1ST CALL FOR PROPOSALS FOR THE UNIVERSITY'S EXTRA-EU EXCHANGE PROGRAMME FOR INTERNATIONAL MOBILITY FOR INTERNSHIPS/TRAINEESHIPS AND RESEARCH ACTIVITIES FOR DISSERTATION PREPARATION TO BE COMPLETED IN ACADEMIC YEAR 2022/2023.

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PART I - GENERAL RULES AND ADMISSION CRITERIA

Art. 1 - Extra-EU Exchange Period
The University’s Extra-EU Exchange Programme is aimed at awarding training credits during an academic experience in a non-European country. The Extra-EU Exchange Programme (hereafter the Programme) lasts a minimum of 30 actual days up to a maximum of 6 continuous months, renewable in the case of thesis preparation; for those enrolled in a Postgraduate School or a PhD programme (3rd cycle), the programme must be at least 3 continuous months. The programme must run between 1 September 2022 and 31 October 2023, unless it is necessary to extend the research period for the preparation of the thesis.

The experience may entail:
- **Traditional Mobility** (all the Traineeship period is completed abroad, either in person or remotely; therefore, students abroad who have been authorised by the host organisation are considered to be in traditional mobility, even if the activity is delivered remotely);
- **Blended Learning** (the programme consists of a period in Italy in e-learning/smart working and a period abroad in person and/or in e-learning/smart working of at least 30 days for first and second cycle students, 3 months for third cycle students).

The manner in which the Programme will be conducted depends on the host organisation. During the Programme, students are required to comply with the safety rules provided by the host organisation.

Art. 2 - Extra-EU Exchange Eligible Activities
The following is allowed during the Programme:
- Developing a Master’s Degree or single-cycle Master’s Degree thesis;
- Developing a PhD dissertation;
- Internship/traineeship in hospital facilities;
- Undertaking or attending teaching activities for mobility in Higher Education Institutions with which the University has entered into an International Cooperation Agreement or an Erasmus+ Inter-Institutional Agreement-IIA. **Undertaking or attending teaching activities must in all cases be expressly authorised by the relevant international mobility coordinating Professor**;
- For students enrolled in the 2nd year of the Master’s Degree in Marine Sciences, the activities provided for under the agreement with the Maldives National University (Maldives).
Training activities successfully completed during the programme are an integral part of the student’s study plan with award of credits. Training activities completed during the mobility cannot be included in the plan as supernumerary.

The successfully completed Programme is recognised in the plan as follows:

− students who use the programme for their thesis will have all the academic credits (CFU) associated with the final examination, minus one; the additional CFU will be added to the record after the thesis has been defended;
− students who use the Programme to complete an internship/apprenticeship will receive credits for the internship/apprenticeship if provided for in the regulations of their course of study, or as CFUs as part of the student’s elective activities (the latter option must be checked with the International Mobility Coordinator, and ratified as soon as possible and included as AD “elective CFU completed within the Erasmus programme” in their study plan).

Students who did their thesis research during the programme should select the “thesis with stay abroad” option when submitting their application to the Online Administrative Offices.

Art. 3 - Professional Training Courses

The programme also includes as eligible activities medical and surgical qualifying Practical Assessment Traineeships (PATs). Students of the Single-Cycle Degree Course in Medicine and Surgery will be able to access the Programme to complete medical and surgical area PATs both during their studies. The Programme does not admit postgraduate PATs. Students wishing to apply for the Programme must be authorised in advance by Prof. Marco Domenico Parenti, International Mobility Coordinator of the Department of Medicine and Surgery, who must approve the suitability of the foreign destination institution. The foreign destination must possess the appropriate characteristics to be elected as a PAT venue under Italian law. Students wishing to complete a PAT programme during their mobility must apply in accordance with the procedures set out in the following articles of this Call, using the specific forms published at the following link: https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/mobilita-exchange-Extra-eue/selezione.

The medical and surgical qualifying Practical Assessment Traineeships (PATs) carried out under the Programme must in any case comply with all the constraints of Italian regulations in order to be awarded.

Art. 4 - Extra-EU Exchange Destinations
The Extra-EU Exchange Programme does not have a list of destinations (hereinafter: the Destinations) set a priori by the call for applications, but destinations must be agreed with the International Mobility Coordinators.

