

ANNEX I

ACADEMIC YEAR 2025/26

PROVISIONS RELATED TO THE MOBILITY PERIOD

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Security provisions

It is specified that, should the Ministry of Foreign Affairs and International Cooperation advise against travel to the destination or should the University of Pavia, after consulting the relevant parties, consider it unsafe to send/keep mobility students in the destination, the mobility period may be suspended, modified, interrupted, or canceled.

All information related to this Call for Applications will be published and continuously updated on the [University website](#).

Communications to applicants and selected candidates will be sent exclusively to their **UNIPV email address**.

Applicants, and subsequently selected candidates, are therefore required to frequently check the website and their University email inbox.

ART. 1 – NOMINATION AT THE HOST UNIVERSITY

Foreign universities set deadlines for:

- **Nomination** (submission of nominees) of students who will carry out an Erasmus+ mobility at their institution. This process is managed by the University of Pavia based on the deadlines set by the partner universities.
- **Application** (admission request) for those who have been nominated. This process is the responsibility of the student awarded the Erasmus+ study mobility.

All applicants are encouraged to check the Nomination/Application deadlines and any specific language requirements on the host university's website as soon as possible, especially if their mobility is scheduled to begin in the first semester.

ART. 2 – ENROLLMENT AT THE HOST UNIVERSITY

The student is responsible for completing the enrollment process and applying for accommodation at the host university, following the procedures and respecting the deadlines set by the host institution.

During the application process, the host university typically requires the student to submit:

- A Transcript of Records detailing their academic career (to be requested from the International Mobility Unit)
- An international language certificate (e.g., IELTS) or a language proficiency statement (e.g., a certificate issued by the Language Center after passing the test) proving the required language skills. In some cases, a specific international certificate is mandatory for acceptance

Some institutions with multiple teaching languages restrict enrollment in courses taught in a particular language to students who hold the corresponding language certificate. Therefore, students must verify whether the host university offers enough courses in the language they are proficient in.

ART. 3 – ERASMUS STATUS

Students participating in the mobility program will hold **Erasmus status**, which entails the following benefits:

- **Exemption from tuition fees** at the host university¹ for course enrollment, exams, class attendance, and access to laboratories and libraries.
NOTE: Some universities may require the payment of a fee to access services such as cafeterias, transportation, etc. Additionally, students may be subject to local service fees imposed by local or governmental authorities based on national regulations, which are independent of the university
- **Access to university services** (e.g., cafeterias, dormitories) at the host institution, either free of charge or for a fee
- **The right to attend language preparation courses** offered by the host university, which may be free or subject to a fee
- **Recognition of academic activities** completed at the host university by the home university, provided they are included in the Learning Agreement and officially certified through the Transcript of Records.

The rights and duties of Erasmus students are outlined in the "**Erasmus Student Charter**", which will be available on the [University's website](#).

A similar treatment applies to students undertaking mobility to Swiss universities, even though they are not funded by the Erasmus Program.

ART. 4 – REQUIREMENTS FOR THE START OF THE MOBILITY PERIOD

To start the mobility period, the student must:

¹ The host university may require students to pay, in the same amount as local students, fees for services, the use of various materials, membership in unions/student associations, and any insurance if the coverage provided by the University of Pavia does not meet the requirements of the host institution

- **Be regularly enrolled²** at the University of Pavia for the 2025/26 academic year (enrollment status will be checked before the mobility starts). Exception: Students undertaking mobility in the first semester and graduating by March/April 2026 are not required to enroll for 2025/26. In this case, the mobility period must align with the expected graduation date
- Not receive other EU-funded grants during the same period, including scholarships from other European Commission-funded programs or actions, or mobility grants from other international mobility programs run by the University of Pavia or equivalent programs (e.g., mobility programs of merit colleges, PNRR scholarships including international mobility)
- Not have exceeded the maximum allowed Erasmus+ mobility duration for the degree cycle they are enrolled in during the mobility period³
- Ensure that the total number of mobility months, including previous Erasmus+ periods, does not exceed the maximum duration allowed for their study cycle.

