



**KA131 2025 ERASMUS CALL FOR STUDENT MOBILITY
TO COUNTRIES PARTICIPATING IN THE PROGRAMME**

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KA131 2025 ERASMUS CALL FOR STUDENT MOBILITY TO COUNTRIES PARTICIPATING IN THE PROGRAMME

Deadline for submitting applications: 12 noon on the 30th day following the date of publication of the call on the University's official bulletin. Activities may be carried out between 1 July 2025 and 30 September 2026.


PREAMBLE

Please note that the information provided in this call may be subsequently modified and/or supplemented following the communication of new provisions by the Erasmus+ National Agency INDIRE.

Any changes will be communicated only by publication on the International homepage of the University website, Announcements section, at the link <https://www.unipi.it/index.php/internazionale>.

Please also note that all the activities and the related funding provided for in this call are subject to the signature of the Erasmus Financial Agreement (2025 *Call*) between the Erasmus+ National Agency INDIRE and the University of Pisa (UNIPi).

The publication of this call is, therefore, **conditional**.

 **In the event that the Community budget is not sufficient to cover all the assigned mobilities, the period indicated in the Erasmus contract may not be fully covered by the Community Grant or zero grant contracts may be concluded.**

Art. 1 - EU Erasmus Programme

The European Union (EU) Erasmus Programme for education, Training, Youth and Sport allows students to carry out a period of study and traineeship in EU member states and other countries participating in the Programme, earning credits (CFUs) with the guarantee of obtaining recognition of the activities successfully completed abroad, if agreed upon in the *Learning agreement*.

It is possible to carry out mobility in the following countries:

- EU member states¹: Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden;
- non-EU countries associated with the Programme: Iceland, Liechtenstein, Norway, North Macedonia, Serbia, Turkey.

Students must carry out their mobility in-person in a country participating in the Erasmus Programme **other than Italy and the country where they reside during their studies**.

It is **the responsibility** of each student, once they have chosen a seat, to check any potential risk to which they can be exposed from a health and personal safety perspective. We recommend consulting the website of the Ministry of Foreign Affairs and International Cooperation at the following link: <https://www.viaggiasesicuri.it>

Art. 2 - Student mobility


The mobility of students enrolled in a UNIPi course of study (**excluding** students enrolled in transition courses and PhD courses, who cannot apply for this call for applications) can take place in any disciplinary field and study cycle and must be compatible with the learning objectives of the course of study and the student's personal development needs.

If students are **simultaneously enrolled in two courses** offered by UNIPi, they can only apply for the call for one of the two active careers. During the application phase, students will be asked to choose one of the two careers to apply for.

The mobility experience, whether for study or traineeship, can take place in the following ways:

- **in-person mobility**: the entire mobility period must be carried out physically abroad;
- **mixed mobility (blended)**: the mobility period must include a virtual part to be completed in Italy and an in-person part to be carried out abroad.

The list of seats and places available for the different disciplinary areas is published at <https://erasmusmobility.unipi.it>

 It is not possible to carry out more than one mobility period under this call.

¹ 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 on the one hand, and Greenland and the Kingdom of Denmark on the other, (Overseas Association Decision, including Greenland) (https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2021.355.01.0006.01.ENG&toc=OJ.L:2021:355:TOC) the Union shall ensure that individuals and organisations from the Overseas Countries and Territories (OCTs) may take part in Erasmus+, subject to the rules of the programme and the provisions applicable to the Member State to which the OCTs are connected. This means that individuals and organisations from the Overseas Countries and Territories participate in the programme with the status of 'EU Member State or third country associated with the programme', by which is meant 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.

2.1 Study mobility

Study mobility is regulated on the basis of inter-institutional agreements between UNIPI and higher education institutions in countries associated with the Erasmus Programme.

Within the framework of the *Circle U* alliance (<https://www.unipi.it/index.php/internazionalizzazione/itemlist/category/2057-circle-u-european-university-alliance>) the mobility offer between the European partner sites of the project was enhanced through the conclusion of new inter-institutional agreements and the increase in the number of places in existing agreements.

All inter-institutional agreements aimed at developing a European dimension in university education define the number of students, the study cycle, any language requirements, and the duration of the mobility period (long-term or short-term mobility) to be carried out at each seat.

Some study agreements related to this call are still being defined, as the agreement with the seat has not yet been officially concluded; therefore, the related places and all the data provided must be considered **provisional**.

Applicants need to be aware that some conditions may change and that not all selected students may be able to participate in the exchange. Participation may also be subject to the current terms outlined in agreements considered provisional.

2.2 Traineeship mobility

The traineeship is a training activity that students can carry out in the countries participating in the Erasmus Programme and it should be an integral part of their study programme.

The host organisation can be:

- any public or private organisation operating in the labour market or in the fields of education, training, youth, research, and innovation. For example:
 - a public or private enterprise, small, medium or large in size (including social enterprises);
 - a public entity at local, regional or national level;
 - an Embassy or Consular Office of an EU member state;
 - a social partner or other representative of the world of work, including chambers of commerce, craft guilds or professional associations and trade unions;
 - a research institute;
 - a foundation;
 - a school/institute/educational centre (at any level, from pre-school to upper secondary education, including vocational training and adult education);
- a non-profit organisation, an association or an NGO;
- an organisation for career guidance, career counselling and information services;
- a Higher Education Institute (IIS) from a Programme Country holding an Erasmus Higher Education Charter (ECHE).

