

CALL FOR STUDY PERIODS ABROAD
Academic Year 2019/20
European countries participating in the Erasmus +/KA103 programme &
Swiss Universities participating in the SEMP programme.

ART 1. INTRODUCTION

The current call states:

In the section **‘Application and Selection’**:

- The requirements and modality to apply for a study period abroad (mobility period) in the European countries participating in the Erasmus +/KA103 programme and Swiss Universities participating in the SEMP programme
- The criteria for the selection of candidates and for the allocation of mobility periods
- The modality of acceptance of the allocated periods

In the section **‘Mobility’**

- The departure requirements
- The features of the mobility period and the types of formative activities allowed
- Fulfilments and obligations of the selected students
- Economic contributions to the mobility
- The principles and regulations of the Erasmus +/KA103 programme – Study Mobility and the SEMP programme (Swiss Universities)

Mobility in Switzerland

Mobility towards destinations in Switzerland, with which the University of Pavia has made specific institutional agreements, abide by the same regulations and principle of the Erasmus + mobility, exception given for economic contributions given to participants.

Switzerland does not participate in the Erasmus+ Programme, therefore mobility periods can not be funded in accordance with the Programme regulations.

The Federal Swiss Council, to guarantee the mobility towards Countries and the universities with whom it collaborates, developed the Swiss European Mobility Programme – SEMP, that foresees the financing of the mobility both for outgoing and incoming students directly by the Swiss universities.

All the information related to the current announcement will be published and constantly updated on the Erasmus website – www.unipv.eu > Internazionalizzazione > Erasmus+ > Erasmus+ Studio.

Communications to candidates and selected students will be exclusively sent to their Ateneo e-mail address.

APPLICATION AND SELECTION

ART. 2. Candidacy Requirements

Eligible candidates:

- EU citizens and non EU citizens **regularly enrolled**¹ in a course at the University of Pavia (bachelor degree², master degree, one-tier degree, PhD program, 1st and 2nd level Master degree program, specialisation school)³ for the academic year 2018/19.

Candidates must:

- have an adequate knowledge of the language of the host country, or of the instruction language of the chosen destination (see linguistic requirements by host locations, indicated in the list of available destinations; for preparatory linguistic activities see article 14 below)
- possess the requirements set for each area of study, reported in the Allegato II (attachment II) of this Call
- Not already have used the maximum number of months allowed for the Erasmus + Programme in their own study cycle. The rules allow to carry out maximum 12 months for 1st, 2nd and 3rd study cycle and maximum 24 months for one-tier programs.

ART. 3 PERIOD ABROAD

The allocated period of study abroad can last **between 3 and 12 months continuatively**, based on the specifications given by every partner and indicated on the lists of the available destinations. The period will be determined by the academic calendar of the hosting university.

The period must be carried out between the 1st June 2019 and the 30th September 2020.

ART 4. PERMITTED ACADEMIC ACTIVITIES

Except for limitations indicated by single institutional agreements and by deputy departments/faculties, periods abroad can consist of:

- Attendance to courses and related exams
- Activity in preparation of the thesis (with the exclusion of research activities inconsistent with a specific course of study), attending courses and seminars, bibliographic research, lab activities
- Traineeship period associated to a period of study (combined mobility), on the condition that it is carried out under the supervision of the hosting University, that is included in the programme of study and that the combined period is continuous, lasts at least 3 months and concludes by the 30th September 2020.

Before departing, by the deadlines and with the modality that will be announced, students must present their own programme of study abroad (Learning Agreement). The Learning Agreement must normally

¹ Students proven to be enrolled for the academic year 2018/19 are those who have paid taxes and university fees for that academic year. If non EU citizens they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata here: <https://studentonline.unipv.it/esse3/Home.do> (after the login select "Segreteria" to check the presence of a green stamp/mark in correspondence of "Dettaglio iscrizione" for the academic year 2018/19)

² **Included those who intend to graduate by a.y. 2018/19, enroll to a master degree for the a.y. 2019/20 and carry out their mobility period in the first year of their master degree**

³ The candidacy of everyone enrolled in a first or second level master or a specialisation school requires a preventative check of eligibility: please contact the International Mobility Office (outgoing.erasmus@unipv.it)

include at least 20 credits in activities per semester to be completed and recognised, except for the preparation of the thesis (or preparation of the thesis+exams) or also other exceptions, to be evaluated case by case.

ART. 5 DESTINATIONS

It is possible to apply for European universities with which the University of Pavia has made specific institutional agreements.

The lists of the available destinations, published on the Erasmus webpage, are divided by area of study and contain the indication of the country, the number of available places, the duration in months of the mobility period, the disciplinary area (ISCED), the level of study allowed, the linguistic requirements and other useful information (e.g. accommodation services offered).