Eligible as non-EU locations are higher education institutions, public or private organisations active in the labour market, National Research Councils (NRCs) and NGOs from non-European countries that at the time of application have entered into a Learning Agreement for Exchange Mobility Extra EU - LAEX for the students’ research, thesis or internship activities.

**Extra-EU Exchange destinations can be identified by means of:**

- scientific collaborations of thesis advisors or, more generally, of lecturers of courses of study, subject to their authorisation;

**Art. 5 - International Mobility Coordinating Professors**

Students will be supervised by an International Mobility Coordinator Professor (hereinafter: Coordinator). The Coordinators have the following tasks:

- agree and approve goals with students;
- agree and approve with students the Learning Agreement for Extra-EU Exchange Mobility (hereafter: LAEX), i.e. the syllabus of activities to be completed during the programme, and any subsequent modifications thereto;
- are responsible for completing the Mobility Project Approval form, which provides for the full recognition of the training activities successfully completed during the Programme, and validate all the activities completed;
- authorise the extension of the programme, if it is necessary for the student to complete his or her traineeship project, taking care to ensure that the normal duration of the course of study is not jeopardised by the extension.

The full list of Coordinators is published on the University website at [https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0](https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0).

**Art. 6 - Eligibility Criteria for Extra-EU Exchange**

To be eligible for this call for applications, students must:

1. **be currently** enrolled in a Bachelor’s Degree course (first cycle of studies), a Master’s Degree course and a single-cycle Master’s Degree course (second cycle of studies), or be enrolled in a School of
Specialisation or a PhD course (third cycle of studies); this requirement must be met throughout the period of mobility;

2. if enrolled in the final year of the first or second cycle of studies for 2021/2022 academic year, complete the mobility programme by 28 February 2023 and graduate by March 2024; in this case, actual departure is conditional on taking all the exams required in the study plan;

3. if enrolled in the final year of the first or second cycle of studies for 2022/2023 academic year, graduate by March 2025;

4. be up to date with the payment of university fees;

5. not to be selected as eligible and not to receive an award or grant for the same period under another mobility programme of the University;

6. have an approved LAEX providing for the award of course credits for those enrolled in a Bachelor’s or Master’s Degree course, and for those enrolled in a Postgraduate School or PhD course, a stay abroad for at least three consecutive months;

7. **not having activated an internship for the award of the same training credits and for the same period with the University Internship Office:**

8. not have their academic career suspended for any reason, or not have interrupted their studies;

9. not be enrolled in a repeat year, and not be enrolled for credit and part-time student.

**Students who are behind the course schedule are not eligible for the programme.**

**Art. 7 - Incompatibility with Extra-EU Exchange Programme**

The Extra-EU Exchange Programme must be completed on a continuous basis and its validity is validated by an actual stay at the foreign location.

The University’s Extra-EU Exchange Programme:

− **may be preceded** by another programme as long as the periods do not overlap; in no event is it possible to withdraw from Erasmus+ for study or Erasmus+ for traineeship in order to take part in the Extra-EU Exchange programme;

− simultaneous participation in a double degree programme for the same period **is not compatible**;

− **cannot coincide** with a simultaneous work placement abroad with the University Internship Office.

**Students during the Programme may not:**

a) Apply for a transfer to another university or a change of course;

b) Defend their thesis and/or receive their diploma;
c) Conduct any activity requiring presence at the University of Bicocca, except as provided for in Article 21 of this Call.

The Programme must be continuous and not provide for any suspension outside the destination.

PART II - SELECTION OF CANDIDATES

Art. 8 - Learning Agreement for Extra EU Exchange Mobility - LAEX

In order to be admitted to the programme, students are required to agree with their coordinators on the LAEX, i.e. the traineeship/research/study programme to be completed abroad. The LAEX must be agreed upon and countersigned by the host organisation. After the publication of the ranking list, it will not be possible to change the place of destination except for proven teaching reasons approved by the Coordinator, or force majeure, which must be approved by the Prof. Gabriella Pasi, Dean of International Programmes.

The document consists of three sections plus an addendum:

- **Section to be completed BEFORE THE MOBILITY**, filled in electronically, saved in pdf/a format and included in the application to the Online Administrative Office, as provided for in Article 10 of this Call. Failure to submit a compliant and fully signed document will result in automatic exclusion from the programme;

- **Section to be completed DURING THE MOBILITY**, to be completed electronically, after agreement with the Coordinator, only in the event that a change to the duration of the experience is necessary during the programme;

- **Section to be completed AFTER THE MOBILITY**, to be filled in electronically at the end of the programme;

- The **Addendum**, an attachment concerning the student’s safety during the programme, complete with signatures and saved in pdf/a format, must be included in the application to the Online Administrative Offices, pursuant to Article 10 of this Call.