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

- EU institutions and other EU bodies including specialised agencies (the full list is available at http://europa.eu/european-union/about-eu/institutions-bodies_en);
- organisations in charge of EU programmes, such as national agencies (to avoid potential conflicts of interest and/or double funding).

Traineeship mobility can also be carried out by **recent graduates** (i.e. those who have obtained their final degree title in any study cycle), within 12 months of graduation, provided that the student **applies and is selected while still enrolled in the final year of their course of study**.

Students undertaking mobility as recent graduates may request the document for recording knowledge and skills acquired abroad (*Europass Mobility* document) as indicated on the Erasmus Mobility (EM) portal.

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

Students from all disciplines can undertake traineeships that enable them to improve their digital skills through experience with host institutions. Traineeships will be classified as **Digital Skills** Traineeships when the trainee engages in one or more of the following activities: digital marketing (e.g., social media management, web analytics); digital graphic, mechanical or architectural design; development of mobile applications, software, scripts or websites; installation, maintenance and management of computer systems and networks; computer security; data analysis, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer assistance, order fulfilment, data entry and office tasks are not included in this category.

Students can independently identify the company in which they wish to carry out their traineeship, also using the offers available on the <http://erasmusintern.org/platform>.

2.3 Mobility duration

Activities abroad must be carried out in the period between **1 July 2025 and 30 September 2026**.

There are two types of mobility for both study and traineeships:

- **Long-term mobility:** it must have a minimum duration of 2 months (60 days) and a maximum duration of 12 months (360 days) to be physically carried out at the host seat. In-person mobility periods of less than 60 days are not permitted. This period may include a study period combined with a short traineeship (lasting less than 2 months) and can be organised in different ways depending on the context: one activity after the other or both activities simultaneously. The combination complies with the funding regulations and the minimum duration of study mobility. The student, the sending organisation and the host organisations must sign a Learning Agreement. Where possible, the traineeship should be an integral part of the student's study programme.

- **Short-term mobility:** it must have a minimum duration of 5 days and a maximum duration of 30 days to be physically carried out at the host seat. For all students, mobility must always be combined with a compulsory virtual period. The virtual activity period, which can be carried out **before, during, or after** the period of in-person activity, must not be too far in time from the period of in-person activity, in order to ensure that the activities have a certain continuity, and must not exceed the end date of mobility period indicated in this call. The Area Coordinator for Internationalisation (CAI) will assess the feasibility of the period carried out in virtual mode in relation to the student's training programme.

In the case of blended mobility, the in-person period must be the minimum duration requirements for long-term or short-term mobility, as indicated above.

N.B. Mobility within the framework of a Blended Intensive Programme (**BIP**) must be expressly indicated in the inter-institutional study agreement, and the mobility periods carried out in-person and virtually must coincide with those indicated by the organising institute of the BIP itself.

Every student, except for those enrolled in Single-cycle Degree Courses, can undertake mobility periods for a maximum of 12 months for each study cycle, regardless of the number and types of mobility undertaken. Every student can therefore carry out one or more Erasmus periods (for study and/or traineeship), up to a maximum of 12 months per cycle, either in Cycle I (Bachelor's Degree), in Cycle II (Master's Degree, First-level Post-graduate Degree) or in Cycle III (Specialisation, Second-level Post-graduate Degree), but **only one mobility period under this call**.

Students enrolled in Single-cycle Degree Courses can undertake one or more Erasmus periods (for study and/or traineeship) up to a maximum of 24 months, but in any case for a maximum of 12 months per call and, in any case, **only one mobility period under this call**.

The duration of the traineeship mobility of recent graduates is included in the calculation of the 12 months allowed (24 for Single-cycle Degrees) within the study cycle in which the application is made.

For traineeships, holiday periods provided by the company/organisation are not considered break periods. During such holiday periods, contributions are maintained. Holiday periods are included in the calculation of the minimum duration of the traineeship period.

To calculate the months already completed in the same study cycle, previous mobility periods under the following programmes must be taken into account: *Lifelong Learning Programme*, Erasmus+², Erasmus Mundus.

Therefore, students who have previously benefited from an Erasmus Community Grant for study and/or traineeship but still have a number of days available that is at least equal to the minimum duration for long-term or short-term mobility in the study cycle for which they intend to apply can also submit an application for this call.


It is **the student's responsibility** to declare any previous or current mobility periods in the Erasmus application.

Art. 3 - Erasmus Community Mobility Grant and Supplementary Contributions

The Erasmus Community Grant and the supplementary contributions will be paid **only** for periods of in-person mobility, without prejudice to what is indicated in art. 3.1 and art. 3.2 below; therefore, in the case of blended mobility, the period of mobility carried out in virtual mode **will NOT** be covered by the grant.

