



UNIVERSITÀ  
DI PAVIA

## ERASMUS TRAINEESHIP CALL FOR APPLICATIONS 2024/25

### HOW TO SUBMIT YOUR APPLICATION

#### Step 1

**All candidates** must fill in the **online application**, with the possible upload of the acceptance letter issued by the host Institution, via the Mobility-Online platform, scrupulously following the instructions.

The **first part of the application** involves only the submission of the candidacy and will be active **until 1 p.m. on Tuesday 7 May 2024**. **Only those enrolled in PhD courses, I and II level university masters courses and postgraduate schools** will also have to add to their application a letter from their UNIPV supervisor (the appropriate form can be downloaded directly from the [section of the University's website dedicated to international mobility](#)).

#### IMPORTANT NOTES

- We invite you not to start filling in your application close to the deadline. Any problems reported on the day of the deadline may not be resolved in time for the submission of the application
- Once your application has been submitted, it cannot be changed

1) Access the online form with your UNIPV credentials (tax code and password):

[https://www.service4mobility.com/europe/BewerbungServlet?identifier=PAVIA01&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SMP&sprache=en](https://www.service4mobility.com/europe/BewerbungServlet?identifier=PAVIA01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMP&sprache=en)

## Mobility-Online

Per accedere a questo servizio devi autenticarti



The High-End Standard Software for the web-based management of international educational cooperation and all types of academic mobilities.

ATENEO

SPID

Codice fiscale

Inserisci il tuo codice fiscale

Password

••••••••

Se sei Docente / Studente / Ex studente:

[Recupera password](#)

Se sei uno studente non ancora immatricolato:

[Recupera password su Segreteria On Line](#)

ACCEDI

2) Sections “Application details”, “Personal details” and “Study at home institution” are already prefilled and cannot be modified.

The only editable field is “Gender”.

The screenshot shows a web browser window displaying a form for mobility services. The URL is <https://www.service4mobility.com/europe/BewerbungServlet?match=577668c1925f811a88c427503ba52fdb3d7f94d19c87c1ac6cb59620ffc002d99a11090ce976f>. A yellow banner at the top states "Tutti i campi con asterisco (\*) sono obbligatori". The form is divided into three sections:

- Application details:** Type of application (Incomings, Outgoings), Type of person (Student, Teacher), Exchange Programme (Erasmus (SMP)), Academic year (2023/2024).
- Personal details:** Matriculation number, Last name, First name, Date of birth (24/04/1992), Place of birth (Pavia), Country of birth (Italia), Gender (Male, Female, I prefer not to say), Nationality (Italia), E-Mail address.
- Study at home institution:** Country of the home institution (Italia), Home institution (PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA), Study field (Management).

The browser's taskbar at the bottom shows the date and time as 19:25 20/04/2023.

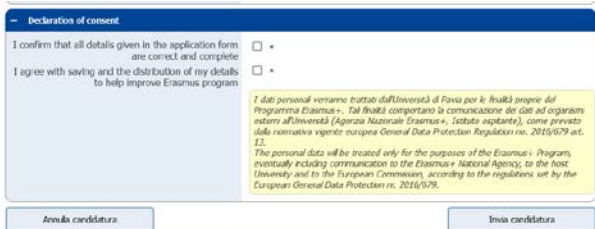
3) In the section **“Academic and personal reasons”** you must indicate:

- whether you plan to carry out mobility after obtaining your degree (this question is for statistical purposes only and does not in any way preclude a change of choice later)
- whether you plan to carry out the traineeship in a non-EU country (this question is for statistical purposes only, the information in the acceptance letter will be considered)
- topic of the planned traineeship and personal reasons for taking part in the mobility period
- only those enrolled in PhD courses, I and II level university masters courses, and postgraduate schools must also confirm that they have integrated their application by attaching the letter issued by the UNIPV supervisor at this link: <https://forms.gle/do5HPVB61vcibTXh7>

The image shows a screenshot of a web form with two main sections. The first section, 'Study at home institution', contains three dropdown menus: 'Country of the home institution' (set to 'Italia'), 'Home institution' (set to 'PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA'), and 'Study field' (set to 'Management'). The second section, 'Academic and personal reasons', contains three questions. The first question is 'Do you plan to do the traineeship after obtaining your degree?' with radio buttons for 'si' and 'no'. The second question is 'Do you plan to do the traineeship in a non-EU country?' also with radio buttons for 'si' and 'no'. The third question is 'Topic of the planned internship and personal reasons for taking part in the mobility period' with a text input field. Below these questions are two checkboxes: 'I hereby declare that I've attached the letter from my UNIPV supervisor at this link (the form can be downloaded directly from the Erasmus website): <https://forms.gle/do5HPVB61vcibTXh7>' and 'Sono disponibili ancora 10000 Caratteri disponibili'. At the bottom, there is a yellow box with text in Italian and English: 'SOLO per coloro iscritti ad un corso di dottorato, master di I o II livello, scuola di specialità (medica o non medica). ONLY relevant for those enrolled in a PhD course, first/second level masters, postgraduate school.'

4. After completing the first part of the application, you will have to confirm the data you have entered and that you have read the privacy policy, and you can submit the form by clicking on **“Send application”**.

Please check the information carefully. Once you have sent your application, it will no longer be possible to change it in any way.



The screenshot shows a web form titled "Declaration of consent". It contains two lines of text, each followed by a checkbox and a small asterisk:

- I confirm that all details given in the application form are correct and complete.
- I agree with saving and the distribution of my details to help improve Erasmus program.

Below the checkboxes is a yellow box containing a privacy policy notice in Italian and English:

*I dati personali verranno trattati dall'Università di Foggia per le finalità proprie del Programma Erasmus+. Tali finalità comportano la comunicazione dei dati ad organismi esterni all'Università (Agenzia Nazionale Erasmus+, Istituto ospitante), come previsto dalla normativa vigente: europea (General Data Protection Regulation no. 2016/679 art. 12).*  
*The personal data will be treated only for the purposes of the Erasmus+ Program, eventually including communication to the Erasmus+ National Agency, to the host University and to the European Commission, according to the regulations set by the European General Data Protection no. 2016/679.*

At the bottom of the form are two buttons: "Annulla candidatura" and "Invia candidatura".

A few minutes after sending it, you will receive an e-mail from [noreply@unipv.it](mailto:noreply@unipv.it) with the subject line **“COMPULSORY registration for Erasmus Traineeship 2024/25”** (also check your spam mailbox) to complete your application in Mobility-Online. Please follow carefully the instructions contained in the email and also available on the [section of the University's website dedicated to international mobility](#).

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