The form is published on the University website at https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione

The LAEX is signed by the Coordinator or, in his/her absence, by the Department Director. For postgraduates and doctoral students, the Course Coordinator or tutor, or the School Director may sign in the absence of the Coordinator. In such cases, students are required to inform and obtain the signature of the reference Coordinator before the ranking list is issued.

Art. 9 - Approval of the Extra-EU Exchange Mobility Project
In order to be admitted to the Programme, together with the Learning Agreement for Extra-EU Exchange Mobility, students are required to obtain authorisation for the Programme from their Coordinator using the “Mobility Project Approval” form published on the website, under the link: https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilità-exchange-Extra-ue/selezione.

By signing the “Mobility Project Approval” form, the Coordinators attest to the validity of the contents of the LAEX and arrange for the recognition of the activities to be conducted during the programme.

The Department Director can sign the form in the absence of the Coordinators. For postgraduate and doctoral students, the Course Coordinator and tutor may sign if the Coordinators are not available. In such cases, students are required to inform and obtain the signature of the reference Coordinator before the ranking list is issued.

The electronically completed Mobility Project Approval form, saved in pdf/a format, must be submitted with the application to the Online Administrative Offices. Failure to submit a compliant and fully signed document will result in automatic exclusion from the Programme.

Art. 10 - Submitting the Extra-EU Exchange Application

The application form must be completed at the Online Administrative Offices between 15 June and 5 July 2022, 12:00 pm, as follows:

- log in and access your personal page of the Online Administrative Offices;
- in the right-hand menu, select “International Mobility - Mobility Awards”;
- select the mobility field “Bilateral Agreements” and confirm;
- select the 1st Extra-EU Exchange call for applications for academic year 2022/2023;
- select your destination from the list of the University’s partners; if your chosen destination is not on the list, enter it in the appropriate box;
- select the “REGISTER” button;
- attach the LAEX (including addendum) in pdf/a format;
- attach the “Mobility Project Approval” form in pdf/a format;
- fill in the “Data supplement on the selected destination” questionnaire.

Only by printing the receipt and completing the questionnaire is the application final and active. Without uploading the documents, printing the receipt and filling in the questionnaire, the application is null and void. Applications submitted with attachments that do not comply with the requirements of this Call, or that illegible will not be admitted to the selection.
The Section to be completed BEFORE THE MOBILITY must be completed in full, as follows:

- **Planned period of the mobility:** enter the dates by reporting the day, month and year; the dates to be entered are the beginning and end of the Extra-EU Exchange, minus travel days;

- **Number of working hours per week:** must be compatible with the number of CFUs to be awarded;

- **Detailed traineeship programme:** enter a short description of the traineeship activity that will take place (minimum 1000 characters, including spaces);

- **Knowledge, skills and abilities to be acquired by the end of the traineeship:** enter a brief description of the skills and abilities to be honed during the Extra-EU Exchange (minimum 1000 characters, including spaces);

- **Monitoring plan:** describe how the Extra-EU Exchange will be monitored;

- **Evaluation plan:** describe the criteria by which the Extra-EU Exchange will be monitored;

- **In “Table B” select one of the two pre-filled boxes** and enter the number of CFUs to be awarded; the CFUs must correspond to the sum of the CFUs of the Training Activities detailed in the mobility project approval form; third-cycle students are exempt from entering the number of CFUs, but must guarantee no less than 3 months of continuous mobility.

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**Art. 11 - General University Ranking**

The Online Administrative Office System will assign a score in 50ths for the academic curriculum to the applications submitted as provided for in Article 11 of the University Regulations for the Implementation of International Student Mobility. To determine the candidates’ academic curriculum score, the Online Administrative Office system will only take into account the teaching activities that have been recorded and are included in the transcript as at 5 July 2022.

The general University ranking list will be published on the Official Notice Board and on the University website at the link [https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione](https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione) no later than 29 July 2022.

Students who have activated an internship for the same period with the University Internship Office will be excluded from the ranking list.

