



## ERASMUS KA131 2022 CALL FOR STUDENT MOBILITY TOWARDS THE PROGRAMME COUNTRIES

---

*Deadline for application submission: 12:00 AM (CET) on the thirtieth day after the publication date of the Call for applications on the University official journal. The activities may be carried out in the period between 1 June 2022 and 31 July 2024.*

---

### FOREWORD

Please note that any information set forth in this Call may undergo changes and / or additions following any new provision communicated by the National Erasmus+ Indire Agency.

Any change will be promptly published on the International section of the University website at <https://www.unipi.it/index.php/internazionale>.

It should also be noted that all the activities and related funding set out in this Call are subject to the Erasmus financial agreement signing (Call 2022) between the Erasmus+ Indire National Agency and the University of Pisa.

The publication of this Notice is, therefore, to be considered **under condition**.

### Art. 1 - Erasmus Programme

The EU Erasmus Programme for Education, Training, Youth and Sport allows students to carry out a period of study and traineeship in the Member Countries of the European Union and in other countries participating in the Programme, thus earning CFU / ECTS credits with full recognition of activities carried out abroad.

The eligible countries are:

- EU Member States<sup>1</sup>: Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary;

---

<sup>1</sup>Pursuant to Article 33 (2) of Council Decision (EU) 2021/1764 of 5 October 2021 on the association of the overseas countries and territories with the European Union, including relations between the European Union, of the one part, and Greenland and the Kingdom of Denmark, of the other part (Overseas Association Decision, including Greenland) ([https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2021.355.01.0006.01.FNG&toc=OJ.L.2021.355:TOC](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2021.355.01.0006.01.FNG&toc=OJ.L.2021.355:TOC)) the Union shall ensure that natural persons and organisations in the overseas countries and territories (OCTs) are able to participate in Erasmus+, without prejudice to the rules of the programme and the provisions applicable to the Member State to which those OCTs are connected. This means that natural persons and organisations from overseas countries and territories participate in the programme with the status of "EU Member State or third country associated with the programme", which means the Member State to which they are connected.

The list of OCTs is available at [https://ec.europa.eu/international-partnerships/where-we-work/overseas-countries-and-territories\\_en](https://ec.europa.eu/international-partnerships/where-we-work/overseas-countries-and-territories_en).

- Other participating Non-EU countries: Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey.

Students must carry out mobility in one of the Erasmus Programme countries **other than Italy and the country in which they reside during their studies**.

Once the country is selected, it is the students' **responsibility** to assess any risk to which they may be exposed with regard to health and personal safety, as well as the regular performance of the selected educational activity in the host institution.

It is therefore recommended to check the website of the Ministry of Foreign Affairs and International Cooperation at the following link: <http://www.viaggiaresicuri.mae.aci.it/>.

Students are invited to carefully evaluate the risks associated with Erasmus mobility in the situation of great uncertainty due to the current health emergency and be aware of the safety measures adopted by the destination country and by the University of Pisa.

If the country of destination fails to meet the safety requirements for the sending / stay of mobility students, the University of Pisa may modify, interrupt or cancel the mobility period.

## **Art. 2 – Student mobility**

Student mobility can be carried out in any subject area / academic discipline and must be compatible with the student's degree-related learning objectives and personal development needs.

The mobility, both for study and traineeship, can be performed as follows:

- in-person mobility (namely, physically spending the whole mobility period abroad);
- blended mobility (namely, spending a period in Italy in virtual mode and an in-person period abroad of at least 60 days).

In addition to the two aforementioned mobility options, PhD students can also undertake a short in-person mobility, whose duration ranges from a minimum of 5 days up to a maximum of 30 days.

In accordance with its Erasmus students educational planning, the host University will annually set out how the Programme will be carried out. During the Programme, students are required to comply with the safety regulations provided by the host University.

The list of available institutions and places for the different sectors is published on the website <https://erasmusmobility.unipi.it>

**N.B.** It is not possible to carry out more than one mobility of the same type (study or traineeship) at the same institution within the scope of this Call, including any possible reopening.

## 2.1 Mobility for study

Mobility for study is governed by interinstitutional agreements between the University of Pisa and Higher Education Institutions of the Erasmus+ Programme countries.

All the interinstitutional agreements, aimed at fostering a European dimension in university education, will define the number of students who can be hosted in each institution.

