the University (Host Institution), within the limits and under the conditions provided for by the European GDPR n. 2016/679.

For further information: <https://privacy.unipv.it/>

ART. 12 – RESPONSIBLE FOR THE PROCEDURE

The person in charge of the administrative procedure, under Law n. 241 of 7 August 1990, as amended by Law n. 15/2005, is Michela Cobelli, Head of the International Mobility Unit.

ART. 13 – INFORMATION

Call for applications, available host Universities, info on application and mobility period

<https://internazionale.unipv.eu/it/oversease-exchange-programme-studenti-estero/>

Administrative info

International Relations Service – International Mobility Unit

Corso Carlo Alberto 7, 27100 Pavia – T. +39 0382 98 4003 | 4112 | 4119 | 4004 | 4115 – E. outgoing.erasmus@unipv.it

Academic info

International Mobility Coordinators

<https://internazionale.unipv.eu/it/oversease-exchange-programme-studenti-estero/>

DEADLINES

from 6 to 22 February 2024 until 1 p.m.	Application
from 29 January to 23 February 2024 until noon	Language test registration
from 4 until 8 March 2024	Language tests
From 25 to 29 March 2024	Selection interview
10 April 2024	Publication of rankings
from 12 until 18 April 2024	Acceptance/withdrawal of the assigned mobility period