



UNIVERSITÀ
DI PAVIA

UNIVERSITY OF PAVIA
ERASMUS+ PROGRAMME
STUDENTS MOBILITY FOR TRAINEESHIP



ANNEX I
INTEGRAL PART OF THE
CALL FOR TRAINEESHIP PERIODS ABROAD
WITHIN EUROPEAN AND NON-EUROPEAN COUNTRIES
PARTICIPATING IN THE ERASMUS+ PROGRAM
AND IN THE SEMP PROGRAM
ACADEMIC YEAR 2021/22

PROVISIONS RELATING TO 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/specialisation school student), 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 programme/specialisation school** must have regularised their enrolment at the University of Pavia for the academic year 2021/22 (enrolment will be checked before departure)
- **those who intend to complete their degree by 30 April 2022** will not be required to enrol for a.y. 2021/22. If they do not get their degree by that date, they will be required to complete their enrolment for 2021/22
- **those who intend to carry out their traineeship after obtaining their degree** must be selected for mobility before the date of obtaining their degree. Recent graduates must complete the traineeship within 12 months of obtaining their degree, but no later than 30 September 2022.

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 in during the mobility period¹
- be assigned of 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:

- at the first year of study, for the bachelor degree (3 years) and one-single-cycle degree
- in case of enrolment "on condition" or "in hypothesis".

Before the beginning of the mobility periods the student will have to:

- get the approval of the Learning Agreement
- sign the mobility agreement
- insert the details of their Italian bank account for the payment of the scholarship in the [Area Riservata](#) (path Home > Anagrafica > Inserire/Modificare Dati Rimborsi).

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 traveling 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.

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 mobility participants. Before leaving, it is advisable to consult the website [Viaggiare Sicuri](#) and read the information issued by the [Ministry of Foreign Affairs](#) on the country of interest and the indications on visas.

Mobility in United Kingdom

UK-bound students will need to verify the conditions of entry into the country through the host Institution and/or the [appropriate authorities](#).

Health care

The student will have to inform her/himself about health care in the host country, contacting 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 a private health insurance at any travel agency or insurance company. For detailed

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 degree, II – master degree, 1st level master's degree, III – PhD program/2nd level master's degree/graduate school, and 24 months in total for a one-single cycle degree

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

If you are leaving for a mobility in a non-EU country, 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.

ART. 3 – MOBILITY PERIOD

The traineeship must have a **minimum duration of 2 months and a maximum duration of 12 months** and must be **continuous** (except for interruptions disposed by the host organisation). The period shall be carried out indicatively between **1st of June 2021 and 30th of September 2022**. If the host Institution allows it, it will be possible to carry out entirely or partially a virtual mobility period, without physically moving to the host country.

Students who interrupt their stay before 2 months without a valid and proven reason will have to return the entire scholarship. Only in the event of an interruption due to serious reasons or force majeure², adequately documented, the Erasmus+ National Agency will decide whether to confirm the grant for the days/months of traineeship actually completed.

During mobility it will not be possible to graduate/obtain the title for which the student is enrolled in Pavia, nor transfer to another University.

The students who intend to graduate/obtain the title right after the end of their mobility period should consider having enough time to get the formal recognition of their mobility activity, communicating the intention beforehand to both the Erasmus Coordinator and to the International Mobility Office, otherwise the graduation/fulfilment of the title might be endangered.

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 academic year 2021/22, fill in the annual study plan, respect the obligations and deadlines indicated by the Segreteria Studenti.

Extension of the mobility period

In case the student, after having started the mobility period, envisages the need to extend his/her period to complete or integrate the activities foreseen by the Learning agreement he/she can ask for an extension. The new period, extension included, shall not exceed the 12 months in the course of the academic year 2021/22, shall not go beyond the 30th of September 2022 and, added to former periods, shall not exceed the maximum overall number of months allowed.

In order to obtain the extension, the trainee, at least one month before the end of the initially planned mobility period, must present the request, with the authorisation of the host organisation and the Erasmus coordinator.

In case of mobility in Lebanon, Palestine and Russia, the extension is not allowed.

² Serious reason or force majeure means "an unforeseeable cause or event beyond the control of the beneficiary and not attributable to his fault or negligence, such as a general national strike in Higher Education Institutions, a natural disaster, etc."

ART. 4 – ECONOMIC CONTRIBUTIONS

The economic contributions to mobility are not intended to cover the total cost of study 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 conditional on the approval of funding by the European Commission and the actual signing of the Erasmus+ financial agreement a.y. 2021/22 between the National Agency and the University of Pavia.

Economic contributions for mobility in EU countries, Iceland, Liechtenstein, Norway, United Kingdom, Former Yugoslav Republic of Macedonia, Serbia

The Erasmus+ Program divides the participating countries into groups, on the basis of the cost of living in the countries themselves and provides grants of different amounts depending on the group to which the host country belongs.

