



UNIVERSITÀ
DI PAVIA

ERASMUS + Traineeship CHECKLIST BEFORE DEPARTURE

WHAT SHALL I DO NOW?



UNIVERSITÀ DI PAVIA

International Mobility Unit – July 2025

WHAT'S ON THE AGENDA TODAY...

❖ **Before departure**

- ❖ Checking entry rules: Visa?
- ❖ Learning Agreement

International Mobility

Delegates

- ❖ Mobility Agreement
- ❖ Financial contributions
- ❖ Bank details
- ❖ OLS Test
- ❖ **During and after the mobility** (documents and deadlines)



CHECK OUR WEBSITE!!



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After the selections - Erasmus+ Traineeship

Ensure you complete all the required steps at each phase of your Erasmus+ Traineeship mobility.

NOTE: If you leave before graduating, the end-of-period documents must be submitted **BEFORE** obtaining your degree and in time to ensure the recognition of your traineeship (even if it is voluntary!).

Before the mobility

Check the necessary steps before departure. Submit the required documentation within the specified timeframes and make sure you have followed the instructions on this section.

Reminder: If you are in Italy with a residence permit, make sure it remains valid for the entire duration of your stay abroad. If the permit is about to expire, contact the [International Office HelpDesk](#) at the Pavia Police Headquarters immediately to start the renewal process.

Browse

After the selections - Erasmus+ Traineeship

Participate in the Erasmus+ Traineeship



UNIVERS

Accept or refuse the assigned mobility



Check the entry rules at the host Country



VISA and ENTRY RULES

Inform yourself about **entry rules** and **healthcare assistance** in the **host country**.

You can rely on:

1. **Host Country Embassy**
 2. Host Institution instructions
- <https://www.esteri.it/it/>
 - <https://www.viaggiasesicuri.it/home>

What UniPV can provide:

- Certificate of Assignment
 - Unipv insurance policies (Accident, Civil Liability)
- NO HEALTH INSURANCE!!**



RESIDENCE PERMIT

If you are in Italy with a **residence permit**, make sure it remains valid for the entire duration of the mobility. If you need to renew it, take action and start the renewal process as soon as possible. If you need assistance, contact the dedicated GOPA office: [HelpDesk Permit of Stay](#)

**Start the renewal process at least
4 months before departure.**



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HOME > HelpDesk Permit of Stay

Disdici un appuntamento
Appointment cancelled

HELPDESK PERMIT OF STAY

The HelpDesk is dedicated to students who need to request or renew their residence permit. Before proceeding please read the **FAQs**.

*Il servizio di HelpDesk è dedicato agli studenti e alle studentesse che devono richiedere o rinnovare il loro permesso di soggiorno. Prima di procedere si prega di leggere le **FAQ**.*

Opening hours / Orari di apertura:

Tuesday / Martedì: 09.00 - 12.45

Thursday / Giovedì: 09.00 - 12.45

ACCOMMODATION

- Seek information from the host University:
on-campus housing / students' residence or a list of accommodations
- Contact the local **ESN** section



- If you are looking for accommodation independently, be careful about making prepayments. Do not accept too high deposits or pay by traceable methods.



LEARNING AGREEMENT

The LA sets out the programme of the activities to be followed abroad.

Before departure:

- Download the Learning Agreement form from our website
- Fill in the LA together with your host supervisor and your Unipv Delegate to agree on the Learning Agreement content.
- Send the duly signed LA to the International Mobility Office (outgoing.mobility@unipv.it)



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Mandatory details:

- Data of the Trainee
 - Data of the International Mobility Coordinator
 - Data of the host supervisor
 - Mobility period: START and END
 - Programme of the traineeship (e.g. what the acceptance letter outlines)
 - **CREDITS**
 - **Signatures**
-



Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Your data							
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Università di Pavia		L PAVIA01	Via Strada Nuova, 65	IT	Your international mobility coordinator	
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Host supervisor	
Before the mobility							
Table A - Traineeship Programme at the Receiving Organisation/Enterprise							
Planned period of the mobility: from [day/month/year] __/__/____ to [day/month/year] __/__/____							
Traineeship title: ...					Number of working hours per week: ...		
Detailed programme of the traineeship:							
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):							
Monitoring plan:							
Evaluation plan:							

1 **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

2 **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

3 **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education/) available at <http://ec.europa.eu/education/international-standard-classification-of-education/> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded at the end of the traineeship.

