

UNIVERSITY OF PAVIA CALL FOR THE APPLICATIONS OF STUDY PERIODS ABROAD UNDER THE OVERSEAS EXCHANGE PROGRAMME

ACADEMIC YEAR 2025/26

ANNEX I

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ART. 1 – ENROLMENT AT THE HOST UNIVERSITY

The student must **independently** complete the enrolment and request accommodation at the host university, according to the procedures indicated by the University itself, **in compliance with the relevant deadlines**.

At the time of enrolment (application), the host university normally requires the student to attach:

- the Transcript of records relating to the university career (to be requested to the International Mobility Unit)
- an international language certification (e.g. IELTS) or a language certificate (e.g. Certificate issued by the Language Centre after passing the test) proving the possession of the required language skills; in some cases, a specific international certification is required, without which one cannot be accepted.

The International Mobility Unit will not be held responsible in any way if the student is not accepted due to non-compliance with the deadlines or requirements set by the host institution.

ART. 2 – EXCHANGE STUDENT STATUS

Mobility students will enjoy the "status" of *Exchange Student*, which involves:

- **exemption from the payment of university fees at the host institution¹** for enrolment in courses and exams, attendance, access to laboratories and libraries. **ATTENTION:** in some universities you may be required to pay a fee to access the services (canteen, transport, etc.). In addition, students may have to pay other "local" service fees decided by local/government authorities based on legislative provisions that do not depend on the university
- **right to use the services** (canteens, colleges, etc.) offered by the host university free of charge or for a fee
- **right to attend any language preparation courses** specially organized by the host university free of charge or for a fee
- **recognition, by the home university, of the training activity carried out at the host university**, if it is provided for in the learning agreement and certified by the University itself.

Costs to be borne by the student

The student must independently bear the following expenses:

- Travel expenses
- Visa Fees
- Costs for health insurance against illness and accidents
- Purchase of books and teaching materials
- Maintenance costs abroad and costs provided by the host university (ISEP program excluded, which provides free room and board at the assigned university)
- Any *social fees* provided by the host university

For PNRR TNE project locations, it may be possible to replace the provision of mobility grants with the provision of services by the University of Pavia (e.g. booking of airline tickets to reach the destination).

ART. 3 – REQUIREMENTS FOR THE START OF THE MOBILITY PERIOD

To start the mobility period, the student must:

- **be regularly enrolled²** at the University of Pavia for the academic year 2025/26 (enrolment will be verified before the start of the mobility period). Only those who carry out the mobility in the first semester and obtain the degree by March/April 2026 will not be required to enrol for 2025/26 (in this case the mobility period must be determined based on the expected graduation date)

1 It is possible that the host university may require the payment, in an amount equal to local students, of any contributions for services, 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.

2 Students will be officially enrolled if they have:

- Paid the tuition fees and university contributions for the 2025/26 academic year
- A status that is not "conditional" or "provisional"
- If non-EU citizens, a valid residence permit

Applicants can check their enrollment status through their [Reserved Area](#): after logging in, they should select "Segreteria" and verify the presence of the green checkmark in the "Enrollment Details" for the 2025/26 academic year)

- not benefit, or receive other EU-funded grants during the same period, including scholarships from other European Commission-funded programs or actions, or mobility grants from other international mobility programs run by the University of Pavia or equivalent programs (e.g., mobility programs of merit colleges, PNRR scholarships including international mobility)

Mobility is not allowed:

- in the case of "conditional registration" or "hypothetical"
- during the first semester of the first year of the Master's degree

Before the start of the mobility period, the student must:

- have obtained the approval of the Learning agreement (contract that provides for the activities to be carried out and recognized)
- sign the Mobility Agreement (contract that regulates the mobility period and financial contributions)
- have entered your bank details in the [Reserved Area](#) by reporting the IBAN of the **Italian account** to which you wish to receive the transfer (Home path > Personal Data > Enter/Modify Refund Data)

ART. 4 – USEFUL INFORMATION FOR THE START

Entry rules for the host country

Before departure, students must ensure that their identity card or passport, and if applicable, residence permit, remain valid for the entire duration of the mobility period. For travel outside the EU and to non-EU countries, a visa is required for entry. To obtain a visa, students must contact the diplomatic representation (Embassy or Consulate) of the host country in Italy well in advance.