All eligible students in the ranking list may communicate with the International Mobility Office-UMI via [outgoing.extraue@unimib.it](mailto:outgoing.extraue@unimib.it)

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**Art. 12 - Opting out of the Extra-EU Exchange Programme**

After the publication of the University’s general ranking list, students may submit their withdrawal from the programme to the Online Administrative Offices as follows:
1. log in and access your personal page;
2. in the right-hand menu select “Questionnaires”;
3. fill in the “Declaration of Withdrawal from International Mobility” questionnaire;
4. when finished, confirm the questionnaire;
5. the withdrawal is irrevocable from the moment the questionnaire is confirmed.

PART III—BEFORE THE EXTRA-EU EXCHANGE PROGRAMME

Art. 13 - Declaration of Planned Start and End Dates of the Extra-EU Exchange Programme
Students eligible for departure must declare the start date and expected end date of the Programme as will be communicated by the International Mobility Office-UMI when the ranking list is published, according to the following timetable:
- by 5 August, for activities starting before 31 December 2022;
- between 24 November and 30 November 2022, for activities starting from 1 January 2023.
After these deadlines, the declared dates may no longer be changed. Failure to comply with the deadlines indicated in this Article and in Article 14 below will result in delays in the release of the Agreement and in the disbursement of the Extra-EU funding.

Art. 14 - Signature of the Extra-EU Exchange Mobility Agreement
The students and the University sign an agreement, called “Extra-EU Mobility Agreement”, which regulates financial coverage, if any, and insurance coverage during the programme. The start date and expected end date of the programme declared by the students are required in order to execute the Agreement. If the Erasmus Mobility Agreement is not signed, the student will not receive any financial and insurance cover.
The text of the Agreement and instructions for signing will be sent by e-mail to students who have complied with Article 13 of this Call, according to the following timetable:
- by 16 September 2022, for activities starting before 31 December 2022;
- by 16 January 2023, for activities beginning on or after 1 January 2023.

Once the Agreement has been signed, students must send it to accordo.mobilita@unimib.it following the instructions received, according to the following timetable:
- by 25 September 2021, for activities starting before 31 December 2021;
- by 25 January 2022, for activities beginning on or after 1 January 2022.
Students who have submitted a **compliant** Mobility Agreement will receive the Agreement digitally signed by the University Delegate at their campus mailing address. Students who have submitted a **non-compliant** Agreement will receive an automatic e-mail requesting the submission of a new amended document, failing which financial and insurance cover will be suspended.

**Art. 16 - Renewal of Enrolment for the 2022/2023 Academic Year**

By 20 July 2022 students participating in the Programme must renew their enrolment for the academic year 2022/2023; the registration fee may be paid within the deadlines set by the University.

Renewal of enrolment for academic year 2022/2023 for undergraduates.

**Art. 15- Authorisation for Mobility at the Foreign Destination**

The start of mobility periods at the foreign destination is conditional on the possibility of completing the Programme activities safely. The mobility of eligible students is deemed to be authorised unless otherwise prescribed by the Italian State. Students can find information on destination countries on the website of the Italian Ministry of Foreign Affairs [http://www.viaggiaresicuri.it/home](http://www.viaggiaresicuri.it/home); if the Ministry of Foreign Affairs advises against departures to a given country, mobility to that country is not authorised. In such cases, students must immediately contact the International Mobility Office, which will take appropriate action. Students are also required to register in the Ministry of Foreign Affairs database at the following link: [https://www.dovesiamonelmondo.it/home.html](https://www.dovesiamonelmondo.it/home.html)

**Art. 16 - University and National Health Insurance Coverage**

- The **University** has the following insurance policies to cover duly enrolled students:
  - Policy No. 406376720 “Third Party Liability - TPL” with AXA Assicurazioni S.p.A. (valid from 31 December 2020 - 31 December 2025);
  - Policy No. 400260064 “Student Accident” Generali Italia S.p.a (valid from 1 October 2020 to 30 September 2025).

This coverage extends to students and is valid worldwide.

In any case, students must comply with the regulations relating to the prevention and safety of the Erasmus destination and to promptly inform the **University** in the event of an accident occurring during activities related to the Programme, by contacting the Welfare and Relations with the NHS Sector by writing to
assicurazioni@unimib.it or on the University website at the link https://www.unimib.it/servizi/studenti-e-laureati/vivere-campus/campus-bicocca/assicurazioni/polizze-assicurative-studenti.