3.1 Community Grant

EU Community funding for Erasmus mobility students is not a scholarship covering all expenses, but rather a financial aid towards costs incurred during the mobility period.

 The disbursement of Community Grants for Erasmus mobility is to be considered **conditional** upon the approval of UNIPi's application (2025 Call) by the Erasmus+ National Agency INDIRE, which will communicate the amount of the EU Community Grants for mobility allocated at a date subsequent to the deadline of the call. Applicants will be selected based on the number of places indicated in the call, but the coverage of the Erasmus Community Grant may **NOT** be guaranteed, as stated in the preamble to the call.

Therefore, if the Community Grant **is not sufficient** to cover all the allocated mobility periods, zero grant contracts may be concluded.

For long-term mobility, the European Commission (EC) has stipulated that Erasmus Community Grants are modulated according to the country of destination, and the Erasmus+ National Agency "INDIRE" has set the monthly amounts of the study and traineeship grants at national level, as shown in the table below:

GROUP	COUNTRIES	STUDY GRANT	TRAINEESHIP GRANT
Group 1: high cost of living	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	EUR 400 / month	EUR 550 / month
Group 2: average cost of living	Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain	EUR 350 / month	EUR 500 / month
Group 3: low cost of living	Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	EUR 350 / month	EUR 500 / month

² Including mobility carried out in the framework of Erasmus+ Consortia, e.g. Consortium Traineeship, Consortium ILO and Consortium ILO-2, Consortium SEND, etc.

Please note that the amounts indicated in the above table may be subsequently modified following communication from the Erasmus+ National Agency INDIRE.

Any changes will be communicated only by publication on the International homepage of the University website, Calls section, at the link <https://www.unipi.it/index.php/internazionale>.

For short-term mobility, the amounts of the study and traineeship grants set by the EC are:

DURATION	GRANT
Until the 14th day of mobility	EUR 79/day
From the 15th to the 30th day of mobility:	EUR 56/day

All Erasmus Community Grants will be provided in two instalments.

The procedures for the payment of the first instalment, amounting to 70% of the sum due based on the mobility period indicated in the contract, will be activated **within 30 days from the date of online approval of the certificate of arrival**.

The procedures for the payment of the balance, calculated based on the actual dates of mobility certified in the final documentation, will be activated **within 45 days from the completion of the end of mobility procedures**, specified in Article 8.3 below.

At the beginning of the mobility period, the Community Grant due and any additional contributions will be calculated based on the mobility period indicated in the Erasmus contract. At the end of the mobility period, the financial aid, and consequently the balance due, will be recalculated based on the actual mobility period completed, provided that it falls within the period indicated in the contract. Any days exceeding the start and end dates of mobility indicated in the contract will not be covered by the grant.

If the first instalment already issued exceeds the amount actually due, the excess amount will be requested to be refunded.

It should be noted that the mobility period is calculated in days using the commercial year of 360 days and that, therefore, each month, regardless of its duration, will be considered as 30 days.

Students **with fewer opportunities**, i.e. students with special needs related to physical, mental or health conditions and/or students who have submitted to the student office/DSU (in accordance with the procedures and deadlines indicated in the 2024/2025 student contribution regulations) a valid university ISEE or equivalent ISEE ((Equivalent Economic Situation Indicator) for enrolment in the academic year 2024/2025 of a maximum value of up to EUR 26,306.25 (a limit that may change following subsequent ministerial provisions) can receive an **additional top-up** to the Community Grant (according to the terms of art. 7) equal to:

- for long-term mobility EUR 250.00 per month;
- for short-term mobility EUR 100.00 for a period of in-person mobility activities from 5 to 14 days, EUR 150.00 for a period of in-person mobility activities from 15 to 30 days.

For the disbursement of grants awarded on the basis of the ISEE, students will not have to make any specific request, as the ISEE values will be acquired ex officio through the student offices/DSU.

FURTHER DETAILS: In order to receive the grants awarded on the basis of ISEE, students enrolled following a transfer from another university and for those enrolled in a Master's Degree Course who have obtained a Bachelor's Degree from another university, in possession of a valid ISEE for the benefits provided under the right to university study (ISEEU Universitario), must **indicate its value** in the corresponding field of the online application and upload their ISEE document in the corresponding upload point, **by the date of submission of the application to this call**.

Students with special needs relating to physical, mental or health conditions must contact the office and provide the necessary documentation to request any applicable increase (top-up), following the procedures and deadlines indicated in Article 8 below.

N.B. Students with fewer opportunities, due to both special needs related to physical, mental or health conditions and economic circumstances simultaneously, can still receive **a single** top-up for their mobility.

Finally, there is a CALL reserved for participants with special needs related to physical, mental or health conditions and disabilities, for the allocation of **a supplementary contribution to the Community Grant** to reimburse expenses incurred to cover additional costs related to mobility that cannot be covered by the additional Community Grant alone.

The CALL will be published on the International homepage of the University website, in the Calls section, as soon as it is made available by the Erasmus+ National Agency INDIRE. Interested parties must fill in the appropriate application form, which will be evaluated by the National Agency for the subsequent selection of grant beneficiaries. The grant will be provided at the end of the mobility period, based on the expenses deemed eligible by the Agency, from those actually incurred and duly accounted for by the beneficiaries.

