

**ERASMUS KA103 CALL FOR STUDENT MOBILITY 2021/2022**

Application Submission Deadline: by 12.00 a.m. (CET) on the thirtieth day after the publication date of the Call on the University Official Journal.

**FOREWORD**

The mobility of this Erasmus KA103 2021/2022 Call will be governed by the applicable laws on the new seven-year Erasmus+ Programme 2021/2027 still undisclosed at this Call’s publication date, as the European Commission has not published the Guide to new Erasmus Programme yet.

In order to foster international student mobility for the academic year 2021/2022, the University of Pisa resolved to announce this Call before the issuing of the Guide to the new Erasmus Programme and the signing of the Erasmus 2021/2022 financial agreement between the Erasmus National Agency and the University of Pisa, reporting in this call the provisions relating to the previous Erasmus+ 2014-2020 programme.

Please note: the publication of this Call is, therefore, under condition pending the publication of the Guide to the new Programme and the call for funding, as well as the subsequent signing of the Erasmus 2021/22 financial agreement between the Erasmus national agency and the University of Pisa. The contents of this call are merely illustrative, as they may utterly change as regards mobility and related financial aspects, following the approval of the new Guide to the Erasmus 2021-2027 Programme. Any change will be promptly published on the International section of the University website at <https://www.unipi.it/index.php/internazionale>.

**Art. 1 - Erasmus programme**

The EU Erasmus programme for education, training, youth and sport allows students to carry out a period of study and training abroad in the Member States of the European Union and in other countries participating in the programme, thus earning CFU/ECTS with full recognition of activities carried out abroad.

The eligible countries are:

- EU member states [[1]](#footnote-1): Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary;

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

The United Kingdom is no longer in the list of countries participating in the Programme since, following the Brexit Agreement, the British government has resolved to terminate the participation of the United Kingdom in the Erasmus 2021-2027 Programme.

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

Once the country is selected, it is the students’ **responsibility** to assess any risks 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 ongoing health emergency and be aware of the safety measures adopted by the country of destination and by the University.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 1 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the framework of the Erasmus 2021-2027 Programme.

**Art. 2 - Student mobility**

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

Mobility for Study

Mobility for studies is subject to interinstitutional agreements signed between the University of Pisa and higher education institutions of the Erasmus+ Programme countries .

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

The agreements also define the duration of the stay, expressed as a non-divisible number of months, for each selected candidate.

At the time of publication of the Announcement some agreements, expressly indicated, may still be in the definition phase; therefore, in the phase of submitting the application for selection, the availability of the foreign branch to welcome students from the University of Pisa is not guaranteed.

* 1. Mobility for Traineeship

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

The host institution can be:

* any public or private organization active in the labor market or in such areas as education, training and youth. For example:
* a public or private enterprise, small, medium or large (including social enterprises);
* a public body at local, regional or national level;
* a social party 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 organization, association or NPO;
* a body for career guidance, career advice and information services;
* a Higher Education Institution (HEIs) of a country participating in the Programme and holding an Erasmus Chart for higher education.

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

- EU institutions and other EU bodies including specialized agencies (the complete list is available at <https://europa.eu/european-union/about-eu/institutions-bodies_en> );

- Organizations managing EU programmes, such as National Agencies (to avoid possible conflicts of interest and / or double funding).

Traineeship mobility can also be carried out by **recent graduates** within 12 months of graduation, provided that the student **submits an application form while still enrolled in the degree programme**. Candidates can also be selected after the awarding of the final qualification.

Students carrying out mobility as recent graduates can request the document to record the knowledge and skills acquired abroad (Europass Mobility booklet) as provided in the International section of the University website <https://www.unipi.it/index.php/internazionale>.

It is possible to carry out internships for 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 independently select the company where to perform the internship also by using the offers available on the platform <http://erasmusintern.org/>.

* 1. Mobility Duration

Activities abroad must be carried out **between 1 June 2021 and 30 September 2022**.

The study period duration should range between 3 and 12 months, including a complementary traineeship period if explicitly provided for in the Learning Agreement.

The traineeships must have a duration between 2 and 12 months.

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, master's 1st level/Master’s Degree/1st level Post Graduate Programmes) and 3rd cycle (doctorate, specialization, 2nd 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 can 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 internship 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 purposes of calculating the months already taken in the same study cycle, previous mobility experiences carried out within the following programmes must be considered: Lifelong Learning Program, Erasmus +[[2]](#footnote-2), Erasmus Mundus.

For students having already benefited from an Erasmus Community contribution for study and / or internship, but still having for the study cycle they intend to apply for, a minimum duration of 3 months (for study) or 2 months (for traineeship) the 2021/2022 mobility is available to be carried out within the Erasmus project.