The list of Erasmus areas of study and related courses is published on the Erasmus Website.

ART. 6 ERASMUS MEETINGS

Specific Erasmus meetings for each single area of study can be organised by the respective Erasmus Coordinators. The calendar is published on the Erasmus website.

ART. 7 HOW TO APPLY

Those enrolled for a bachelor degree, master degree or one-tier degree must complete the application, with related questionnaire and upload of the necessary linguistic certificate/s, online through the Area Riservata: <https://studentonline.unipv.it/esse3/Home.do>

After entering your Area Riservata select your course of study, (the programme offers the choice only in case of previous careers) then select '**Mobilità Internazionale**' > '**Bandi di mobilità**' from the menu on the left and choose "**Bando Erasmus Studio 2019/20**" of your Erasmus area.

Once completed the procedure you must **print the questionnaire and application (clicking the button "Stampa Ricevuta di Iscrizione al Bando")** and hand in the documents to the appropriate Erasmus coordinator.

The linguistic certificates (either released by one of the certifying bodies listed in the I attachment to this Call or by the *Centro Linguistico*) must be uploaded after having completed the questionnaire and the application.

Beware: after clicking "Stampa Ricevuta di Iscrizione al Bando" it will not be possible to amend/remove your application.

The online application will be active until Thursday, the 1st of March 2019 at midday.

Students enrolled for a research doctorate, specialisation school and first/second level masters, will have to complete the application and questionnaire in printed version attaching the letter from their own supervising coordinator (sample forms are available through the Erasmus office) and **hand in all the documents to the International Office and hand in or send them to the appropriate Erasmus coordinator by Thursday, the 1st of March 2019 at midday.**

All candidates must hand in or send the application, the questionnaire and the letter from the supervising coordinator (the latter only for those enrolled for a research doctorate, specialisation school and first/second level masters) to their Erasmus Coordinator, by Thursday, the 1st of March 2019 at midday to avoid exclusion.

Check the *Allegato II* (attachment II) of the present call for applications to see the specific modality to hand in or sending the above documents.

N.B: In the questionnaire the candidate must declare the Erasmus periods already completed in the same study cycle in which they intend to undertake the mobility period for which they are applying.

In the application the candidate can choose up to **three Universities** among those available (see art. 5), indicating the order of preference. Candidates must pay particular attention to the features and requirements of each and every location:

- Disciplinary area (ISCED), it is fundamental that the preferred destinations show a compatible disciplinary area
- The Host Institution's course catalogue
- Language requirements: teaching language, linguistic level, international linguistic certificate requested (e.g IELTS). **Students must anyway doublecheck information about language requirements on the Host Institutions' webpage as the list of destinations is just indicative.**
- Level of study allowed by the universities for which you intend to enrol (I= three year degree, II = master degree, one-tier degree, first level university masters, III= PhD, second level university masters)
- Approximate months of mobility: it will be necessary to consider the compatible duration of these months with the months of mobility still available to the students according to the Erasmus regulations

The features and information of each destinations, including Swiss universities, are visible in the lists of available destinations (attachment "**Sedi di destinazione**") for each Erasmus Area published in Erasmus website. Some of the principle features are visible also in the application area.

N.B The selecting committee could offer the candidate a different destination than the one indicated in the application, if considered more suitable or in case this was already allocated to candidates with a higher ranking in the admission list, or also in consideration of the fact the destination chosen is not compatible with the number of months still available.

Therefore the preferences expressed by candidates in their application will be considered to the maximum possible extent.

ART 8. SELECTION AND RANKING

All candidates will undergo a selection process, also through specific tests (linguistic tests, interviews).

There will be **admission lists** for each and every Erasmus area that will include both candidates to the Erasmus+ destinations and to the Swiss ones.

Candidates will be able to access only those destinations for which they meet the linguistic requirements set (language and level). The minimum level required to access mobility, in general, is the A2, also for those destinations that did not set any minimum level.

Some Erasmus areas foresee additional requirements and selection criteria. (See Allegato/Attachment II).

The selection committee of each Erasmus area will assign the periods of mobility available, respecting the ranking of each Erasmus area and considering the language level of the candidates.

1. RANKING

The ranking will be formed in descending order based on the overall score resulting from the sum of the following points:

max 150 points	max 100 points	Merit grade (Calculated automatically on the basis of the student career examinations)
	+	
	max 50 points	Academic and personal motivation grade (decided by the selection committee up to a maximum of 50 points)

Merit Grade

The merit grade will be calculated in relation to the **exams⁴ of the current course of study and whose marks will be registered** in the student career by the **28th of February 2019**; for those enrolled on a master degree, the previous bachelor (3-year degree) course will be considered too (graduation mark and 180 overall credits).