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

Before departure, students are advised to consult [Viaggiare Sicuri portal](#) for travel safety updates, and the [Ministry of Foreign Affairs website](#) for country-specific visa requirements and guidelines.

The International Mobility Unit is available to provide the necessary documentation support for students applying for a visa. However, all costs and the management of visa procedures are entirely the student's responsibility. The ability to participate in the exchange is always subject to the issuance of a visa for the host country. Visa applications must be handled personally and well in advance of the departure date. Some countries require proof of financial means to issue a visa, and the minimum amount varies and may sometimes exceed the total mobility grant received by the student. Students should check the specific visa requirements of the host country early to avoid delays or complications.

Healthcare assistance

The student must independently gather information about healthcare assistance in the host country by contacting the ASST or diplomatic representations. It is also necessary to check the procedures for [purchasing prescription medications](#) while abroad.

For mobility periods outside the European Union member states, it is advisable to take out private health insurance through any travel agency or insurance company. For detailed information on each country, students should consult the [Ministry of Health website](#) and use the interactive guide "[Se parto per](#)" to search for their destination.

Dove siamo nel mondo

If you are departing for an international mobility program, you must register on the "[Dove siamo nel mondo](#)" website, managed by the Crisis Unit of the Italian Ministry of Foreign Affairs and International Cooperation (MAECI). You should clearly provide the required information, including your name, city/country, host university, updated contact details, and duration of stay.

Accident and civil liability insurance

Throughout the entire period abroad, mobility participants are automatically covered by accident and civil liability insurance provided by the University of Pavia.

ART. 5 – MOBILITY PERIOD

The mobility period must be **continuous** and **therefore cannot be interrupted without the authorization of the host university and for an extended period**.

The period must be carried out **between 1 June 2025 and 30 September 2026**.

During the mobility period, it is not allowed to graduate or obtain the qualification for which one is enrolled in Pavia, nor to transfer to another university.

Students who **intend to graduate/obtain their degree at the end of the mobility period** must complete the period on time, agreeing in advance on the duration and deadline with the Delegate for International Mobility in their area of reference and with the International Mobility Unit, to allow the completion of their career with the recognition and registration of the activity carried out; in the absence of these requirements, he will not be able to graduate/obtain the degree.

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 2025/26 academic year, fill in the annual study plan, comply with the obligations and deadlines indicated by the Student Secretariats.

Extension of the mobility period

If the student, after starting the mobility period, needs to extend the period to complete or integrate the activities provided for in the learning agreement, he or she can request an extension. The authorization for the extension will be granted only after acquiring the approval of the host university and the Delegate for international mobility in Pavia, with zero grant. The total mobility period, including the extension, cannot extend beyond 30 September 2026. **Please note: it is the student's responsibility to check the procedures and deadlines for requesting an extension at the host university.**

ART. 6 – FINANCIAL CONTRIBUTIONS

The financial contributions to mobility are not intended to cover the total costs of studying abroad but only constitute a contribution to the expenses that the student must bear; they can be combined with all financial aid provided in Italy (except for specific incompatibilities declared by the granting bodies), provided that they are not EU.

It is possible that the available funds are not sufficient to allocate financial contributions to all students whose mobility is planned.

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

Mobility grant (deriving from funds allocated in the University's 2025 budget)

€ 400,00/month	Argentina, Brazil, Chile, Colombia, India, Mexico, USA ISEP Program ³ , Dominican Republic, Thailand, Vietnam
€ 700,00/month	Australia, Canada, China, Japan, Taiwan, USA (excluding ISEP)

Contribution to travel expenses

It is an all-inclusive contribution that is paid with the first installment exclusively as a lump sum and calculated based on the distance from the geographical area of destination. After the selections, the precise amount of the contribution will be communicated to the selected students.

Mobility grants deriving from PNRR (National Recovery and Resilience Plan) funds, Mission 4 "Education and research", Component 1 "Strengthening the supply of services to education: from kindergartens to universities", Investment 3.4 "University teaching and advanced skills", Sub-investment T4 "Transnational initiatives"

For the PNRR TNE project locations, the amounts indicated **are purely indicative** and will be confirmed when accepting the mobility grant. The payment of the contributions due will take place by the deadline for the PNRR funding, 30 March 2026.

