

## THE RECTOR

- IN VIEW OF the Statute of the University of Milano-Bicocca issued by Rectoral Decree no. 0010332/15 of the 3rd of March 2015;
- IN VIEW OF the University Teaching Regulations issued by Rectoral Decree no. 0040884/17 of the 4th of July 2017;
- IN VIEW OF the University Regulations for the implementation of International Student Mobility issued by Decree of the Rector 769/2019 — No. 0010763/19 of the 7th of February 2019;
- IN VIEW OF Rectoral Decree 394/2021- 0008361/21 of the 22nd of January 2021 setting out provisions for reactivating International Mobility post the Covid-19 health crisis;
- IN VIEW OF the resolutions of the Academic Senate of the University of Milano-Bicocca of the 8th of June 2021 on International Mobility Planning for the 2021/2022 academic year;
- IN VIEW OF the Fund allocated by Ministerial Decree n. 976 of the 29th of December 2014 for supporting young people and indications on its use and monitoring outlined by the MIUR in Prot. No. 2773 of the 5th of March 2015;
- IN VIEW OF the anticipated assignment of National public co-financing from the Revolving Fund under Law 183/1987 of the European Erasmus+ Programme - University Sector;
- IN VIEW OF the proposing Manager attesting to the legality and legitimacy of this measure;

## DECREES

for the reasons indicated in the introduction to this measure and set out below in full: **Call I for Application to the University's Non-EU Exchange Programme** for international mobility for internships/work placements and dissertation research activities to be carried out in the **2021/2022 academic year**.

## CONTENTS

### **PART I - GENERAL REGULATIONS AND ADMISSION CRITERIA**

[Art. 1 - Non-EU Exchange Period](#)

[Art 2 - Eligible Non-EU Exchange Activities](#)

[Art. 3 - Workplace Internships](#)

[Art. 4 - Non-EU Exchange destinations](#)

[Art. 5 - Lecturers Coordinating International Mobility](#)

[Art. 6 - Eligibility Criteria for Non-EU Exchanges](#)

[Art. 7 - Non-EU Exchange Programme Incompatibility](#)

### **PART II - CANDIDATE SELECTION**

[Art. 8 - Non-EU Exchange Mobility Learning Agreement \(LAEX\)](#)

[Art. 9 - Non-EU Exchange Mobility Project Approval](#)

[Art. 10 - Non-EU Exchange Application Form Submission](#)

[Art. 11 - General University Ranking List](#)

[Art. 12 - Non-EU Exchange Programme Withdrawal](#)

### **PART III - BEFORE THE NON-EU EXCHANGE PROGRAMME**

[Art. 13 - Declaration of Non-EU Exchange Programme Start and End Dates](#)

[Art. 14 - Signing the Non-EU Exchange Mobility Agreement](#)

[Art. 15 - Re-enrolment for the 2021/2022 academic year](#)

[Art. 16 - Mobility Authorisation from the Foreign Destination](#)

[Art. 17 - University Insurance Coverage and National Healthcare](#)

### **PART IV - NON-EU EXCHANGE MOBILITY FUNDING**

[Art. 18 - University Financial Aid for Non-EU Exchanges](#)

[Art. 19 - Payment Methods for University Financial Aid for Non-EU Exchanges](#)

[Art. 20 - University Multi-functional Card](#)

### **PART V - DURING THE NON-EU EXCHANGE**

[Art. 21 - Non-EU Exchange Programme Compatibility](#)

[Art. 22 - Changing the Non-EU Exchange Mobility Period](#)

**PART VI - RETURNING FROM THE NON-EU EXCHANGE**

[Art. 23 - Ending the Non-EU Exchange Period and the Final LAEX](#)

[Art. 24 - Balancing Financial Aid](#)

[Art. 25 - Financial Aid Repayment](#)

[Art. 26 - Non-EU Exchange Recognition](#)

[Art. 27 - "Bicocca International Students" Open Badge](#)