It will be the responsibility of the candidate to check their “Libretto” in “Area Riservata”⁵, showing all the registered exams taken and passed (presence of an ‘S’ in the green field next to the name of the exam, date of the exam and grade).

The candidate must signal personally any eventual missing registrations or situations such as “attività in attesa di delibera/riconoscimento” (meaning activities with pending approval) at the Segreteria Studenti of the specific course of study and, in case the missing registration depends on the professor, the request must be addressed directly to the professor.

Students currently spending a period of mobility abroad or just come back that intend to obtain recognition of their Erasmus activity in the first, second or both semesters, must personally arrange that their hosting University supplies the Transcript of Records related to the exams passed during the semester/s, even in a provisional form, and check with their Erasmus coordinator in Pavia the possibility to obtain the registration by the 28th of February.

The calculation of the merit grade is done on the basis of the formula indicated in the official Call for application provided in the Italian language.

It will consider the credits foreseen by the applicant’s course of study, including the a.y. 2018/19 standardised as follows:

- 60 credits for each regular year of enrolment
- penalty of 30 credits for each non regular year of enrolment

For those who are enrolled in a master degree and with a prior university career completed abroad and if the graduation mark is not indicated in the registered career (Esse3) or is not expressed out of 110, a predefined graduation mark of 95/100 will be given.

Evaluation of academic and personal motivation

The evaluation of academic and personal motivation will be done by the selection committee. The committee will evaluate the academic and personal motivations indicated by the candidate on the questionnaire attached to the application, and it will conduct a possible interview to acquire deeper useful information. The calendar of the selection interviews of each area will be published in the University website.

2. LANGUAGE PROFICIENCY

The language proficiency of a candidate will be defined on the basis of the linguistic competence proven by the results of the specific verification test, supplied by the Centro Linguistico (CLA). In the

⁴ For “exams” meaning the exams and the other teaching/training activities due by a specific course

⁵ To access the Area Riservata: <https://studentonline.unipv.it/esse3/Home.do>; complete the login and select “Carriera” to see your “Libretto”

case that the linguistic level proven by the test is lower than that expected by the destination chosen, the candidate can access only those destinations requiring a level correspondent or lower to the one obtained in the test.

Generally, the minimum linguistic level to access mobility is the A2 of CEFR (*Common European Framework of Reference for Languages*), also for destinations that do not set any minimum level.

The **linguistic test is obligatory for all candidates, except in cases of exemption**, described further ahead.

The verification test will be organised for **French, English, Portuguese, Spanish and German** and it is structured in 4 progressive stages corresponding to the respective levels of A2, B1, B2 and C1 of CEFR. The candidate must carry out the test starting from stage 1, corresponding to the test of level A2, and will continue to test of level B2 only after getting the necessary percentage to access the next stage; if the score is not obtained the student cannot proceed and the test will certify only the level attained in the previous stage.

The test will take place between the 11th and 15th March 2019 (one day for each language), at University PC rooms, under the supervision of the personnel of CLA. The candidate will have to show a valid identity card and the University credentials (username - corresponding to the Fiscal code and password, which is the same for wi-fi and area riservata).

To complete the test candidates must register to the specific lists provided by CLA, divided by language: applications are open until **Thursday 1st March 2019 at midday** (the same deadline foreseen to apply to the Erasmus CALL for study periods), following the instructions indicated in **CLA webpage** (<http://cla.unipv.it> 'Erasmus+ Accertamento Linguistico').

IT IS REMINDED THAT THE REGISTRATION TO THE LISTS OF CLA IS OBLIGATORY AND INDEPENDENT FROM THE APPLICATION TO CALL FOR ERASMUS STUDY.

After the expiry date for applications CLA will organise the test timetable. The timetable calendar (date, hour, room for each language) will be published on CLA webpage by **6th March 2019**. (<http://cla.unipv.it> 'Erasmus+ Accertamento Linguistico'). The date of the test cannot be changed (anticipated or postponed).

Candidates currently abroad for Erasmus (or another mobility program of the university) and that cannot be physically in Pavia from 11th to 15th March 2019 can ask to take the test abroad, writing to outgoing.erasmus@unipv.it by Thursday, the 1st of March 2019.

To guarantee that their test is valid a declaration will be requested by a representative of the hosting University or enterprise (coordinator, professor, Erasmus Office personnel, supervisor of the traineeship activities), who will communicate to our International Mobility Office (email outgoing.erasmus@unipv.it) that the test was taken under his/her supervision.

CLA will contact these candidates via e-mail by 6th March 2019 communicating day and time of the test, so that they can coordinate on time with their supervisor.

Candidates in Cremona will take the test **from the 11th to 15th March 2019**, in a PC room at the Department of Musicology, under the supervision of the department personnel.

The language test will be considered passed if a student reaches at least the A2 level.