Mobility is not allowed:

- During the first semester of the first year of a Master's degree
- If enrolled under a "conditional" or "provisional" status

Before starting the mobility period, the student must:

- Obtain approval of the Learning Agreement, which outlines the academic activities to be carried out and recognized
- Sign the Mobility Agreement, which regulates the mobility period and financial contributions
- Enter banking details in the Personal Area, specifying the IBAN of an Italian bank account where the transfer should be received (Path: Home > Anagrafica > Inserire/Modificare Dati Rimborsi).

ART. 5 – USEFUL GUIDELINES FOR DEPARTURE

Entry rules for the host country

Before departure, students must ensure that their identity card or passport, and if applicable, residence permit, remain valid for the entire duration of the mobility period. For travel outside the EU and to non-EU countries participating in the Erasmus+ program, a visa is required for entry. To obtain a visa, students must contact the diplomatic representation (Embassy or Consulate) of the host country in Italy well in advance.

If the Italian Ministry of Foreign Affairs and International Cooperation advises against travel to the destination, the mobility period may be suspended, modified, interrupted, or canceled.

Non-EU citizens must gather information and obtain the necessary documents for entry and stay in the host country well in advance. Immigration laws and regulations for non-EU citizens vary by country and depend on the nationality of the mobility participant.

Before departure, students are advised to consult [Viaggiare Sicuri portal](#) for travel safety updates, and the [Ministry of Foreign Affairs website](#) for country-specific visa requirements and guidelines.

The International Mobility Unit is available to provide the necessary documentation support for students applying for a visa. However, all costs and the management of visa procedures are entirely the student's responsibility. The

2 Students will be officially enrolled if they have:

- Paid the tuition fees and university contributions for the 2025/26 academic year
- A status that is not "conditional" or "provisional"
- If non-EU citizens, a valid residence permit

Applicants can check their enrollment status through their [Reserved Area](#): after logging in, they should select "Segreteria" and verify the presence of the green checkmark in the "Enrollment Details" for the 2025/26 academic year

3 Erasmus+ allows multiple mobility periods for each study cycle. A total of 12 months of mobility is permitted for Cycle I (Bachelor's), Cycle II (Master's), and Cycle III (PhD/Specialization School), while a total of 24 months is allowed for Single-Cycle Degree Programs

ability to participate in the exchange is always subject to the issuance of a visa for the host country. Visa applications must be handled personally and well in advance of the departure date. Some countries require proof of financial means to issue a visa, and the minimum amount varies and may sometimes exceed the total mobility grant received by the student. Students should check the specific visa requirements of the host country early to avoid delays or complications.

Healthcare assistance

The student must independently gather information about healthcare assistance in the host country by contacting the ASST or diplomatic representations. For European citizens undertaking mobility within the European Union, basic health insurance coverage is guaranteed by the [European Health Insurance Card \(EHIC\)](#), which allows access to basic healthcare services in EU countries. It is also necessary to check the procedures for [purchasing prescription medications](#) while abroad. Non-EU citizens must verify with the consular representatives of the destination country the necessary health insurance requirements⁴ before departure.

For mobility periods outside the European Union member states, it is advisable to take out private health insurance through any travel agency or insurance company. For detailed information on each country, students should consult the [Ministry of Health website](#) and use the interactive guide "[Se parto per](#)" to search for their destination.

Dove siamo nel mondo

If you are departing for an international mobility program, you must register on the "[Dove siamo nel mondo](#)" website, managed by the Crisis Unit of the Italian Ministry of Foreign Affairs and International Cooperation (MAECI). You should clearly provide the required information, including your name, city/country, host university, updated contact details, and duration of stay.

Accident and civil liability insurance

Throughout the entire period abroad, mobility participants are automatically covered by accident and civil liability insurance provided by the University of Pavia.

ART. 6 – MOBILITY PERIOD

The mobility period must be **continuous** and **cannot be interrupted** without the approval of the host university and for an extended period. To be valid, it must have a **minimum duration of 2 months** (at least 60 days, considering each month as 30 days regardless of its actual length). The **maximum allowed duration is 12 months**. The period must take place between **June 1, 2025, and September 30, 2026**.