**PART VII - FINAL PROVISIONS**

[Art. 28 - Notifications](#)

[Art. 29 - Person responsible for the proceedings](#)

[Art. 30 - Final provisions](#)

## PART I - GENERAL REGULATIONS AND ADMISSION CRITERIA

### Art. 1 - Non-EU Exchange Period

The purpose of the University's Non-EU Exchange Programme is to acquire university educational credits during an experience in a non-European country. The minimum duration of the non-EU Exchange Programme (hereinafter: programme) is 30 actual days and the maximum is 6 continuous months, which may be updated where dissertations or theses are being prepared; for Specialisation School students and PhD students, the programme must last at least 3 continuous months. **The programme must take place between the 1st of September 2021 and the 30th of October 2022, unless extending the dissertation or thesis research period is necessary.**

The experience may take place in the following ways:

- **Traditional Mobility** (the entire Traineeship is carried out abroad, either in person or working from home; this means students who, authorised by their destination, are abroad, even if working from home/e-learning while abroad, are considered to be taking part in traditional mobility);
- **Blended Learning** (this is where the programme consists of both a period of e-learning/remote working from Italy and a period of abroad done in person and/or via e-learning/working from home).

How the Programme takes place will depend on the host organisation. During the Programme, students must comply with the safety regulations set out by the host organisation.

### Art 2 — Eligible Non-EU Exchange Activities

Activities permitted during the programme include:

- Developing a Master's degree or single-cycle Master's degree thesis;
- Developing a PhD thesis;
- Internships/work placements in hospitals;
- Carrying out or attending teaching activities for mobility to Higher Education Institutions with which the University has signed an International Cooperation Agreement or an Inter-Institutional Agreement- IIA Erasmus+. Carrying out or attending teaching activities must always be expressly authorised by the relevant international mobility Coordinating Lecturer;
- Carrying out activities provided for in the agreement with the Maldives National University (Maldives) for students enrolled in the 2nd year of the Master's degree in Marine Sciences.

**Successfully carrying out educational activities during the programme is an integral part of the student's study plan and is recognised with university educational credits (CFU).**

A successfully completed programme is recognised in the study plan as follows:

- students who use the programme to pursue their thesis will gain all CFU for the final exam recognised in their academic transcript minus one, which will be added later once the final oral exam has been taken;
- students using the programme to do an internship/traineeship will have this period of their academic career recognised as an internship/traineeship if provided for in the regulations of their Course of Study, or as CFU within the student's chosen activities (this second option must be verified with their Mobility Coordinator Lecturer and ratified as soon as possible with the inclusion in the AD study plan, the “optional CFU undertaken in Erasmus”).

When applying to sit their final exam on the Online Student Registry, students who have carried out thesis research during the programme should select the option “thesis with stay abroad”.

### **Art.3 — Workplace Internships**

Evaluated Practical Internships (TPV) for qualifying as a medical or surgical professional are also eligible activities for the Programme. Students on a Single-Cycle Master’s Degree in Medicine and Surgery can access the Programme during their studies to undertake a TPV within medicine or surgery. The Programme does not allow for TPV for after having graduated. Students who wish to apply for the Programme must gain advanced authorisation from Prof. Marco Domenico Parenti, Coordinator for International Mobility for the School of Medicine and Surgery, who must approve the foreign destination institute’s suitability. To be elected as a TPV venue, the foreign destination is required to meet the specifications set out by Italian legislation. Students who wish to undertake a TPV during their mobility must apply to the Programme following the procedures set out in the articles of this call for applications using the relevant forms published at the following link: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/mobilita-exchange-Extra-ue/selezione> .

Evaluated Practical Internships (TPV) in medicine and surgery for qualifying as a medical professional undertaken with this Programme must comply with any and all obligations and limitations of Italian legislations in order to be recognised.

### **Art. 4 — Non-EU Exchange Destinations**

The non-EU Exchange Programme does not include a list of destinations (hereinafter: Destinations) established in advance by the call, though destinations must be agreed with the international mobility Coordinating lecturers.

