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Decreto Rettorale n. 1090/2021 del 11/02/2021

IL RETTORE

VISTO lo Statuto dell'Università degli Studi di Verona emanato con Decreto Rettorale del 24 giugno 2020 n. 4965;

VISTO in particolare l'art. 3, comma c), secondo cui l'Ateneo favorisce gli scambi, la collaborazione scientifica e didattica e l'internazionalizzazione, anche attraverso programmi integrati di studio, un'ampia mobilità di docenti e studenti, la realizzazione di iniziative di cooperazione interuniversitaria per attività di studio e di ricerca e l'attivazione di corsi che rilascino titoli di studio riconosciuti anche da altri ordinamenti e insegnamenti svolti in lingua straniera;

CONSIDERATO che il piano strategico di Ateneo 2020-2022 prevede azioni volte al rafforzamento della dimensione internazionale del milieu formativo e a favorire la mobilità internazionale degli studenti;

DECRETA

Art. 1 – È emanato il BANDO SHORT TERM MOBILITY per l'assegnazione di contributi per mobilità studentesca internazionale di breve durata per l'a.a. 2020/2021. Le modalità di ammissione e i contenuti del bando sono indicati nell'Avviso allegato al presente decreto, del quale costituisce parte integrante.

IL RETTORE

Prof. Pier Francesco Nocini

Il presente documento è firmato digitalmente e registrato nel sistema di protocollo dell'Università di Verona, ai sensi degli articoli 23-bis e 23-ter e ss. del DLgs 82/2005 e s.m.



Short Term Mobility programme – a.y. 2020/2021

Call for applications

Art. 1 – Purposes

1. As part of the Short Term Mobility programme (STM) in the 2020/2021 academic year, the University of Verona is awarding grants for **short-term international student mobilities – lasting from 3 to 30 days** – at companies, organisations, universities or research institutes within and outside of Europe.
2. Students wishing to apply must draw up a Study Plan of the activities that they will carry out during their intended mobility period. This must be approved and signed by the Chair of the Teaching Committee or other competent body of their degree programme. Students taking part in a short-term student mobility must be awarded **at least one university credit (1 CFU)** upon completion of the period abroad, to be recognised by the University and to be included in the student's exam record (**please note: credits exceeding the CFU maximum threshold for the entire degree programme will not be counted**).
3. In order to obtain a reimbursement of the expenses incurred during the mobility period (see Art. 4), upon returning from their mobility, **students must apply for academic recognition** of the activities undertaken at the host organisation/institution, following the procedures in place for their degree programme.

Art. 2 – Eligible activities and destinations

1. Students wishing to apply must independently find an organisation willing to host them for their international mobility and the relevant learning/training activities. The destination country **must not be Italy¹, nor the participant's country of residence**.
2. Eligible activities may include:
 - traineeships/internships;
 - conferences/seminars/workshops;
 - summer/winter schools, or university courses in fields of study not offered at the University of Verona;
 - research work for a Master's degree dissertation.

Please note, that only activities that are carried out continuously during the entire period abroad, and awarding at least 1 CFU credit per week will be recognised as eligible activities by the University.

3. If the mobility is for a **traineeship/internship**, students must check **before departure** with the Internship Office - [U.O. Stage e Tirocini](#) whether their intended activity abroad meets the relevant requirements, or else their traineeship/internship shall not be recognised by the University. Students from the School of Medicine wishing to carry out a traineeship/internship during their short-term mobility period abroad should contact the relevant Teaching and Student Services Unit ([U.O. Didattica e Studenti Medicina](#)).

¹ including the Holy See and San Marino.



Art. 3 – Who can apply

1. This *Call for applications* is open to Master's degree students (in their first or second year), and Single cycle/Combined Bachelor+Master's degree students (from their fourth year onwards), including students studying on a part-time basis. Applicants, who must be administratively based at the University of Verona, must be up to date with the payment of their tuition fees at the time of application and for the entire duration of their mobility period.
2. The mobility period must be completed before the student graduates, and within the normal duration of their degree programme. Therefore, this *Call for applications* is not open to students who are enrolled beyond the normal duration of their degree programme (*fuori corso*), nor to Master's degree students in their last year wishing to undertake their mobility in the following year.
3. Students conditionally enrolled in a Master's degree programme may only apply after they have completed their enrolment.
4. Students may apply for a maximum of **one mobility grant** under this 2020/2021 *Call for applications* and for a maximum of two mobility grants in each cycle of study.