The **contribution for additional travel costs to the Community Grant** will be assigned, according to the terms of Article 7 of this call, to mobility students based on the amounts indicated in the table, differentiated by **travel distances** (from their place of origin to the place of the activity seat and back) and the type of journey, whether **eco-friendly (green)** travel, i.e. by means of transport with a low level of CO2 emissions (such as train, carpool, bus, bicycle) or **non-eco-friendly** (by means such as plane, car, motorbike, ship):

Travel distances	Eco-friendly journey	Non-eco-friendly journey
10 – 99 km	EUR 56	EUR 28
100 – 499 km	EUR 285	EUR 211
500 – 1 999 km	EUR 417	EUR 309
2 000 – 2 999 km	EUR 535	EUR 395

3 000 – 3 999 km	EUR 785	EUR 580
4 000 – 7 999 km	EUR 1 188	EUR 1 188
8 000 km or more	EUR 1 735	EUR 1 735

Additional individual support may also be granted for the **travel days immediately preceding and following the mobility period**, for a maximum of **two days** for students making a **non-eco-friendly** journey, and a maximum of **six days** for an **eco-friendly journey**, in accordance with the terms of the grant allocation set out in Article 7 of this call.

It is specified that travel days do not count towards the minimum duration of the mobility period. Students must keep receipts/tickets of the journeys made.

N.B. Please note that the grant will not actually be available in the **bank account (in the name of the beneficiary or in a joint account)** until the accounting checks and related banking procedures have been completed. Compliance with the payment deadline is still subject to the technical processing times of the University's accounting system. Furthermore, deadlines may not be met during summer closure periods and in conjunction with year-end accounting closure.

3.2 Supplementary Ministerial Grants and University Co-funding

The MUR (Ministry of Universities and Research) provides the Youth Support Fund which is paid to students on mobility for study and training purposes, whose credits are aimed at obtaining a degree and who have presented to the Student offices/DSU (according to the procedures and deadlines indicated in the 2024/2025 Tuition Fees Regulations) a university ISEE or equivalent ISEE valid for enrolment in the academic year 2024/2025, who fall within the income brackets indicated in the following table (see FURTHER DETAILS in Art. 3.1).

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

Students enrolled from the second year behind schedule (included) onwards, those undertaking a traineeship as recent graduates and extra-curricular trainees are **NOT** eligible for the Youth Support Fund.

The enrolment for the year behind schedule will be verified upon presentation of the certificate of arrival, as indicated in Article 8.2.

This grant will be provided in two instalments:

- a first instalment of 50% of the amount calculated based on the mobility dates indicated in the contract;
- the balance, calculated based on the actual mobility dates certified in the final documentation.

If the first instalment already issued exceeds the amount actually due, the excess amount will be requested to be refunded.

Disbursement of this grant will follow the same timing as for Community Grants, in compliance with the obligations set out in this call.



The disbursement of the Youth Support Fund is still subject to the amount of the grant actually assigned by the Ministry, which will be communicated after the publication of the call.

Therefore, should the budget not be sufficient to cover all the allocated mobility, the payment of the grant amount due may not be guaranteed in full or in part.

The University of Pisa provides **co-funding** to allow a greater number of selected students to carry out mobility (see Art. 3.1 above and Art. 7 below).

3.3 Grant Rules: Allocation/Loss of Contributions

With the exception of those undertaking a traineeship as recent graduates, students who do not obtain recognition of **at least 9 CFUs in the case of long-term mobility, whether for study or for traineeship, will not receive** the balance or the supplementary contributions and will have to return the first instalment of the supplementary contributions, if already received.

In the case of **short-term blended mobility for study**, as required by EU regulation, students must obtain at least **3 CFUs**, otherwise their Erasmus status **will be cancelled** and they **will have to return** all contributions already received.


N.B. Even those who have not obtained any credits must still fulfil the obligations set out in Article 8.3 below at the end of their mobility period, **otherwise they might lose** the entire Erasmus Grant and supplementary contributions.

Furthermore, the status of Erasmus student **will be considered null**, the balance or the supplementary contributions **will not be paid** and the **refund** of any amounts already received will be requested, in the event of:

- withdrawal from the mobility period;
- duration of mobility shorter than the required minimum period carried out in-person by type of mobility;
- failure to fulfil the obligations at the end of the mobility, as set out in Art. 8.3;
- withdrawal from studies, transfer or internal course transfer from the moment the application to the call is submitted until the end of the mobility;
- graduation from the date of submission of the application to the call until the end of the mobility, except for those undertaking a traineeship as recent graduates.

Students applying for the call to undertake the traineeship abroad as recent graduates may only begin the traineeship **after obtaining their degree**, otherwise they will lose the benefit and will need to return any amounts already received.

The Erasmus Community Grant is **NOT** compatible with other EU-funded grants for the same period.

 It is the student's **responsibility** receiving other funding during Erasmus mobility to check for any incompatibilities with other calls in which they have participated in or intend to participate in.


In the event of an incompatibility of funds, students can still undertake Erasmus mobility by concluding a Community zero grant contract.