Eligible Non-EU destinations include higher education institutions, public or private organisations active in the job market, NRCs and NGOs from Non-European countries that, at the time of application, have agreed to the Learning Agreement for Exchange Mobility Non-EU (LAEX) for candidates' research, thesis or internship activities.

**To search for potential Non-EU Exchange destinations, students may:**

- make use of the scientific collaborations of their thesis advisers or, more generally, their course leaders, subject to their authorisation;
- **make use of the European platform** <http://erasmusintern.org/> , though limited to opportunities in non-EU destinations;
- refer to the **International Cooperation Agreements** entered into by the University, available at: <https://www.unimib.it/internazionalizzazione/cooperazione/accordi-quadro-internazionali>.

#### **Art. 5 — Lecturers Coordinating International Mobility**

Students will be supervised by an international mobility Coordinating lecturer (hereinafter: **Coordinator**).

Coordinators are responsible for the following:

- agreeing on and approving destinations with students;
- agreeing on and approving the **Learning Agreement for Non-EU Exchange Mobility** (*hereinafter: LAEX*) with students, i.e. the study plan to be carried out during the programme and any subsequent amendments;
- filling out the **Mobility Project Approval** form which provides for the full recognition of all the educational activities successfully carried out during the Programme and provides for the conversion of these;
- authorising the programme extensions where this is necessary for students to complete their training programme, making sure to check that the normal duration of the course of study is not affected by the extension.

The full list of Coordinators is published on the **University** website at the following link <https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0> .

#### **Art. 6 — Eligibility Criteria for Non-EU Exchanges**

To access this call for applications, students must:

1. **be currently enrolled** in a Bachelor's Degree (first cycle of studies), Master's degree or Single-Cycle Master's degree (second cycle of studies) or be enrolled in a Specialisation School or PhD Programme (third cycle of studies); this requirement must be met throughout the period of mobility;
2. if enrolled in the last year of the first or second cycle of studies for 2020/2021 academic year, their mobility must end by 28 February 2022 and they must graduate by March 2023; if enrolled in the last year of the first or second cycle of studies for 2021/2022 academic year, they must graduate by March 2024;
3. be up to date with university fee payment;
4. not be selected as eligible for and receive an award or scholarship for the same period under another University mobility programme;
5. have an approved LAEX that allows for those enrolled in a first or second level Degree Course to acquire university educational credits, and a stay abroad lasting 3 consecutive months for those enrolled in a Specialisation School or a PhD Course;
6. **not have initiated a traineeship with the University Internship Office to acquire the same university educational credits or for the same period** (except as provided for in article 3 of this call);
7. not have their graduation or studies suspended for any reason;
8. not be repeating the year they are enrolled in or be enrolled for credits or be enrolled part time.

**Students repeating the year are not eligible for the Programme.**

#### **Art. 7 — Non-EU Exchange Programme Incompatibility**

**The Non-EU Exchange Programme must be carried out in a single continuous period and its validity depends on an actual stay at the foreign destination.**

The University's Non-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 Non-EU Exchange programme;
- **is not compatible** with simultaneous participation in a Double Degree programme for the same period;
- **cannot coincide** with an internship abroad initiated with the University Internship Office (except as provided for in article 3 of this call).

**During the Programme students may not:**

- a) Apply for a transfer to another university or apply to change course;
- b) Present their dissertation and/or graduate;

c) Carry out any activity that requires attendance in person at the University of Milano-Bicocca.

The Programme must be continuous and not include any suspension other than those provided for by the destination.

## PART II - CANDIDATE SELECTION

### **Art. 8 — Non-EU Exchange Mobility Learning Agreement (LAEX)**

In order to be admitted to the Programme, students are required to agree their **LAEX** with their Coordinators, i.e., the traineeship/research/study to be pursued abroad. The **LAEX** must be agreed upon and countersigned by the host organisation. Once the ranking list is published, it will not be possible to change the destination unless the change is for proven teaching purposes approved by the Coordinator or due to force majeure which must be approved by the Vice Rector for International Affairs, Professor Gabriella Pasi.

