



UNIVERSITÀ  
DI PAVIA



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## UNIVERSITY OF PAVIA

# CALL FOR APPLICATIONS FOR STUDY PERIODS ABROAD UNDER THE OVERSEAS EXCHANGE PROGRAMME

## ACADEMIC YEAR 2025/26

**The English version of this Call for Applications is provided for informational purposes only. For matters about the execution of the call, dispute resolution, and all legal purposes, the Italian version shall prevail as the sole valid document.**

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The contents of this Call for Applications may be subject to changes following further instructions from the University or the host institutions, particularly regarding the procedures required for the initiation and implementation of mobility.

### ART. 1 – PREMISES

The University of Pavia promotes and supports the international mobility of its students to non-EU countries through the **Overseas Exchange Programme**, offering mobility opportunities and financial contributions to partially cover the costs associated with studying abroad.

**The call for applications defines**

- The requirements and procedures for applying for a study period at one of the partner universities participating in the Overseas Exchange Programme
- The criteria for the selection of candidates and the allocation of mobility periods
- The procedures for accepting the assigned study periods by the selected candidates.

The [dedicated website](#) provides information on available destinations and the related academic and language requirements.

#### **Annex I defines**

- The requirements for starting the mobility period
- The characteristics of the mobility period and the types of allowed academic activities
- The obligations and responsibilities of the selected students
- The financial contributions for mobility and the related allocation criteria

#### **Annex II defines**

- The recognized international language certifications
- The list of degree programs taught in English at the University of Pavia
- The list of degree programs requiring a language proficiency requirement verified by the University of Pavia

## **ART. 2 – REQUIREMENTS FOR APPLICATION**

EU and non-EU citizens who are **regularly enrolled**<sup>1</sup> for the 2024/25 academic year in a degree program at the University of Pavia (Bachelor's, Master's, Single-cycle Master's, or PhD—limited to the destinations listed in Annex I) are eligible to apply.

**Students enrolled in two degree programs simultaneously may only submit their application for the career designated as elective/main.**

**Students enrolled in single courses are not eligible to participate.**

Applicants must have an adequate knowledge of the language of the host country or the language of instruction at the chosen destination (refer to the required language proficiency levels listed for each destination; for language preparation opportunities, see Article 7).

## **ART. 3 – MOBILITY PERIOD**

The study period will have an **approximate duration of one semester**, depending on the terms of the agreement between the **University of Pavia** and the host university, and will follow the academic calendar of the latter.

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<sup>1</sup> Students are considered regularly enrolled for the 2024/25 academic year if they have paid university tuition fees and contributions for the 2024/25 academic year and, if non-EU citizens, hold a valid residence permit. Candidates can verify their enrollment status through the [Reserved Area](#) (after logging in, select "Segreteria" and check for the green checkmark in the "dettaglio iscrizione" section for the 2024/25 academic year)

The mobility period must take place **between June 1, 2025, and September 30, 2026**.  
If the host institution allows it, part of the mobility period may be carried out virtually.

## **ART. 4 – ELIGIBLE ACADEMIC ACTIVITIES**

Subject to any restrictions set by individual host universities, the following activities are permitted, provided they are consistent with the student's degree program:

- Attending university courses and taking the corresponding exams
- Thesis preparation activities (excluding research activities not specifically related to the student's program of study), such as attending courses, conducting bibliographic research, participating in laboratory work, and attending seminars.
- Internship/traineeship combined with a study period (blended mobility), provided that:
  - It is conducted under the supervision of the host university.
  - It is included in the study program.
  - The study and internship periods are consecutive and completed by September 30, 2026.

**Important:** Not all universities accept students solely for thesis preparation without course attendance. Interested students should contact their chosen university directly for further information.

Before starting the mobility, students must submit their **Learning Agreement** by the specified deadlines and in accordance with the procedures that will be communicated later. The Learning Agreement should typically include at least **20 ECTS credits per semester** in recognized activities, except in cases of thesis preparation (or thesis + exams) or other specific circumstances, which will be evaluated individually.

For **PhD students**, the Learning Agreement may include both the **research project** and **doctoral-level advanced training activities**.