After the conclusion of the tests session, CLA will provide the results to the International Mobility Office, translated into respective linguistic levels. Within the two weeks after, CLA will also provide a certificate to every student indicating the level attained and will send it to their Ateneo address.

Students applying to locations in which the languages are not included among those tested (e.g Greek, Romanian, Polish, Russian...) and who are not mother tongue for such languages, must provide a language certificate proficiency for those languages uploading it in the online application procedure.

Those that do not pass the test for at least one language (except cases of exemption) will be excluded from the possibility of carrying out a mobility period.

EXEMPTIONS FROM THE LINGUISTIC TEST

The language test is obligatory for all candidates, excepted the following cases:

1) Mother tongue: according to what foreseen by the Ministerial circular n. 5494 dated 29/12/1982, mothertongue persons are to be considered those who are capable to express themselves naturally and accurately in their mother tongue and that can be identified as holders of a citizenship of a Country for which the required language is the official language and/or having carried out their study career in the language of the Country. **Candidates belonging to this category will be automatically recognised the linguistic level C1.**

2) Candidates holding an international language certificate or a certificate released by the the Language Center of the university of Pavia, corresponding or superior to the linguistic requirements requested by the chosen destination such as:

- **international linguistic certificates released not before the 1st January 2016** (independently from the established official validity from the Certification Body) and reported in the Allegato I (attachment I) to the present announcement.

- **certificates released by CLA on occasion of previous tests,** starting from the session of **April 2016 until the session of September 2018 included.**

3) Candidates enrolled in courses of the university of Pavia given entirely in English language: they will be automatically considered eligible to those destinations in English language that requires the same level indicated for the access to the course of study. In case they would like to access destinations that foresee a different language or a higher linguistic level, they will have to certify it or they will have to do the test. **A list of these courses is available in the Erasmus website.**

4) Candidates enrolled in courses of the university of Pavia that requires the knowledge of the English language verified either through an international language certification or a test (or where having not passed the test, they are obliged to follow a course or take a subsequent test conditional to the advancement in the study career – in this case the new fulfilment is due by the deadline of the 1st of March 2019). In case the requirement is not possessed, at the latest, by 1st March 2019, they will have to do the verification test organised by the CLA. In case they would like to access destinations that foresee a different language or a higher linguistic level, they will have to certify it or they will have to do the test. **A list of these courses is available in the Erasmus website.**

5) Candidates enrolled in the course *Lingue e Culture Moderne* of the university of Pavia: they will be automatically considered eligible for the destinations in French, English, Portuguese, Spanish and German languages with the linguistic level correspondent to B1 for those who have completed the exam of *Lingua Straniera 2* and with the linguistic level correspondent to B2 for those who have completed the exam of *Lingua Straniera 3*. In case they would like to access destinations that foresee a different language or a higher linguistic level, they will have to certify it or they will have to do the test.

TO OBTAIN THE EXEMPTION it will be necessary to upload one of more of the documents listed below, exclusively and directly through the on line application by midday on 1st of March 2019:

1) Mother tongue: a self-declaration where the candidate declares and details the presence of the elements necessary to recognize his/her status of mother tongue as per the definition given above (citizenship, study, linguistic past...). **Submitting such a declaration candidates are aware of the liability that they incur, according to the art. 76 of D.P.R. (Presidency of the Italian Republic Decree) of 28th December 2000, n. 445.**

2) Candidates holding an international language certificate or a certificate released by the Language Center of the University of Pavia: copy of the certificate. Refer to Attachment I of the present Call for study periods.

3) Candidates enrolled in courses of the university of Pavia given entirely in English language: NO declaration. The International Mobility Office check this requirement through Esse3.

4) Candidates enrolled in courses of the university of Pavia that requires the knowledge of the English language verified either through an international language certification or a test: NO declaration. The International Mobility Office check this requirement through Esse3.

5) Candidates enrolled in the course *Lingue e Culture Moderne* of the university of Pavia: self-declaration confirming the enrolment to this course and the completion of the mentioned courses.

BEWARE: CERTIFICATES OR SELF-DECLARATIONS PRESENTED IN A DIFFERENT MODALITY THAN THE ONE DESCRIBED WILL NOT BE CONSIDERED VALID.

THROUGH THE RESERVED AREA IT WILL BE POSSIBLE TO UPLOAD A CERTIFICATE OR SELF-DECLARATION USING THE ITEM "CERTIFICAZIONE/ATTESTATO LINGUISTICO" FIRST AND, IN CASE MORE DOCUMENTS HAVE TO BE INSERTED, IT WILL BE POSSIBLE TO CONTINUE USING THE ITEM "ALLEGATO LIBERO".

IT IS FURTHERMORE CLARIFIED THAT:

1) A candidate that wants to access a destination with a different language or superior linguistic level requested will have to take the test.