The document consists of three sections plus an addendum:

- the **Section to be completed BEFORE THE MOBILITY**, filled out in electronic format and saved as a pdf/a, must be included in the application form on the Online Student Registry as provided for by article 10 of this call. **Failure to include a compliant and complete document with signatures will result in automatic exclusion from the programme;**
- the **Section to be completed DURING THE MOBILITY**, should be filled out electronically, upon agreement with the Coordinator, only if the experience duration needs to be modified during the programme;
- the **Section to be completed AFTER THE MOBILITY**, should be filled in electronically at the end of the programme;
- The **Addendum** on student safety during the programme, completed with signatures and saved as a pdf/a, must be included in the application to the Online Student Registry as set out in article 10 of this call.

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

**The LAEX is to be signed by the Coordinator or, in their absence, the Department Director.** For graduate students and PhD students, the Course Coordinator, tutor or School Director can sign in the absence of a Coordinator. In such cases, students are still required to inform and obtain the signature of the relevant Coordinator before the ranking list is released.

#### Art. 9 — Non-EU Exchange Mobility Project Approval

To be admitted to the Programme, students and their Non-EU Exchange Mobility Learning Agreement must be approved for the programme by their Coordinator via the “Mobility Project Approval” form published online at:

<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione>

**By signing the “Mobility Project Approval” form, Coordinators affirm that the contents of the LAEX are valid and provide for activities successfully carried out during the programme to be recognised.**

In the absence of Coordinators, the Department Director may sign. In the absence of Coordinators, the Course Coordinator or tutor may sign for graduate students and PhD students. In such cases, students are still required to inform and obtain the signature of the relevant Coordinator before the ranking list is released.

The **Mobility Project Approval** form completed in electronic format and saved as a pdf/a, must be included with the application via the Online Student Registry. **Failure to include the compliant and complete document with signatures will result in automatic exclusion from the programme.**

#### Art. 10 — Non-EU Exchange Application Form Submission

**The application must be completed via the at the Online Student Registry between June 15th, 2021 and 12:00 noon on July 5th, 2021, as follows:**

- log into your personal Online Student Registry page;
- on the right-hand menu, select “**International Mobility - Mobility Calls**”;
- select the mobility field “**Bilateral Agreements**”;
- select Call I Non-EU Exchange academic year 2021/2022;
- select your destination from the list of the University's partners; if your chosen destination is not listed, type it in the box provided including the **name and full address**;
- select the “**REGISTER**” option;
- attach your **LAEX (including addendum)** in pdf/a format;
- attach your “**Mobility Project Approval**” form in pdf/a format;
- select the mandatory “**Print receipt of call registration**”.

**The application is only final with the printed receipt. The application is void if the documents are not uploaded or the receipt is not printed. Applications submitted with illegible attachments or that do not comply with the requirements of this call will not be rejected by the selection office.**

The Section to be completed BEFORE THE MOBILITY must be fully completed, as follows:

- Planned period of the mobility: use the day, month and year form; dates to include are the Non-EU Exchange start and end dates, minus travel days;
- Number of working hours per week: must be consistent with the number of CFU that will be awarded;
- Detailed programme of the traineeship: briefly describe the activity that will be carried out (minimum 1000 characters including spaces);
- Knowledge, skills and competences to be acquired by the end of the traineeship: briefly describe what you will gain from the Non-EU Exchange (minimum 1000 characters including spaces);
- Monitoring plan: describe how your Non-EU Exchange will be monitored;
- Evaluation plan: describe the criteria that will be used to monitor the Non-EU Exchange;
- **Select one of the three pre-filled boxes in “table B”** and enter the number of CFU that will be awarded; the number of CFU must correspond to the total CFU from the Educational activities set out in the Mobility Project Approval form; students in their third cycle of studies are not required to enter the number of CFU but must do 3 continuous months abroad.