## **ART. 5 – DESTINATIONS**

Students may apply only for universities with which the University of Pavia has established specific inter-institutional agreements allowing mobility within their field of study.

The list of available destinations, which can be consulted on the [university's website](#), includes details such as the country, the number of available spots, the indicative duration of the mobility period (in months), the academic disciplines eligible for study, the admitted study levels, the language requirements, and other relevant information.

To foster a broader and more diverse educational and cultural experience, enabling participants to develop valuable intercultural skills and engage with academic environments different from their own, **Bachelor's and Master's students are not allowed to carry out their mobility period in their country of origin**.

## ART. 6 – HOW TO APPLY

The application must be submitted **online** by accessing the link available on the [dedicated website](#).

The application portal will be open from **Tuesday, February 4, 2025, until 1:00 PM on Thursday, February 20, 2025**.

Candidates may select **up to three universities** from the available options, indicating their **order of preference**. It is essential to carefully review the specific characteristics of each university, including:

- Any restrictions related to the applicant's degree program
- The academic offerings at the host university. Candidates must consult the course catalogue on the university's website to identify courses compatible with their study plan. Students must thoroughly check the foreign universities' web pages to ensure the availability of a sufficient and relevant course offering to draft a complete Learning Agreement
- Language requirements of the chosen universities, including language of instruction, required language proficiency level, mandatory international language certifications (e.g., IELTS). Some universities offering courses in multiple languages may restrict enrollment in certain courses to students who hold the corresponding language certificate. Students must verify that the host university offers an adequate number of courses in the language in which they are proficient. Students are responsible for carefully checking the host universities' websites, where detailed language requirements are specified
- Admissible study levels at each university (I = Bachelor's; II = Master's, Single-cycle degree; III = PhD)
- Any specific requirements set by the host university.

Additionally, candidates **must attach a Motivation Letter**, following the template provided on the [website](#). The letter must include, for each chosen university:

- Order of preference
- Planned study program, listing the courses the student intends to take abroad and their corresponding courses at UNIPV, or the thesis research activities planned at the host university
- Academic and personal motivations for selecting each university
- Chosen semester for the mobility period

## ART. 7 – SELECTION PROCESS AND RANKINGS

Candidates will be selected by one or more committees appointed by the Rector. **Applicants may only be considered for universities where they meet the required language proficiency**, meaning their language level must be compatible with the destination's requirements. The minimum language proficiency level required for mobility is **A2**, even for universities that do not specify language requirements.

### 1) Language eligibility

To apply for a study mobility programme abroad, candidates must meet the language proficiency level required by the host institution. A candidate will only be assigned to a destination if they meet the minimum language requirement specified. If the host institution does not specify language

requirements, candidates must still demonstrate at least an A2 level (CEFR) in the main language of instruction at the host university.

**IMPORTANT NOTES: The University of Pavia requires candidates to meet the language requirements to participate in the selection process. However, some host universities may require specific language certifications (e.g., IELTS), which candidates must obtain within the required deadlines. Failure to provide the required certification may result in exclusion from the mobility programme.**

Candidates can demonstrate their language proficiency through the following methods:

1. **Self-certification of native language proficiency:** in accordance with Ministry of Public Education Circular No. 5494 of 29/12/1982, native speakers are those who, due to family background or linguistic experience, could express themselves naturally and accurately in their native language. Candidates may be identified as native speakers if they hold citizenship of a country where the required language is an official language and/or have completed their studies in the language of that country.

**During the online application process, candidates must upload a self-certification (the template is available on the [University website](#)) in which they declare and detail the necessary elements for the recognition of their native speaker status.**

Candidates who meet the described requirements will be assigned a C2 language proficiency level, subject to the recognition of this level by the host institution.

2. **Enrollment in a University of Pavia Degree Programme taught entirely in English, or in Degree Programmes that require a verified English proficiency level for admission, either through international certificates, an entrance test, or by having fulfilled any language requirements by the application deadline (see Annex II):** these candidates are automatically eligible for host institutions that require the same English level as their degree programme's admission requirement. For institutions with higher language requirements or for languages other than English, candidates must submit a certification or take the language proficiency test organized by the University Language Centre (Centro Linguistico di Ateneo).

