



UNIVERSITÀ DEGLI STUDI DI PAVIA
Ministero dell'Università e della Ricerca



CALL FOR THE ASSIGNMENT OF STUDY PERIODS IN ITALY UNDER THE ITALIAN ERASMUS PROGRAM

ACADEMIC YEAR 2024/25

The funding of the Italian Erasmus mobility grants is subject to the allocation of funds by the MUR following the publication of this Call. If the financial coverage is not sufficient to cover all the months, the number of funded months may be reduced. Following the Ministry's determinations, the Offices will inform students through publication on the dedicated webpage. It is emphasized that all activities and related funding indicated in this notice may be subject to changes in accordance with the provisions of Ministerial Decree no. 548 of March 28, 2024.

ART. 1 – PREMISES

Italian Erasmus is a national mobility program aimed at promoting interdisciplinary and flexible study paths by fostering integration between Italian universities. The program is based on agreements established between different Italian universities. The University of Pavia has entered into agreements with the following universities: University of Naples Federico II, University of Padua, University of Pisa, University of Bologna, and University of Catania. Students must submit a learning agreement before departure, defining the educational activities at the host university. The mobility period ranges from 3 to 6 months. A financial contribution of €600 per month is provided for students with an ISEE (Equivalent Economic Situation Indicator) up to €36,000, subject to available ministerial funding.

ART. 2 – ELIGIBILITY REQUIREMENTS

Students who are **regularly enrolled**¹ in a master's degree or single-cycle Master's degree program at the University of Pavia for the academic year 2023/24 can apply.

The list of study programs participating in the program is available in Annex 1.

Students concurrently enrolled in two study programs can associate their application only with the career designated as elective/principal. Students enrolled in bachelor's degree programs, single courses, or Double Degree programs cannot participate.

ART. 3 – ALLOWED ACADEMIC ACTIVITIES

The following activities are allowed, provided they are consistent with the student's study program:

- **Attendance of university courses and related exams**, combined with internship periods. For some study programs, the activities that can be followed have already been defined (proposed learning agreement).
- **Thesis preparation activities** (excluding research work not pertinent to one's study program).

Before starting the mobility, students must submit their study program (Learning Agreement). The Learning Agreement should normally provide for the following university credits (CFU) per semester:

- **Mobility to Naples, Pisa, Padua: at least 12 CFU**
- **Mobility to Bologna and Catania: at least 6 CFU**

ART. 4 – FINANCIAL CONTRIBUTIONS

¹ Those who have paid university fees and contributions for the academic year 2023/24 and, if non-EU, are in good standing with their residence permit, are regularly enrolled for 2023/24. Applicants can check the regularity of their enrolment through the [Reserved Area](#) (after logging in, select "Secretariat" to check the presence of the green sticker in the "enrolment detail" for the academic year 2023/24).

The scholarship lasts **€ 600,00 per month** for students with an **ISEE up to €36,000**. The financial support for mobility **does not cover all expenses** but should be considered as a contribution to the additional expenses related to staying in another city.

Distribution of Financial Contributions

Following the selection procedure and the publication of the merit ranking, the University of Pavia communicates to the MUR the number of potentially eligible students and the total amount of funds needed to provide the scholarships. The MUR, considering the annual amount of the Fund, allocates resources, attributing to each university the entire requested funding or, in case of insufficient funds, proportionally, considering the incidence of the number of requests from the university compared to the total number of requests from all Italian universities.

The University of Pavia, based on the funds received from the MUR, awards the scholarships according to the order of the merit ranking of the applications received. The communication regarding the disbursement of funds will therefore be sent after the publication of the selection rankings.

In case of withdrawals and/or reductions in periods, the resulting scholarships will be assigned by scrolling the ranking of the relevant Area, and once this is exhausted, they will be distributed proportionally among the other Areas.

Students who do not obtain the expected scholarship due to fund exhaustion can still participate as "zero grant" Erasmus students.

ISEE Indicator

To awarding this mobility scholarship, the following will be considered exclusively:

- For students with a family unit residing in Italy and with income and assets produced in Italy or abroad, the **University ISEE or Current ISEE 2024** (valid until 31/12/2024) issued by INPS within the deadline for submitting applications. To automatically acquire it from the INPS database, authorization must be forwarded from the reserved area of Esse3. If, at the deadline of the call, authorization has not been given to retrieve the ISEE through the reserved area or the ISEE certificate has not yet been issued by INPS, exclusion from the mobility scholarship is foreseen.
- For students with a family unit residing abroad and with income and assets produced abroad or in Italy, the **2023 equivalent ISEE** issued directly by the University. Those who have not requested the equivalent ISEE in 2023 can submit all the documentation related to the family unit's income and assets as of 31/12/2022. The complete description of the required documentation is indicated on the [dedicated webpage](#).

