



UNIVERSITY OF PAVIA
ERASMUS+ PROGRAMME



STUDENTS MOBILITY FOR TRAINEESHIP

ANNEX I
INTEGRAL PART OF THE
CALL FOR TRAINEESHIP PERIODS ABROAD

ACADEMIC YEAR 2024/25

PROVISIONS REGARDING THE MOBILITY PERIOD

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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 2024/25 (enrolment will be checked before departure)
- **those who intend to complete their degree by 30 April 2025** won't be required to enrol for a.y. 2024/25. If they do not get their degree by that date, they will be required to complete their enrolment for 2024/25
- **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). The traineeship must be completed within 12 months from the date of graduation, but no later than 30 September 2025.

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 period¹
- 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:

- in case of enrolment "on condition" or "in hypothesis".

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 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.

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

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 participants.

Before departure, it is advisable to consult "[Viaggiare Sicuri](#)" and review the information provided by the [Ministry of Foreign Affairs and International Cooperation](#) regarding the country of interest and visa requirements.

It is also worth noting that, to obtain a visa, some countries require students to certify their financial means, with the minimum amount varying and sometimes exceeding the total amount of mobility grants.

The International Mobility Unit is available to provide the necessary documentation support for students who need to apply for an entry visa. However, the costs and management of these 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 must be personally followed and initiated well in advance of the departure date).

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

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, 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. Medical specialization students are covered only for educational and research activities.

ART. 3 – MOBILITY PERIOD

The internship period must have a duration ranging **from 2 to 12 continuous months**, as agreed with the host institution. The period must fall **between July 1, 2024, and September 30, 2025**.

Students who terminate their stay before 2 months without valid and proven reasons must refund the entire amount of the grant. Only in the case of interruption due to serious reasons or force majeure², adequately documented, will the National Erasmus+ Agency express its opinion on the possible confirmation of the grant for the days/months of internship completed.

Any closure period for holidays by the host company should not be counted towards the achievement of the minimum period of two months.

During the mobility period, it is not allowed to graduate or obtain the degree for which one is enrolled at the University of Pavia, nor to transfer to another University.

A student intending to graduate/obtain the degree at the end of the mobility period must conclude the period in advance, agreeing on the duration and end date with the Delegate for International Mobility and with the International Mobility Unit, to allow the completion of the career with the recognition and registration of the activities carried out. Failure to comply with these requirements will result in the student being unable to graduate/obtain the degree.

During the mobility period, **the student must continue to fulfill their obligations towards the University of Pavia**: pay the fees and contributions for the academic year 2024/25 (except for those planning to obtain the degree by April 30, 2025), complete the annual study plan, and comply with the obligations and deadlines indicated by the Student Offices.

Extension of the mobility period

If a student, after commencing the mobility period, needs to extend the period to complete or supplement the activities outlined in the learning agreement, he/she may request an extension.

Authorization for the extension will be granted only after obtaining approval from the host institution and the Delegate for International Mobility in Pavia, but it may not necessarily result in automatic financial coverage. The total mobility period, including the extension, cannot exceed 12 months during the academic year 2024/25 and cannot extend beyond September 30, 2025. Additionally, when combined with any previous mobility periods completed within the same study cycle, it cannot exceed the overall limit of allowed mobility months for that cycle.

ART. 4 – ECONOMIC CONTRIBUTIONS

² A serious reason or force majeure is understood to be an unforeseeable cause or event not under the control of the beneficiary and not attributable to their error or negligence, such as a national general strike in Higher Education Institutions, a natural disaster, etc.

The economic contributions to mobility are not intended to cover the total cost 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 contingent upon the approval of funding by the European Commission and the actual signing of the Erasmus+ financial agreement for the academic year 2024/25 between the National Erasmus Agency and the University of Pavia. Therefore, communication regarding the allocation will occur as soon as possible.