#### Art. 11 — General University Ranking List

The Online Student Registry System will score the academic record for the applications submitted out of fifty pursuant to article 10 of the University Regulation for the Implementation of International Student Mobility (hereinafter: Regulation). To calculate candidates’ academic record score, the Online Student Registry system will only take into consideration teaching activities **recorded and available in their transcript of records as of the 5th of July 2021.**

The University’s general ranking list will be released on the Official Notice Board and on the University website at <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione> **by the 30th of July 2021.**

Students who have initiated an internship abroad for the same period with the University Internship Office will be excluded from the ranking (except as provided for in Article 3 of this call).

All eligible students on the ranking list can communicate with the International Mobility Office - UMI by emailing [outgoing.Extraue@unimib.it](mailto:outgoing.Extraue@unimib.it).

#### Art. 12 — Non-EU Exchange Programme Withdrawal

After the University's general ranking list is released, **students may withdraw from the programme through the Online Student Registry** as follows:

1. log into your personal page;
2. in the right-hand menu, select **"Questionnaires"**;
3. fill in the questionnaire called **"Declaration of withdrawal from international mobility"**;
4. when finished, confirm the questionnaire;
5. withdrawal is irrevocable from the moment it is confirmed after completing the questionnaire.

### PART III - BEFORE THE NON-EU EXCHANGE PROGRAMME

#### **Art. 13 — Declaration Non-EU Exchange Programme Start and End Dates**

Students who are eligible to travel, as will be communicated by the International Mobility Office (UMI) when the ranking list is released, must declare **the anticipated programme start and end dates** within the following time frames:

- **by the 5th of August for experiences starting prior to the 31st of December 2021;**
- **between the 24th and 30th of November 2021 for experiences starting on or after the 1st of January 2022.**

After these deadlines, the declared dates cannot be changed. Failure to meet the deadlines set out above and in article 14 below will result in delays in the Agreement being issued and in the Non-EU Exchange funding being provided.

#### **Art. 14 — Signing the Non-EU Exchange Mobility Agreement**

Both students and the University sign the **"Non-EU Mobility Agreement"**, which outlines the funding to be received, if any, and the insurance coverage during the programme. To enter into this agreement, the anticipated start and end dates of the programme, as declared by the student, are required. Students will not receive any funding or insurance coverage unless the Agreement is signed.

The full Agreement and the instructions for signing it will be emailed to students who have complied with the provisions of article 13 of this call, within the following time frames:

- **by the 15th of September 2021 for experiences starting prior to the 31st of December 2021;**

- by the 15th of January 2022 for experiences starting on or after the 1st of January 2022.

Once students have signed the Agreement, it must be emailed to [accordo.mobilita@unimib.it](mailto:accordo.mobilita@unimib.it) following the received instructions and within the following time frames:

- by the 25th of September 2021 for experiences starting prior to the 31st of December 2021;
- by the 25th of January 2022 for experiences starting on or after the 1st of January 2022.

The University Delegate will digitally sign and return **compliant** Agreements in CADES format (.p7m). Students who have submitted a **non-compliant** Agreement will receive an automatic email requesting the correct document is submitted, or funding and insurance coverage being suspended.

#### Art.15 — Re-enrolment for the 2021/2022 Academic Year

By the 20th of July 2021, students participating in the Programme must re-enrol for the 2021/2022 academic year; the enrolment fee payment deadlines are those set by the **University**. Re-enrolment for the 2021/2022 academic year is not required for those graduating.

