

ANNEX I

INTEGRAL PART OF THE CALL FOR TRAINEESHIP PERIODS ABROAD

IN THE FRAMEWORK OF ERASMUS+/KA1

“NORTH SOUTH TRAINEESHIP”

IN COLLABORATION WITH THE UNIVERSITY OF ROME “TOR VERGATA”

ACADEMIC YEAR 2020/21

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ART. 1 – REQUIREMENTS TO START THE MOBILITY PERIOD

You can undertake a traineeship while you are enrolled at the University of Pavia, or after you have graduated. **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.**

In addition:

- **those undertaking the traineeship as a bachelor or master student, or as a Phd student, or enrolled in a 1st and 2nd level master degree program, or enrolled in a graduate school**, at the moment of departure, will have to be regularly enrolled at the University of Pavia for the academic year 2020/21 (this requirement will be checked before departure);
- **those intending to obtain their degree by the 30th of April 2021** and to carry out their internship after the completion of the degree, they will not have to enrol to the academic year 2020/21. In case of no graduation by that date, you will be required to complete your enrolment for 2020/21;
- **those who plan to do the traineeship after their graduation**, they will have to be selected before the date in which the degree is obtained.

For all the students: the mobility period must end by the 30th of September 2021.

To begin the mobility period, the trainee 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 period.

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 "in hypothesis".

Before the beginning of the mobility period the trainee 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](#), (*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, 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 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 period, register on the site "[Dove siamo nel mondo](#)", managed by the Crisis Unit of MAECI, clearly indicating the required data: name, city / country, university of destination, updated contact details and period of stay.

Accident and liability insurance

During the entire period abroad, participants will benefit from accident and liability insurance coverage, provided by the University of Pavia. Those leaving as a graduate will no longer automatically benefit from accident cover, and will have to purchase an appropriate policy (the University offers the possibility of taking out an additional policy at a cost of €2; further information can be found on the [Erasmus website](#)).

ART. 3 – MOBILITY PERIOD

The traineeship must have a **minimum duration period of 2 months** and must be **continuous**. The traineeship must take place between the 5th of April 2021 and the 30th of September 2021.

If the host Institution allows it, it will be possible to carry out the traineeship period entirely or partially in virtual mode, without physically move to the host country.

Students that will interrupt their stay before the minimum required period (2 months) without a valid and legitimate reason will have to return the entire sum of the grant received.

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 2020/21, fill in the annual study plan, respect the obligations and deadlines indicated by the Segreteria Studenti (except for those exempted mentioned in art. 1 of this Annex).

Extension of the mobility period

The traineeship may possibly be extended until 30 September 2021, in compliance with the maximum number of months of Erasmus mobility allowed by the programme for the study cycle in which it is being carried out. The authorization can be given only after positive pronouncement of the host University and the Erasmus Coordinator in Pavia. The specific request form is available on the [Erasmus website](#).

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.

With the aim of guaranteeing a financial contribution to the maximum possible number of students, the University will pay the grant for a maximum duration of 4 months. For any traineeships lasting longer than 4 months, funding will only be possible if the necessary funds are available. Participants can however decide to stay for a longer period.

Erasmus scholarships

The Erasmus+ Program divides the participating countries into groups, based on 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 indicated here below.

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

The scholarships will be allocated following the ranking order (excluding PhD and graduate school students already holding a scholarship) until the available funds for each area are exhausted.

Before departing, while signing the Mobility Agreement, the economic contributions will be adjusted to the duration in days of the period, based on the expected start and end date of the traineeship fixed by the host Institution (up to a maximum of 4 months).

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.

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 based on 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 2019/20. The ISEE value will be obtained exclusively from the University database: the International Mobility Office cannot accept ISEE certificates produced through other channels.

The table below shows the grants valid for the academic year 2020/21.

ISEE	Monthly grant for extra contributions
ISEE \leq 13.000	€ 400,00
13.000 < ISEE \leq 21.000	€ 350,00
21.000 < ISEE \leq 26.000	€ 300,00
26.000 < ISEE \leq 30.000	€ 250,00
30.000 < ISEE \leq 40.000	€ 200,00
40.000 < ISEE \leq 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 PhD grants
- postgraduate students with a specialization grant
- those who have not submitted any ISEE declaration for the academic year 2019/20.

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.

The extra contributions will be paid for the number of days for which the Erasmus grant has been confirmed, and the total amount will be calculated according to the same principles.

It is reminded that the available budget 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 graduate school students already disposing of specialisation scholarship and PhD students with PhD grant).

