Short Term International Mobility Funding for Students 2018-2019

Art. 1 – Purpose of this mobility scheme
The University of Verona is awarding funding for short term international student mobilities lasting 3-30 days in companies, organisations, universities or research institutes within and outside of Europe. Students will earn university credits (CFU) for participating in the mobility.

Students who wish to apply must specify a programme of studies to be approved and signed by the Teaching Committee Chair of their degree programme (see art. 6).

If the mobility is for a traineeship or work experience, students are required check with the Traineeships and Work Experience Office before departure to confirm whether it correctly fulfils the conditions. Traineeships cannot be activated correctly without authorisation from the Traineeships and Work Experience Office.

The mobility may also be used to conduct research for a final dissertation, as long as this is approved and signed by the Teaching Committee Chair of the student's study programme.

Upon returning from the international mobility scheme, students must apply for academic recognition of the activities undertaken at the host institution, following the procedure specified by their study programme.

Art. 2 – Who can apply
Applications are accepted from first- or second-year Master's degree students and students enrolled from the fourth year onwards of a combined Bachelor's + Master's degree at the University of Verona. Applicants must be up to date with the payment of their university fees at the time of application and for the full duration of the period abroad. The mobility period must take place before the student graduates and within the normal duration of their degree programme. This scheme is therefore not open to students who are enrolled beyond the normal degree duration (fuori corso), nor to final-year Master's degree students who wish to undertake the international mobility in the following year.

Students may apply for a maximum of one mobility grant at each call for applications in 2018-2019 and a maximum of two mobility grants in each cycle of study.

Art. 3 – Destinations
Students who wish to apply must independently find an institution willing to host them for their international mobility experience, as long as the related activities are carried out in companies, organisations, universities or research institutes within or outside of Europe, in any case outside of Italy. The study or training project must be authorised by the Teaching Committee Chair of the student's study programme.

Language courses may be accepted as training activities only in cases where these are organised by universities or university institutes (courses organised by language schools will not be accepted).

Please note that the destination country must be different to the mobility participant's country of residence.

Art. 4 – Application procedure and deadlines
Applications will be considered in the order they are received, starting from when this call for applications is published until all the reserved funds have been allocated. All mobilities must conclude by 30 September 2019

Students who enrolled in the academic year 2017/2018 in their last year of study, must carry out and complete the mobility before their graduation, by 31 December 2018 at the latest.

Applications will be accepted until 1 August 2019 or until all the available funds have been awarded, whichever occurs first.

Students should apply for their mobility grant 1-3 months before they wish to carry out the mobility.

Application forms are available on the university website at: www.univr.it/international (Erasmus and other experiences abroad – Short term mobility).
Before departure, the online application form must be fully and correctly completed in Esse3, attaching a copy of the student’s Study plan, approved and signed by the Teaching Committee Chair. If the mobility is for a traineeship or work experience, the student needs to have already obtained authorisation from the Traineeships and Work Experience Office (see art. 1). The Study plan must include the activities that the students will carry out abroad and the exact dates relating to the training activities.

Upon completing the online form, it is necessary to click “confirm application and print confirmation”, or the form will not be sent and the information may be lost. The automatically-generated pdf must be sent to the International Mobility Office using the online Service Desk (send the document to: International Mobility Office > Short term mobility application). The confirmation printout and attachments to the application should NOT be submitted in person.

For further technical details about completing the application form online in Esse3, please see the “Guidelines for completing the online application form” on the same webpage.

At least 15 days before departure, students must send, using the online Service Desk, a copy of the authorisation for international mobility form, completed and signed, also specifying the relevant dates, first and last days of travel included. Please note: 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.

Upon returning from the mobility, students must complete a reimbursement request form and submit it to the International Mobility Office during opening hours (Monday, Wednesday and Friday, 10 am –12:45 pm) together with the following documents:

- original receipts for the expenses to be reimbursed;
- a copy of the statement of attendance issued by the host entity.

Art. 5 – Financial aspects

A total of €150,000 is available for this scheme.

The grants awarded do not cover the entire cost of the international mobility. They are intended as a partial contribution towards expenses, in the form of a reimbursement of documented expenses as specified below:

1) Return trip
Participants will be reimbursed for one travel ticket to arrive at the destination and one travel ticket to return using any of the following means of transport: train (2nd class), ferry, airplane (economy class), coach (regular public line) or urban public transport means. The original paper tickets or electronic travel tickets must be submitted for reimbursement.

For air travel, participants must present the paper ticket or electronic version specifying all the flight details including the traveller’s name, itinerary and costs, as well as the corresponding boarding pass, if separate.

Transport to and from the airport or station can also be reimbursed if the paper ticket, receipt or invoice is submitted.

Costs relating to visa application may also be reimbursed in case of a country requiring visa.

2) Accommodation
Reimbursements will be made for accommodation expenses incurred only in the place where the mobility took place. Expenses must be proven by presenting the bill or tax receipt specifically addressed to the participant. If payment was made online, the participant must present a printout of the booking which specifies all the information required for reimbursement, as well as the receipt of payment. If the bill shows a booking for several people and it is not possible to identify the cost of a single booking for the participant, the student will be reimbursed a sum proportionate to the number of occupants indicated.
3) **Course/seminar/conference registration**

These expenses must be proven by presenting the bill or receipt from the host entity addressed to the participant confirming payment, as well as a certificate of attendance of the course/seminar/conference abroad which states the number of credits obtained or a document from the host entity stating the number of hours attended by the student.

For the reimbursement of expenses paid in a foreign currency, the average official exchange rate during the mobility period will be used. For expenses paid online, the documents presented for reimbursement must be addressed to the participant and accompanied by a confirmation of receipt of payment.

The maximum reimbursement that may be requested by each participant is as follows:

<table>
<thead>
<tr>
<th>Expense type</th>
<th>Destination</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return travel expenses</td>
<td>Within Europe</td>
<td>€500 max.</td>
</tr>
<tr>
<td></td>
<td>Out of Europe</td>
<td>€1,000 max.</td>
</tr>
<tr>
<td>Registration/accommodation</td>
<td>Within Europe</td>
<td>€50 max. per day</td>
</tr>
<tr>
<td></td>
<td>Out of Europe</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Destination</th>
<th>Total maximum value allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within Europe</td>
<td>€2,000 max.</td>
</tr>
<tr>
<td>Out of Europe</td>
<td>€2,500 max.</td>
</tr>
</tbody>
</table>

The list of students awarded a mobility grant will be published at: [www.univr.it/international > Erasmus and other experiences abroad > Short term mobility](http://www.univr.it/international > Erasmus and other experiences abroad > Short term mobility), and will be updated regularly to reflect the applications received and funding used thus far, **until all the available funds have been allocated**.

**Art. 6 – Final notes**

Further information can be requested from the International Mobilities Office, 1st floor, Staircase A, San Francesco Cloister, Via S. Francesco 22, Verona.

Opening hours: Monday, Wednesday and Friday, 10:00 am - 12:45 pm

Telephone hours: Monday to Friday, 9:30 am - 12:30 pm. Ph: 045 802 8196 - 8530

[Service Desk](http://www.univr.it/international > Erasmus and other experiences abroad > Short term mobility) (send information requests to: [Students Head Office > International Mobilities > Short term mobility](http://www.univr.it/international > Erasmus and other experiences abroad > Short term mobility)).

This call for applications is published in the Official University Register. Pursuant to and for the purposes of Law no. 241/1990 and following modifications, the Procedure Officer is the Head of the International Mobilities Unit – Teaching and Student Services Head Office.

Signed by the Rector

*Prof. Nicola Sartor*