#### Art. 16 – Mobility Authorisation from the Foreign Destination

The period of mobility at the foreign destination commencing is subject to the Programme activities being safe to carry out. The mobility of eligible students is authorised unless otherwise specified by the Italian State. Students can find information on destination countries the Italian Ministry of Foreign Affairs' website <http://www.viaggiasesicuri.it/home> ; If the Italian Ministry of Foreign Affairs advises against travelling to any 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 with the Ministry of Foreign Affairs database through the following link: <https://www.dovesiamonelmondo.it/home.html>

#### Art. 17 — University Insurance Coverage and National Healthcare

- The **University** has the following insurance policies in place for its properly enrolled students:
  - Policy no. 406376720 "Third Party Liability - TPL" with AXA Assicurazioni S.p.A. (valid from 31st December 2020 to 31st December 2025);
  - Policy no. 400260064 "Student Accident" with Generali Italia S.p.a. (valid from 1st October 2020 to 30st September 2025).

These coverages extend to students and are valid in any country in the world.

In any event, students must comply with the prevention and safety regulations of the destination and immediately inform the **University** if an accident occurs during activities carried out during the programme by

contacting the Department of Welfare and National Healthcare Relations at [assicurazioni@unimib.it](mailto:assicurazioni@unimib.it) or via the University website at: <https://www.unimib.it/servizi/opportunità-e-facility/assicurazioni> .

- **The University does not offer healthcare insurance.** Students can also use this Department of Welfare and National Healthcare Relations link to request further information on additional insurance available. Before travelling, students should also find out about the scope of National Healthcare in the destination country by:
  - Consulting the **Interactive Guide: “Se parto per...”** [If I travel to...] available the Ministry of Health website [http://www.salute.gov.it/portale/temi/p2\\_4.jsp?area=Assistenza%20sanitaria](http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria);
  - Visiting your local healthcare authority (ASST).

**Taking out supplementary health insurance for expenses not covered by National Healthcare is strongly recommended.**

#### PART IV - NON-EU EXCHANGE MOBILITY FUNDING

##### **Art. 18 — University Financial Aid for Non-EU Exchanges**

**All eligible students on the ranking list will receive funding for periods actually spent abroad.** Funding is provided as a contribution to expenses abroad and is therefore not intended to cover all expenses incurred by the student.

Financial aid is calculated based on ISEE (Equivalent economic status indicator) data taken from the year in which the call is published, in accordance with Prime Ministerial Decree no. 159/2013. The amount of financial aid will be decided by the University's Board of Directors in the meeting on the 20st of July 2021.

To obtain financial aid, students can submit ISEE 2021 (for student university benefits) by signing the DSU (Personal Sworn Declaration) **by the 20th of July 2021.**

For further information, please consult the ISEE Guide at: <https://www.unimib.it/servizi/segreteria-studenti/immatricolazione/tasse>

**The ISEE is acquired in the following ways:**

- automatically for those who re-enrol for the 2021/2022 academic year by the 20th of July 2021;
- by emailing [segr.studenti.tasse@unimib.it](mailto:segr.studenti.tasse@unimib.it) where students have not re-enrolled by the 20th of July 2021.

The International Mobility Office will ensure the data acquired is extracted and entered on the Online Student Registry by the 30th of July 2021. **ISEE data extraction for providing mobility grants will not be possible if students have not signed the DSU by the deadline: the 20th of July 2021.**

Benefiting from financial aid is dependent on actually staying at the destination and the university educational credits being awarded and recognised on the student's academic record. **Mobility that does not involve gaining university educational 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 for accommodation in Switzerland.

Financial aid is subject to tax and social security contributions required by Italian law; for information on deductions please contact [assistenza.fiscale@unimib.it](mailto:assistenza.fiscale@unimib.it). Financial aid does not constitute employment, does not give rise to social security and welfare payments nor assessments for the purposes of legal and economic careers.

#### **Art. 19 — Payment Methods for University Financial Aid for Non-EU Exchanges**

**Mobility financial aid is granted by Rectoral Decree and its provision is subject to signing the Mobility Agreement.** Mobility financial aid is calculated based on the information declared as set out in article 13, taking into account the order of the ranking list, the funding available and the period of time actually spend abroad. Mobility duration will be calculated based on the Excel function DAYS360, according to the 360 day business year (meaning each month is counted as 30 days regardless of its duration). Mobility duration can be checked using the calculator available at: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/exchange-Extra-ue/borsa-Extra-ue> .