Scholarships for virtual mobility

Students who will carry out a virtual mobility can benefit from specific economic contributions. All those who are awarded an extra contribution to the Erasmus grant (defined according to the ISEE) may receive a financial contribution equal to 60% of the amount provided for physical mobility.

Find attached the indicative scheme of the ISEE band and the respective amount of the contribution.

ISEE	Monthly grant for virtual mobility
ISEE \leq 13.000	€ 240,00
13.000 < ISEE \leq 21.000	€ 210,00
21.000 < ISEE \leq 26.000	€ 180,00
26.000 < ISEE \leq 30.000	€ 150,00
30.000 < ISEE \leq 40.000	€ 120,00

40.000 < ISEE ≤ 50.000	€ 90,00
ISEE > 50.000 (or not declared)	€ 0

Payment of contributions

Erasmus grants will be paid by the University of Rome Tor Vergata.

Additional contributions to the grant and financial contributions for virtual mobility will be paid by the University of Pavia.

Grants will be paid in two instalments.

The first instalment will be paid within the 30 days following the beginning of the traineeship – on the condition that students:

- ❖ have paid taxes and the University fees for the academic year 2020/21 (except for those who intend to graduate by 30 April 2021)
- ❖ hold a regular Permit of Stay for Italy if non-EU citizen
- ❖ have inserted the details of their Italian bank account in their [Area Riservata](#) (*Home > Anagrafica > Inserire/Modificare Dati Rimborsi*)
- ❖ have competed and sent the learning agreement to the International Mobility Office
- ❖ have signed the mobility agreement
- ❖ have sent the arrival certificate to the International Mobility Office.

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 will be paid after return from the mobility, after the student will have handed in/completed all the final documents certifying the period done and after the International Mobility Office will have checked its validity (see art. 5 of this Annex, section "After the mobility"). 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.

The economic contributions for any days/months foreseen by the Mobility Agreement but not initially covered by the scholarship and for the days/months of extension made will be paid only if the necessary funds are available, at a later stage. On the other hand, no financial contribution will be granted for any unauthorised mobility days (i.e., exceeding the number of days indicated in the Mobility Agreement and for which no extension was requested).

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

- he or she will not be regularly enrolled to the University of Pavia for the academic year 2020/21 (see art. 1 of this Annex)
- the host Institution does not certify the completion of the activities foreseen in the Learning Agreement

- he or she will not have prepared or handed in the obligatory documents by the set deadlines.

Contributions for the disabled

Erasmus students with disabilities can benefit of special contributions financed by the European Commission to satisfy their special needs. More information on how to access this contribution will be provided by the International Mobility Office.

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 are normally indicated in the call of EDiSU. Any scholarship will be allocated and disbursed directly by the EDiSU on the basis of its own rankings and criteria.

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 trainee must produce:

- the Learning Agreement (that means the document containing all the details related to the host Institution, activities of the traineeship, period, etc.) that will be signed by all parties involved (host Institution, Erasmus coordinator at UNIPV, trainee)
- the bank details showing the IBAN of the Italian account on which receive the credit (by accessing the [Area Riservata](#), and then *Home > Anagrafica > Inserire/Modificare Dati Rimborso*).

The trainee will also be asked to complete online:

- the OLS test (the invitation to fill out the test is done directly by the European Commission before the beginning of the internship).

The University of Pavia will provide to the trainee:

- the mobility agreement signed by the trainee and the University, where details about the amount and modality of payment of the scholarship are indicated as well as rights and obligation of the trainee in mobility.

During the mobility

The trainee must produce:

- the arrival certificate given by the host Institution
- the extension request document (in case the trainee wants to extend the Erasmus period), duly completed and signed by the host Institution within one month of the end of the traineeship.

After the mobility

Maximum within 30 days from the return the trainee must present the following documents at the International Mobility Office:

- the Traineeship Certificate issued by the host Institution
- the final relation written by the trainee.

The trainee will also be asked to complete online:

- the OLS test (the invitation to fill out the test is done directly by the European Commission after the end of the internship)
- the EU Survey – Participant Report (the invitation to fill out the report is done directly by the European Commission).

ART. 6 – RECOGNITION

After the end of the mobility period, the student will obtain **the recognition of the traineeship**, for the purposes of registration in his/her career, carried out by the competent Didactic or Department Council, considering the activities carried out as reported in the **Traineeship certificate**.

The University of Pavia will recognise the traineeship period abroad, according to the regulations of each department/course of study. The allocation of the number of credits for traineeship activities is left to the department. If the traineeship is not embedded 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 and the relative registration to complete their career.