



IUSS

Scuola Universitaria Superiore Pavia



Erasmus+

## ANNEX 1

### GUIDELINES FOR THE APPOINTMENT OF MOBILITY GRANTS FOR TRAINEESHIP ABROAD UNDER THE ERASMUS+/KA1 PROGRAM

#### Requirements for period of mobility

The traineeship period can be carried out while enrolled at the School as students of Undergraduate courses, PhD students, Master's degree students (if the agreement with the administrative headquarters University is activated) or after having obtained the qualification. During the period of mobility it is not possible to obtain the qualification for the course in which one is enrolled at the School or at the associated administrative headquarters body, in the case of a Master's degree course.

Those who intend to carry out the traineeship period after having obtained the qualification must be selected for mobility before the date of obtaining the qualification and the mobility period must end within 12 months from the date of attainment of the qualification (in the case of students of Undergraduate courses, within 12 months of the date of attainment of the degree).

The recipient of the mobility grant

- cannot benefit in the same period from a community contribution foreseen by other programs or actions financed by the European Commission or from a scholarship within the scope of other mobility programs of the School or Colleges;
- must not have already reached the maximum number of the total months of mobility (with or without scholarship) allowed by the Erasmus+ Program (12 months for three-year or two-year Undergraduate courses, PhD courses, first level and second level Master's Degree, 24 months for single cycle)

Please note: the start of the Erasmus Traineeship mobility is subject to the awarding of the grant and the signing of the necessary documents, therefore it is necessary to send the application by observing the deadlines indicated in the Call.

**The candidate may propose to carry out his/her internship in an organization with which he/she have contacted autonomously or through the intermediation of a professor.**

#### General indications in preparation for mobility

The student must ensure that his/her identity card or passport and possibly his/her residence permit are valid for the entire mobility period. If traveling outside the EU and in non-EU countries, a visa is

required for entry: in order to obtain the latter, you must contact the diplomatic mission (Embassy or Consulate) of the destination country in Italy in time.

Non-EU citizens will have to collect the necessary information in advance and obtain the documents that will allow his/her entry and stay in the country of destination: the legislation and regulations that regulate the immigration of non-EU citizens in various countries are different, and linked to the nationality of the mobility participants.

Any procedures and costs for the attainment of an entry visa and/or residence permits in the host country will be dependent on the student as well as his/her responsibility.

Before leaving, it is advisable to consult the Viaggiare Sicuri Portal and read the information published by the Ministry of Foreign Affairs about the country of interest.

The student must autonomously inform himself/herself with regard to healthcare in the host country, contacting the local health authority or diplomatic missions. For European citizens who will carry out the mobility within the Union, basic health insurance coverage is guaranteed by the European Health Insurance Card (E.H.I.C.), which allows access to basic health services in EU countries. Before leaving, non-EU citizens must check with the consular representatives of the country of destination what the requirements for health insurance are. For periods of mobility outside the member countries of the European Community it is advisable to take out private health insurance with any travel agency or with an insurance company. For detailed information about each country, refer to the Ministry of Health website and search for your destination using the Ministry's interactive guide [“Se parto per”](#).

If you are leaving for mobility in a non-EU country, register on the website [“Dove siamo nel mondo”](#), managed by the MAECI Crisis Unit, clearly indicating the requested data: full name, city/country, destination location, updated contact details and period of stay.

During the entire period abroad, mobility participants automatically benefit from accident and civil liability insurance coverage provided by the School.

### **The mobility grant**

The grant does not cover the entire costs of the internship abroad, but it constitutes a contribution to the expenses that the student must bear; it can be cumulated with all financial aid disbursed in Italy (without prejudice to previously declared incompatibilities), as long as non-EU.

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 based on the group to which the destination country belongs:

Monthly grant	Countries of destination
500 €	<p><b>GROUP 1 (HIGH cost of living):</b></p> <p>Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway.</p> <p>Third countries not associated with the Region 14 programme: Faroe Islands, Switzerland, United Kingdom</p>
450 €	<p><b>GROUP 2 (AVERAGE cost of living):</b></p> <p>Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain.</p> <p>Third countries not associated with the Region 13 programme: Andorra, Monaco, San Marino, Vatican City State</p>
400 €	<p><b>GROUP 3 (LOW cost of living):</b></p> <p>Bulgaria, Croatia, Estonia, Lithuania, Latvia, North Macedonia, Poland, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary.</p>
700 €	Third countries not associated with the program of regions 1 to 12.