The agreements also define the duration of stay for each selected candidate.

At the time of the Call publication, some agreements, expressly indicated, may still be in the definition phase; therefore, during application submission phase, the availability of the foreign institution to welcome students from the University of Pisa is not guaranteed.

## 2.2 Traineeship Mobility

The Traineeship is a training activity that the student can carry out in the countries participating in the Erasmus Programme and that, preferably, should be an integral part of the student's study programme.

The host organization may be:

- any public or private organisation active in the labour market or in areas such as education, training and youth. For example:
  - a small, medium or large public or private enterprise (including social enterprises);
  - a public body at the local, regional or national level;
  - a social part or other representative of the workplaces, including chambers of commerce, craft associations or professionals and trade unions;
  - a research institute;
  - a foundation;
  - a school/institute/educational center (at any level, from pre-school to upper secondary education, including vocational and adult education);
- a non-profit organisation, association or NGO;
- a body for career guidance, career advice and information services;
- a Higher Education Institution (HEI) of a country participating in the Programme and holding an Erasmus Charter for higher education.

The following types of organisations are not eligible as host organisations for student placements:

- EU institutions and other EU bodies including specialised agencies (full list available at [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en))
- Organisations managing EU programmes, such as National Agencies (to avoid potential conflicts of interest and/or double funding).

Traineeship mobility can also be carried out by **newly graduates** (for any cycle of study), within 12 months of graduation, provided that the student **submits an application while still enrolled in the degree programme**. Candidates may also be selected after the awarding of final qualification.

Students carrying out mobility as newly graduates can request the document to record knowledge and skills acquired abroad (Europass Mobility booklet) as indicated in the International section of the University website

<https://erasmusmobility.unipi.it/erasmus/welcome/>.

It is possible to carry out internships of digital skills developing for students of all disciplines through the direct experience within the host organizations. Internships will be considered **digital skills** internships when the trainee performs one or more of the following activities: digital marketing (eg. social media management, web analytics); graphic, mechanical or digital architectural design; development of applications, software, scripts or websites; installation, maintenance and management of computer systems and networks; IT security; data analysis, extrapolation and visualization; programming and training of robots and artificial intelligence applications. Generic customer assistance, order fulfillment, data entry and office tasks do not fall into this category.

Students can autonomously select the company where to perform the internship, also referring to the opportunities available on the platform <http://erasmusintern.org/>.

### 2.3 Mobility Duration

Activities abroad must be carried out between **1 June 2022 and 31 July 2024**.

The study periods duration should range between 2 and 12 months, including a complementary traineeship period if expressly provided for in the Learning Agreement. The Traineeships must have a duration between 2 and 12 months.

In the event of blended mobility, in-person mobility must be of at least 2 months.

In the event of short mobility for PhD students, in-person mobility must have a mandatory duration ranging from 5 days to 30 days.

For each student, except for those enrolled in single-cycle degree programmes, the participation in mobility shall not exceed 12 months for each study cycle, regardless of the number and types of mobility undertaken. Therefore, students will be allowed to carry out one or more Erasmus periods (for study and / or traineeship) up to a maximum of 12 months per cycle, both in the first cycle (three-year degree / Bachelor's Degree) and in the second cycle (Specialist / Master's Degree, 1<sup>st</sup> level Post Graduate Programmes) and 3rd cycle (PhD, specialization, 2<sup>nd</sup> level Post Graduate Programmes). Students enrolled in single-cycle degree programmes will be able to carry out one or more Erasmus periods (for study and / or traineeship) up to a maximum of 24 months (for a maximum of 12 months for each Call).

As for traineeships, the mobility period abroad may be interrupted if the company closes during the holiday period. However, the grant is maintained. The closing period, duly

certified, is not calculated for the purposes of the traineeship minimum duration but will be calculated as for the maximum period of 12 months for each study cycle for which the same student can receive mobility grants.

The traineeship mobility duration of newly graduates is included for the calculation of the 12 months allowed in the cycle of studies in which the application for the Call is submitted.

For the purpose of calculating the months already spent in the same study cycle, previous mobility experiences carried out within the following programmes must be considered: Lifelong Learning Programme, Erasmus+2, Erasmus Mundus.

Applications for the 2022/23 mobility can be submitted also by students having already benefited from an Erasmus EU contribution for study and / or traineeship, but still having at least 2 months to carry out within the Erasmus programme for the study cycle they intend to apply for.