The Azienda Regionale per il Diritto allo Studio (DSU) grants scholarship successful applicants a supplement to their scholarship for participation in the Erasmus programme. For information, please contact the DSU (<https://www.dsu.toscana.it/>).

Students participating in the Erasmus Programme mobility are exempt from paying university tuition and registration fees, as well as fees for exams and access to laboratory and library facilities at the host institution. However, they may have to pay some small fees concerning e.g. insurance, student associations, and the use of various materials such as photocopies and laboratory products, on the same basis as those paid by local students. Mobility students must not be subject to any additional fees or charges related to the organisation or administration of their mobility period.

Art. 4 - Procedures and deadlines for application submission

The application form must be completed and submitted exclusively **online** on the Erasmus Mobility portal (<https://erasmusmobility.unipi.it>) by logging in with the University credentials.

 Under this call, you can **ONLY** apply for study or traineeship mobility.

In the online application, you can indicate up to a maximum of three seats for the chosen type of mobility (study or traineeship), in order of priority. **However, students can ONLY be appointed for one seat.**

Students with special needs relating to physical, mental or health conditions can contact their CAI for information on seats offering dedicated services, and they must indicate their condition in the application, otherwise they will not be eligible to receive the possible top-up.

The following documents must be attached to the application in digital format, **otherwise the application will be rejected**:

- a valid identity document;
- only for **TRAINEESHIP** mobility: the *Traineeship Proposal Form*. This form (available at <https://erasmusmobility.unipi.it>) must be fully completed, signed by a representative of the foreign institution and countersigned by its CAI (<https://www.unipi.it/index.php/opportunita-all-estero/item/1807-coordinatori-di-area-per-linternazionalizzazione>);
- only for **thesis** mobility: a letter from the thesis supervisor specifying the reasons for mobility;
- only for those enrolled in **specialty schools**: the study programme and a declaration of the Head of the specialty school authorising the mobility.

N.B. Some Areas/Departments may request additional documents to be attached to the online application. It is therefore recommended to contact your CAI for information.

Please note that the exams recorded on ESSE3 after the deadline of the call will not be taken into account for the score calculation. It is the student's responsibility to check that the data related to their academic career is correctly recorded when submitting the application for the call by accessing their reserved area on the Alice portal.

Students interested in carrying out a **short-term mobility** should:

- for study mobility, make sure that this opportunity is included in the bilateral agreement established with the foreign seat;
- for traineeship mobility, agree on this method with the foreign seat and explicitly indicate it in the *Traineeship Proposal Form*.

All students meeting the requirements specified in this call must submit their online application **by the strict deadline of 12 noon on the thirtieth day following the date of publication of the call on the University's official bulletin.**

N.B. The **deadline for submitting applications is unique**. A reopening of the application deadline is not planned.

N.B. Please note that, after this deadline, it will not be possible to modify or cancel the submitted application and that incomplete applications will not be accepted.

It is the student's responsibility to check the number of remaining Erasmus months available for the study cycle in which they are applying. Please note that any Erasmus mobility periods carried out in virtual mode will not be counted towards the calculation the maximum Erasmus mobility months per study cycle.

By applying for 2025 Erasmus Call, the student confirms having at least a minimum mobility period available to carry out long-term or short-term mobility, as indicated in Article 2.3.

It is the student's **responsibility** to consult their CAI and visit the website of the foreign university of interest to ensure that there are no conditions that may prevent departure after being selected (e.g.: application deadline, limitations of the academic offer, etc.). If the foreign university's deadlines precede the conclusion of the appointment procedure, departure in the first semester of the academic year 2025/2026 is not guaranteed. In this case, the student will need to consider the option of starting in the second semester, regardless of the number of months specified in the agreement.

It is the student's **responsibility** to verify the correct functioning of their institutional email (nome.cognome@studenti.unipi.it), which will be the only one used for email communications related to the mobility of this call.

Art. 5 - Language Preparation

Partner universities can ask for specific language requirements expressly indicated in the inter-institutional study agreements related to this call. In the case of traineeship *mobility*, any language requirements must be indicated in the *Traineeship Proposal Form*.

In any case, it is the student's responsibility to consult his or her CAI and to visit the *website* of the foreign university of interest for further information, considering that, in the absence of the language requirements, foreign universities may refuse to accept mobility students, even if they have won the call.

The European Commission offers a language learning service: the [Online Language Support](#) (OLS), available on the [EU Academy](#) platform, an online learning hub that covers various topics offers and multiple services, including language learning programmes, use of new technologies and sharing spaces.

Students and recent graduates selected for an Erasmus mobility under this call who undertake a **mobility lasting more than 14 days, are strongly encouraged to take the LANGUAGE PLACEMENT TEST in the language related to their mobility**.

Using the OLS platform allows you to improve your language skills, to get the most out of your Erasmus mobility period with easily accessible language support.

Furthermore, through the OLS, students and recent graduates will be able to choose one or more languages, **without restrictions on the number of courses they intend to take**, and will be able to **test their level of language knowledge** during and after their mobility.