During the mobility period, students **cannot graduate or obtain the degree** for which they are enrolled at the University of Pavia, nor transfer to another university.

Students planning to **graduate or obtain their degree at the end of the mobility period** must complete their stay in time, agreeing on the duration and end date in advance with the Erasmus Mobility Delegate of their reference area and the International Mobility Unit, to ensure the recognition and registration of the activities carried out. **Without completing these requirements, graduation or degree completion will not be possible.**

During the mobility period, students must continue fulfilling their obligations towards the University of Pavia, including paying tuition fees and contributions for the 2025/26 academic year, submitting the annual study plan, and meeting all deadlines and requirements set by the Student Administration Offices.

Extension of the mobility period

4 Non-EU students enrolled in and covered by the National Health Service (SSN) cannot use the European Health Insurance Card (EHIC) in Iceland, Norway, and Liechtenstein, as it is not provided for under current EU regulations (Regulation EC 859/2003). They are therefore advised to contact their Local Health Authority (ASL) for further information. Non-EU students who are not enrolled in the SSN must obtain adequate health insurance coverage

If a student, after starting the mobility period, needs to extend it to complete or integrate the activities outlined in the Learning Agreement, they may request an extension. Authorization for the extension will only be granted after obtaining approval from both the host university and the International Mobility Delegate at the University of Pavia. However, the extension may not automatically include additional financial support.

The total mobility period, including the extension, cannot exceed 12 months within the 2025/26 academic year and must end no later than September 30, 2026. Additionally, when combined with any previous mobility periods completed within the same study cycle, it must not exceed the maximum number of months allowed for that cycle.

Attention: It is the student's responsibility to check the procedures and deadlines for requesting an extension at the host university.

ART. 7 – FINANCIAL CONTRIBUTIONS

The financial contributions for mobility are not intended to cover the full cost of studying abroad but serve only as partial support for the expenses students will incur. These grants can be combined with any financial aid received in Italy, if they are not EU-funded and unless explicitly stated as incompatible by the granting institutions.

It is possible that the available funds may not be sufficient to allocate financial contributions to all students on the ranking list. Additionally, the allocation of funds is subject to the approval of financing by the European Commission and the official signing of the Erasmus+ financial agreement for the 2025/26 academic year between the Erasmus National Agency and the University of Pavia. This approval will be communicated to the university starting from June 2025. As a result, the current provisions may be subject to changes in the coming months.

The available financial contributions consist of the following components:

1. ITEM A: Monthly EU, ministerial, or university contribution based on the destination country
2. ITEM B: Monthly EU contribution for students with fewer opportunities
3. ITEM C: EU contribution for travel expenses
4. ITEM D: Ministerial or university contribution based on the student's financial situation (ISEE).

Monthly contribution based on the destination country – Item A

The Erasmus+ Program divides participating countries into groups based on the cost of living in each country and provides grants of varying amounts depending on the group to which the destination country belongs, as shown in **Table 1** below:

Monthly grant (Item A)	Destination countries (Programme Countries)
€ 350,00	Group 1 (HIGH living cost) Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden
	<u>This also includes the following Partner Countries:</u> Switzerland ⁵ and the United Kingdom
€ 300,00	Group 2 (MEDIUM living cost) Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain

⁵ Mobilities to Switzerland, if funded directly by the Swiss government, will not receive the item A contributions from the University of Pavia. In this case, the grant payment methods and timelines will be determined by the host universities. If the Swiss government does not provide funding for mobility in the 2025/26 academic year, the University of Pavia will grant a monthly contribution equivalent to the amount allocated for Group 1 countries.

	Group 3 (LOW living cost) Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey
Monthly grant (Item A)	Destination countries (Partner Countries)
€ 700,00 ⁶	China (Tongji University – Shanghai) Morocco (Sidi Mohammed Ben Abdellah – Fes)

The EU contribution can be awarded to students enrolled in a bachelor's degree, master's degree, single-cycle master's degree, and first- and second-level university master's programs.