Previous or current mobility periods must be declared in the Erasmus application form.

### **Art. 3 – Erasmus European Union mobility contribution and supplementary contributions**

The Erasmus EU contribution and the supplementary contributions will only be paid for periods of in-person mobility; therefore, **in case of blended mobility, only the in-person part of mobility will be covered by a contribution.**

#### **3.1 European Union contribution**

The grants funded by the European Community for Erasmus mobility students do not cover all costs but represent a mere contribution to travel and accommodation costs during the mobility period.

The allocation of the EU contributions for Erasmus mobility is **subject to** the approval of the University of Pisa application by the Erasmus Italian National Agency, which will communicate the number and extent of the EU mobility contributions granted after the Call deadline. The selection of candidates will be based on the number of places set out in this Call, but **coverage of the entire Erasmus Community contribution may not be guaranteed.**

The European Commission has set out that the Erasmus community contributions for mobility are modulated in relation to the country of destination, according to the groups in the following table.

The rates of fees for study and traineeship contributions have been defined at the national level as follows:

---

<sup>2</sup>Including mobility carried out within Erasmus+ Consortia, such as Consortium traineeship, ILO Consortium and ILO-2 Consortium, SEND Consortium, etc.

GROUP	COUNTRIES	CONTRIBUTION FOR STUDY	CONTRIBUTION FOR TRAINEESHIP
Group 1: high cost of living	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	€ 350 / month	500 € / month
Group 2: average cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain	€ 300 / month	€ 450 / month
Group 3: low cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	€ 250 / month	€ 400 / month

In case of PhD students' short mobility, the Community contribution for study and traineeship will be:

DURATION	CONTRIBUTION
Up to the 14th day of mobility	70 euro/day
From the 15th to the 30th day of mobility:	50 euro/day

Erasmus contribution will be paid in two instalments.

The procedures related to the payment of the first installment, equal to 70% of the owed amount according to the contract, will be activated within 30 days from the date of online approval of the arrival certificate; the procedures for balance payment, calculated on the basis of the actual mobility dates certified in the final documentation, will be activated within 45 days from the completion of the end of mobility procedures, indicated in the following art. 8.3.

In the event of a reduction in the period abroad, compared to the period indicated in the Institutions-student contract, the total amount of the EU contribution and any supplementary contributions and, consequently, the balance, will be recalculated according to the effective mobility duration. If the first instalment paid exceeds the amount actually owed, repayment of the excess amount will be requested.

**N.B.** It should be noted that the contribution will actually be available on the **bank account (in the name of the beneficiary or joint account holder)** only after the completion of the related accounting controls and the related banking procedures. Compliance with the payment deadline is in any case subject to the procedural times of the University system. Moreover, payment deadline may not be met during the summer holiday closing times or during the University accountability closing at the end of the year.

In order to foster environmentally friendly ways of international mobility, the European Commission has planned to promote **green** transport, i.e. travel with a low CO<sub>2</sub> level

emissions (such as trains, shared cars, buses, ships) through a single contribution of 50 euros and up to 4 days of additional EU contribution to cover travel days. The contribution will be paid in a single instalment at the end of the mobility.

Interested students must keep green travel-related receipts / tickets. The procedure to be followed will be indicated in a specific notice published on the page <https://www.unipi.it/index.php/internazionale> as soon as the Erasmus+ Indire National Agency will provide information.

### 3.2 Supplementary contributions

In order to foster the Erasmus mobility of its students, the University of Pisa provides university funds to partially cover Erasmus grants that are not sufficient for the number of places awarded and to guarantee each student in mobility for study at least € 100 per month for the first three months abroad, in addition to the Erasmus contribution. This contribution will be paid at the end of mobility and after the balance of the Erasmus EU contribution.

The Italian Ministry of University and Research (MUR) provides a support fund for young people, cumulative with the Erasmus community contribution, which will be allocated to students on mobility for study and internship whose credits are needed to obtain the degree awarding and who have submitted to the student / DSU secretariats (according to the procedures and terms set out in the 2020/2021 tuition fee regulation) an ISEE valid for enrollment in the academic year. 2020/2021, within the ranges shown in the following table.

