



(English translation)

Short Term International Mobility Funding for Students 2019-2020

Art. 1 – Purpose of this mobility scheme

As part of the Short Term International Mobility Funding for Students (STM) 2019-2020, 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, who wish to apply, must specify a Study plan to be approved and signed by the President of the Teaching Committee or other competent body of their degree programme. Moreover, students are advised that such mobility experience should be aimed at earning **at least one university credit (CFU)**, to be included in the student's Study plan (**please note: credits exceeding the CFU threshold for the entire degree programme will not be counted**).

In order to obtain a reimbursement of the expenses incurred in the course of the mobility, upon returning from the international mobility scheme, students **must** apply for academic recognition of the activities undertaken at the host organisation, following the procedure specified by their degree programme.

Art. 2 – Activities and destinations

Students who wish to apply must independently find an organisation willing to host them for their international mobility experience, as long as the related activities are carried out in host organisations within or outside of Europe, in any case **outside of Italy**. Moreover, the destination country **must be different from the participant's country of residence**.

Eligible activities may include:

- Traineeships/internships and work experience;
- conferences/seminars/workshops;
- summer/winter schools;
- university courses (language courses will not be accepted if the language in question is also taught at the University of Verona);
- research for a Master's degree dissertation.

If the mobility is for a **traineeship/internship or work experience**, students are required to check with the *U.O. Stage e Tirocini* (Internships and Work Placement Office) **before departure** to confirm whether it correctly fulfils the conditions. Traineeships/internships cannot be activated correctly without authorisation from *U.O. Stage e Tirocini*.

Art. 3 – 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 Single cycle/Combined Bachelor+Master's degree at the University of Verona, also part-time students. 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** under the Call for applications 2019-2020 and a maximum of two mobility grants in each cycle of study.

Art. 4 – 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.

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

The travel must be from and to Italy (from/to Verona or the participant's country of residence). Those who are already abroad to participate in other mobility projects of the University of Verona must contact the International Office (U.O. Mobilità Internazionale) prior to their intended mobility in order to verify their eligibility for that itinerary.

2) Accommodation

Reimbursements will be made for accommodation expenses incurred only in the place where the mobility took place.

3) Course/seminar/conference registration

4) Insurance

Any medical/health insurance will be reimbursed up to a maximum amount of € 200.

5) Visa

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

For the reimbursement of expenses paid in a foreign currency, the average official exchange rate during the mobility period will be used.

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

Expense type	Destination	Reimbursement
Return travel expenses	Within Europe	€500 max.
	Out of Europe	€1,000 max.
Other expenses	Within Europe	€50 max. per day
	Out of Europe	

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

Destination	<u>Total</u> maximum value allowed
Within Europe	€2,000 max.
Out of Europe	€2,500 max.

Travel days are not included in the maximum allowable amount. In any case, mobility periods of more than 30 days will not be financed, 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 2020** or until all the available funds have been awarded, whichever occurs first.

All mobilities must conclude by **30 September 2020**. Students who enrolled in the academic year 2018/2019 in their last year of study, **must** carry out and **complete** the mobility **before** their graduation, **by 31 December 2019 at the latest**.



Completed applications with all the required documents attached should be submitted **1-3 months before the start of the intended mobility period**. Application forms are available on the university website at: www.univr.it/international (Erasmus and other experiences abroad – Short term mobility).

To apply for a mobility, the applicant shall do as follows:

1. fill out the **Study plan**, approved and signed by the President of the Teaching Committee. The Study plan must include the **activities** that the students will carry out abroad and the **exact dates** relating to the training activities;

2. complete the online application in Esse3;

3. upload their **Study plan** in the online application in Esse3, or else the application will not be considered. This must be in **PDF format**, legible and **complete** with all required information and signatures.

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.

4. Upon completing the online form, it is necessary to click “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.

5. The automatically-generated PDF – with the title of “CONFERMA COMPILAZIONE DEL MODULO DI CANDIDATURA” – must be sent to the International Office (*U.O. Mobilità Internazionale*) using 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.**

Applicants are advised that they may apply for a grant for **only one mobility** 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 complete the registration procedures by 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 preparing for the mobility

The list of students awarded a mobility grant will be published at: 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**.

At least 15 days before departure, students **must** send to the International Office (*U.O. Mobilità Internazionale*), 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, or else their grant will be revoked.

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. 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 journeys¹.

Art. 7 – End of mobility and reimbursement

Upon **returning from the mobility**, participants must request a recognition of the activities they have carried out abroad at the Teaching and Student Services Unit of their degree programme.

¹ To calculate this please use the distance calculator available online at the following link: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_it



Subsequently, students will need to book an appointment [online](#) with the International Office (*U.O. Mobilità Internazionale*) in order to request the reimbursement of the expenses incurred (opening hours: Monday, Wednesday and Friday, 10 am –12:45 pm), and will have to:

- complete a reimbursement request form;
- submit the original receipts for the expenses to be reimbursed;
- submit a copy of the certificate of attendance issued by the host organisation. This must include the participant's name and surname, and the exact dates of the activities.

For the calculation of the total amount actually refundable, 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.

The total amount granted to each student can be used for all eligible expenses. For example: if the participant's travel expenses are less than € 500 (allocated sum for travelling within Europe), the remaining amount may be used for accommodation or other eligible expenses as set out in the Call for applications (see Art. 4).

List of the documents to be submitted for reimbursement:

1) Return 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 present the corresponding boarding pass.

2) Accommodation

Expenses must be proven by presenting the invoice/bill or receipt (paper or electronic) 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.

Finally, please note that only and exclusively expenses related to the place where the mobility will take place are refundable (see Art. 4).

3) Course/seminar/conference registration

These expenses must be proven by presenting the invoice/bill or receipt (paper or electronic) from the host organisation addressed to the participant confirming payment. Such document must include all information necessary to enable reimbursement: name of the participant, host organisation details and contacts, description of the expenses and costs in question. If the host organisation cannot issue an invoice/bill or receipt, the participant should request such organisation to produce a document that must include all the above information.

4) Insurance and Visa

As stated above, invoices/bills or receipts – paper or electronic – must include the name of the participant and the information necessary to enable reimbursement.

Please note that any medical/health insurance will be reimbursed up to a maximum amount of € 200.

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.

Please note: the payment of the amount due via bank transfer, in accordance with the Call for applications, will be made 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 – Further information and contacts

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.

Opening hours: Monday, Wednesday and Friday, 10 am – 12.45 pm

Telephone hours: from Monday to Friday, 9.30 am – 12.30 pm. Telephone: +39 045 802 8530

[Service Desk](#) (send information requests to: [Students Head Office](#) > [International Mobilities](#) > [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 Dr. Anna De Salvo, Head of the International Office – Teaching and Student Services Head Office.

Art. 9 – Processing of personal data

Personal data provided by those who apply for a Short Term Mobility programme (2019-2020) 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 aims 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/privacy.

Signed by the Rector
Prof. Nicola Sartor