The University does not offer health insurance coverage. Students may also use the same link in the Welfare and NHS Relations Sector to ask about additional insurance coverage available.

- Students are directly responsible for their own health coverage abroad in accordance with current legislation.

The University may award eligible students a Health Bonus as a contribution towards additional health insurance. Subject to budget availability, the bonus will be defined by the University governing bodies at the earliest available meeting, and paid together with the advance payment of the Erasmus grant. The University is not liable for any health costs incurred if students do not take out a supplementary health insurance policy.

Students should also enquire before departure about the extent of National Health Care in the country of destination, as follows:


- Students can also visit the relevant Azienda Socio Sanitaria Territoriale (A.S.T.), Local Health Authority.
PART IV - EXTRA-EU EXCHANGE MOBILITY FUNDING

Art. 17 - The University’s Extra-EU Exchange Economic Benefit

Eligible students will receive funding for periods actually spent abroad in the ranking order until the available budget funds are exhausted. The funding is provided as a contribution to costs abroad and, therefore, is not intended to cover the full cost incurred by the student.

Funds include:

- **EXTRA-EU Exchange Grant**

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<thead>
<tr>
<th>Group</th>
<th>Countries</th>
<th>Monthly/30 days</th>
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<td>Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14</td>
<td>All non-EU countries not included in the regions 13 and 14</td>
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<tr>
<td>Region 14</td>
<td>Faroe Islands, Switzerland and United Kingdom</td>
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<tr>
<td></td>
<td>• € 350.00 + supplement (study)</td>
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<tr>
<td></td>
<td>• € 500.00 + supplement (traineeships, internships and research)</td>
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<tr>
<td>Region 13</td>
<td>Andorra, Monaco, San Marino and the Holy See</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• € 300.00 + supplement (study)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• € 450.00 + supplement (traineeships, internships and research)</td>
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</tr>
</tbody>
</table>

- **University Supplement**

The supplement to the EXTRA-EU Exchange Mobility Grant is only due for Regions 13 and 14.

The amount of the supplement to the Erasmus Mobility grant will be defined by the University governing bodies at the earliest meeting after the signing of the Financial Agreement with the Erasmus+ National Agency Indire. The International Mobility Office will immediately notify all eligible students of the decisions issued by the Governing Bodies by email and/or information webinar. The supplement to the Erasmus Mobility grant is defined on the basis of ISEE data, with reference to the year in which the call for applications is published,
pursuant to Prime Ministerial Decree no. 159/2013. Students who have not provided the ISEE will not be entitled to any supplement.

**To receive the supplement, students must have submitted the 2022 ISEE** (for university students) by signing the DSU (Dichiarazione Sostitutiva Unica, Consolidated Substitute Declaration) **by 5 August 2022.** Uploading ISEE data to the Online Administrative Offices is automatic, however, students required to check that such data are also on their personal page. In the event that the data are not up-to-date by the deadline of 5 August 2022, students should refer to the ISEE Guide at the link [https://www.unimib.it/servizi/segreterie-studenti/immatricolazione/tasse](https://www.unimib.it/servizi/segreterie-studenti/immatricolazione/tasse).

The use of the funding is contingent upon actual stay at the destination location and the award of training credits to the student. **Mobility that does not involve the award of training credits, with the exception of doctoral and postgraduate students, is not eligible for funding.** Students travelling to Swiss destinations will be entitled to funding subject to the submission of supporting documents relating to accommodation in Switzerland. The economic benefit is subject to the tax and social security contributions provided for by Italian law; for information on deductions please contact assistenza.fiscale@unimib.it. Funding does not constitute an employment relationship, does not give rise to social security and welfare benefits, and does not give rise to any evaluation for legal or economic career purposes.

**Art. 18 - Methods of Disbursement of Funds for the Extra-EU Exchange**

The financial benefit of mobility is awarded by Provost’s Decree, and its disbursement is contingent upon signing the Mobility Agreement. The mobility funding is determined on the basis of the dates declared, as provided for in Article 13, taking into account the ranking order and available funding, and only for periods actually spent abroad. The duration of the mobility will be calculated automatically by the DAYS360 Excel function, according to a 360-day business year (i.e., each month, regardless of its duration, will be considered 30 days). Students can check the duration of mobility according to EU rules using the counter available at the link: [https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/exchange-Extra-ue/borsa-Extra-ue](https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/exchange-Extra-ue/borsa-Extra-ue).