ISEE ranges	Monthly amount (30 days)
ISEE ≤ 13,000	€ 400
13,000 < ISEE ≤ 21,000	€ 350
21,000 < ISEE ≤ 26,000	€ 300
26,000 < ISEE ≤ 30,000	€ 250
30,000 < ISEE ≤ 40,000	€ 200
40,000 < ISEE ≤ 50,000	€ 150
ISEE > 50,000	0

**N.B.** The youth support fund cannot be allocated to: students enrolled “Fuori Corso” from the second year onward; students performing a traineeship as newly graduates; students performing an extra-curricular traineeship.

The grant will be paid in two instalments:

- the first instalment equal to 50% of the amount calculated according to the dates of the contract;
- the balance, calculated according to the actual mobility dates certified in the final documentation. If the first instalment exceeds the actually due payment, the refund of the excess amount will be requested.

The grant allocation will follow the same timing as the EU grants, in fulfilment of the obligations set out in this Call and annexes. The contribution will not be paid for extended periods, even if covered by a scholarship.

Finally, students with special needs related to physical, mental or health conditions can request an additional EU contribution of 250 euros per month to cover the costs related to their special needs.

Candidates who are in one of the conditions mentioned above have to declare it during the application phase. In case they are awarded with a mobility, they will then have to provide a self-declaration, specifying the type of costs related to their pathology for which the additional contribution is needed, and a medical certification attesting their condition.

For participants with special needs, there is also an additional contribution based on the real costs, to cover additional costs related to mobility that cannot be covered only with the additional contribution of € 250.00 per month.

Applicants must complete the application form, which will be published on the Erasmus Mobility Portal as soon as it is made available by the Erasmus+ Indire National Agency. The Agency will evaluate the applications and determine the beneficiaries of this EU contribution, which will be allocated at the end of the mobility period, based the expenses deemed eligible by the Agency itself, among those actually incurred and duly reported by the beneficiaries.

### 3.3 Contribution rules

Except for PhD students and those carrying out a traineeship as newly graduates, students failing to achieve the recognition of **at least 6 CFU / ECTS by the end of the mobility, will not receive** either the balance or the additional contributions and will have to return the first instalment of the additional contributions, if already received.

At the end of the mobility, even students who have not obtained credits, by the end of the mobility, must fulfill the obligations set out in Article 8.3 here below, **under penalty of losing** the entire Erasmus contribution and supplementary contributions.

Furthermore, **neither** the balance **nor** the supplementary contributions **will be paid** and the **reimbursement** of what has already been received will be requested in the event of:

- mobility waiver;
- mobility duration less than the mandatory minimum period for the type of mobility;
- failure to fulfill the obligations at the end of the mobility, set out in art. 8.3;
- University Transfer or degree programme change or after submission of this Call application and until the end of the mobility;
- awarding of the degree programme qualification from the time of the application submission to this Call until the end of the mobility, except for those carrying out a traineeship as a recent graduate.



Students who submit their application to carry out the internship abroad as newly graduates will be able to start the traineeship **only after having obtained the degree programme qualification**, under penalty of grant forfeiture and the refund of the sums received.

The Erasmus contribution is cumulative with the increase of the PhD grant for the period abroad.

In the case of traineeship, if the host company/organisation grants the student an allowance or any form of remuneration, this is compatible with the award of an EU Erasmus grant.

A mobility period is compatible with part-time job and, if the student receives an EU Erasmus grant, it is also compatible with the remuneration that the student receives as long as the activities foreseen in the agreed mobility programme are still carried out.

The Regional Agency for the Right to Higher Education (*Azienda Regionale per il Diritto allo Studio*, DSU), grants additional amounts to participate in international mobility programs for students who are simultaneously under the following conditions:

- DSU grantholders;
- admitted by the University to participate in international, EU or non-EU mobility programmes.

For information <https://www.dsu.toscana.it/>

Students taking part in a higher education mobility project supported by the Erasmus Programme, whether or not they receive the Erasmus EU grant for their participation, are exempt from paying university fees, registration fees, for examinations, to access to the laboratory and library facilities in the host institution. However, they may have to pay some small fees such as insurance, student associations and the use of various materials such as photocopies and laboratory products, as required to the local students. Outgoing students should not be subject to any additional taxes or charges in relation to the organization or administration of their mobility period.

#### **Art. 4 Application submission: procedure and deadlines**

The application form - available using the University credentials - must be filled in and submitted online only at <https://erasmusmobility.unipi.it>.