2) Candidates, while submitting the self-declaration form, are aware of the liability that they incur, according to the art. 76 of D.P.R. (Presidency of the Italian Republic Decree) of 28th December 2000, n. 445.

3) To be able to carry out the mobility period the recognised level assigned to the candidate on the basis of the above mentioned Exemption cases **MUST** also be accepted by the hosting university.

N.B. Notwithstanding what required by the University of Pavia for the selection, in case the hosting University further requests a specific international language certificate (e.g IELTS), it will be the responsibility of the candidate to obtain it on time, before the registration deadline fixed by the same University.

3. ADDITIONAL REQUIREMENTS AND CRITERIA, SPECIAL INSTRUCTIONS

Further selection requirements and criteria defined by each single Erasmus area, besides other special instructions, can be found in the Allegato II (attachment II).

When more students get the same overall grade in the selection in the ranking priority will be given to:

- 1) Students that, due to the late stage of their academic career, will have less future opportunities to participate in an Erasmus mobility period.
- 2) Elder students.

The publication of the ranking is expected on the 10th April 2019.

Selected students will then have to accept or refuse their mobility period, according to the guidelines indicated in Art. 10.

BEWARE

The allocation of a mobility period gives right to a 'status' Erasmus, but it does not give the automatic right to the economic contributions expected. These contributions will be successively assigned after confirmation of the available funds (EU and/or Ateneo) and always according to the position in the ranking (see ART. 17).

ART 9. CALENDAR

Linguistic Tests: between the 11th and 15th March 2019 (see point 2 of the previous article 8)

Interviews with the selecting committees: between the 25th and 29th March 2019 (the calendar of each Erasmus area will be published on the University Erasmus webpage).

Candidates that do not take the selection expected (linguistic tests - except for exempted students, and interview, if expected by their Erasmus area) **will be excluded.**

Only in relation to interviews – in case it is impossible to appear for your interview in person due to serious reasons (that must be justified in written form to your Erasmus Coordinator), the selection committee, at its own choice, will consider an alternative solution to effectuate the interview (e.g interview via Skype).

ART 10 – ACCEPTANCE OF THE MOBILITY PERIOD

From the 12th to the 19th April 2019 at 13.00 all selected candidates appearing in the ranking lists must accept or decline their assigned mobility period, through an online form, following the instruction that will be given by the International Mobility Office.

In all cases, those that do not accept the mobility by the undeferrable deadline of 19th April 2019 at 13.00 will be considered as withdrawn from the mobility.

It will be possible to ask for a reduction of the mobility period assigned, but this will have to be authorised by the hosting University.

Some Host Universities do not accept students for one semester only. Please, ask directly to the Host University.

A reduction in the mobility period can be disposed by the International Office, if the assigned period, added to previous mobility period exceeds the number of total months allowed by the Erasmus + Programme.

After the conclusion of the selections and on specific conditions (eg. Application deadline to the hosting institution NOT already expired, linguistic requirements...) it will be possible to re-allocate those destinations who remained vacant but only for those candidates who did not get any. The International Mobility Office will communicate to all interested students the new acceptance deadline.

IT WILL NOT BE POSSIBLE TO CHANGE THE DESTINATION ASSIGNED.

The acceptance does not guarantee that the student will be able to take the mobility period: it will be possible only if the hosting university confirms the possibility to host him/her.

MOBILITY

ART. 11 – REGISTRATION AT THE HOST UNIVERSITY

Students must arrange their registration independently (also for the accommodation) according to the indications provided by the hosting University, respecting their deadlines.

At the time of registration the hosting University normally asks students to attach:

- The transcript of records of their academic university career (that could be requested to the International Mobility Office)
- International language certificate (e.g IELTS) or a linguistic certificate (e.g certificates released by CLA after passing the test) showing the possession of the linguistic proficiency requested; in some cases a specific international certificate is required

Some locations with more teaching languages limit the registration to courses offered in one of these languages if the related linguistic requirements are met.

Information regarding available accommodation and the linguistic requirements of each destination is reported on the lists of available destinations (attachment “Sedi di destinazione”).

At the hosting University students will benefit of their ‘status’ Erasmus (see art 13).

THE ERASMUS OFFICE CANNOT IN ANY WAY BE CLAIMED RESPONSIBLE IF AN ERASMUS STUDY PERIOD CANNOT BE COMPLETED BECAUSE OF THE UNOBSERVANCY, BY THE APPLICANT, OF THE RULES SET BY THE HOSTING INSTITUTION.