**During the online application process, no documentation needs to be uploaded.**

3. **Enrollment in a PhD programme, a first- or second-level university Master's programme, or a Specialization School: the language proficiency level will be the one declared by the academic supervisor in the application form, which must be uploaded during the online application process.**
4. **Possession of one or more international language certifications** issued on or after January 1, 2022 (regardless of the official validity period established by the Certifying Body), as listed in Annex II.

**During the online application process, candidates must upload a copy of the certificate(s) they possess.**

5. **Possession of one or more language certifications or attestations issued by the University Language Centre (CLA),** obtained by passing a previous language proficiency test or the final exam of an extracurricular course organized by the CLA, provided they meet or exceed the language requirements of the selected destinations.

**During the online application process, no documentation needs to be uploaded.**

**Certificates submitted in any way other than the described procedure– which requires uploading the documents exclusively through the online application– will not be accepted.**

Please note that to carry out the mobility, the language proficiency and level obtained must also be accepted by the assigned host institution.

**Important Notice:** Regardless of the language requirements set by the University of Pavia for the selection process, if the host university specifically requires an international language certification (e.g., IELTS), it is the candidate's responsibility to obtain it in time. Host universities typically request certification at the nomination stage, which for most institutions takes place from April/May onwards, and for some institutions even earlier. Failure to provide the required certification may result in the cancellation of the mobility.

The complete list of accepted certificates for the selection process is published in Annex II of this call.

### **Language proficiency test organized by the University Language Centre (CLA)**

**All students who do not meet the above-listed requirements must take the language proficiency test organized by the University Language Centre (CLA).**

A candidate who wishes to apply for a destination requiring a different language or a higher proficiency level than the one already obtained must take the language proficiency test.

The language proficiency test is available for the following languages: **English, Portuguese and Spanish.**

The test is structured in four phases, each corresponding to a CEFR level: A2, B1, B2, and C1. Candidates always start from Phase 1 (A2 level). They can proceed to the next phase only if they reach the minimum required percentage. If a candidate fails to meet the required percentage, the test will register the highest successfully completed level as their result.

**The test will be administered exclusively online between March 3 and March 7, 2025, with each day dedicated to a different language. To take the test, candidates must specify the languages they intend to be tested in within the designated section of the online application.**

At the closing of the application period, the International Mobility Unit will send the list of registered candidates for each language to the University Language Centre (CLA). The CLA will then organize the test sessions, and the schedule of test sessions will be published on Wednesday, February 28, 2025, on the [University Language Centre website](#) (section "Erasmus+ Language Proficiency Test"). **Test session assignments cannot be changed. Therefore, candidates who register for the test commit to taking it on the scheduled date as published in the official calendar.**

The results of this test session will be sent directly by the University Language Centre (CLA) to the International Mobility Unit. Candidates who do not pass the test for at least one language will not be included in the ranking for the assignment of destinations.

### **Support for language preparation**

The University Language Centre (CLA) offers free online language activities to support candidates in preparing for the language proficiency test. These activities are available for all test languages (French, English, Portuguese, Spanish, and German) and can be accessed through the Kiro platform using university credentials.

Participation in these activities is strongly recommended, as they are specifically designed to optimize preparation for the language proficiency test.

### Languages not covered by the CLA test

Candidates who include in their application destinations requiring languages not covered by the CLA test and are not native speakers of those languages must provide a language certification as proof of their proficiency.

**The certification will be evaluated on a case-by-case basis, and candidates must upload a copy of it in the online application.**

## 2) Ranking

The Selection Committee assigns the available mobility periods **in accordance with the ranking order and considering the language eligibility of the candidates.**

The Committee may also propose a different destination than those indicated in the application if:

- It deems the alternative more suitable for the candidate, or
- The available spots at the candidate's selected destinations are already filled by higher-ranked applicants, or
- The duration of the study period at the selected destinations is not compatible with the candidate's remaining mobility months, or
- The candidate's language proficiency does not meet the requirements of the chosen destinations.