The procedure is as follows:

- ◆ create an account on the EU Academy platform and log in;
- ◆ choose the language community of the chosen OLS language;
- ◆ choose the placement test to start;
- ◆ complete the placement test;
- ◆ after the placement test, a set of linguistic materials suitable for the level achieved will be available on the dashboard (<https://academy.europa.eu/my>)

For more information: [OLS assistance](#); [Help centre](#).

Art. 6 - Participation Requirements

Applications can be submitted online by those who, at the time of submission of the application, meet the following requirements:

- being a student enrolled at the University of Pisa (**excluding** those enrolled in transition courses and PhD students);
- being up to date with the payment of all university fees, including any possible late fees;
- Meeting the specific participation requirements unique to the Area/Department indicated in Annex 1 of the call, which is an integral part of it.

Art. 7 - Selection of applicants, publication of rankings and grant awarding procedures

Applications are examined by the relevant CAI, which will assign each student the corresponding score after verifying the adequacy of the attached documentation, based on the selection criteria indicated in Annex 2 of the call, which is an integral part of it.

CAIs can organise meetings with students to assign seats, which can also be held remotely.

After the selection process, the CAI prepares the merit rankings for study and traineeship and publishes them on the University's official bulletin <https://alboufficiale.unipi.it> **within two months** of the expiry date of this call.

After the CAI has appointed the successful applicants on the Erasmus Mobility portal and after the University has received the allocation of the Community Grant, the latter and the University co-funding will be divided among the Areas/Departments in a directly proportional way to the number of months of mobility requested by the students of each Department/Area; the grant will be allocated to the students according to the order of the individual rankings (for study and for traineeship), until it is exhausted.

N.B. Students who are not beneficiaries of the grant will still be able to undertake **zero grant** mobility, subject to the potential benefit of the Youth Support Fund, referred to in Article 3.1.

The final decision on admission to the foreign seat is in any case the responsibility of the host universities (see Art. 4).

It is the student's responsibility to be aware of the administrative requirements and the related deadlines set by the partner institutions, otherwise they might not be accepted by them.

Successful applicants must also inform themselves in good time about the possible **procedures for entry and temporary stay** in the country of destination, as well as any potential risks to which they can be exposed in terms of personal safety and health, as indicated in Article 1. This information can be found on the webpages of foreign universities, of Italian diplomatic missions in the country of destination and of the Ministry of Foreign Affairs and International Cooperation.


Furthermore, in order to undertake mobility, **students without EU citizenship** must have a residence permit and an entry visa for the host country; it is the students' responsibility to inquire well in advance and obtain the necessary documents (visa, residence permit, health insurance, etc.) that will allow them to enter and stay in the country of destination by contacting the competent diplomatic missions.

Art.8 – Obligations of successful applicants

Successful applicants will receive a notice of their appointment at their institutional email address. If they do not receive such email, selected students are still required to contact their CAI to double check their situation, otherwise they will lose the right to travel abroad.

Within 15 days of receiving the notice, successful applicants must accept or refuse the assigned place by accessing the Erasmus Mobility portal <https://erasmusmobility.unipi.it> using their University credentials. **Failure by the student to accept** the mobility by the above deadline will be automatically considered as **withdrawal**.

In order to request any top-up for fewer opportunities (see Art. 3.2), successful applicants with **special needs relating to physical, mental or health conditions**, must contact the office (erasmus.outgoing@unipi.it) strictly within the acceptance period indicated above for instructions on how to provide a self-declaration specifying the type of expense related to their condition and a medical certificate proving their condition. Applications received after the indicated deadline will **NOT** be accepted.

 It is **the successful applicants' responsibility to correctly perform all the procedures and meet the deadlines** indicated in the call, otherwise they might lose their Erasmus student status, the authorisation to carry out mobility abroad and any related grants.

The successful applicants (except for those leaving for traineeship as recent graduates) must **maintain their student status at the University of Pisa** for the entire duration of the mobility, renewing their registration at UNIFI until completion of the mobility programme, in accordance with the procedures and deadlines set by the University, and pay all university fees.

Students can start their mobility **only** after:

- ✓ completion of the selection procedure (Art. 7);
- ✓ acceptance (Art. 8);
- ✓ completion of the *Learning Agreement* procedure- section *Before the Mobility* (Art. 8.1);
- ✓ completion of the Erasmus contract procedure (Art. 8.1).


8.1 Pre-mobility obligations

Students who have accepted the mobility must complete the **Learning Agreement (LA) - section Before the mobility**, which outlines the activity to be carried out abroad and ensures the recognition of the credits earned. Students should contact their CAI to receive assistance with completing the *Before the mobility* form and sending the document to the foreign seat.

The LA - **Before the mobility** form should be:

- completed online by students on their page in the Erasmus Mobility portal at <https://erasmusmobility.unipi.it>;
- signed by the student and approved and signed by CAI and the foreign seat;
- uploaded, complete with the three signatures, in the relevant upload section of the personal page of the portal for online approval by the CAI, after verification of the document and its congruity with the data entered in the portal.