ART . 12 – ENTRY INTO THE HOSTING COUNTRY

The students must inform themselves independently in regards to:

- Any possible requirement to be fulfilled upon entering the host country, addressing beforehand the competent diplomatic representations (Embassies and Consulates) in Italy
- Health Care in the host country (addressing the competent ASL in Italy; tips are available also in the website of the European Commission (<http://ec.europa.eu/social/main.jsp?catId=559&langId=it>) or the website of the Italian Ministry of Health (http://www.salute.gov.it/portale/temi/p2_5.jsp?lingua=italiano&area=Assistenza%20sanitaria&menu=italiani)).

ART . 13 - STATUS ERASMUS

Mobility students will benefit from the ‘status’ Erasmus that implies:

- **Exemption from the payment of fees at the hosting University** for the enrolment to courses, exams, attendance, access to laboratories and libraries
- **Right to benefit from services offered by the University (canteen, colleges etc)**, for free or at some expense
- **Right to attend language courses** organised by the hosting University for free or at some expense

- **Recognition**, on behalf of the sending University, **of the formative activities completed at the hosting University**, provided that they are listed in the learning agreement and certified by the hosting University

The rights and obligations of Erasmus students will be reported in the '*Carta dello studente Erasmus*', available on the Erasmus webpage.

Similar treatment applies to students that will be carrying out their mobility period at Swiss University.

ART. 14 – LINGUISTIC PREPARATION

Good linguistic preparation is essential to ensure a profitable period of study abroad. Many foreign universities request a good/ high level of linguistic preparation for the admission; in some cases an international linguistic certificate is required, that the candidate must possess at the moment of registration to the hosting university.

Linguistic Preparation Opportunities:

University of Pavia Language Center (CLA) <http://cla.unipv.it>

- CLA has organised linguistic preparatory activities online, totally free and always available, to support the preparation for the verification tests. Activities are available for **English, French, German, Spanish and Portuguese**. You can access them by using your University credentials, following the instructions reported on the Linguistic Centre website (<http://cla.unipv.it>) on the page "Erasmus + Accertamento Linguistico". **It is strongly recommended that you participate to these activities especially organised to support the preparation for the verification tests.**
- CLA offers the possibility to learn or improve many foreign languages, through the wide range of independent learning activities (see the webpage <http://cla.unipv.it> on the page 'Laboratorio di autoapprendimento e Mediateca')
- CLA is an authorised seat of examinations for some of the main international language certificates (DELF e DALF for French; Cambridge English and IELTS for English; TestDaF for German), and provides material and information in order to prepare for them
- CLA disposes of information and materials in preparation for exams for other international linguistic certificates
- Hosting institutions usually organise language courses of various levels and duration. They can be free or at some cost. Information will be available directly at the hosting institutions.

ART. 15 – DEPARTURE REQUIREMENTS

To be able to leave the student shall:

- be regularly enrolled⁶ at the University of Pavia for the academic year 2019/20 (this requirement will be checked before departure). Exception is done for those who are authorised to leave in the 1st Semester as "*laureando*" of the a.y. 2018/19 meaning that s/he will graduate by March/April 2020
- 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 in the ambit of other

⁶ Students proven to be enrolled for the academic year 2019/20 are those who have paid taxes and university fees for that academic year. If non EU citizens they should also hold their valid permit of stay. You can verify the status of your enrolment through the Area Riservata here: <https://studentonline.unipv.it/esse3/Home.do> (after the login select "Segreteria" to check the presence of a green stamp/mark in correspondence of "Dettaglio iscrizione" for the academic year 2019/20)

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 his/her mobility period
- be recipient 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-tier degree
- at the first semester of the first year, for the master degree (laurea magistrale)
- in case of enrolment "on condition" or "in hypothesis"

Before leaving the student will have to:

- get the approval of the Learning Agreement (see art. 19 below)
- sign the Mobility Contract (it regulates the mobility period and the payment of the contribution)
- insert the details of their Italian bank account for the payment of the scholarship in their Area Riservata (percorso Home > Anagrafica > Inserire/Modificare Dati Rimborsi)

ART. 16 – MOBILITY PERIOD

The period abroad shall be continuous (except for interruptions disposed by the hosting university). To be valid it will last for **minimum 3 months** (at least 90 days, considering that each month will be conventionally considered of 30 days). The period shall be carried out between **1st of June 2019 to 30th of September 2020**.

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 to have enough time to get the formal recognition of their mobility activity, communicating the intention before hand to both the Erasmus Delegate and to the International Mobility Office, otherwise the graduation/fulfilment of the title might be endangered.

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 authorization can be given only after positive pronouncement of the hosting university and the Erasmus Delegate in Pavia. However the extension does not imply any extra contribution.

The new period, extension included, shall not exceed the 12 months in the course of the academic year 2019/20, shall not go beyond the 30th of September 2020 and, added to former periods, shall not exceed the maximum overall number of months allowed.

Beware that the extension could be subject to specific rules/deadlines set by the hosting institutions. The students is therefore responsible to collect them on time.