Project	Coordinator	UNIPV Scientific Coordinator	Project Code	CUP	Subsistence Stock Exchange
HERITAGE4FUTURE	University of Bologna	Prof. Paolo Gamba	TNE23- 00041	B7I124000240006	€ 1 000,00/month

³ For the ISEP headquarters, only the economic contribution is provided, without integration, since the student will already be exempt from paying the costs of board and lodging, which will be borne by the host university

SEA ⁴	University of Palermo	Prof. Antonio Maria Morone	TNE23-00049	B7I124000240006	€ 700,00/month
MOVINGITALIANESS	CUIA Consortium	Prof. Silva Bortolussi	TNE23-00080	F3I124000320006	€ 800,00/month

Contribution to travel expenses

It is an all-inclusive contribution that is paid with the first installment as a lump sum and calculated based on the distance from the geographical area of destination.

Monthly supplementary contribution for participants with disadvantaged economic situations and/or with fewer opportunities – Students financed by the fund deriving from funds allocated in the University's 2025 budget

Supplements covered by the "Fund for the support of young people and to promote student mobility" of the MUR will be available, the amount of which will vary on the basis of progressive brackets in relation to the Equivalent Economic Situation Indicator (ISEE).

The amount of the supplement will be differentiated on the basis of the economic situation (as indicated in the table below), determined by the value of the ISEE declared to the University of Pavia for the purpose of reducing tuition fees, or to the EDiSU for the purpose of requesting benefits from the right to education for the academic year 2024/25. 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 supplement amount for Overseas mobility
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 + Students enrolled in doctoral courses who have not been awarded, for the same period and the same location, an international mobility scholarship, pursuant to the calls issued by the University doctoral office ⁵	€ 200,00
40,000 < ISEE ≤ 50,000	€ 150,00
ISEE > 50,000 or not declared +	€ 0

⁴ Scholarships are provided to cover the entire mobility period of 10 months

⁵ PhD students selected through the PNRR (National Recovery and Resilience Plan) programme, Mission 4 "Education and research", Component 1 "Strengthening the provision of education services: from nursery schools to university", Investment 3.4 "University teaching and advanced skills", Sub-investment T4 "Transnational initiatives" will not be able to benefit from the additional contribution indicated

Students enrolled in doctoral courses who have been awarded an international mobility scholarship for the same period and in the same location, pursuant to the calls issued by the University doctoral office	
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Allocation of funds

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

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

Limited to the locations financed through PNRR funds (National Recovery and Resilience Plan), Mission 4 "Education and research", Component 1 "Strengthening the offer of education services: from kindergartens to universities", Investment 3.4 "University teaching and advanced skills", Sub-investment T4 "Transnational initiatives in the field of education" TNE promoted by the Ministry of University and Research, it is possible to allocate additional monthly payments until the end of the Validity of the projects, 30 March 2026. The mobility periods are therefore specified in the list of destinations.

Students who, due to the exhaustion of funds, do not obtain the expected scholarship will still be able to leave as a "zero grant" Exchange Students. In the event of subsequent availability of funds, the scholarship may be awarded to them later in compliance with the ranking.

Payment of scholarships

The scholarship will be paid in two installments, respectively of 80% and 20%.

Before departure, when the Mobility Agreement is signed, the scholarship will be adjusted to the duration in days of the period, based on the dates of the academic calendar of the host university.

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

- have paid university fees and contributions for the academic year 2025/26 and are up to date with their residence permit until the end of the planned mobility period
- have entered their bank details in the [Reserved Area](#) by reporting the IBAN of the **Italian account** to which they wish to receive the transfer (Home path > Personal Data > Enter/Modify Refund Data)
- has signed the Mobility Agreement

Otherwise, the student will receive the scholarship within 30 days of the occurrence of the above conditions.

N.B.: The confirmation 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 actually appears in the system. Therefore, the 30-day deadline for the payment of the scholarship will start from that moment.

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

The balance of 20% will be paid upon return from mobility (normally within 45 days) only after the student has delivered/filled in the documentation proving the period completed pursuant to art. 7 (Certificate of the period of study, 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 scholarship will be adjusted to the actual duration in days of the mobility period, calculated on the basis of the dates certified by the host university.** Any amount received in excess of the period carried out will be requested. On the other hand, no amount will be paid for any unauthorized mobility days (i.e., exceeding the number of days indicated in the Mobility Agreement) while authorized extension periods will be financed if funds remain available.