Students enrolled in doctoral programs and specialization schools may benefit from the EU contribution after verification with the International Mobility Unit, the Research Training Unit, and the Specialization Schools in the Healthcare Area Unit for any cases of incompatibility.

EU contribution for students with fewer opportunities – Item B

Fewer opportunities: Students who meet one or more of the following conditions:

- Special needs (certified physical, mental, or health conditions)
- Refugee status and/or international protection
- With minor children
- Workers⁷
- Professional athletes
- Orphans of at least one parent
- Children of victims of terrorism and organized crime

The financial contribution for these categories amounts to **€ 250,00 per month**.

Contribution for travel expenses – Item C

The travel contributions under the Erasmus+ program are intended to support the transportation expenses of students selected for mobility periods and are primarily determined based on the distance between the departure location (Pavia) and the mobility destination. To calculate these distances, the University of Pavia uses the [European Commission's distance calculator](#) to determine the distance between the place of origin, which will always be considered Pavia, and the host institution⁸.

Two types of travel contributions are available:

- **Green Travel Contribution**, part of the Erasmus+ 2021/2027 program, which aims to promote green transport by encouraging the use of low CO2 emission travel methods such as trains, car sharing, and buses. This contribution is granted to students who use environmentally friendly transport such as trains or buses to reach their Erasmus+ destination. Receipts and proof of expenses must be retained to confirm the use of ecological travel methods, and these documents will be requested by the International Mobility Unit at the end of the mobility period
- **Standard Travel Contribution**, which is granted without the need to present proof of expenses to students using standard means of transport such as flights to reach their Erasmus+ destination

⁶ The University of Pavia cannot allocate more than 20% of the total available budget for mobility to Partner Countries

⁷ A student engaged on a non-occasional basis and not employed by a family member up to the second degree, for a period of no less than six months within the year, in any documented activity of subordinate, self-employed, or professional work, in the public or private sector (as defined by the University Regulations governing part-time enrollment)

⁸ Regardless of the actual departure location, Pavia will always be designated as the point of origin. For example, if the destination is Madrid, the distance between Pavia and Madrid (1,173.59 km) will be calculated, and the corresponding distance bracket (i.e., between 500 and 1,999 km) will be applied

At the time of this call's publication, it is not yet known whether these contributions will be confirmed or modified for the Erasmus+ 2025 Call. Further details will be provided based on the Erasmus+ 2025 National Provisions published by the Erasmus National Agency.

Monthly contribution based on the student's financial situation (ISEE) – Item D

Economic and financial requirements with ISEE from 0 to 50.000, based on **Table 2** (subject to possible modifications of the brackets and related amounts according to any new ministerial or university provisions):

ISEE	Monthly grant (Item D)
$ISEE \leq 13.000$	€ 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
$30.000 < ISEE \leq 40.000$ + Enrolled in first- and second-level Master's programs + Enrolled in doctoral programs who are not recipients, for the same period and the same host institution, of an international mobility grant as per the calls issued by the University Doctoral Office	€ 200,00
$40.000 < ISEE \leq 50.000$	€ 150,00
$ISEE > 50.000$ (or not declared) + Enrolled in doctoral programs who are recipients, for the same period and the same host institution, of an international mobility grant as per the calls issued by the University Doctoral Office + Enrolled in specialization schools who are recipients of a specialization scholarship	€ 0

Summary table

Type of contribution	Beneficiary requirements	Amount of contribution
Item A	Monthly contribution based on destination country Accessible to all students based on the rankings of the Erasmus Study 2025/26 call and until funds are exhausted	Table 1
Item B	Monthly contribution for fewer opportunities Accessible to all students with fewer opportunities based on the rankings of the Erasmus Study 2025/26 call and until funds are exhausted	250,00€/month
Item C	Travel contribution Accessible to all students based on the rankings of the Erasmus Study 2025/26 call and until funds are exhausted	Pending confirmation of the amount from the Erasmus National Agency
Item D	Monthly contribution based on ISEE	Table 2

	Accessible to students with an ISEE between 0 and 50,000 declared to the University of Pavia for tuition fee reduction or to EDiSU for the request of student support benefits for the 2024/25 academic year, as recorded in the university database (Esse3), based on the rankings of the Erasmus Study 2025/26 call and until funds are exhausted	
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Allocation of funds

The available funds will be distributed among the Erasmus Areas in proportion to the number of grantees in each Area relative to the total number of grantees.