The funds are paid in two instalments:

1. An advance payment equal to all whole months minus one, subject to signature of the Mobility Agreement, pursuant to Article 14 of this Call (e.g., for a declaration of actual mobility of 5 months and 20 days the advance payment will be 4 months);
2. The remaining funding, if due and until the budget availability is exhausted, including further funding (financial coverage of the extensions), will be disbursed on a pro-rata basis according to the dates certified
in the LAEX Section to be completed AFTER THE MOBILITY. The balance is calculated on the days actually spent abroad and certified by the receiving organisation, at the end of the mobility period and following the fulfilment of this call’s requirements.

Art. 19 - University Multifunctional Card
Funding is disbursed exclusively on the University’s multifunctional card. Students are responsible for activating the “prepaid card” function at the Banca Popolare di Sondrio (Building U6, ground floor) and checking the validity period of the card. If the card is lost or stolen, students must file a report and request the release of a new card at the Career Management Offices, and interface directly with Banca Popolare di Sondrio (popso@unimib.it) to collect and activate the new card. The issuance of the new card and the shipping costs abroad are borne by the student. Upon activation of the new card, students will be able to access the monthly payments due. For further information on the devices on which funding is disbursed, write to the Payments Office at pagamenti.dott-spec@unimib.it.

PART IV - EXTRA-EU EXCHANGE MOBILITY

Art. 20 - Compatibility with the Extra-EU Exchange Programme
During the Mobility, students will be able to
- submit the Study Plan;
- apply for graduation, provided that the dissertation will be defended after returning from the exchange;
- apply for University scholarships and Right to Study grants;
- pay the fees and submit the ISEE declaration.

During the mobility abroad, students may not perform any action that requires their presence on site at the University, under penalty of forfeiting the funding, except as provided for in Article 21 below.

Art. 21 - Suspension of Extra-EU Exchange Mobility
Students who need to suspend their mobility in order to take exams must be authorised by their destination organisation. Exams may be booked at the University for activities that are formally on the plan, with the exception of training activities included in the “Mobility Project Approval” form. Reservation for each exam
session, even partial, leads to the automatic reduction of three days of scholarship. The reduction applies for each booked exam, even for sessions held on consecutive days, regardless of the outcome of the session and the recording of the absence. Only the cancellation of the booked exam does not lead to a reduction of funded days. Suspensions are only permitted for exams or partial exams that require booking via the Online Administrative Office system. Students are required to keep their travel documents (boarding passes/train tickets etc.) and submit them, if requested, to the International Mobility Office-UMI.

Art. 22 - Modification of the Extra-EU Exchange Mobility Period

Students may request authorisation from the Coordinators to extend their mobility; to do so, they must fill in the Section to be completed DURING THE MOBILITY of the LAEX. Once the signatures have been affixed, the LAEX (including both the Section to be completed BEFORE THE MOBILITY and the Section to be completed DURING THE MOBILITY) must be submitted in pdf/a format to outgoing.Extraue@unimib.it. Students are not allowed to request an extension of mobility that would compromise the completion of their degree programme within the expected duration of their course of study.

Extensions must be requested at least one month before the end of the mobility included in the Mobility Agreement. Requests for extensions received after the deadlines laid down in this Article and in a non-compliant manner will not be financially covered.

Funding will be allocated by Provost’s Decree and the amount due will be settled in a single instalment only to those who have applied for an extension as provided for in this Article, until the budget funds are exhausted.

PART VI - RETURNING FROM THE EXTRA-EU EXCHANGE MOBILITY

Art. 23 - Closing of the Extra-EU Exchange Period and Final LAEX

At the end of the programme, students must:

- make sure you have a clearly legible copy of the LAEX (including both the Section to be completed BEFORE THE MOBILITY and the Section to be completed DURING THE MOBILITY), signed by the Bicocca Coordinator and the Extra-EU Mobility Exchange Officer of the destination;

- have the Section to be completed AFTER THE MOBILITY of the LAEX filled in by the Extra-EU Exchange Mobility Officer of the destination, and have it signed by the host organisation. The dates provided in the form are the basis for the recognition of the period and the granting of funding;

- send to outgoing.extraue@unimib.it the LAEX with all parts fully completed (BEFORE THE MOBILITY, DURING THE MOBILITY and AFTER THE MOBILITY), clearly legible, and complete with signatures, in pdf/a format.
Art. 24 - Price Adjustment to the Fund Balance

The balance will be paid to students who have submitted a LAEX, as provided for in Article 23 of this Call. In the event of a negative balance, a communication will be sent to students at the @campus.unimib.it account requesting any funds wrongly received in excess to be returned. Students who have not refunded any amount due by the deadline specified in the communication, or have not submitted a justification against the request to return funds will have their record suspended. Returning funds in excess is a condition for the issuance of the University of Milan-Bicocca Degree.