As an example, we publish the table of grants valid for the academic year 2020/21. **This table is to be considered indicative since it is subject to confirmation by the European Commission within the new Erasmus program 2021-27.**

Monthly grant	Host country
€ 400,00	Group 1 (higher living cost): Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, United Kingdom, Sweden
€ 350,00	Group 2 (medium living cost): Austria, Belgio, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain
	Group 3 (lower living cost): Bulgaria, Croatia, Estonia, Former Yugoslav Republic of Macedonia, Lithuania, Latvia, Poland, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Hungary

Available fund, if not sufficient to cover the scholarships for all the selected, will be proportionally divided among the different Erasmus areas.

The scholarships will be allocated following the ranking order (excluding the students directed to Switzerland and specialisation school students already disposing of specialisation scholarship) until the available funds for each area are exhausted. The monthly amount correspondent to the destination country will be initially assigned for the foreseen period indicated in the acceptance of the mobility. Before departure it will be adjusted to the duration in days of the period, according to the planned start and end dates of the traineeship as indicated by the host organisation.

Possible remaining funds in one or more Erasmus areas or funds that could be available afterwards will be again proportionally divided among the Erasmus areas that have exhausted the funds without covering all the selected students.

Students that remain without a scholarship could however leave benefiting of their status Erasmus.

In case of subsequent availability of funds, they will be able to receive the scholarship also after their departure.

Economic contributions for mobility in Lebanon, Palestine and Russia

Students selected for a mobility period for the academic year 2021/22 will be able to receive financial aid. The economic contributions consist of a monthly grant of € 700.00 and a one-off contribution for travel expenses, differentiated on the basis of the distance to the host country, as shown in the table below.

Host country	Monthly grant	Contribution for travel expenses
Lebanon	€ 700,00	€ 360,00
Palestine	€ 700,00	€ 360,00
Russia	€ 700,00	€ 360,00

Students that remain without a scholarship could however leave benefiting of their status Erasmus.

The scholarships will be allocated following the ranking order until the available funds for each area are exhausted. The monthly amount correspondent to the destination country will be initially assigned for the foreseen period indicated in the acceptance of the mobility. Before departure it will be adjusted to the duration in days of the period, according to the planned start and end dates of the traineeship as indicated by the host organisation.

Extra contributions to the Erasmus scholarship

Integration to the Erasmus scholarship (ministerial funds called "Fondo Giovani"): it is an integration paid depending on the ISEE indicator and will vary according to progressive ISEE bands.

The amount of the integration will be differentiated on the basis of the economic situation, determined by the ISEE value declared to the University of Pavia for the purpose of reducing tuition fees, or to EDiSU for the purpose of applying for benefits for the academic year 2020/21. The ISEE value will be obtained exclusively from the University database: the International Mobility Office cannot accept ISEE certificates produced through other channels.

As an example, we publish the table of grants valid for the academic year 2020/21. **This table is to be considered indicative since it is subject to confirmation on the basis of any new ministerial or University provisions.**

ISEE	Monthly grant for extra contributions
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	€ 200,00
40.000 < ISEE ≤ 50.000	€ 150,00
ISEE > 50.000 (or not declared)	€ 0

In addition to students with an ISEE > 50,000, **the following are excluded from the integration:**

- PhD students with international mobility grants
- postgraduate students with a specialization grant
- those who have not submitted any ISEE declaration for the academic year 2020/21.

For students enrolled in a 1st and 2nd level Master degree program who are unable to submit their ISEE and do not fall under the discipline of the national right to study, an integration equal to € 200.00 per month has been established.

Students going to Switzerland, even if not assigned an Erasmus grant, will be able to benefit from the integration.

To define who can benefit of the above-mentioned contributions it will be necessary to:

- know the budget allocation for the a.y. 2021/22
- acquire the ISEE indicator of all the participants to the Erasmus mobility

- abide by the specific ministerial and/or university rules.

The International Mobility Office will announce the allocation of additional contributions at the same time as the Erasmus grants.

It is reminded that the available budget for the a.y. 2021/22 may not cover all those who possess the ISEE requirement. Therefore, as indicated for the Erasmus scholarships, the extra contributions will be assigned following the ranking order for each Erasmus area (excluding the specialisation school students already disposing of specialisation scholarship and PhD students with international mobility grant).

Economic contributions for virtual mobility

Students who will carry out a virtual mobility can benefit from specific economic contributions. The amounts and methods of payment can be defined only after the signing of the Erasmus+ 2021 financial agreement between the National Agency INDIRE/Erasmus and the University of Pavia.