N.B. In the case of **blended mobility**, it will also be mandatory to indicate the period of virtual mobility and the activity to be carried out in this mode in the *Before the mobility*. **It should be noted that in the absence of these instructions the Before will not be considered as finalised, and therefore the Erasmus contract will NOT be countersigned.**

 The **data entered online** by the student when filling in the *Before the mobility* form must not be modified in the PDF downloaded from the Erasmus Mobility portal, otherwise the document will be invalid and will be automatically deleted from the portal.


After the final online acceptance of the *Before the mobility* form by their CAI, students must access their personal page on the portal <https://erasmusmobility.unipi.it> and fill in the **Erasmus contract online, both in the case of a Community Grant and in the case of a zero grant contract**.

When completing the contract, students must also indicate the **travel details** for the start and end of the mobility journeys.

N.B. Students must keep the documentation related to the journeys made (receipts, transport tickets, etc.) in case of subsequent verification by the University of Pisa.

Students must then **download the contract, sign it digitally** with an advanced electronic signature or certified digital signature³ that they have obtained independently (using an electronic identity card - CIE or by contacting qualified trust service providers) and finally **upload it again** in the appropriate upload point on their personal page.

It is the student's **responsibility** to upload the contract they have signed onto their portal page **at least 7 days prior** to the start date of the mobility indicated in the contract. The subsequent countersignature by the University will authorise the student to carry out the mobility during the period indicated in the contract.

 If the contract is not uploaded within the indicated period and/or does not comply with the requirements, the contract **WILL NOT** be countersigned. As a result, the student **WILL NOT** be granted Erasmus status, with the related benefits, and **WILL NOT** be able to start the mobility abroad.

N.B. In the case of short-term mobility in **Blended Intensive Programme (BIP)**, mobility dates must necessarily comply with those indicated

³ Advanced electronic or certified digital signatures must comply with the standards set by European regulations and deemed valid by the appropriate verification tools.

Please note that only the Community Grant, if any, is mentioned in the contract. Any University or Ministerial grants due are not included in the Erasmus contract, which, in this case, will be signed with zero grant from the community.


Once the contract is finalised, students can download a **certificate** in Italian and English from their personal page of the Erasmus portal **confirming their Erasmus student status** and the associated insurance coverage.

It should be noted that, if necessary for the purposes of carrying out the mobility or obtaining a visa, the host country or seat may require additional insurance coverage beyond what is provided by UNIPI (<https://www.unipi.it/index.php/servizi-e-orientamento/itemlist/category/191-assicurazione-e-assistenza-sanitaria>), which students will have to provide themselves.

8.2 Obligations during mobility

After arriving at the foreign seat, students must download from their own page of the <https://erasmusmobility.unipi.it> portal the **certificate of arrival** template, which must be completed and signed by the host institution **no earlier** than the start date of the mobility indicated in the contract. The completed certificate of arrival must be uploaded again by the student on their Erasmus Mobility portal page.

A student who needs to make **exceptional changes** to the study/traineeship plan must fill in the **During the mobility** section of the LA online in the portal. They must sign it, have it approved and signed by the CAI and the foreign host institution and upload it to their personal page in the portal once finalised. The CAI responsible for the area will check the uploaded document for consistency with the data entered in the portal, and will approve it online.

 **The data entered online** by the student when filling in the *During the mobility* form **must not be modified** in the pdf downloaded from the Erasmus Mobility portal, otherwise the document will be invalid and will be deleted from the portal.

In an **entirely exceptional case and only once**, an **extension** of the **long-term in-person** mobility period is permitted solely for proven teaching/training reasons, bearing in mind that the overall duration of the stay at the foreign seat must be **continuous and uninterrupted**, except as indicated below regarding the temporary interruption of the long-term in-person mobility.

The entire mobility period, including the extension, may not exceed the maximum number of months allowed per study cycle (see Article 2.3) and may not end after 30 September 2026.


The **request for an extension** must be made online by the student on their personal page of the Erasmus Mobility portal only after obtaining the approval for the extension from the host institution and their CAI.

The student must request an extension by following the **During the mobility** procedure at least **one month before** the end date of the mobility indicated in the Erasmus contract.

Once the *During the mobility* section has been definitively approved online by the CAI, the student must proceed with the subsequent procedure of **amending the contract for extension**, **no later than the end date of the mobility** indicated in the Erasmus contract.

Students must access their personal page of the portal <https://erasmusmobility.unipi.it>, download **the amendment for extension**, digitally sign it with an advanced electronic signature or certified digital signature (as indicated for the contract), and finally upload it again in the appropriate upload point on their personal page of the Erasmus Mobility portal.


N.B. The authorised extension period **will NOT be covered by any grant**.

 It is the student's **responsibility** to upload on their personal page of the Erasmus Mobility portal **the amendment to the contract for extension** duly signed by them no later than the end date of the mobility indicated in the Erasmus contract. Please note that if the amendment for extension is not uploaded within the above-mentioned time period and/or does not comply with the requirements, the amendment **WILL NOT** be countersigned and, consequently, the student **WILL NOT** be authorised to extend the mobility period.

Mobility students can request **the temporary interruption of long-term in-person mobility** in exceptional cases and **only once**, as indicated in Article 9, only after their Erasmus contract has been countersigned by the University.