Financial aid is paid in two instalments:

1. An advance equal to all full months minus one, subject to having signed the Mobility Agreement as per article 14 of this call (for instance, for a declaration of actual mobility of 5 months and 20 days, the advance payment would be for 4 months);
2. The remaining funding, if due and up to the available budget is exhausted, including further funding (funding for extensions), will be paid adjusted to the dates certified in the LAEX **Section to be completed AFTER THE MOBILITY**. The adjustment is calculated based on the actual days spent abroad and certified by the receiving organisation at the end of the mobility period and following the fulfilment of the requirements of this call.

#### Art. 20 — University Multi-Function Card

Financial aid is solely provided on the University's multi-functional card. Students are responsible for activating the “pre-paid card” service at the Banca Popolare di Sondrio (ground floor, U6 building) and checking the validity period of the card. If the card is lost or stolen, students must file a report, request a new card to be issued at the Careers Office and speak directly to the Banca Popolare di Sondrio ([popso@unimib.it](mailto:popso@unimib.it)) to collect and activate the new card. Students are responsible for the new card being issued and the cost of shipping. When the new card is activated, students will see the monthly amounts due have been paid. For further information on the systems used to provide funding, please email the Payments Office [pagamenti.dott-spec@unimib.it](mailto:pagamenti.dott-spec@unimib.it).

### PART V - DURING THE NON-EU EXCHANGE

#### Art. 21 — Non-EU Exchange Programme Compatibility

During Mobility, students may:

- submit a Study Plan;
- apply to sit the final exam for graduation, provided it occurs after the mobility is over;
- apply for University Right to Education scholarships and grants;
- pay contributions and submit the ISEE declaration.

During mobility, students may not carry out any action that requires being at the University campus in person.

#### Art. 22 — Changing the Non-EU Exchange Mobility Period

Students may request authorisation to extend their mobility from their Coordinator; to do this they must fill in the LAEX **Section to be completed DURING THE MOBILITY**. Once the LAEX is signed (including both the **Section to be completed BEFORE THE MOBILITY** and the **Section to be completed DURING THE MOBILITY**) it must be forwarded in pdf/a format to [outgoing.Extraue@unimib.it](mailto:outgoing.Extraue@unimib.it).

Students cannot request any mobility extension that would affect their qualification being gained within the normal duration of the course of study.

**Extensions must be requested at least one month prior to the end of the mobility date declared in the LAEX Section to be completed BEFORE THE MOBILITY.** Non-compliant extension requests or those received after the deadlines set out in this article will not be funded.

The allocation of funding will take place with a Rectoral Decree and the amount due will be paid in one lump sum, only to those who have applied for an extension as set out in this article, until the budget is exhausted.

## PART VI - RETURNING FROM THE NON-EU EXCHANGE

### **Art. 23 — Ending the Non-EU Exchange Period and the Final LAEX**

At the end of the programme students must:

- verify they 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 destination Non-EU Exchange Mobility Manager.
- get the destination Non-EU Exchange Mobility Manager to fill in the **Section to be completed AFTER THE MOBILITY** of the LAEX and get it signed by the host organisation. **The dates given here act as evidence for recognition of the period and for funding;**
- email the LAT to [outgoing.Extraue@unimib.it](mailto:outgoing.Extraue@unimib.it) with all parts completed (**BEFORE THE MOBILITY, DURING THE MOBILITY and AFTER THE MOBILITY**), clearly legible and signed, in pdf/a format.

### **Art. 24 – Balancing Financial Aid**

Adjustments will be made for students who have submitted the **LAEX** as per article 23 of this call. Where the result of the adjustment is negative, students will be notified at their @campus.unimib.it account requesting that any undue funding received is returned. Students who have not repaid the debt or have not submitted a counterclaim to the request by the deadline specified in the notification will have their graduation suspended. This repayment is a condition for the University of Milano-Bicocca issuing a degree qualification.