Art. 4 – Financial aspects

The total amount of funding available for this programme is **€100,000**. International student mobility grants do not cover the full cost of the mobility period abroad, and are intended as a partial contribution towards expenses incurred by the participant during the mobility period. **The following correctly supported expenses may be reimbursed:**

- **travel expenses (round trip).** Participants will be reimbursed for the cost of their outbound and return tickets, using any of the following means of transport: train (2nd class), ferry, airplane (economy class), bus (regular public line) or urban public transport. The original paper tickets or electronic travel tickets must be submitted for reimbursement. Expenses for travel by private vehicle will not be reimbursed. Transport to and from the airport or station can also be reimbursed if the relevant paper ticket, receipt or invoice is submitted. The travel must be from and to Italy (from/to Verona or the participant's place of residence in Italy). Those who are already abroad to participate in other mobility programmes of the University of Verona must contact the International Office (U.O. Mobilità Internazionale) prior to their intended short-term mobility in order to check whether the travel expenses relating to the route in question can be reimbursed;
- **accommodation expenses.** These can be claimed as long as the accommodation is in the area where the relevant learning/training activities will be carried out during the mobility period;
- **course/seminar/conference registration fees;**
- **visa-related fees.** Costs relating to visa application may also be reimbursed if a visa is required to enter the destination country.



2. The maximum reimbursement amount that may be claimed by each participant is as follows:

Expense type	Destination	Maximum amount that can be claimed for reimbursement
Travel expenses (round trip)	Within Europe	€500
	Out of Europe	€1,000
Other expenses	Within Europe	€50 per day
	Out of Europe	

Please note that the total value of each mobility grant may not exceed the following amount:

Destination	<u>Total</u> mobility grant amount
Within Europe	up to €2,000
Out of Europe	up to €2,500

3. Please note that ‘other expenses’ (i.e. €50 per day) cannot be claimed for travel days. In any case, no funding shall be granted for mobility periods of more than 30 days – not even partially.

Art. 5 – Application procedure and deadlines

- Applications will be considered in the order they are received, starting from when this *Call for applications* is published until **1 August 2021** or until all the available funds have been allocated, whichever occurs first. All mobilities must end by **30 September 2021**.
- Completed applications with all the required documents attached must be submitted **1-3 months before the start of the intended mobility period**. Application forms are available [online](#), on the University's website.
- To apply for a mobility grant under this *Call*, applicants shall do as follows:
 - complete their **Study Plan**, approved and signed by the Chair of the Teaching Committee, or other competent lecturer. The Study Plan must include the **activities** that the student will carry out abroad and the **exact start and end dates** of such learning/training activities;
 - complete the online application form in the ESSE3 portal;
 - submit – together with the online application form in the ESSE3 portal – their **Study Plan**, or else their application will not be considered. This must be in **PDF format**, legible and **complete** with all required information and signatures. The Study Plan is an integral part of the application, and must follow the format available [online](#). Applications submitted by using any other format, or changing the above-mentioned format, will not be accepted;



d. upon completing the online form, it is necessary to **click on “confirm application and print confirmation”** (“CONFERMA DEFINITIVA E STAMPA RICEVUTA DI COMPILAZIONE”), **or the form will not be sent and the information may be lost;**

e. the automatically-generated PDF – “CONFERMA COMPILAZIONE DEL MODULO DI CANDIDATURA” – must be sent to the International Office (*U.O. Mobilità Internazionale*) via the online [Service Desk](#) (www.univr.it/helpdesk > [Direzione Studenti](#) > [Servizi agli studenti](#) > [Mobilità Internazionale](#) > [Short term mobility](#)). **Please note: this must be done in order to complete your application.**

4. Applicants are advised that they may only apply for **one mobility grant** under this *Call for applications* (see Art. 3). If you send incomplete attachments, if they are incorrectly filled in or in formats other than those made available online, or if you do not comply with the **deadlines** set out in the *Call*, **your application will be rejected**. Students are invited to check **before submitting their application**, that all the requirements set out for this selection procedure are met.

Art. 6 – Publication of the ranking list, and how to prepare for the mobility

1. The list of successful applicants who are awarded a mobility grant will be published at: <https://www.univr.it/it/concorsi/studenti/mobilita-studentesca-internazionale> and will be updated regularly to reflect the applications received and funding used thus far, **until all the available funds have been allocated**.

2. The International Office (*U.O. Mobilità Internazionale*) will provide each successful applicant with a liability waiver form (*dichiarazione di liberatoria di responsabilità*), to be completed and signed by the applicant, and the authorisation form for international mobility (**modulo 1 - ASM**), in which the exact start and end dates of the mobility period (including travel days) must be entered. These documents must be sent back to the International Office via the Service Desk **at least 15 days before the departure**, or else the grant will be revoked.

3. **A maximum of one/two days before the start of the activities and one/two days after the end of the activities** will be accepted by the University for travel reasons. This must be stated in the Study Plan. **If the destination is farther than 10,000 km** from the city of departure, a maximum of **three days** will be accepted, for both journeys².

4. The University shall provide mobility students with third-party liability and personal accident insurance (in Italian: “*copertura assicurativa per la responsabilità civile generale e per gli infortuni*”). In addition, a special **medical insurance policy** is provided to students taking part in mobilities in non-EU countries (where the EHIC - European Health Insurance Card is not valid). The relevant policies are available on the [University's website](#). For further information, please see the [Ministry of Health website](#).

Art. 7 – End of mobility and reimbursement

1. **Within 15 days of their return from the mobility**, participants must apply for recognition of the activities they have carried out abroad by submitting their request to the Teaching and Student Services Unit of their degree programme.