Art. 17 – ECONOMIC CONTRIBUTIONS

The economic contributions to the mobility are not meant to cover all the costs related to the mobility abroad; they can be cumulated with other financial help given by other institutions in Italy (unless specific rules of incompatibility are set) with the exception of other EU contributions.

Erasmus contributions

Those participating in the Erasmus Study mobility period for 2019/20 are able to receive economic contributions from EU funds, University funds and ministerial funds.

Funds may also be NOT sufficient to all selected students.

PhD students already holding a PhD scholarship or students enrolled in a specialisation school with correspondent scholarship will benefit of the Erasmus 'status' only. Therefore they will not receive any grant because they are already beneficiaries of an increased contribution for their period abroad.

PhD or specialisation school students who do not already hold a scholarship will receive the Erasmus contribution at the same conditions of the other students.

Scholarships

Communication on the allocation of the scholarships will be done as soon as the university will be officially notified the availability of the EU funds (not before July 2019) by the National Agency Erasmus+.

Monthly grant	Countries of destination
300 Euros	Group 1: (High living costs) Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxemburg, Norway, Sweden, UK
250 Euros	Group 2: (Medium living costs) Austria, Belgium, Cyprus, France, Germany, Greece, Malta, The Netherlands, Portugal, Spain Group 3: (Low living costs) Bulgaria, Czech Republic, Croatia, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovak Republic, Slovenia, Turkey, Former Yugoslav Republic of Macedonia

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 of admission list (excluding the students directed to Switzerland and PhD/specialisation school students already disposing of PhD/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, on the basis of the academic calendar of the hosting university.

Possible remaining funds in one or more Erasmus areas or funds that could be available afterwards (i.e. in the case of withdrawals or reductions of periods) 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.

EXTRA CONTRIBUTIONS TO THE ERASMUS SCHOLARSHIPS

1- EU extra Contribution for students with disadvantaged socio-economic conditions: it is an extra contribution of 200,00 euro per month directed only to students who do not exceed a certain limit of ISEE (indicator of the financial situation)

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

THE TWO TYPES OF CONTRIBUTIONS ARE NOT CUMULATIVE.

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

- know the budget allocation for the a.y. 2019/20
- acquire the ISEE indicator of all the participants to the Erasmus mobility (the modality will be communicated later on)
- abide by the specific ministerial and/or university rules (ISEE limits for the progressive bands, Year of ISEE indicator to be considered)

IT IS REMINDED THAT THE AVAILABLE BUDGET FOR THE A.Y. 2019/20 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 students directed to Switzerland and PhD/specialisation school students already disposing of PhD/specialisation scholarship).

Only indicatively we make available the table of ISEE bands approved for the a.y. 2018/19.

This table has only an informative purpose. It may vary according to new dispositions by the Ministry of Education and/or the university.

ISEE	Importo mensile integrazione borsa Erasmus
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 (o non dichiarato)	€ 0

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 students:**

- Have paid taxes and the University fees for the academic year 2019/20
- Hold a regular Permit of Stay for Italy, if non EU citizen
- Have inserted the details of their Italian bank account for the payment of the scholarship in their Area Riservata (percorso Home > Anagrafica > Inserire/Modificare Dati Rimborsi)
- Have signed the Mobility Contract

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 Contract (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 (**Period Certificate, Transcript of Records, on line 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 university. In case of a reduced period than initially foreseen the exceeding amount will be returned by the student.

No contribution will be paid for days exceeding the ones indicated in the Mobility Contract or for extended periods.

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 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 occur):

- he or she won't be regularly enrolled to the University of Pavia for the academic year 2019/20
- he or she won't have positively completed any of the foreseen activity as indicated in the Learning Agreement
- he or she won't get any recognition of the activity done
- he or she won't have prepared or handed in the obligatory documents by the set deadlines

Contributions for destinations in Switzerland

The economic contributions for the candidates that will carry out their mobility in Switzerland will receive the contributions directly by the host universities in that Country, as foreseen by the SEMP Program.

Requests of information on the amount and modality of payment will therefore have to be addressed directly to these universities.

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 2019/20.

Tax

Contributions mentioned in the present call are subject to the existing fiscal law and, if the case apply, will have to be calculated in the revenue declaration.

The new ISEE regulations also foresee that those contributions, regardless of the amount, have to be considered in the *Dichiarazione Sostitutiva Unica* in order 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....) 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 Ateneo credentials.

ART. 18 – RECOGNITION

At the end of their mobility the students will obtain the recognition of:

- their mobility period, through the Period certificate
- their didactic activity, by decree of the Didactic Council or competent department, considering all the activities carried out and reported in the Transcript of Records

IMPORTANT: the student returned from mobility will not be able to graduate/obtain the final degree nor transfer to another university before having completed the recognition process of the activity done and related registration.