**The School cannot allocate more than 20% of available funding to activities with third countries not associated with the program (including countries of Regions 13 and 14).**

The grants will be awarded to candidates in order of ranking until available funds are exhausted. The monthly amount due based on the country of destination will be assigned for the number of months indicated in the acceptance letter.

Before departure, when signing the **Grant Agreement (Mobility Agreement)**, the economic contributions will be adjusted to the duration of the period in days, based on the expected start and end dates of the internship indicated by the host institution.

**Any remaining amounts and any funds that may become subsequently available will be assigned to the students in order of ranking.**

In case of period waivers and/or reductions, the resulting grants will be assigned by scrolling through the ranking.

Students who, due to the exhaustion of funds, do not obtain the expected scholarship, will be able to leave anyway, enjoying the Erasmus "status" only. In the event of subsequent availability of funds, the grant may later be assigned to them, even after the mobility period has ended, in compliance with the ranking.

The payment of the grant will be made in two installments: the first installment, of 80%, will be paid within 30 days following the signing of the Grant Agreement and after having sent the confirmation of the start of the internship signed by the tutor from the hosting university to the competent offices of the home university. The balance of 20% will be paid after returning from the mobility, within 45 days of delivery of the documentation indicated in the following paragraph "Mandatory obligations after the conclusion of the mobility period".

### Disability contributions

Students with disabilities (including, for example, those suffering from celiac disease or learning disabilities on Erasmus mobility) will be able to benefit from specific contributions linked to their particular needs (special needs), with funds allocated by the European Commission, in addition to those already provided for mobility.

Further information regarding the methods and deadline for submitting a request will be provided by the Orientation, student services and placement O.U..

### Loss of the right to economic contributions

The student **will lose the right to financial contributions** relating to the Erasmus period if he/she:

- will not be regularly enrolled in the School;
- will not have carried out all the activities foreseen by the learning agreement;
- will not have sent the requested documents within the peremptory deadlines communicated by the Orientation, student services and placement O.U.;
- will not have completed the Final Report (EU Survey).

**If one of the previous events occurs, the beneficiary is required to return the entire amount already received.**

### Mandatory obligations prior to the start of the mobility period

The beneficiary must complete the **Learning Agreement**, which contains information on the host institution, the internship program, the dates of the start and of the end of the mobility, and must be signed by the School, the host organization and the intern. Any substantial change to the program or the dates of the mobility, including any extensions, must be agreed in writing by the parties (IUSS School, student and host organization).

IUSS School will issue the student with the **Grant Agreement (Mobility Agreement)** which will be signed by the student and the School, in which the period and location of the internship, the amount of any scholarship due and the rights and duties of the student in mobility will be stated.

### Mandatory obligations during the mobility period

The student must provide the **Declaration of the start of the internship** issued by the host company (IUSS or host organization form) and, in the event that the student wishes to extend the mobility

period, the "Request for authorization to extend" form, duly completed and containing authorization from the host company, within 30 days of the end of the internship. The extension of the internship is conditional on the approval of the School, can be authorized without assigning the scholarship and involves an amendment to the Grant Agreement.

### **Mandatory obligations following the end of the mobility period**

No later than within 30 days of the end of the mobility, the beneficiary must send the Orientation, student services and placement O.U at [erasmusplus@iusspavia.it](mailto:erasmusplus@iusspavia.it) the following documentation:

- Traineeship Certificate issued by the host company, which reports the date of completion of the internship;
  - Learning agreement with the completion of the After the mobility section, which reports the evaluation of the work carried out in compliance with what had been agreed upon;
- He/She will also need to complete the following online:
- Narrative Report (EU Survey). The invitation to compilation is sent by the European Commission via e-mail.

The deadlines and methods for completing, delivering and/or signing the aforementioned documents will be communicated to the students by the Orientation, student services and placement O.U.

Failure to deliver the documents proving the period spent at the Orientation, student services and placement O.U. within the deadline of 30 September 2024, and/or failure to complete the EU Survey by the required deadline, will result in the loss of the right to financial contributions.