The traineeship also focuses on enhancing the student's digital skills: Yes ☐ No ☐

The level of **language competence⁸** in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

MANDATORY

Table B - Sending Institution
Please use only one of the following three boxes:⁹

☐ 1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

AwardECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
The traineeship is part of your study plan, and it will be recognized as one of the following:	
<input type="checkbox"/> Curricular internship CODE ACTIVITY	
<input type="checkbox"/> Free choice activities CODE ACTIVITY	
<input type="checkbox"/> Preparation of the final thesis CODE ACTIVITY (if available)	

☐ 2. The traineeship is **voluntary**, and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
NOTE: The traineeship is NOT part of your study plan, and ECTS will be recognized as supernumerary	

☐ 3. The traineeship is carried out by a **recent graduate**, and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
NOTE: NO ECTS credits will be awarded at the end of the traineeship.	

☐ 4. The traineeship is carried out by a **PhD, I/II level Master, Specialization School student**: (please specify)

For PhD students only: Are you doing a **SHORT MOBILITY**: Yes ☐ No ☐

Note: Master courses (Level I/II) are different from bachelor's degrees and master's degrees (Laurea Triennale e Laurea Magistrale).

Accident insurance for the trainee

(PLEASE READ CAREFULLY THE INFORMATIVE SECTION AVAILABLE AT:

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/> Note: recent graduates will have to purchase their insurance through the University of Pavia paying the related contribution	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
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LEARNING AGREEMENT: Table A

Information on the traineeship

Before the mobility

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the mobility: from [day/month/year] __/__/____ to [day/month/year] __/__/____	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	



LEARNING AGREEMENT: Table B

Select **point 1** > if you leave before graduating and the **traineeship is part of your study plan (code)**:
number of credits is COMPULSORY

point 3 > if you leave after graduating: NO credits recognition

point 2 > if you leave before graduating and the **traineeship is NOT part of your study plan**:
number of credits is COMPULSORY but supernumerary >> **NO FELLOWSHIP**

point 4 > only for post-graduates (PhD's, Specialization Schools, Master Courses*)

** 1st or 2nd level master course: NOT Master's degree*



LEARNING AGREEMENT: Table B

Table B - Sending Institution

Please use only one of the following three boxes:^a

☐ 1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

AwardECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input checked="" type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
The traineeship is part of your study plan, and it will be recognized as one of the following:	
<input type="checkbox"/> Curricular internship CODE ACTIVITY	
<input type="checkbox"/> Free choice activities CODE ACTIVITY	
<input type="checkbox"/> Preparation of the final thesis CODE ACTIVITY (if available)	

☐ 2. The traineeship is **voluntary**, and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
NOTE: The traineeship is NOT part of your study plan, and ECTS will be recognized as supernumerary	

☐ 3. The traineeship is carried out by a **recent graduate**, and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits:
NOTE: NO ECTS credits will be awarded at the end of the traineeship.	

☐ 4 The traineeship is carried out by a **PhD, I/II level Master, Specialization School student**: (please specify)

For PhD students only: Are you doing a SHORT MOBILITY: Yes ☐ No ☐

Note: Master courses (Level I/II) are different from bachelor's degrees and master's degrees (Laurea Triennale e Laurea Magistrale).



LEARNING AGREEMENT: Table C

You can receive financial support from the Receiving Organisation/Enterprise, unless it comes from EU Funding (i.e. SEMP programme for CH)

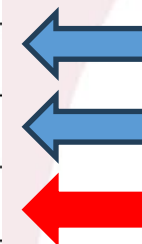
Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:		
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.		



LEARNING AGREEMENT: signatures

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					



IMPORTANT: the Learning Agreement **MUST** be signed by **you**, the host Institution and the UniPV International Mobility Coordinator

Recommended submission deadline: 1 month before departure

Where is the form: [Internazionale --> Erasmus Traineeship --> Dopo le selezioni --> prima di partire](#)

All signatures are MANDATORY before departure



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INTERNATIONAL MOBILITY COORDINATOR – ERASMUS DELEGATE

International Mobility Coordinators

- Supports students in drafting the Learning Agreement
- Is responsible for approving the traineeship plan of the Learning Agreement before departure (and the credits)
- Approve changes to the LA during mobility (if any)
- Is responsible for the academic recognition of the results achieved abroad by the student upon return



IF YOU LEAVE AFTER GRADUATING:

- You're not required to indicate the credits in the learning agreement
- Still required to **submit the Upon return documents:**
Traineeship Certificate and Final report
- You are required to pay the Integrative Insurance Policy (2€). Instructions on the website.
- **Insurance Policies:**
 - CIVIL LIABILITY policy n. 178262860 stipulated with UNIPOL SAI ASSICURAZIONI
 - ACCIDENT policy n. 406392448 stipulated with AXA





MOBILITY AGREEMENT

It can only be set before departure,
If you have already sent the approved
Learning Agreement





MOBILITY AGREEMENT

Last step before the mobility: sign the Mobility Agreement

- Document that regulates the **rights/duties of the parties** and the **allocation of financial contributions**.
- Sent to you via email **before departure**.
- Sent in **chronological order** (based on the start date),



MOBILITY AGREEMENT: PAYMENTS

First installment: 80% of the fellowship amount + travel - paid at the beginning of the mobility period if:

- the Learning Agreement and Mobility Agreement have been signed
- the fees for the academic year 25/26 have been paid
- the bank account details have been entered on Esse 3 or the correct form sent by email (only for foreign bank acc.)