The ranking is drawn up in descending order based on the total score, which is calculated as the sum of the merit score and the evaluation of academic and personal motivation:

<b>max score</b> <b>150</b>	<b>max score 100</b>	<b>merit score</b>
	<b>+</b>	
	<b>max score 50</b>	<b>evaluation of academic and personal motivation</b>

### Merit score – Bachelor's degree, master's degree and single-cycle master's degree students

The merit score is calculated based on academic records, considering the list of exams<sup>3</sup> related to the candidate's current degree programme that have been **recorded and officially registered in the Transcript ("Libretto") by March 6, 2025.** Extra credits will not be considered.

Candidates must ensure that all their completed and passed exams are correctly recorded in their Transcript ("Libretto"), accessible through the [Reserved Area](#)<sup>2</sup>. An exam is correctly registered if it shows: a green "S" next to the exam name, the exam date and the grade.

**It is the candidate's responsibility to personally report any missing registrations or pending recognitions to the Student Administration Office of their degree programme.** If the missing registration is due to a professor, the candidate must contact the professor directly to request the update. Candidates must then check their Reserved Area to confirm that the registration has been completed by March 6, 2025.

Candidates who are currently on a mobility period or have just completed one and wish to have their completed activities recognized for this selection must personally obtain the Transcript of Records from

<sup>2</sup> After logging in, candidates must select "Carriera" to view their Transcript ("Libretto") and check their recorded exams

the host university, and verify with their International Mobility Delegate at Pavia whether it is possible to have the recognized activities officially recorded by March 6, 2025, through an urgent provision or a resolution by the competent academic body.

The International Mobility Unit cannot be held responsible for any missing exam registrations and does not have the authority to intervene directly with individual professors. Therefore, it is the student's responsibility, being aware of the exam schedule, to notify professors of any urgency regarding the recording of grades.

**The merit score is calculated using the following formula:**

$$\text{weighted average of exam grades} \times \frac{\text{earned ECTS credits}}{\text{required ECTS credits}^3}$$

The merit score is normalized to 100 based on the scores within the candidate's academic area. The maximum merit score a student can achieve is therefore 100.

### **Merit score – PhD students**

For PhD students, where academic records do not include activities expressed in ECTS credits and grades, making it impossible to apply the standard formula, the merit score will be provided by the academic supervisor through the **specific letter attached to the candidate's application.**

### **Evaluation of academic and personal motivation**

For the evaluation score assignment, candidates will undergo a selection interview, during which the Commission will assess their study program abroad and their academic and personal motivations. The selection interview will take place approximately between March 24 and March 28, 2025. The final date and details of the interview will be published on the [website](#).

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

The selection committee will assign mobility periods in accordance with the ranking order.

**In the event of a tie in the total score**, the ranking position will be determined by giving priority to candidates who, in the following order:

- have fewer future opportunities to participate in international mobility programmes due to their seniority in their academic career
- have a lower income, based on the ISEE (Equivalent Economic Situation Indicator) declared for enrollment in the 2024/25 academic year.

Information regarding the publication of rankings will be made available on the [University website](#).

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3 By "required ECTS credits", the call refers to the credits scheduled in the degree programme up to and including the academic year 2024/25, standardized as follows:

- 60 ECTS credits for each year of regular enrolment (*in corso*), including the current academic year
- Penalty of 30 ECTS credits for each year of irregular enrollment (*fuori corso, ripetente*), including the current academic year



In case of withdrawal by an eligible candidate, the mobility period will be assigned to the next suitable candidate for the same destination, subject to the host university's availability to accept an additional mobility placement.

Reassignments will be carried out within the time limits imposed by the registration deadlines of the chosen host university.

The publication of the initial rankings and any subsequent updates will be notified to candidates via email.

## **ART. 8 – SECOND CALL AND ASSIGNMENT OF VACANT SPOTS**

At the end of the entire selection process, the International Mobility Unit will announce a second call, listing any remaining available destinations and/or new opportunities that have arisen due to the signing of additional agreements.

Students interested in applying for the second call must follow the same rules and procedures outlined in the previous sections. However, new deadlines and timeframes for applications and selection will be provided.