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ART. 5 – MOBILITY PERIOD

The study period ranges from **3 (minimum 90 days) to 6 consecutive months** and will take place in the **second semester of the academic year 2024-25** until **September 30, 2025**.

During the mobility period, students are exempt from paying tuition fees at the host University but must continue to pay contributions to the University of Pavia. Students can benefit from the services provided by the host University but must independently cover travel, food, accommodation, health expenses, and expenses related to educational materials.

ART. 6 – APPLICATION SUBMISSION

All candidates must complete the **online application** by accessing their [Reserved Area](#), following the instructions published on the [University's website](#). Online submission will be active until **1:00 PM on August 27, 2024**.

The candidate should pay particular attention to the fact that not all the locations indicated in this Call may be available for their area of study. **The candidate can only choose the locations with which their Study Program has an active agreement (Annex 1). Up to three Universities** among the available ones can be indicated, specifying the order of preference.

Note that the locations indicated in the Call and the number of available places may vary based on decisions of the host locations not known at the time of publication of this Call. All data as published are conditional, and the possibility of undertaking the mobility period is always subject to acceptance by the host location.

ART. 7 – SELECTIONS AND RANKINGS

All candidates undergo selection, and Area Erasmus Italiano rankings are formed (one ranking for each Area).

The Area Erasmus Italiano ranking will be formulated in descending order based on the total score resulting from the sum of the following points:

max 150 points	max 100 points	Merit grade <i>(automatically calculated)</i>
		+
	max 50 points	Academic and personal motivation <i>(Assigned by the selection committee)</i>

The selection committee for each Area Erasmus will assign the available mobility periods respecting the ranking order of the Area. The committee can also propose a location different from those indicated in the application if it considers such a location more suitable, or if the places available at the locations indicated by the candidate are covered by other candidates

placed higher in the ranking, or if it finds that the duration of the study period related to the chosen locations is not compatible with the candidate's university career.

In case of **equal total score**, the ranking position will be determined by giving priority to:

- Lower ISEE value
- University career seniority, i.e., with fewer future opportunities to participate in mobility activities

For the purposes of the ranking, a "**winner**" is a student who has been assigned a location; an "**eligible**" student is one who has not been assigned any location; and an "**ineligible**" student is one who does not meet the requirements of the Call. Rankings will be published on the [University's dedicated webpage](#) starting **September 3, 2024**.

The rankings will remain valid until **January 31, 2025**, and any ranking scrolling will be communicated only via the institutional email address.

Those intending to withdraw from the assigned place must communicate it on the dedicated platform by **September 5, 2024**. Rankings will also be communicated to the MUR by September 6, 2024, indicating the number of potentially eligible students (**ISEE ≤ €36,000**) and the total amount of funds needed to provide the scholarships.

Merit Score

For the calculation of the merit score, the **exams related to the current study program² that are recorded in the student's career by August 5, 2024**, will be considered. For students enrolled in master's degree programs, the previous bachelor's degree path (degree grade and the total of 180 credits) will also be considered.

Extra-credit exams will not be considered.

It is the candidate's responsibility to ensure that all taken and passed exams are recorded in their "[Reserved Area](#)³" accessible through the Reserved Area. The candidate must personally report any missing records or situations of "activities pending approval/recognition" to the Student Secretariat of their study program, and if the missing record is due to the professor, they must personally prompt the professor. The candidate must then verify through their Reserved Area that the recording has been completed by August 5, 2024. The merit score will be calculated using the following formulas:

- For students enrolled in single-cycle degree programs:

$$\text{Merit Score} = \frac{\text{Weighted Average of Exam Grades} \times \text{Earned Credits (CFU)}}{\text{Required Credits (CFU)}}$$

- For students enrolled in master's degree programs:

² "Examinations" means the examinations and other educational/training activities stipulated in the curriculum.

³ After logging in, select "Career" to view your Booklet.

Merit Score

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Merit Score=...

The full merit calculation details are specified in the official document.

ART. 8 – WITHDRAWAL

Withdrawals must be limited to serious and proven cases of force majeure. Any withdrawal will result in the reimbursement of any financial contributions already received.

ART. 9 – DEADLINES

The deadlines set by the Announcement are as follows:

- **TUESDAY, AUGUST 27, 2024:** application submission deadline in the reserved area
- **MONDAY, SEPTEMBER 2, 2024:** publication of rankings
- **THURSDAY, SEPTEMBER 5, 2024:** acceptance or withdrawal

ART. 10 – PERSONAL DATA PROCESSING AND ACCESS TO DOCUMENTS

The personal data of candidates and participants will be processed by the University of Pavia for the purposes of the Italian Erasmus Program. These purposes involve the communication of data to external organizations (Ministry of University and Research, Host Institution), as provided for by the European General Data Protection Regulation no. 2016/679, art. 13.