MOBILITY AGREEMENT: PAYMENTS

Second installment: 20% of the total amount - paid upon return if:

- the *end of mobility* documents have been sent.
- recalculated on the actual dates stated on the Traineeship certificate.

NOTE: Request of prolongations during the mobility are not covered by the fellowship





MOBILITY AGREEMENT

NOTE: University **payments** are done **at the end of each month** but the necessary information are provided to the payment office well in advance (first week of each month).

Therefore students will receive the payment if all preceding steps are completed by the very beginning of each month.



BANK DETAILS

- Enter the bank details of your Italian current account in your [Area riservata](#).

Path: Home>Personal Information>Enter/Modify refund data

- **If you have a foreign bank account:** send the appropriate form to: outgoing.mobility@unipv.it

NB: you must be the account holder or the joint account holder!!



GOING TO SWITZERLAND?

Swiss European Mobility Programme - SEMP

- ❖ The Swiss programme provides a scholarship
- ❖ SEMP scholarship is NOT compatible with the Erasmus grant
- ❖ Fill out the Self declaration on «Before the Mobility» section



FINANCIAL CONTRIBUTIONS: ITEM A - UE

MONTHLY GRANT	DESTINATION COUNTRY: PROGRAMME COUNTRY > EU MEMBER STATES + *
550	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Luxembourg, Liechtenstein, Norway, Netherlands, Sweden * Partner Countries: Andorra, Monaco, Fær Øer Islands, UK and Switzerland
500	Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Spain, Czech Republic, Slovakia, Slovenia. Bulgaria, Croatia, North Macedonia, Lithuania, Poland, Romania, Serbia, Hungary, Turkey
MONTHLY GRANT	DESTINATION COUNTRY: PARTNER COUNTRY > EXTRA EU
700	Partner Countries of Regions 1 to 12 – see list at ART.3 of the Call NO MORE THAN 20% OF THE TOTAL AVAILABLE BUDGET.

**ONLY 4 MONTHS MAX, REGARDLESS OF THE TOTAL DURATION.
+ 50 EURO COMPARED TO LAST YEAR**



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FINANCIAL CONTRIBUTIONS: ITEM A - UE

SHORT MOBILITIES:

Only FOR Ph.D STUDENTS and SPECIALIZATION STUDENTS

Duration of physical mobility	Short-term mobility grant (Item A.2)
From the 1st to the 14th day of mobility	€ 79,00/day
From the 15th to the 30th day of mobility	€ 56,00/day



FINANCIAL CONTRIBUTIONS: ITEM C - UE

+ 250 / MONTH for FEWER OPPORTUNITIES STUDENTS

Criteria available at Annex I (Article 4) of the Call, published on our website.

Category	Requirement	Required Documentation
Special Needs	Disability, learning disabilities, chronic illnesses, or certified physical, mental, or health conditions	Signed self-certification (only if not already verified in Esse3)
Refugee status/international protection	Student with recognized status	No documentation: verified directly in Esse3
With minor children	Parent of one or more minor children	Signed self-certification
Workers	Employed, self-employed, or professional for at least 6 months in the calendar year of the start of the mobility period, not employed by relatives up to the second degree	Signed self-certification. If contract beyond the Erasmus period, document certifying unpaid leave
Professional athletes	Recognition of professional athlete	Signed self-certification
Orphans	Loss of at least one parent	Signed self-certification
Children of victims of terrorism or organized crime	Recognition of status by the competent authority	Signed self-certification



NB: Documents relating to categories that cannot be verified from the reserved area/Esse3 must be sent by email to outgoing.mobility@unipv.it

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ONLY 4 MONTHS MAX, REGARDLESS OF THE TOTAL DURATION



FINANCIAL CONTRIBUTIONS: ITEM B – ATENEO / MUR

ISEE CONTRIBUTION: Monthly contribution based on personal financial situation (ISEE), is currently NOT available and can only be awarded after the University of Pavia has received the funds from the Ministry of University and Research (MUR).

Moreover, the contribution amounts published in Annex I of the Call are INDICATIVE. The amounts may be adjusted based on any new ministerial or university regulations.