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)
€ 500,00	Group 1 (higher living cost): Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden <u>Here also included the following Partner Countries:</u> Andorra and Monaco (Region 13); Faroe Islands, United Kingdom and Switzerland ³ (Region 14)
€ 450,00	Group 2 (medium living cost): Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain
€ 400,00	Group 3 (lower living cost): Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey
Monthly grant (Item A)	Destination Country (Partner Countries)*
€ 700,00	All countries not included in the list of Groups 1, 2, and 3, specifically, Partner Countries of Regions 1, 2 (excluding Belarus), 3, 5, 6, 7, 8, 9, 10, 11, 12

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

The Erasmus grant is incompatible with other European funds. Erasmus mobility grants are therefore not compatible with other European funding, including PNRR grants, PON, and other community contributions (funds which, for example, often support some doctoral scholarships).

However, selected students can still participate in the program by renouncing this contribution.

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

3 Mobilities towards Switzerland, if financed directly by the Swiss Government, will not receive the contributions related to item A. In this case, the methods and timing of the mobility grant disbursement will be defined by the foreign Institution. If for the academic year 2024/25 the Swiss Government does not proceed with the financing of mobilities, the University of Pavia will provide a monthly contribution equal to the amount due for Group 1 countries

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. workers⁴
- 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 travel – Item D

The University of Pavia provides travel grants:

- To those who carry out their mobility period in one of the Partner Countries of Regions 1 to 12 (variable part indicated in table 3 + daily allowance)
- To those who carry out their mobility period in one of the Programme Countries or eligible Countries of Regions 13 and 14 to reach the assigned destination (limited to the daily allowance).

The amount can consist of:

⁴ 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)

1. A variable part based on travel distances, as shown in the following **table 3**:

Distance	Amount for sustainable travel ⁵	Amount for non-sustainable travel
10 – 99 km	€ 56,00	€ 28,00
100 – 499 km	€ 285,00	€ 211,00
500 – 1 999 km	€ 417,00	€ 309,00
2 000 – 2 999 km	€ 535,00	€ 395,00
3 000 – 3 999 km	€ 785,00	€ 580,00
4 000 – 7 999 km	€ 1 188,00	€ 1 188,00
8 000 km or more	€ 1 735,00	€ 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 activity⁶.

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 travel necessary to reach (or return from) the final destination for a maximum of 6 days. Travel days must not be part of the period indicated in the traineeship 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 traineeship certificate) or inbound (within a maximum of 30 days from the end date of the declared mobility period in the traineeship certificate): travel to and from Pavia during the mobility period will not be eligible.

Summary table of contributions

Type of contribution	Requirements	Amount of contribution
Item A	All the assigned students of the call for application (except for the aforementioned incompatibility)	Table 1
Item B	Students with an ISEE ranging from 0 to 50,000 (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)	Table 2
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	All the assigned students of the call for application (subject to verification of any incompatibility, and of the individual travel ticket and payment receipt): - variable part + daily allowance in case of traineeship in a Partner Country Regions 1 to 12	Table 3 (for eligible cases only) + daily allowance (for everyone)

⁵ Only journeys where the majority of the route is travelled using low-impact transportation means will be considered sustainable

⁶ Regardless of the actual departure location, Pavia will always be considered as the point of origin. For example, if the destination is Tirana, the distance between Pavia and Tirana (963.59 km) will be calculated, and then the corresponding range will be applied (i.e., between 500 and 1,999 km)

	- daily allowance in case of traineeship in a Programme Country or admissible countries of Regions 13 and 14	
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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 Erasmus grants and any additional contributions

Unless otherwise specified by the Erasmus+ National Agency, the grant will be disbursed in two instalments, respectively 80% and 20%.

Before departure, when signing the Mobility Agreement, the grant will be adjusted according to the duration in days of the period, based on the expected start and end dates of the internship provided by the host company.

The first instalment will be disbursed **within 30 days following the signing of the Mobility Agreement**, provided that the student:

- Has paid the University fees and contributions for the academic year 2024/25 and complies with the residence permit until the end of the expected mobility period
- Has entered their bank details in the [Reserved Area](#), providing the Italian IBAN to receive the transfer (*Home > Personal Details > Insert/Modify Refund Information*)
- Has signed the Mobility Agreement

Otherwise, the student will receive the grant within 30 days from the occurrence of the aforementioned conditions.