If the mobility does not correspond to a whole number of months, the contribution for the remaining days will be calculated by multiplying the number of days by 1/30 of the monthly contribution due.

Students can check the duration of mobility according to EU rules using the counter available at the link https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/exchange-Extra-ue/borsa-Extra-ue.

Art. 25 - Repayment of Unused Funds

At the end of the Extra-EU Exchange Mobility, students will be asked to:

a) repayment of funds in excess that may have been disbursed in error;

b) repay in full the study grant in the following cases:
   - If they have not stayed abroad at least 30 working days (90 for doctoral/specialist students), the LAEX-Section to be completed AFTER THE MOBILITY will count for this purpose;
   - failure to complete or unsuccessful completion of the goals set out in writing in the LAEX;
   - for students enrolled in Bachelor's and Master’s Degree courses, failure to receive the educational credits declared in the LAEX.

In the event that students do not fulfil their obligations under this Call and the Mobility Agreement, the Agreement will be automatically terminated by official notice sent to the concerned students. Students who have not repaid any amount due by the deadline indicated in the communication will have their academic record suspended. Returning funds in excess is a condition for the issuance of the University of Milan-Bicocca Degree.

In the event that students engage in misbehaviour as reported by the destinations organisations, the incident will be brought to the attention of the Provost for the necessary disciplinary measures.
Art. 26 - Recognition of the Extra-EU Exchange Mobility Agreement
Following the successful completion of the programme, pursuant to Article 23 of this Call, the International Mobility Office-UMI will initiate the procedure for the recognition of training credits. Students who do not submit their LAEX, pursuant to Article 23 of this Call, are not entitled to receive credits. The Extra-EU Exchange experience will be fully recognised in the plan as indicated in Article 2 of this Call.

Art. 27 - “Bicocca International Students” Open Badge
All mobility experiences will be recorded in the “Bicocca International Students” Open Badge. Open Badges are digital, internationally recognised certifications that can be used in electronic curricula vitae. At the end of the programme, students will receive an e-mail communication from BESTR from which they can download the “Bicocca International Students” Open Badge. The Open Badge will later be supplemented with the number of credits received during the programme.

PART VII - FINAL PROVISIONS

Art. 28 - Communications
According to Article 26(1) of the Student Regulations, the only official channel of communication between students and the University is the University e-mail box (n.cognome@campus.unimib.it). For general information on this Call for applications, students should use exclusively the e-mail address outgoing.extraue@unimib.it . Students are required to update their personal Online Administrative Office page. The Administration accepts no liability for any loss of communications due to incorrect information concerning the candidate’s address, or for failure or delay in communicating a change of address.

Art. 29 - Person in Charge of the Procedure
Pursuant to Law no. 241 of 7 August 1990, Ms. Agnese Cofler, Head of International Affairs Sector, University of Milan-Bicocca is the Point of Contact for the procedure.

Art. 30 - Final Provisions
Applications for this call will be handled in accordance with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

We point out that, pursuant to Article 71 of Presidential Decree 445 of 28 December 2000, the Administration will conduct due diligence, also on a sample basis, and in all cases in which doubts arise as to the truthfulness of the substitute declarations. For all matters not provided for in this Call, the laws and regulations in force concerning public competitions and university study awards apply. If there is any need to transfer data to non-EU countries in which an adequacy decision has not been issued, the student eligible for the Programme must expressly give consent to the processing. The data subject will receive a Data Processing Information Form through which he/she can give his/her consent to proceed with the transfer of data to institutions in non-EU countries in which an adequacy decision has not been issued. Lacking the student’s consent, the University will be unable to complete required activities and process the requests.

THE PROVOST
Prof. Giovanna Iannantuoni
(signed electronically pursuant to Art. 24 of Legislative Decree 82/05)