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

The list of institutions and vacant places for each area is available at <https://erasmusmobility.unipi.it>.

**N.B.** It is not allowed to carry out more than one mobility of the same type (study or traineeship) at the same location under this Call, including reopening.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 2 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the framework of the Erasmus 2021-2027 Programme. In particular, it should be noted that the duration and types of mobility may change following the publication of the Guide to the new Programme.

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

3.1 European Community 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 mobility contributions for Erasmus is **subject to** the approval of the University of Pisa’s 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 levels of fees for study and traineeship contributions have been defined at national level as follows:

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

Erasmus contributions will be paid in two instalments.

The procedures relating 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 agreed in the Institute-student contract, the total amount of the contribution and any additional contributions and, consequently, the balance, will be recalculated according to the effective mobility duration. If the first instalment paid exceeds the amount actually owed, the refund of the excess amount will be requested.

**N.B.** It should be noted that the contribution will be effectively available on the current bank account 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.

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 contribution.

The Italian Ministry of Education, University and Research (MIUR) 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 echelons** | **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 awarded to: s**tudents 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 community contribution to cover the costs related to their special needs. Interested parties must fill in the relevant application form, which will be published on the Erasmus Portal as soon as the Erasmus Italy National Agency has made it available.

The Agency will evaluate the applications and determine the beneficiaries of this Community contribution, which will be allocated at the end of the mobility period, based on the expenses deemed eligible by the Agency itself, among those actually incurred and duly reported by the beneficiaries.

3.3 Contribution rules

Except for doctoral students and those carrying out a traineeship as a newly graduate, students failing to achieve the recognition of **at least 6 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 the amount already 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 the application to this Call and until the end of the mobility;
* awarding of the degree programme’s qualification during the period abroad.

Given the persisting COVID-19 pandemic emergency, the University reserves its right to revise the payment times indicated in this Call. Any change will be notified on the International section of the University website at <https://www.unipi.it/index.php/internazionale>.

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’s 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 case of traineeship, if the host company / organization 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 a 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 (DSU), grants additional amounts to participate in international mobility programmes for students who are simultaneously under the following conditions:

* + DSU grant holders;
  + admitted by the University to participate in international, EU or non-EU mobility programmes for the academic year 2021/2022.

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.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 3 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the framework of the Erasmus 2021-2027 Programme. In particular, it should be noted that the amounts and the breakdown of the aforesaid countries may change following the publication of the Guide to the new Programme and the signing of the Erasmus 2021/2022 Agreement between the Erasmus Plus INDIRE National Agency and the University of Pisa.

**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 in the online application in order of priority, up to a maximum of three selections 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 annex to the application in digital format, under penalty of exclusion of the application:

• curriculum vitae;

• a valid ID;

• only for mobility for traineeships: 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-linternazionalizzazione>);

• only for thesis mobility: a letter from the thesis supervisor explaining the reasons for the mobility;

• only for those enrolled in PhD and specialization programmes: the study programmes 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 that **uncomplete applications will lead to exclusion from the procedure** and cannot be amended nor cancelled.

It is the students’ responsibility to refer to their Coordinators for Internationalization - CAI and see the website of the foreign university in order to check that there are no circumstances that 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.

4.2 Second assignment (Reopening of terms)

The list of unassigned places will be available at the offices of the Coordinators for Internationalization of each Area (CAI) and on the Erasmus web Portal. Interested students may apply in the period **between 17 September 2021 and 30 September 2021 (at 12.00 am CET)** according to the same procedures set above, as the requirements will not change.

Students can also apply for traineeship mobility, if the selected Area has no reopening remaining months for traineeship. This application will be conditional upon and subject to the redistribution of any remaining months to other Areas.

Any unassigned place at the end of the second assignment can no longer be assigned for the academic year 2021/2022.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 4 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the framework of the Erasmus 2021-2027 Programme.

**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 see the website of the foreign university for more information. Failure in meeting language requirements requested by foreign universities may lead to their refusal to accept student’s mobility, even if 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.

The OLS provides for **a first mandatory assessment** of the linguistic competence of students taking **an entry-level test** to assess their basic linguistic 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.

The student will then have to take a compulsory **final test** at the end of his mobility period.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in article 5 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the framework of the Erasmus 2021-2027 Programme. In particular, it should be noted that the indications relating to the OLS may change following the publication of the Guide to the new Programme.

**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 2020/2021 will be able to leave for **study mobility** only after actual enrollment in the 2nd year of degree programme.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 6 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the frameworf of the Erasmus 2021-2027 Programme. In particular, it should be noted that the participation requirements may change, therefore, **the** **actual eligibility** of the application will be assessed according to what is set out in the Guide to the forthcoming new Programme.