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

Mobility duration can be checked using the calculator available at:

<https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/exchange-Extra-ue/borsa-Extra-ue> .

### **Art. 25 – Financial Aid Repayment**

At the end of their Non-EU Exchange mobility, students will be requested for:

- a) the repayment of any undue financial aid paid;

- b) a full repayment of the study award where students:
- have not completed at least 30 days (90 for doctoral/postgraduate students) abroad for which the LAEX Section to be completed AFTER THE MOBILITY will be used to calculate the number of days;
  - did not meet or unsuccessfully performed what was agreed and signed in the LAEX;
  - did not gain the university educational credits declared in the LAEX, for those in first and second level degree courses.

In the event that a student does not fulfil their obligations as set out by this call and the Mobility Agreement, the Agreement will be terminated by sending an official communication to the student. Students who have not repaid the debt by the deadline specified in the notification will have their graduation suspended. This repayment is a condition for the University of Milano-Bicocca issuing a degree qualification.

**In the event of student misconduct being reported by the destination, the incident will be brought to the Rector's attention for the appropriate disciplinary action.**

#### **Art. 26 — Non-EU Exchange Recognition**

After successfully completing the programme, as per article 23 of this call, the International Mobility Office (UMI) will initiate the procedure awarding university educational credits. Students who do not produce an LAEX as per article 23 of this call are not entitled have their mobility recognised. **The Non-EU Exchange will be fully recognised in the study plan** as set out in article 2 of this call.

#### **Art. 27 — “Bicocca International Students” Open Badge**

All experiences will be recorded in the “Bicocca International Students” Open Badge. Open Badges are internationally recognised digital certifications which can be used on electronic CVs.

Once the programme has come to a close, students will receive an email notification from BESTR which will enable the “Bicocca International Students” Open Badge to be downloaded. The number of credits gained during the programme will later be added to the Open Badge.

### **PART VII - FINAL PROVISIONS**

#### **Art. 28 – Notifications**

In accordance with art. 26 paragraph 1 of the Student Regulations, **the only official channel of communication** between students and the **University** is the **University email** (*n.surname@campus.unimib.it*). For general information about this call for application, students should only email [outgoing.extraue@unimib.it](mailto:outgoing.extraue@unimib.it) . Students are required to update their personal **Online Student Registry** page. The Administration assumes no responsibility for communications lost due to the candidate giving an inaccurate address, or due to a lack of or late communication of a change of address.

#### **Art. 29 – Person responsible for the proceedings**

Pursuant to Law no. 241 of the 7th of August 1990, the person responsible for the proceedings is Dr. Agnese Cofler, Head of the Department of International Affairs at the University of Milano-Bicocca.

#### **Art. 30 – Final provisions**

Applications to participate in this call will be handled in accordance with the requirements of (EU) Regulation 2016/679 of the European Parliament and Council of the 27th of April 2016.

Please note that, pursuant to art. 71 of Presidential Decree no. 445 of the 28th of December 2000, the Administration will carry out appropriate checks, including at random, and in every case where doubts about the truthfulness of supporting statements arise. For all matters not covered by this call for applications, the current laws and regulations on public competitive selection and university study awards apply. If required to transfer data to non-EU countries to which an adequacy decision has not been issued, the student eligible for the Programme must expressly consent to this processing. The relevant party will receive a policy Form on the processing of personal data through which they may give their consent to proceed with the transfer of data to institutions from Non-EU Countries to which an adequacy decision has not been issued. If this consent is not provided, the university will be unable to complete required activities and deal with requests.

THE RECTOR

Prof. Giovanna Iannantuoni  
(digitally signed pursuant to Article 24 of  
Legislative Decree 82/05)



UNIVERSITY  
OF MILANO-BICOCCA

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