Loss of the right to financial contributions

The student **will lose the right to financial contributions** for the period if (it is sufficient that only one of the following situations occurs):

- will not be enrolled at the University of Pavia for the academic year 2025/26, except for those who have been authorized to participate in the first semester as graduating students 2025/26 (graduation by March/April 2026)
- will not have completed any activity provided for in the Learning Agreement with a positive/satisfactory outcome
- will not obtain or will not obtain any recognition of the activity carried out
- will not have formalized or delivered the required mandatory documents within the relevant deadlines

In this case, he will be required to return the entire amount already received.

This rule does not apply to students of PhD courses that do not provide credits.

Tax treatment of grants and grants

The contributions mentioned in this article will be subject to the tax treatment provided for by current legislation: if the reference regulations provide for it, they must be included in the tax return.

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

The new ISEE legislation provides that the aforementioned contributions, regardless of their amount, must be included in the Single Substitute Declaration to obtain the ISEE certificate.

For the above purposes, the University of Pavia prepares the Single Certification (formerly CUD) relating to the amounts paid to the student.

The Certification is generally available from March of each year, in relation to payments received during the previous calendar year, at the link <https://unipv.u-web.cineca.it/#/>

The individual notices of payment of contributions are also available at the same link.

Other Contribution Opportunities

Integration of EDiSU for international mobility

The EDiSU provides supplements to its scholarships every year to those who participate in international mobility programmes. The application procedures will be indicated in the EDiSU call for applications for the awarding of scholarships for the academic year 2025/26. The integrations will be assigned and disbursed directly by EDiSU based on its own rankings and criteria.

ART. 7 – MANDATORY DOCUMENTS AND REQUIREMENTS

The main documents and **mandatory** requirements for the regularity of the mobility period are:

- **Learning agreement**, a study contract between the three parties involved (student, University of Pavia, host university), to be stipulated before the start of the mobility period. It defines the training activities that the student will carry out at the host university and those that the University of Pavia will recognize upon his return. It can be changed after arrival at the host university, preferably within one month. As a rule, the student must include in the learning agreement **at least 20 credits of activities to be recognized for the semester**, except in the case of thesis preparation (or thesis preparation + exams) and except in special cases, to be evaluated individually. Regardless of the number of credits required by the University of Pavia, the host institution may require a minimum number of more than 20
- **Mobility Agreement**, a contract between the student and the University of Pavia, to be stipulated before the start of the mobility period. It regulates the conduct of the mobility period, the disbursement and use of financial contributions, and defines the documents to be submitted at the end of the period
- **Certificate of the period of study**, to be delivered upon return. Document 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 mobility days carried out and the related financial contributions actually due will be carried out
- **Transcript of records** (or Thesis Certificate in case of activities in preparation for the thesis), to be delivered upon return. Final certificate with which the host university certifies the educational activities carried out by the student and the results achieved, in terms of credits and evaluation

The deadlines and procedures for the compilation, delivery and/or signature of the aforementioned documents and obligations will be communicated to students later, during the preparation of the various phases of the mobility.

Failure to deliver the documents proving the period completed (Certificate of the period and Transcript of records) to the International Mobility Unit **by the deadline of 30 September 2026**, will result in the loss of the right to financial contributions, both for those who have obtained them (with the obligation to immediately repay), and for those who could obtain them retrospectively, following the availability of other funds.

ART. 8 – RECOGNITION

At the end of the mobility period, the student will obtain recognition **of the teaching/training activity**, for the purpose of registration in his/her career, carried out by the Didactic Council or the competent Department, considering the activities carried out reported in **the Transcript of records**.

For the conversion of grades, conversion tables will be used that establish the equivalence between the voting system in use at the University of Pavia and the grade reported on the Transcript of records.

The student must conclude the mobility period **at least 45 days before** the graduation session to allow the completion of his/her career with the recognition and registration of the activity carried out; in the absence of these requirements, the student will not be able to graduate/obtain the degree.

N.B.: Students who have returned from mobility will not be able to obtain the qualification for which they are enrolled in Pavia, nor will they be able to transfer to another university, before having obtained recognition of the teaching/training activity carried out (including in preparation for the thesis) and the related registration at the end of their career.

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