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

Access to documents is allowed in the forms provided by the Law and according to the "Regulation on access to administrative documents pursuant to Law no. 241/1990, civic access and generalized civic access pursuant to Legislative Decree no. 33/2013".

ART. 11 – PROCEDURE MANAGER

The Procedure Manager is Dr. Michela Cobelli – International Relations Service, U.O.C. International Mobility – Via S. Agostino 1/a, 27100 Pavia.

ART. 12 – INFORMATION AND CONTACTS

Announcement, lists of available locations, application information, Erasmus period information:

[University Website](#)

Administrative information and forms:

International Relations Service – U.O.C. International Mobility

Via S. Agostino 1/a, 27100 Pavia

Email: outgoing.erasmus@unipv.it

Educational information:

Italian Erasmus Contacts (Annex 1) – Names and references are published on the [University website](#).

ART. 13 – FINAL PROVISIONS

All detailed information on the specifics of each study program and on the partner universities in the Italian Erasmus section are an integral part of the Announcement.

Attached in Annex 1 are the master's degree programs and Single Cycle master's degree programs participating in the Italian Erasmus Program.

Note: This announcement is translated into English for informational purposes only. For the application and resolution of any disputes and for all legal purposes, only the Italian version is valid.

Any additions to this announcement will be issued with a specific Executive Determination and published at the addresses mentioned above.

Pavia, date of protocol

THE RECTOR

Prof. Francesco Svelto

Digitally signed document

PROVISIONS RELATING TO THE MOBILITY PERIOD

MANDATORY DOCUMENTS AND FULFILLMENTS

The main mandatory documents and fulfilments for the purpose of the regularity of the Erasmus mobility period for study are:

- **Learning agreement** (study program), a study contract between the three parties involved (student, University of Pavia, Host University), to be signed before the start of the mobility period. It defines the educational activities that the student will carry out at the host university and those that the University of Pavia will recognize upon return. It can be varied after arrival at the host university, preferably within one month.
- **Mobility Agreement**, a contract between the student and the University of Pavia, to be signed before the start of the mobility period. It regulates the conduct of the mobility period, the disbursement and use of financial aid, and defines the documents to be submitted at the end of the period
- **Proof of arrival and departure**, to be submitted upon return. Document on which the host university certifies the start and end dates of the mobility period carried out, based on which the calculation of the mobility days carried out and the related economic contributions actually due will be made
- **Transcript of records** (or Thesis Certificate in case of activities in preparation for the thesis), to be handed in upon return
- **Final certificate** with which the host university certifies the educational activities carried out by the student and the results achieved, in terms of CFUs and evaluation.

The deadlines and procedures for completing, handing in and/or signing the aforementioned documents and fulfilments will be communicated to students later, during the preparation of the various stages of the mobility.

Failure to deliver the documents proving the period completed to the U.O.C. International Mobility by the deadline of **September 30, 2025** will result in the loss of the right to financial aid, both for those who have obtained it (with the obligation of immediate repayment), and for those who may obtain it at a later date, following the availability of other funds.

REGISTRATION AT THE DESTINATION UNIVERSITY

The student must independently complete the registration and apply for accommodation at the host university, following the procedures and deadlines indicated by the institution. The U.O.C. International Mobility is not responsible for any refusals due to failure to meet deadlines or requirements.

Participation in a mobility program allows undergraduate students to spend an educational period at a contracted university location offering the opportunity to take courses, use university facilities and obtain recognition for activities incurred. This educational opportunity, however, implies a commitment on the part of the student(s) to adhere to the procedures, organizational arrangements and timetable of activities established by the host entity in order not only to maximize the outcome but also to allow for the proper and efficient management of educational and administrative activities by all parties involved.

Therefore, it is important to emphasize that the student(s) intending to undertake a mobility program should evaluate not only the content but also the academic and administrative rules governing it to ensure compliance.

REQUIREMENTS FOR STARTING THE MOBILITY PERIOD

To start the mobility period, the student must:

- be regularly enrolled at the University of Pavia for the academic year 2024/25
- not benefit in the same period from an EU grant provided by other programs or actions financed by the European Commission or from a grant under other University International Mobility Programs and/or equivalent to those of the University

Mobility is not allowed in case of "conditional enrolment" or "hypothetical."

USEFUL DIRECTIONS FOR DEPARTURE

Rules for staying at the host institution.

The student must ensure that his or her ID card or passport and, if applicable, Italian residence permit are valid for the entire period of mobility. Non-EU citizens should gather the necessary information in advance and obtain the documents that will allow entry and stay at the host university.

Health Care

The student should independently inquire about health care in the host region by contacting the ATTS or diplomatic representations.