The student must:

- log in to the **"Mobility interruption"** section of their Erasmus Mobility portal page and fill in the required fields: **"start date"** and **"end date"** of the interruption and **"reason for interruption"** in English;
- click on the button **'add interruption request'**;
- download, print and sign the form **request for mobility interruption** and send it to their CAI and to the host seat, so they can sign it for acceptance, each for their respective part;
- upload the **request for mobility interruption**, complete with all signatures, in the appropriate upload point of their portal page for the **final validation by the CAI**, enabling the subsequent procedure of the amendment to the contract;
- download and digitally sign with advanced electronic signature or certified digital signature the **amendment to the contract for temporary mobility interruption** and upload it to the appropriate upload point of their personal page of the portal for countersignature by the University, which will constitute the authorisation for interruption. The countersigned amendment will be automatically uploaded to the student's personal page.

 It is the student's **responsibility** to upload the duly signed **amendment to the contract for temporary interruption** to the Erasmus Mobility portal at least 7 days before the start date of the interruption, otherwise the University will not countersign the interruption authorisation.


Once authorised, the mobility interruption cannot be modified or revoked by the student. The interruption period **will not be covered by any grant**.

N.B. Please note that the actual in-person mobility period must in any case respect the minimum duration of two Erasmus months (60 days).

8.3 Obligations after the end of the mobility


At the end of the mobility period, students must access their personal page of the portal <https://erasmusmobility.unipi.it> to complete the **After the mobility** section of the LA online. Afterwards, they will need to go to the foreign host institution to complete it and sign the relevant part. Students must then contact their CAI to complete and sign the relevant part of the *After the mobility*. Students must upload the completed *After the mobility* **within 45 days** from the actual date of the end of mobility, as indicated in the document, except for the mobility periods ending in August/September 2026 for which the deadline is 31 October 2026. The CAI responsible for the area will check the uploaded document for consistency with the data entered in the portal, and will approve it online.

In the case of **blended mobility**, the online mobility period and the activity carried out in this modality must also be certified in the *After the mobility* section.

 **The data entered online** by the student when filling in the *After the mobility* **must not be modified** in the pdf downloaded from the Erasmus Mobility portal, otherwise the document will be invalid and will be deleted from the portal.

At the end of the mobility period, students will receive an email from the EU *Beneficiary Module* portal at their institutional email address (check the spam folder if not received) for the mandatory completion of the **online** final report (**participant report**). After completing the final report in the EU portal, students must **declare their completion** on their personal page of the portal by ticking the appropriate box, which will be made available following the final validation of the *After the mobility* by the CAI. If the actual duration of the mobility certified in the *After the mobility* is different from the one indicated in the contract/amendment for extension, please wait a few days after the final validation date of the *After the mobility* before filling in the participant report, so that the actual dates of the mobility period can be updated in the EU portal.

In the event that, when filling in the participant report, the student declares that the recognition of the activities carried out abroad has not yet been completed, the student may receive additional emails from the EU portal for the online completion of the report on recognition, which should not be declared in the portal.

 **ATTENTION - Failure to fulfil the obligations at the end of the mobility programme will result in the cancellation of the Erasmus status and the return of any contributions already received.**

Art.9 - Incompatibility with Erasmus mobility

Successful applicants of the Erasmus mobility programme will **NOT** be allowed to:

1. obtain their final degree title at the University of Pisa from the application for the call until the end of the mobility period, except for those who undertake mobility as recent graduates;
2. take exams at the University of Pisa during the mobility period, except for those related to a course taken the year or semester prior to the start of the mobility, for which students may interrupt their mobility **in exceptional cases and only once**, as specified in point 6 below;
3. apply for a transfer, internal course transfer or withdrawal from studies (including for enrolment in another course), from the submission of the application for the call until the end of the mobility period;
4. carry out, during the Erasmus mobility period, other mobility periods abroad;
5. carry out, during the Erasmus mobility period, any activity requiring physical presence at the University of Pisa;
6. temporarily interrupt the mobility period (except for what is indicated for traineeship in Art. 2.3) except **in exceptional cases and only once**, with the prior authorisation of the foreign seat and their CAI, following the procedure indicated in Art. 8.2;
7. simultaneously benefit from other EU grants for the same mobility period.

Art. 10 - Processing of personal data

Pursuant to EU Regulation no. 679/2016, personal data and data requiring special processing, which must be provided, will be processed by the University of Pisa using mainly computerised procedures exclusively for carrying out the activities related to the call. The aforementioned data may also be disclosed to third parties for the purpose of managing the activities related to the call.

Applicants can exercise their rights under sections 2, 3 and 4 of Chapter III of EU Regulation no. 679/2016 (e.g. rights to information and access, rectification and erasure, restriction and objection to processing, portability of personal data).

Art.11 - Person in charge of the procedure

Pursuant to Article 5 of Law no. 241 of 7 August 1990, the person in charge of the procedure referred to in this notice is the Head of the “Direzione didattica, studenti e internazionalizzazione” of the University of Pisa, Lungarno Pacinotti 44, 56126 Pisa.