Students who have already been assigned a study mobility period for the 2025/26 academic year cannot apply for the second call unless they have officially renounced their assigned mobility period.

The second call will allow for mobility periods only during the second semester of the 2025/26 academic year (to be completed by September 30, 2026).

The opening schedule for the second call will be published on the [University website](#).

## **ART. 9 – TESTS AND RANKINGS**

**Language proficiency tests:** March 3 – 7, 2025.

**Interviews:** March 24 – 28, 2025 (the specific dates will be published on the [University website](#) as soon as available).

**Candidates who do not attend the required selection tests will be excluded from the selection process.**

The **initial rankings** will be published by April 4, 2025, with subsequent updates. Candidates will be notified via their official university email address.

## **ART. 10 – REQUESTS FOR REVIEW**

After the publication of the rankings, candidates may submit requests for review within three days by sending an email to the International Mobility Delegate, clearly stating the reason for the request.

Requests for review may only be submitted for one or both of the following reasons:

- Incorrect attribution of additional points
- Erroneous exclusion from the ranking

Requests for review may only concern material errors made by the Selection Committee in evaluating the application and assigning the score.

Requests for modifications or additions to the submitted application, adjustments to the merit score, or general/unsubstantiated appeals will not be accepted.

The International Mobility Delegate will assess the request and provide a written response to the applicant.

## **ART. 11 – ACCEPTANCE OF THE MOBILITY PERIOD**

**Between April 7 and 1:00 PM on April 11, 2025, all selected candidates listed in the initial rankings must either accept or decline the assigned mobility period, following the instructions provided by the International Mobility Unit.**

**Failure to accept by the deadline of April 11, 2025, will be considered as a definitive withdrawal.**

At the end of the selection process, and only if certain conditions are met (e.g., the host university's application deadline has not yet expired, the candidate meets the required language proficiency, etc.), vacant spots may be reassigned only to candidates who did not receive any assignment. The International Mobility Unit will notify eligible candidates of the new acceptance deadline via their university email address. Failure to accept by the new deadline will be considered as a definitive withdrawal.

**Important Notice: After the selection process and the publication of the rankings, it will NOT be possible to change the assigned destination, except in the following cases:**

- **Non-acceptance by the host university**
- **Force majeure (e.g., unforeseeable and exceptional events that prevent normal academic activities or jeopardize the student's safety, such as major natural disasters or deteriorating socio-political or health conditions in the destination country).**

## **ART. 12 – WITHDRAWAL**

**Accepting a mobility period is a serious commitment undertaken by the candidate. Withdrawals should be limited to cases of serious and well-documented force majeure.**

Any withdrawal from the assigned mobility period must be submitted in writing, properly justified, and sent promptly to the International Mobility Unit. Withdrawal entails the return of any financial contributions already received.

The reason for withdrawal and/or failure to communicate the withdrawal may be considered as a factor for exclusion from future applications.

## **ART. 13 – INFORMATION NOTICE PURSUANT TO THE EUROPEAN GENERAL DATA PROTECTION REGULATION (GDPR)**

The personal data of candidates and participants will be processed by the University of Pavia, as the data controller, for purposes related to the Overseas Exchange Programme. These purposes include the communication of data to external organizations (host institution) within the limits and conditions

established by the applicable European regulations, General Data Protection Regulation (GDPR) no. 2016/679.

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

## **ART. 14 – PROCEDURE RESPONSABLE PARTY**

The responsible party for the procedure is Dr. Michela Cobelli – International Relations Service, International Mobility Unit – Via S. Agostino 1/a, 27100 Pavia.

## **ART. 15 – INFORMATION**

**Call for applications, list of available destinations, application info, and period details**

[University website](#)

### **Administrative info**

**International Relations Service, International Mobility Unit**

Via S. Agostino 1/a, 27100 Pavia – e-mail [outgoing.mobility@unipv.it](mailto:outgoing.mobility@unipv.it)

### **Academic info**

**International mobility coordinators**

Names and contact are published on the [University website](#).

**To obtain info from current and former exchange students:**

[STEP-ESN Pavia](#)