PART I - GENERAL RULES AND ADMISSION CRITERIA

Art. 1 - Non-EU Exchange Period
The Non-EU University Exchange Programme is aimed at acquiring educational credits during an experience in a country outside the EU. The Non-EU Exchange Programme (hereafter referred to as the: Programme) has a minimum duration of 30 days up to a maximum of 6 continuous months, renewable in case of preparation of the thesis; for those enrolled in a Specialisation School or a PhD course, the programme must be at least 3 continuous months. The programme must take place between 8 March 2022 and 30 October 2022 unless it is necessary to extend the period of research for preparation of the thesis.

The experience may take place in the following ways:
- **Traditional Mobility** (the period is carried out abroad in presence or in smart working; therefore, students who are abroad, with the authorisation of their destination, even if the activity is carried out in smart working, are considered in traditional mobility);
- **Blended Learning** (the programme is composed of a period in Italy in smart working and a period abroad in presence and/or in smart working).

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

Art. 2 - Eligible activities of the Non-EU Exchange
During the programme the following are eligible:
- Development of theses for the Master’s Degree and Single-cycle Master’s Degree;
- Development of the PhD dissertation;
- Internship/traineeship in hospital facilities;
- The support or attendance of 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+. The carrying out or attendance of educational activities must in any case be expressly authorised by the Teacher Coordinator for the relevant international mobility;
- For students enrolled in the 2nd year of the Master’s Degree in Marine Sciences, the performance of the activities foreseen in the agreement with the Maldives National University (Maldives).
The educational activities carried out successfully during the Programme are an integral part of the student’s study plan with recognition of educational credits. Educational activities acquired during mobility cannot be included in the study plan as supernumerary.

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

− students who use the programme for the experimental thesis will have all the CFU related to the final exam, minus one, recognised in their career; the missing CFU will be loaded in the career at the time of the discussion of the thesis;

− students who use the programme to carry out an internship/traineeship will have the period of their career recognised as an internship/traineeship if provided for in the regulations of their Course of Study, or as a CFU among the elective courses (this second opportunity must be verified with the International Mobility Coordinator and ratified as soon as possible with the inclusion in the study plan of the AD “CFU in elective courses carried out in Erasmus”).

Students who carried out thesis research during the programme, when submitting their degree application to the online secretariats should select the type “thesis with stay abroad”.

Art.3 - Professional Traineeships

The Programme includes as eligible activities also the Practical Assessment Traineeships (PAT) in the medical and surgical area, qualifying for the medical profession. Students of the Single-Cycle Master’s Degree Course in Medicine and Surgery can access the Programme to carry out PATs in the medical and surgical areas 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, Coordinator for International Mobility of the Department of Medicine and Surgery, who must approve the suitability of the foreign institution of destination. The foreign destination must have the appropriate characteristics to be elected as a PAT venue according to Italian regulations. Students who intend to carry out the PATs during their mobility must apply to the Programme according to the procedures set out in the following articles of this call for applications using the specific forms published at the following link: https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/mobilita-exchange-Extra-ue/selezione.

The Practical Assessment Traineeships (PAT) in the medical and surgical area, qualifying for the medical profession carried out with the Programme must in any case respect all the constraints of Italian regulations in order to be recognised.
Art. 4 - Non-EU Exchange destinations

The non-EU Exchange Programme does not include a list of destinations (hereinafter referred to as: Destinations) established a priori by the Call for application, but the destinations must be agreed with the teacher Coordinators of international mobility.

Eligible non-EU locations are higher education institutions, public or private organisations active in the labour market, CNR and NGOs from non-European countries that at the time of application have agreed to the Learning Agreement for Non-EU LAEX Exchange Mobility for the research, thesis or traineeship activities of the student candidate.

For the search of possible Non-EU Exchange destinations, it is possible:

- to make use of the scientific collaboration of their thesis advisors or, more generally, of the teachers of their course of study, subject to their authorisation;


Art. 5 - Teacher Coordinators for International Mobility

Students will be supervised by an International Mobility Teacher Coordinator (hereinafter referred to as: Coordinator):

Coordinators have the following duties:

- agreeing on and approving the destination with the students;

- agreeing on and approving with the students the Learning Agreement for Non-EU Exchange Mobility (hereinafter referred to as: LAEX), i.e. the study plan of the activities from activities to be carried out during the programme and any subsequent modification it may undergo;

- they are responsible for the compilation of the Approval of the mobility project form, which provides for the full recognition of the educational activities carried out successfully during the Programme and provides for the conversion of all the activities carried out;

- authorising the extension of the programme if it is necessary for the student to complete his or her educational project, taking care to verify that the normal duration of the study course is not compromised by the extension.