Grants will be awarded to students in order of ranking within their Erasmus Area until the respective available funds for that Area are exhausted. The monthly amount corresponding to the destination country will be assigned for the indicative number of months corresponding to the accepted mobility period.

Any funds initially allocated to an Erasmus Area but not utilized, as well as any funds that later become available, will be redistributed among the Areas that have exhausted their funding without covering all students in the ranking. This redistribution will be carried out proportionally based on the number of selected students still without a grant in each Area relative to the total number of selected students still without a grant.

In case of withdrawals and/or reductions in mobility periods, the resulting grants will be reassigned by continuing down the ranking of the affected Area. Once that ranking is exhausted, the funds will be redistributed proportionally among the other Areas.

Students who do not receive the expected grant due to the exhaustion of funds may still participate as Erasmus "zero grant" students. If funds later become available, the grant may be assigned to them following the ranking order and the proportional distribution of funds among the Erasmus Areas.

Payment of Erasmus grants and any additional contributions

The grant will be disbursed in **two installments, amounting to 80% and 20%**, respectively. Before departure, during the signing of the Mobility Agreement, **the grant will be adjusted based on the number of days of the mobility period, according to the academic calendar dates of the host university.**

The first installment will be paid within 30 days after signing the Mobility Agreement, provided that the student:

- has submitted the Learning Agreement signed by UNIPV
- has paid tuition fees and university contributions for the 2025/26 academic year and holds a valid residence permit until the end of the planned mobility period (if applicable)
- has entered their banking details in the [Reserved Area](#), specifying the IBAN of an Italian bank account for the transfer (Path: Home > Anagrafica > Inserire/Modificare Dati Rimborsi)
- has signed the Mobility Agreement

If these conditions are not met, the grant will be disbursed within 30 days from the date they are fulfilled.

Note: The confirmation of tuition and fee payment is monitored through Esse3. From the actual payment date, it may take a few days for the system to update. Therefore, the 30-day payment period for the grant will start from that moment.

If the grant is awarded after the Mobility Agreement has already been signed (in cases where the initially available funds were insufficient to cover all grants), payment will be made within 30 days following the supplementary Notification of the Agreement, under the same conditions.

The remaining 20% balance and any travel contribution will be disbursed upon return from mobility (normally within 45 days) only after the student has submitted/completed the required documentation proving the mobility

period as specified in Article 8 (Certificate of Attendance, Transcript of Records, EU Survey), and after the International Mobility Unit has verified its correctness.

At the end of the mobility period, the total grant amount will be adjusted based on the actual number of days confirmed by the host university. Any amount received more than the completed period must be refunded. No additional funds will be granted for unauthorized mobility days (i.e., exceeding the number of days indicated in the Mobility Agreement), while authorized extensions will be funded only if additional funds remain available.

Loss of the right to financial contributions

The student will lose the right to financial contributions for the Erasmus period if any of the following conditions occur:

- They are not enrolled at the University of Pavia for the 2025/26 academic year, except for those authorized to participate in Erasmus in the first semester as graduating students of 2024/25 (graduation by March/April 2026)
- They do not successfully complete any activity planned in the Learning Agreement
- They do not obtain or do not wish to obtain recognition for the activities carried out
- They fail to formalize or submit the required mandatory documents within the deadlines
- They do not complete the Final Report (EU Survey)

In such cases, the student will be required to return any amount already received in full.

Tax treatment of grants and contributions

The contributions mentioned in this article will be subject to the tax treatment provided by current regulations. If required by applicable laws, they must be included in the income tax declaration.

Depending on the nature of the funds awarded to selected candidates, the contribution may be subject to IRPEF withholding, like a salary, and as such, it constitutes taxable income.

The new ISEE regulations require that these contributions, regardless of their amount, be included in the Dichiarazione Sostitutiva Unica (DSU) for obtaining the ISEE certification.