Accident and liability insurance

Throughout the mobility period, mobility participants automatically benefit from accident and liability insurance coverage by the University of Pavia. The coverages apply only to accidents occurring during training and/or internship activities.

PERIOD OF MOBILITY

The mobility period must be continuous and therefore cannot be interrupted without the host university's permission. During the mobility period, students are not allowed to graduate or pursue the degree for which they are enrolled in Pavia, nor are they allowed to transfer to another university.

The student who intends to graduate/achieve the degree at the end of the mobility period must conclude the period on time, agreeing in advance on the duration and term with the Delegate for International Mobility of the Erasmus Area of reference and with the U.O.C. International Mobility, in order to allow the completion of his or her career with the recognition and registration of the activity carried out; in the absence of these fulfilments he or she will not be able to graduate/achieve the degree.

During the mobility period, the student must continue to fulfil own duties towards the University of Pavia: pay the tuition fees and contributions for the academic year 2024/25, complete the annual study plan, and comply with the fulfilments and deadlines indicated by the Student's Office.

PAYMENT OF ERASMUS ITALIAN SCHOLARSHIPS

The scholarship will be disbursed in two instalments, respectively 80% (pre-instalment before departure) and 20% (balance at the end of the mobility).

Pre-instalment

Before departure, at the stage of signing the Mobility Agreement, the grant will be adjusted to the duration of the period, based on the dates in the academic calendar of the host university for the II semester 2024-25.

The 80% pre-instalment will be paid within 30 days after the signing of the Mobility Agreement, provided that the student:

- has paid the university fees and contributions for the academic year 2024/25 and have a valid the Italian residence permit until the end of the planned mobility period
- has submitted the ISEE 2024
- has signed the Mobility Agreement
- has entered his or her bank details in the Restricted Area reporting the IBAN of the Italian account on which the transfer is to be received (path Home > Personal Details > Enter/Edit Refund Data)

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

N.B.: The acknowledgement of the payment of tuition and fees is monitored on Esse3.

Balance

The balance of 20% is paid upon return from the mobility (usually within 45 days) only after the student has handed in/filled out the documentation proving the period spent (Attendance

certificate, Transcript of Records), and after the U.O.C. International Mobility has verified its regularity.

At the end of the mobility period, the total amount of the grant will be adjusted to the actual duration of the mobility period, calculated based on the dates attested by the host university. A refund of any amount received more than the period performed will be requested. On the other hand, no amount will be paid for any unauthorized mobility days (i.e., more than the number of days indicated in the Mobility Agreement) while authorized extension periods will be funded if funds remain available.

PLEASE NOTE: Failure to repay amounts already paid to which the participant is no longer entitled due to lack of credits or reduction of the mobility period will result in the suspension of the participant's career and consequent inability to obtain the degree.

Payment for months not fully utilized is calculated in days in the amount of 20 euros per day (example: 3 months (October-November-December and 10 days the total amount is 100 days x 20 euros= 2,000 euros).

Loss of entitlement to financial aid

The student will lose the right to economic contributions related to the Italian Erasmus period if:

- will be not enrolled at the University of Pavia for the academic year 2024/25
- will not have successfully/satisfactorily completed any activity under the learning agreement.
- will not have participated continuously in educational activities at the host university. The activities will be certified by the partner university through in Transcript of Records
- will not wish to obtain any recognition of the activities performed
- will not have formalized or delivered by the relevant deadlines the required mandatory documents

In such a case, he/she will be required to return the full amount already received, if any.

Tax treatment of grants and contributions

Contributions will be subjected to the tax treatment provided for in current regulations: if the relevant regulations so provide, they should be included in the tax return.

Depending on the nature of the funds awarded to successful applicants, the contribution could be subject to IRPEF withholding like a salary and, as such, constitute income.

ISEE regulations stipulate that the contributions, regardless of their amount, must be included in the Dichiarazione Sostitutiva Unica for obtaining the ISEE statement.

For the above purposes, the University of Pavia prepares the Certificazione Unica (formerly CUD) regarding the amounts disbursed to the student.

The Certification is available from the month of March each year, regarding payments received during the previous calendar year, at the [link](#) where individual notices of payment of contributions are also available.

RECOGNITION

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

Total or partial thesis work is also recognized based on the certificate issued by the lecturer/tutor of the host University; however, the discussion of the thesis must always be carried out at the University of Pavia.

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

Note: The student who has returned from mobility will not be able to pursue the degree for which he/she is enrolled in Pavia, nor will he/she be able to transfer to another university, before obtaining the recognition of the teaching/training activity carried out (including in preparation for the thesis) and the corresponding registration to complete his/her career.

In the case of renouncement of studies after the performance of the mobility period, this can be formalized only after obtaining the validation of the activity carried out at the Host University.