The institutions must be selected on the online application in order of priority, up to a maximum of three choices per mobility type (study and traineeship). It is not allowed to apply for and carry out more than one mobility of the same type (study or traineeship) at the same institution under this Call.

The following documents must be annexed to the application in digital format, **under penalty of exclusion of the application**:

- Curriculum Vitae
- a valid ID;
- *only for mobility for TRAINEESHIP*: the Traineeship Proposal Form. This form (available at <https://erasmusmobility.unipi.it>) must be duly filled in, signed by a representative of the foreign facility and countersigned by your Area Coordinator for Internationalization - CAI (<https://www.unipi.it/index.php/opportunita-all-estero/item/1807-coordinatori-di-area-per-linternationalizzazione>);
- *only for thesis mobility*: a letter from the thesis supervisor explaining the reasons for the mobility;
- *only for those enrolled in PhD and specialisation programmes*: the study programme and the Director of the Specialization/PhD Coordinator authorization for the mobility.

Some Areas / Departments may request additional documentation to be compulsorily annexed to the online application. It is therefore recommended to contact your CAI for the relevant information.

**N.B.** The exams recorded on the ESSE3 system after the application submission are not taken into account for the final score. When submitting the application, it is the students' responsibility to check if their academic data are properly recorded, by accessing their personal area on the Alice web portal.

Students with special needs can contact their CAI for information on the institutions offering specific services.

If meeting the requirements set out in this Call, students must submit the application form online **within the following mandatory deadline: by h. 12.00 AM (CET) of the thirtieth day after the publication date of the Call on the University Official Journal.**

**Please note:** after this deadline, the applications submitted shall not be further modified or cancelled and incomplete applications will not be accepted.

In order to apply to this Call, it is the students' responsibility to check their number of Erasmus months still available for the study cycle they are applying for. Please note that any Erasmus mobility period carried out in virtual mode from the country of usual residence will not be counted for the purposes of calculating the maximum months of Erasmus mobility per study cycle.

Applying to the 2022 Erasmus Call, students confirm they have the minimum number of months required (2 months).

It is the students' responsibility to refer to their Coordinators for Internationalization -CAI and visit the foreign university website in order to check that no circumstances may prevent them from leaving after the selection (for example: application deadline too short, particular language requirements, incompatibility of the educational activity, etc.).

It is the students' responsibility to check the correct functioning of their University email account ([nome.cognome@studenti.unipi.it](mailto:nome.cognome@studenti.unipi.it)), to be used for any communication relating the mobility.

#### 4.1 Possible reopening of the terms

The reopening of the call will be considered according to any remaining EU funding. The terms of any reopening will be communicated in the International section of the University website at <https://www.unipi.it/index.php/internazionale>.

#### Art.5 – Language proficiency

Partner universities may request specific language requirements provided in the interinstitutional study agreements relating to this Call. In the event of mobility for traineeship, any language requirement must be indicated in the Traineeship Proposal Form.

In any case, it is the student's responsibility to consult the Coordinators for Internationalization- CAI and visit the foreign university website for more information. Failure in meeting language requirements requested by foreign universities may lead to their refusal to accept student's mobility, even if being selected candidates of the Call.

If selected candidates want to carry out the mobility in one of the countries where it is required the knowledge of Bulgarian, Czech, Croatian, Danish, Estonian, Finnish, French, Greek, English, Irish, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovakian, Slovenian, Spanish, Swedish, German, Hungarian, they will be able to attend online language courses (Online Linguistic Support - OLS) at <https://erasmusplusols.eu>, through the assignment of licenses for both entrance tests and online courses by the Erasmus Italy National Agency at the University of Pisa. The OLS system will e-mail the selected candidates to their institutional inbox account the necessary information.

OLS provides for a **first mandatory assessment** of the language proficiency of students taking an **entry-level test** to assess their basic language knowledge, followed by an optional **online language course**, according to the level achieved, to be carried out during the mobility period for study or traineeship.

Students will then have to take a compulsory **final test** at the end of their mobility period.

#### Art. 6 - Participation requirements

Application submission is allowed only if meeting the following requirements by the deadline of the Call for applications:

- be a student enrolled at the University of Pisa;
- be compliant with all due university fees;
- meet the specific participation requirements distinct by Area / Department provided in Annex 1 of the Call, being an integral part hereof.