**Art 7 - Selection of candidates and ranking lists’ 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.

Students selected as winners of a place for mobility are reminded that it is up to the host universities to take the final decision about the admission to the foreign branch (see art. 4 of the Call). Although the University of Pisa nominates the winners, it is the student's responsibility to inquire about the administrative requirements and the related deadlines set by the partner universities, under penalty of not 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 residency permit.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 7 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the framework of the Erasmus 2021-2027 Programme.

**Art.8- Obligations**

The selected candidates will receive an e-mail notifying the nomination **only to their institutional e-mail account**. If selected candidates in the Area ranking do not receive the official appointment e-mail, they have to contact their CAI to double check, 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 **responsibility** of the selected candidates 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 (except for those leaving for traineeship as newly graduates) must **maintain the status of student of the University of Pis**a for the entire mobility duration , providing for the enrollment renewal and the payment of all university fees for the academic year 2021/2022 in accordance with the procedures and deadlines set by the University.

8.1 Requirements before mobility

All students who have accepted the assigned mobility must fill in 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 filling out the **LA. - Before the Mobility** section and for sending procedures to the foreign office.

LA - Before the Mobility must be:

* filled in online by the students on their personal page at <https://erasmusmobility.unipi.it>;
* signed by the student and the CAI;
* approved and signed by the foreign office;
* uploaded, complete with the three signatures, together with the declarations for mobility in presence during the Covid period (available at <https://www.unipi.it/index.php/news/item/17591-coronavirus>) in the upload section of the personal page, for online approval by the CAI.

The definition and subsequent approval of the LA are mandatory and binding for the purpose of using the mobility, under penalty of exclusion from the mobility itself.

The online approval of the LA Before the Mobility allows the filling in 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 the electronic signature, which will be assigned by the University, and upload it.

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.

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.

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

The selected candidates (except for those leaving for traineeship as a newly graduate) must maintain the status of student of the University of Pisa for the entire mobility duration, providing for the enrollment renewal and the payment of all university fees.

8.2 Requirements during the mobility

After arriving at the foreign institution, students must download the **certificate of arrival** form in their personal page of the web portal [**https://erasmusmobility.unipi.it**](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 (pdf format) on their personal page of the web 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 signed by the CAI and the host foreign structure and upload it (pdf format) completed in their own personal page of the web portal. The CAI responsible for the Area will check the uploaded document and approve it online

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, without interruptions and cannot end after 30 September 2022.

The extension request must be made online on the personal page of the portal, one month before the mobility end date indicated in the contract, subject to verification of acceptance by the host institution and its CAI, to allow the student to carry out the procedure. relating to the amendment to the contract by 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 funds availability.

8.3 Requirements at the end of the mobility

At the end of the mobility, students will have to access their personal page of the web portal ([**https://erasmusmobility.unipi.it**](https://erasmusmobility.unipi.it)) to fill in and print the **After the Mobility** section of the LA online. Then they will have 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. The student 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 20 October 2022). Failure to upload this document by the expiration date or the upload of the unfinished document will lead to the cancellation of the Erasmus status and the complete return of any contribution already received. 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 account from the Mobility Tool web portal for the mandatory filling in of the final online report “**EU SURVEY Narrative Report**”. After completing the final report, students will have to download it from the community portal and upload it to their personal portal page.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 8 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or modified within the framework of the Erasmus 2021-2027 Programme. In particular, it should be noted that the indications relating to the LA may change variations the publication of the Guide to the new Programme.

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

During the mobility period, Erasmus students will **not** be able to:

1. obtain the final degree from the University of Pisa;
2. take exams at the University of Pisa, except for those relating to a course followed the previous year or semester;
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 mobility abroad at the same time.

Immagine che contiene testo, segnale, esterni, palo

Descrizione generata automaticamente As stated in the foreword, it should be noted that **all** the indications contained in this article 9 refer to the provisions of the Erasmus + Programme 2014-2020 but, at the time of this Call’s publication, it is not known whether they will be confirmed / or amended within the framework of the Erasmus 2021-2027 Programme.

**Art.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.- Procedure responsibility.**

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.

1. The EU ensures that individuals and organizations from an overseas country and territory (OCT) are eligible for Erasmus + and subject to the rules of the programme and the procedures applicable to the Member State they are connected to. This means that individuals and organizations from overseas countries and territories (OCTs) participate in the programme with the status of "Programme Country", referring to the member state they are connected to. The list of OCTs is available on: <https://ec.europa.eu/europeaid/regions/octs_en> [↑](#footnote-ref-1)
2. Including mobility carried out in the context of Erasmus + Consortia, such as Consortium traineeship, Consorzio ILO and Consorzio ILO-2, Consorzio SEND, etc.. [↑](#footnote-ref-2)