Note: The verification of the payment of university fees and contributions is monitored on Esse3. From the day of actual payment, it may take a few days before the data is effectively recorded in the system. Therefore, the 30-day deadline for the grant payment will start from that moment.

If the grant is awarded after the signing of the Mobility Agreement (in case the initially available funds are not sufficient to cover all mobility periods), the payment will be made within 30 days following the additional notification of the Agreement, under the same conditions.

The remaining 20% and any 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 stated in

Article 5 (Traineeship Certificate, Final Report, 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 in days of the mobility period, calculated based on the dates certified by the host institution.** The reimbursement of any excess amount received compared to the period completed will be required. No amount will be disbursed for any unauthorized mobility days (i.e., exceeding the number of days indicated in the Mobility Agreement), while authorized extension periods will be funded if funds are still available.

Loss of entitlement to financial contributions

The student **will lose the right to financial contributions** related to the Erasmus period if (it is sufficient for any of the following situations to occur):

- He/She is not enrolled at the University of Pavia for the a.y. 2024/25, except for those authorized to participate in Erasmus in the first semester as a 2023/24 graduating student (degree to be obtained by March/April 2025)
- He/She doesn't complete any activity outlined in the learning agreement
- He/She doesn't obtain or does not wish to obtain recognition for the activities carried out
- He/She doesn't formalize or submit the mandatory documents by the respective deadlines
- He/She doesn't complete the final questionnaire (EU Survey).

In this case, they will be required to repay the entire amount already received.

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.

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.

ART. 5 – DOCUMENTS AND OBLIGATORY REQUIREMENTS

The main documents and mandatory procedures for the regularity of the Erasmus Traineeship mobility period are as follows:

- **Learning Agreement:** internship contract between the involved parties (student, University of Pavia, host institution), to be drawn up before the start of the mobility period. It defines details about the host institution, the internship program, the start and end dates of mobility, and the number of credits that will be recognized upon

return (if the internship is completed before obtaining the degree)⁷. It also defines roles and responsibilities among the involved parties in the internship. Any substantial changes to the program or mobility dates must be agreed upon in writing by the parties (student, University of Pavia, host institution)

- **Bank details:** to be provided before the start of the mobility period, entering the Italian IBAN where the credit is desired (accessing the [Reserved Area](#) and following the path *Home > Personal Details > Insert/Modify Refund Information*) or via the foreign bank account form

- **Mobility Agreement:** contract between the student and the University of Pavia, to be drawn up before the start of the mobility period. It regulates the conduct of the mobility period, disbursement and use of financial contributions, and defines the rights and duties of the student during mobility

- **OLS (Online Linguistic Support) test:** to be taken before the start and at the end of the mobility period through the European Commission's dedicated platform, following the instructions provided in emails from the platform. If the initial test reveals language deficiencies, the platform will automatically assign a mandatory online language course to follow

- **Arrival certificate:** to be produced at the beginning of the mobility period, issued by the host company

- **Request for extension authorization** (only if the desire is to extend the mobility period), duly filled out and with the consent of the host company, within one month from the end of the internship

- **Traineeship Certificate:** to be submitted upon return, filled out by the host institution, detailing the activities carried out by the intern, the achieved results, and the evaluation

- **Final Report:** to be submitted upon return, filled out by the student, providing an evaluation of the internship

- **EU Survey:** to be completed at the end of the mobility period, where the trainee will report on various aspects of the period spent. It must be completed online as per the instructions in the email automatically sent to the trainee at the end of the period

Deadlines and procedures for completing, submitting, and/or signing the aforementioned documents and procedures will be communicated to the students later, during the preparation of the various phases of mobility. **Failure to submit documents proving the period spent to the International Mobility Unit by the deadline of September 30, 2025, and/or failure to complete the EU Survey and the final OLS test by the required deadline, will result in the loss of entitlement to financial contributions.**

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.

The student must complete the mobility period **at least 45 days before** the graduation session to enable the completion of his or her career with the recognition and registration of the activity carried out; failing this, the student will not be able to graduate/take 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 once the activity carried out abroad has been validated.

⁷ The completion of curricular internships is always contingent upon adherence to the internship regulations for one's course of study and approval of the internship program by the responsible for internships in the student's course of study