FINANCIAL CONTRIBUTIONS: ITEM D - UE

TRAVEL CONTRIBUTIONS	AMOUNTS
DAILY ALLOWANCE	<p>Monthly grant / 30 days = about 15-20 Euro/day</p> <ul style="list-style-type: none">• Max. 2 days for non-green travel• Max. 6 days for green travel <p>TRAVEL DAYS ARE NOT PART OF THE PERIODO INDICATED IN THE TRAINEESHIP CERTIFICATE</p>
TRAVEL GRANT	<p>LUMP SUM BASED ON TRAVEL DISTANCES > European Commission's distance calculator</p> <p>ONLY 1 TRIP</p>



FINANCIAL CONTRIBUTION - TRAVEL GRANT

Distance	Amount for sustainable travel ⁵	Amount for non-sustainable travel
10 – 99 km	€ 56,00	€ 28,00
100 – 499 km	€ 285,00	€ 211,00
500 – 1 999 km	€ 417,00	€ 309,00
2 000 – 2 999 km	€ 535,00	€ 395,00
3 000 – 3 999 km	€ 785,00	€ 580,00
4 000 – 7 999 km	€ 1 188,00	€ 1 188,00
8 000 km or more	€ 1 735,00	€ 1 735,00

The [Distance calculator](#) is provided by the European Commission >

Distance between Pavia and the location of the host institution.

«GREEN»: The main part of the trip is done by GREEN means of transport.



OLS TEST

Online Language Support

- Created by the European Commission
- **Goal:** to improve the language skills of the mobility programme participants
- Higher education students participating in mobility for at least 14 days must assess their language skills before departure

The results of the language assessment **do not** prevent participation in Erasmus+.

WHEN

BEFORE DEPARTURE

To assess your language skill level

AFTER YOUR RETURN

To verify your improvements

WHERE


EU ACADEMY Learning Platform

<https://academy.europa.eu/>

<https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>



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language & culture

German Placement Test

★★★★★ 4.7 (6)

German Placement Test

🕒 Less than an hour 📊 Novice

Assessment details

Knowing your language level is a great starting point to reach your learning goals faster! Take a few minutes to complete the placement test below and let us recommend the course that suits you best.

Target audience

Erasmus+ European Solidarity Corps

Tags

german language language assessment german english deutsch

Enrol >



It's FREE!

- The placement test assesses your overall language level.
- The goal of the test is to suggest OLS learning content that is right for your level.
- The test consists of **31 questions** and takes between **10 - 30 minutes** depending on your level.
- During the placement test, you can end the test at any time and your results will be taken into account.
- To end the test, simply click the **"Finish attempt"** button.

DURING THE MOBILITY

- Submit the arrival certificate by the first week after your arrival
- If necessary, ask for a mobility extension: extension periods are not covered by the grant!



AFTER THE MOBILITY

MANDATORY for everyone:

- **Traineeship certificate**
- **Final report**
 - > *forms on our [website](#)*
- Complete the final OLS test
- EU Survey: sent to you via email

Deadline for submission:

- **For undergraduates:** at least **45 days before** graduation
- **For recent graduates:** by 30 days after your return



IF YOU RETURN JUST BEFORE GRADUATING:

- You must e-mail all **return documents** no later than **45 days before your graduation date!!**



TRAVEL – INTERRAIL PASS for ERASMUS +

- A train pass reserved for Erasmus students.
- Non-European Erasmus+ participants must be residents in a European country.
- It lasts 6 months. Within this period you can travel 4 or 6 days in up to 33 European countries regional trains. For high speed and night trains, reservation is needed.
- The pass allows up to 2 journeys in your home country: 1 to leave, 1 to return - at any stage of your Pass' validity.



4 days
within 6 months
[View details](#)

1  € 212



6 days
within 6 months
[View details](#)

1  € 301



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HOW TO GET IN TOUCH WITH US?

One-to-one meeting in a virtual room

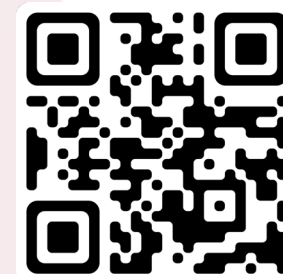
Wednesdays from 13:30 to 15:00

Fridays from 10:00 to 11:30
(on appointment only)

One-to-one meeting in presence

Tuesdays from 10.30 a.m. to 12.30 p.m.
(on appointment only)

BOOK YOUR FAVOURITE TIME SLOT!



E-mail Contact

outgoing.mobility@unipv.it



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Thanks for your attention and...

Enjoy your mobility experience!



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