Art. 19 – DOCUMENTS AND OBLIGATORY REQUIREMENTS

The principal documents and obligatory requirements in order to regularly carry out the Erasmus mobility period are:

- **Learning agreement (Study program abroad):** a contract of study between the three parties involved (student, university of Pavia, hosting university) to be regulated before leaving. The Learning Agreement defines the formative activities that the student will carry out at the hosting university and that the university of Pavia will validate upon return. It can be changed after the arrival at the hosting university, preferably not later than one month after the arrival. Normally the student shall leave on condition that his or her learning agreement foresees at least 20 ECTS credits in activities to be recognized for the semester, with the exception of the preparation of the thesis (or preparation of thesis + exams) and other peculiar cases to be individually evaluated.
- **Mobility contract:** a contract between the student and the university of Pavia, to be regulated before departure. It defines the mobility period, the conditions for the payment of the related contribution and the documents to be provided for the validation of the Erasmus experience.
- **OLS Test (Online Linguistic Support):** to be taken around the departure time and the end of the mobility period through the European Commission dedicated platform, following the instructions that the student will receive. In case the test shows a low level of proficiency, the OLS platform will automatically assign an on line course to be obligatorily carried out.
- **Period certificate:** to be delivered upon return. It is the document that proofs the starting and ending dates of the mobility period, on whose basis the calculation of the effective days of the mobility and related contribution will be done.
- **Transcript of records (or Thesis Certificate in case of preparation of the thesis):** to be delivered upon return. It is the final certificate by which the hosting university declares the formative activities completed and the results in terms of ECTS credits acquired and marks.
- **Participant Report (EU Survey):** to be completed at the end of the period. It is the document by which the student will report on the several aspects of the period done. The report will be completed on line, following the instructions that the student will automatically receive at the end of the 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 Period Certificate and Transcript of Records to the International Mobility Office by the 30th of September 2020 and/or failing to complete the EU Survey by the requested deadline will incur in the total loss of the Erasmus contributions.

Switzerland

For the students directed in Switzerland the same documents are required with the exception of the Mobility Contract, that will be substituted by a Certificate of Assignment of the mobility period (the contract concerning the terms of the payment of the contribution will be signed directly with the hosting university) and the Eu Survey, which is not foreseen by the SEMP program.

Art. 20 – WITHDRAWAL

The acceptance of the mobility period is a serious engagement taken by the candidate. Withdrawals should therefore be limited to justified causes.

The withdrawal from the mobility period should be done promptly writing to the International Mobility Office. It will lead to the repayment of the contribution already received.

The motivation and/or the missed communication of the withdrawal might be taken into consideration for a possible exclusion from a future application to the Erasmus+/KA1 Student Mobility Program.

Art. 21 – INSURANCE

During the whole of the Erasmus mobility period students enrolled at the University of Pavia are automatically beneficiaries of an accident insurance policy and a civil responsibility one.

Info on the policies can be found at www.unipv.eu > *Studenti* > *Vivere l'Università* > *Assicurazioni*

Art. 22 – INFORMATION ON THE TREATMENT OF PERSONAL DATA ACCORDING TO THE EUROPEAN GENERAL DATA PROTECTION REGULATION

The personal data of the candidates will be treated only for the purposes of the Erasmus+ Program, eventually including communication to the Erasmus+ National Agency, to the hosting university and to the European Commission, according to the regulations set by the European General Data Protection nr. 2016/679.

Art. 23 – RESPONSIBLE OF THE PROCEDURES OF THE PRESENT CALL FOR APPLICATION

The responsible of the procedures of the present call for application is: Silvia Massara – International Relations Service - Corso Strada Nuova, 65 - 27100 Pavia – tel. +39 0382 984217 – e-mail silvia.massara@unipv.it

Art. 24 – INFO

Call, list of available destinations, information on how to apply, etc....

See: www.unipv.eu > *Internazionalizzazione* > *Erasmus+* > *Erasmus+ Studio*

Administrative info and application forms

Contact: Servizio Relazioni internazionali – Ufficio Mobilità internazionale

Address: Via Sant'Agostino 1 - 27100 Pavia - tel.+39 0382 984302 - e-mail outgoing.erasmus@unipv.it

Office hours: Monday, Tuesday, Thursday and Friday from 9.30 to 12.00 Wednesday from 13.45 to 16.15.

Didactic Information and guidance to the foreign universities

Refer to:

- Erasmus delegates for each area of study: names and contacts are listed on the Erasmus web site
- Responsible teachers at the foreign universities: names and contacts can be found in the list of destinations, divided by area of study, on the Erasmus web site

How to get feedbacks from other Erasmus Students and former Erasmus Students:

Facebook: www.facebook.com/unipvinternational

STEP-ESN Pavia: www.esnpavia.org