It should also be noted that students who are **enrolled in the 1st year of the Bachelor's Degree** programme during the academic year 2021/22 will be able to leave for **study mobility** only after actual enrollment in the 2nd year of degree programme.

### **Art. 7 - Selection of candidates and rankings publication**

Applications will be assessed by the relevant CAI that will verify the adequacy of the attached documentation. The CAI will then assign each student the relevant score, based on the selection criteria provided in Annex 2 of this Call, being an integral part hereof. The CAI will then draft two separate ranking lists for study and for traineeship. At the end of the selection procedures, each CAI publishes the Area merit-based rankings on the University Official Journal at <https://alboufficiale.unipi.it>.

Students can be summoned by the relevant CAI to join in meetings, even in remote mode, for the place assignment.

Selected candidates for mobility are reminded that it is up to the host universities to take the final decision about the admission to the foreign institution (see art. 4 of the Call). Although the University of Pisa nominates the selected candidates, it is the student's responsibility to inquire about the administrative requirements and the related deadlines set by the partner universities, under penalty of non- acceptance.

Students selected for Erasmus mobility must also inquire beforehand about any **procedure for entering and temporarily staying** in the country of destination, as well as about any risk to which they could be exposed as for personal safety and sanitary view, as provided in the previous art. 1. This information is available at foreign universities, at the Italian diplomatic representatives in the country of destination and at the Ministry of Foreign Affairs and International Cooperation.

Furthermore, non-EU students are recommended to check the validity status of their residence permit.

### **Art.8- Obligations of selected students**

Selected candidates will receive an email notifying the nomination **only to their institutional email address**. If selected candidates in the Area ranking do not receive the official appointment email, they have to contact their CAI to double check their situation, otherwise they will lose the right to go abroad.

**Within 15 days** from notification, selected candidates must confirm the place acceptance or waiver accessing <https://erasmusmobility.unipi.it> with their University credentials. **Failure to comply with the deadline will be considered as a waiver.**

It is the selected candidates' responsibility to correctly perform all the procedures and respect the deadlines set out in this Call, under penalty of losing the status of Erasmus student and the right to benefit from the related contributions.

The selected candidates (with the exception of those leaving for traineeship as recent graduates) must **maintain the University of Pisa student status** for the duration of the mobility, providing for the enrollment renewal at the University of Pisa for the academic year 2022 / 2023 and, in any case, until the completion of mobility in accordance with the procedures and deadlines set by the University and the payment of all university tuition fees.

## 8.1 Requirements before mobility

All students who have accepted the assigned mobility must complete the ***Learning Agreement (LA)*** which defines the activity to be carried out abroad and guarantees the recognition of credits obtained abroad, by contacting their CAI for instructions on the compilation of the ***LA – Before the Mobility*** section and for sending documents to the foreign institution.

The *LA Before the Mobility* must be:

- filled online by the student on their personal page at <https://erasmusmobility.unipi.it>;
- signed by the student and approved and signed by the CAI and the foreign institution;
- uploaded, complete with the three signatures, together with the declarations for mobility in presence during the Covid period (available on the page <https://www.unipi.it/index.php/news/item/17591-coronavirus> ), in the relative upload section of the personal page of the Portal, for online approval by the CAI. Please periodically check the provisions and documents published on the aforementioned web page that could undergo changes according to the evolution of the pandemic situation.

The online approval of the Before the Mobility allows the filling in of of the Erasmus contract.

To complete the **contract**, students must access their personal page <https://erasmusmobility.unipi.it>, proceed with the online filling in, download it, digitally sign it with an advanced electronic signature or certified digital signature<sup>3</sup> (obtained independently by the student, by means of an electronic identity card – CIE, or by contacting qualified trust providers), and upload it on the dedicated upload point of their personal page.

It is the students' responsibility to upload the signed contract on their personal page **at least 10 days before** the starting date of the mobility set out in the contract itself.

Please note that, if the uploaded documentation does not comply with the requirements, the contract will NOT be countersigned.

It should be noted that only with the countersignature by the University the Erasmus student status is assigned, along with the benefit of the related insurance coverage abroad.

---

<sup>3</sup>Advanced electronic or digital certified signatures must meet the standards required by European legislation and recognised as valid by the appropriate verification tools.