For these purposes, the University of Pavia issues the Certificazione Unica (ex CUD) related to the amounts disbursed to students. The certificate is generally available from March each year for payments received in the previous calendar year at the following link: <https://unipv.u-web.cineca.it/#/>.

At the same link, individual payment notices for the contributions are also available.

Other funding opportunities

EDiSU integration for international mobility

The EDiSU provides annual supplements to its scholarships for students participating in international mobility programs. The application procedures will be specified in the EDiSU call for scholarship allocation for the 2025/26 academic year. These supplements will be awarded and disbursed directly by EDiSU based on its own rankings and criteria.

International mobility contributions for doctoral students

The University of Pavia annually publishes a call for the allocation of international mobility grants reserved for doctoral students. Participation procedures are specified in the relevant call available at the link <http://phd.unipv.it/bandi-per-borse-di-mobilita-internazionale/>.

ART. 8 – MANDATORY DOCUMENTS AND REQUIREMENTS

The main mandatory documents and requirements for the validity of the Erasmus study mobility period are:

- **Learning Agreement**, a study contract between the three involved parties (student, University of Pavia, host university), to be signed before the start of the mobility period. It defines the academic activities the student will undertake at the host university and those that the University of Pavia will recognize upon return. It can be modified after arrival at the host university, preferably within one month. Generally, the student must include at least 20 ECTS credits in the Learning Agreement per semester, except in the case of thesis preparation (or thesis preparation combined with exams) and other special cases, which will be evaluated individually. Regardless of the number of credits required by the University of Pavia, the host institution may have a higher minimum requirement
- **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 execution of the mobility period, the disbursement and use of financial contributions, and defines the documents to be submitted at the end of the period
- **OLS Test** (Online Linguistic Support), a voluntary language test that can be taken before the start of the mobility period through the European Commission's platform, following the instructions provided in dedicated emails from the platform itself. If the initial test detects language deficiencies, the platform will automatically assign an online language course, which must be completed
- **Certificate of Study Period**, to be submitted upon return. This document certifies the start and end dates of the mobility period at the host university, which will be used to calculate the actual duration of mobility and the corresponding financial contributions
- **Transcript of Records** (or Thesis Certificate in the case of thesis preparation activities), to be submitted upon return. This final certificate confirms the academic activities completed by the student at the host university and the results obtained in terms of ECTS credits and grades
- **Individual Report** (EU Survey), to be completed at the end of the period. This document allows the student to provide feedback on various aspects of the mobility period. The report must be completed online, following the instructions in the automatic email received at the end of the mobility period

The deadlines and procedures for completing, submitting, and/or signing the aforementioned documents and requirements will be communicated to students later, during the preparation of the various phases of mobility. Failure to submit the documents proving the completed period (Certificate of Study Period and Transcript of Records) to the International Mobility Unit by the final deadline of **September 30, 2026**, and/or failure to complete the EU Survey, will result in the **loss of the right to financial contributions**. This applies both to those who have already received funding (who will be required to immediately return the full amount) and to those who could have received funding later due to the availability of additional funds.

ART. 9 – RECOGNITION

At the end of the mobility period, the student will receive recognition of the activities completed, which will be recorded in their academic career by the relevant Teaching or Departmental Board, based on the activities listed in the Transcript of Records.

For grade conversion, the ECTS conversion tables will be used to establish equivalency between the grading system of the University of Pavia and the ECTS grade reported on the Transcript of Records. These tables are valid only for countries participating in the European Higher Education Area (EHEA). For mobility in other countries, specific conversion tables may be defined based on existing bilateral agreements.

The student must complete the mobility period at least 45 days before the graduation session to allow sufficient time for the recognition and registration of completed activities. Without completing these requirements, the student will not be able to graduate or obtain their degree.

Note: A student returning from mobility cannot obtain their degree at the University of Pavia or transfer to another university before the recognition and registration of all completed academic activities, including thesis preparation,

have been finalized. If a student decides to withdraw from their studies after completing the mobility period, the withdrawal can only be formalized after the validation of the activities carried out abroad.