² To calculate this, please use the distance calculator available online at: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_it



Subsequently, and in any case **no later than 30 days after the end of the mobility**, students will need to:

- a. complete and sign the reimbursement form (**modulo 2 - RRS**), available [online](#);
- b. attach the following supporting documents: the original receipts for the expenses to be reimbursed; the original certificate of attendance issued by the host organisation/institution (this must include the participant's name and surname, and the exact start and end dates of the activities); a copy of the request sent to the relevant Teaching and Student Services Unit to have the learning/training activity recognised by the University;
- c. submit a scanned copy of the reimbursement form (**modulo 2 - RRS**) – duly completed and signed - and all the documents at point *b.* above via the [Service Desk](#) ([Direzione Studenti](#) > [Mobilità Internazionale](#) > [SHORT TERM MOBILITY](#));
- d. deliver the original paper documents described at points *a.* and *b.* above (**modulo 2 - RRS and the relevant supporting documents**) to the International Office (*U.O. Mobilità Internazionale*) by putting the envelope in the office post box at: San Francesco Cloister, Via S. Francesco 22, Verona, door to Staircase A. Alternatively, the documents may be sent by registered post (*raccomandata a/r*) to: Università degli Studi di Verona, Ufficio Mobilità Internazionale, Via dell'Artigliere 8 – 37129 Verona.

For the purposes of calculating the total amount to be reimbursed, the dates stated in the certificate of attendance will be used: if the days actually spent abroad are less than those declared in the Study Plan, the daily maximum amount to be reimbursed will be reduced accordingly.

Should the mobility be interrupted for reasons of force majeure, the University reserves the right to decide, on a case-by-case basis, how to reimburse the expenses already incurred by the participant.

The mobility grant paid to each student can be used to cover all eligible expenses. For example, for mobilities in the EU: if the participant's travel expenses are less than €500 (i.e. maximum reimbursement amount for travel expenses within Europe), the remaining amount may be used for accommodation or other eligible expenses, as set out in this *Call for applications* (see Art. 4).

2. Please find below a list of the documents to be submitted for reimbursement, no later than 30 days after the end of the mobility:

a. travel expenses (round trip)

Participants are required to submit the original paper tickets or electronic travel tickets specifying all the travel details including the city of departure/arrival, traveller's name, itinerary and costs. For air travel, participants must submit the corresponding boarding pass.

b. accommodation expenses

Expenses must be supported by submitting the relevant paper or electronic invoice/bill/receipt in the participant's name. If payment was made online, a booking printout (which must contain the details of the payment), together with the suitable documentation proving the payment has been made, must be submitted.

If the accommodation bill includes more than one guest (in addition to the participant), the amount of accommodation expenses to be refunded to the participant will be determined proportionally, based on the number of guests.



Please note that accommodation expenses can be claimed as long as the accommodation is in the area where the relevant learning/training activities will be carried out during the mobility period (see Art. 4).

c. **course/seminar/conference registration fees**

These expenses must be supported by the relevant paper or electronic invoice/bill/receipt issued by the host organisation/institution. This must clearly indicate that the payment was made, and should include all the relevant information: name of the participant, host organisation/institution contact details, description of the expenses and costs in question. If the host organisation/institution cannot issue an invoice or receipt, the participant should ask them to provide a document with all the above information.

d. **visa-related fees**

As stated above, paper or electronic invoices/bills or receipts must include the name of the participant and all the relevant information for reimbursement.

Please note: for all the above, **credit card and bank statements will not be regarded as invoices, bills or receipts**, and therefore cannot be accepted as evidence of the expenses incurred for reimbursement. **For reimbursements of expenses paid in foreign currency, the official average exchange rate for the relevant mobility period shall apply.**

3. The payment of the amount due via bank transfer will be made **within 45 working days** after the participant has requested **recognition** of the activities carried out abroad and has provided the International Office (*U.O. Mobilità Internazionale*) with **all required documents**.

Art. 8 – Information and contact details

Further information can be requested from the International Office (*U.O. Mobilità Internazionale*), 1st floor, Staircase A, San Francesco Cloister, Via S. Francesco 22, Verona. Telephone hours: from Monday to Friday, 9.30 am – 12.30 pm. Telephone: +39 045 802 8596 [Service Desk](#) (send information requests to: [Students Head Office](#) > [International Mobilities](#) > [Short term mobility](#)).

This *Call for applications* has been published in the Official University Register. Pursuant to and for the purposes of Law no. 241/1990 and subsequent amendments, the Procedure Officer is Dr. Anna De Salvo, Head of International Office – Directorate for Teaching and Student Services.

Art. 9 – Processing of personal data

Personal data provided by those who apply for a Short Term Mobility programme (2020/2021) are processed in accordance with EU Regulation 2016/679 (hereinafter the “Regulation”) and the applicable personal data protection regulations. The processing of such data is carried out by the University of Verona as Data Controller pursuant to Articles 24 et seq. of the Regulation, for the purposes set out in the present *Call*, in the performance of its institutional functions.

An information notice for students on the purposes of the processing, data recipients and the rights of Data Subjects is available on the University’s website, at the following link: www.univr.it/it/privacy