It should be noted that, for the mobility activation or VISA obtaining, students may be required to provide additional insurance coverage, whose features are established by the host subject or country. It will therefore be the sole responsibility of the interested party to independently meet such request.

## 8.2 Requirements during mobility

After arriving at the foreign institution, students must download the **certificate of arrival** form from their personal page of the portal <https://erasmusmobility.unipi.it>, which must be filled in and signed by the host institution on a date not prior to the mobility start date specified in the contract, and uploaded on their personal page of the portal.

If students need to make exceptional changes to the study/internship plan, they will have to fill in the ***During the mobility*** section of the LA online on the web portal, print it, sign it, have it approved and signed by the CAI and the host foreign structure and upload it, thus perfected, on their personal page of the web portal. The CAI responsible for the Area will check the uploaded document and approve it online.

Extensions of the mobility period are allowed only for proven educational/training reasons and in any case keeping in mind that the overall duration of the stay at the partner site must be **ongoing and without interruptions**.

**In exceptional cases and only once**, the student may extend the mobility period, provided that the entire stay, including the extension, does not exceed the maximum number of months allowed per study cycle (Article 2.3 of the Call). The extension must be linked to the initial period and cannot end beyond 31 July 2024.

The extension request must be submitted online on the personal page of the portal, through the *During the Mobility procedure*, within one month from the mobility end date indicated in the contract, subject to verification of acceptance by the host institution and by the CAI, to allow the student to carry out the subsequent procedure **of the amendment to the contract no later than** the mobility end date indicated in the contract itself.

Any contribution due for the extension period will be paid at the same time as the balance, subject to verification of the actual fund availability.

## 8.3 Requirements at the end of the mobility

At the end of the mobility, the students will have to access their personal page of the web portal (<https://erasmusmobility.unipi.it>) to fill in online and print the ***After the Mobility*** section of the LA. They will have then to contact the host foreign structure to complete the filling in and to sign the relevant part. Students must then contact their CAI to complete and sign the relevant part of the *After the Mobility* section. Students must upload the completed *After the Mobility* within 45 days from the effective date of the mobility end indicated in the document itself (and in any case no later than 30 June 2024, except for mobilities ending in June/July 2024 for which the deadline is 20 August 2024). Failure to upload this document by the due date, or the upload of the unfinished document, will lead to the cancellation of the Erasmus status and the complete return of

any already received contribution. The CAI responsible for the Area will check the uploaded document and approve it online.

At the end of the mobility period, students will be emailed to their institutional email address from the EU *Beneficiary Module* web portal for the mandatory filling in of the **final online report**. After completing the final report, students will have to download it from the EU portal and upload it on their personal page of the Erasmus portal.

### **Art.9 - Incompatibility with Erasmus+ mobility**

Erasmus students will **not** be able to:

1. obtain the final degree at the University of Pisa from the time of application submission to this Call until the end of the mobility period (except for those carrying out mobilities as newly graduates);
2. take exams at the University of Pisa during their mobility;
3. submit an application for University transfer or degree programme change after having submitted the application to this Call until the end of the mobility;
4. carry out other mobilities abroad during the Erasmus mobility period;
5. carry out any activity that requires the presence at the University of Pisa during the Erasmus mobility period;
6. interrupt the mobility, except for force majeure events previously communicated to the International Mobility Unit ([erasmus.outgoing@unipi.it](mailto:erasmus.outgoing@unipi.it)) and authorized by the Erasmus+ Indire National Agency, with the exception of what is indicated for traineeship in art. 2.3.

### **10. Personal Data processing**

Pursuant to EU Regulation no. 679/2016, personal data and data requiring specific treatment, compulsorily provided, will be mainly automatically processed by the University of Pisa for the sole purposes of this call. Furthermore, the aforementioned data may be disclosed to third parties for the purpose of managing the call activities.

Candidates can exercise the rights referred to in sections 2, 3 and 4 of Chapter III of EU Regulation no. 679/2016 (e.g. rights of information and access, of rectification and cancellation, of limitation and opposition to processing, of portability of personal data).

### **Art. 11 - Responsible for the Procedure**

According to Law no. 241 of 7 August 1990, art. 5 the person in charge of the procedure referred to in this Call is the Head of the International Mobility Unit (Unità Mobilità Internazionale) - International Relations Office (Ufficio Relazioni Internazionali), University of Pisa, Lungarno Pacinotti 44, 56126 Pisa.