Payment of contributions

Unless differently decided by the Erasmus+ National Agency grants will be paid in two instalments of 80% and 20% respectively. **The first instalment will be paid within the 30 days following the signature of the Mobility Agreement – on the condition that the student:**

- has paid taxes and the University fees for the academic year 2021/22
- holds a regular Permit of Stay for Italy, if non-EU citizen
- has inserted the details of their Italian bank account in the [Area Riservata](#) (Home > Anagrafica > Inserire/Modificare Dati Rimborsi)
- has signed the mobility agreement.

If one or more of these conditions are not fulfilled at the moment of the signature the payment will be done within the 30 days following their fulfilment.

If the scholarship is granted after the signature of the Mobility Agreement (i.e., in the case of funding made available after withdrawals or reductions of periods by other beneficiaries) the payment will be done within 30 days after the communication to the student, at the same conditions.

The balance correspondent to the 20% of the entire scholarship will be paid after return from the mobility, within 45 days after the student will have handed in/completed all the final documents certifying the period done (Traineeship certificate, EU Survey), and after the International Mobility Office will have checked its validity.

At the end of the mobility period **the grant will be adjusted to the real duration of the mobility as certified by the host institution.** If case of a reduced period than initially foreseen the exceeding amount will be returned by the student.

In the case of mobility to Lebanon, Palestine and Russia, the travel grant will be paid in full together with the first instalment.

The extra contributions to the Erasmus scholarship will be paid following the same criteria, into two instalments of 80% and 20%.

Contributions for the disabled

Erasmus students with disabilities (including, for example, those suffering from coeliac disease or learning disease) can benefit of special contributions financed by the European Commission in order to satisfy their special needs. More information on how to access this contribution will be given at a later stage, after the Italian Erasmus+ National Agency will have notified the University.

Loss of the economic contributions

The student will lose the right to the contributions if (even in case only one of the following situations occurs):

- he/she will not be regularly enrolled to the University of Pavia for the academic year 2021/22, except for those who have been authorised to participate in Erasmus in the first semester as a 2020/21 undergraduate (graduation by March/April 2022)
- he/she won't have positively completed any of the foreseen activity as indicated in the Learning Agreement
- he/she won't get any recognition of the activity done
- he/she will not have prepared or handed in the obligatory documents by the set deadlines
- he/she will not have completed the online EU Survey.

In this case, he/she will be obliged to repay any amount already received.

Economic contributions for mobility in Switzerland

Students going to Switzerland will not receive any Erasmus contribution. They may be eligible for a SEMP contribution, if the Swiss University of reference for their host organisation can provide traineeship grants. More information should be addressed to the host company and its related Swiss University.

Other funding opportunities

EDiSU Integration for international mobility

EDiSU disburses contributions to their beneficiaries that 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 2021/22.

Contributions to international mobility for PhD students

The University of Pavia publishes an annual call for applications for international mobility grants reserved for PhD students. The procedures for participation are indicated in the call for applications available at <http://phd.unipv.it/bandomob9/>.

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.

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

Before departure

The student must submit:

- the Learning Agreement: it will contain details of the host institution, the traineeship programme, the start and end dates of the mobility, and must be signed by the home University, the host institution and the trainee. The learning agreement will also include the Quality Declaration defining the roles and responsibilities of the parties involved in the traineeship. Any substantial changes to the programme or dates of the mobility and any extensions must be agreed in writing by the parties (University, student and host company)

- the details of the Italian bank account in the [Area Riservata](#) (Home > Anagrafica > Inserire/Modificare Dati Rimborsi).

The student must also fill online:

- OLS Initial Test, which will be requested by e-mail from the European Commission directly to the participant before the beginning of the mobility period.

The University of Pavia will issue:

- the mobility agreement which will be signed by the student and the University, indicating the period and location of the traineeship, the amount of any grant due and the rights and obligations of the student in mobility.

During the mobility period

The student must submit:

- the arrival certificate issued by the host organisation, which must indicate the actual start date of the traineeship period
- if applicable, the request for authorisation to extend the mobility period, duly completed and bearing the host company's authorisation, within one month of the end of the traineeship.

Upon return

The student must send the following documents to the International Mobility Office within 30 days of the end of the mobility:

- the Traineeship Certificate issued by the host organisation
- a Final relation written by the student him/herself.

The student must also fill online:

- OLS final test, which will be requested by e-mail from the European Commission directly to the participant after the conclusion of the mobility period
- EU Survey, which will be requested by e-mail from the European Commission directly to the participant after the conclusion of the mobility period.

The deadlines and modality of the completion, delivery and/or signature of the mentioned documents and requirements will be communicated in correspondence of the preparation of the several phases of the mobility.

Failing to deliver of the Traineeship Certificate to the International Mobility Office by the 30th of September 2022 and/or failing to complete the EU Survey by the requested deadline will incur in the total loss of the Erasmus contributions.

ART. 6 – RECOGNITION

After the end of the mobility period, **the student will obtain recognition of the traineeship**, for the purposes of 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 recognised in the form of additional credits that are not useful for obtaining 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.