The complete list of Coordinators is published on the University website at the following link [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 the Non-EU Exchange

To access this Call for application, students must:

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

2. if enrolled in the last year of the first or second cycle of studies for the academic year 2021/2022 graduate by March 2024;

3. be in good standing with the payment of university fees;

4. not be selected as eligible and beneficiary of an award or scholarship for the same period under another University mobility programme;

5. have an approved LAEX that provides for students enrolled in a Bachelor’s or Master’s Degree course to acquire educational credits, and students enrolled in a Specialisation School or a PhD course to stay abroad for at least 3 consecutive months;

6. **not having activated a traineeship for the acquisition of the same educational credits and for the same period with the University Internship Office**;

7. not have their career suspended for any reason or be on a break in their studies;

8. **not be enrolled in** a year as a repeater, not be enrolled for credit, not be enrolled part-time.

**Not on schedule students are not eligible for the Programme.**

Art. 7 - Incompatibility with the Non-EU Exchange Programme

The Non-EU Exchange Programme must be carried out on a continuous basis and its validity is linked to an actual stay at the foreign destination.

The University Non-EU Exchange Programme:

- **may be preceded** by another programme, as long as the periods do not overlap; in any case, it is not possible to withdraw from Erasmus+ for Study or Erasmus+ for Traineeship in favour of the Non-EU Exchange programme;

- simultaneous participation in a Double Degree programme for the same period is not compatible;

- **cannot coincide** with a simultaneous traineeship abroad activated by the University Internship Office.

**During the Programme, students may not:**

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

- b) Discuss the thesis and/or have it proclaimed;
c) Carry out any activity that requires a presence at the University of Bicocca, except as provided for in article 21 of the present Call for application.

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

**PART II - SELECTION OF CANDIDATES**

**Art. 8 - Learning Agreement for Non-UE Exchange Mobility - LAEX**

In order to be admitted to the Programme, students are required to agree with their Coordinators the LAEX, that is, the traineeship/research/study programme to be followed abroad. The LAEX must be agreed 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 educational reasons approved by the Coordinator or due to force majeure, which must be approved by the Pro-Rector for Internationalisation, Prof. Gabriella Pasi.

The document consists of three sections plus an addendum:

- **Section to be completed BEFORE THE MOBILITY**, compiled in electronic format, saved in pdf/a format, shall be included in the application form to the Online Student Registry as provided for in article 10 of this Call for application. **Failure to include a compliant and complete document with signatures will result in automatic exclusion from the Programme**:

- **Section to be completed DURING THE MOBILITY**, to be compiled in electronic format, upon agreement with the Coordinator, only in the event that during the Programme it is necessary to modify the duration of the experience;

- **Section to be completed AFTER THE MOBILITY**, to be compiled in electronic format at the end of the programme;

- The **Addendum**, an attachment pertaining to student safety during the programme, complete with signatures and saved in pdf/a format, shall be included with the application to the Online Student Registry as provided for in article 10 of this Call for application.

The form is published on the University website at the page: [https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione](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. In case of absence of the Coordinator, the signature of the Course Coordinator or the tutor, or the School Director is allowed. In these cases, students are still required to inform and obtain the signature of the relevant Coordinator before the release of the ranking list.
Art. 9 - Approval of the Non-EU Exchange mobility project
In order to be admitted to the Programme, the students, together with the Learning Agreement for Non-EU Exchange Mobility, are required to obtain the authorisation to the programme from their Coordinator using the “Mobility Project Approval” form published on the website at the link: https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione

The Coordinators, by signing the “Mobility Project Approval” form, certify the validity of the contents of the LAEX and arrange for the recognition of the activities that will be carried out with profit during the program.
In the absence of the Coordinators, the signature of the Department Director is allowed. For residents and doctoral students, in the absence of Coordinators, the signature of the Course Coordinator and tutor is allowed. In these cases, students are still required to inform and obtain the signature of the relevant Coordinator before the release of the ranking list.
The completed Mobility Project Approval form in electronic format, saved in pdf/a format, must be included in the application to the Online Student Registry. Failure to include the compliant document with signatures will result in automatic exclusion from the Programme.

Art. 10 - Submission of the Non-EU Exchange application form
The application must be completed at the Online Student Registry from 13-31 January 2022, at 12:00 pm, as follows:
- log in and enter the personal page of the Online Student Registry;
- in the right menu select “International Mobility - Mobility Grants”;
- select the mobility field “Bilateral Agreements” and confirm;
- select the II Call for application for Non-EU Exchange 2021/2022;
- select your destination by choosing it from the list of the University’s partners; if the chosen destination is not present, enter it in the appropriate box, taking care to indicate the name and full address;
- select the “ENROL” button;
- attach the LAEX (including addendum) in pdf/a format;
- attach the “Mobility Project Approval” form in pdf/a format;
- then you must select “print receipt of registration to the Call for application”.

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

- **Planned period of the mobility**: insert the dates with the day, month and year; the dates to insert are the beginning and the end of the mobility period of the Non-EU Exchange, minus travel days;

- **Number of working hours per week**: must be compatible with the number of CFU that will be recognised;

- **Detailed programme of the traineeship**: enter a brief description of the activity that will be carried out (minimum 1,000 characters including spaces);

- **Knowledge, skills and competences to be acquired by the end of the traineeship**: insert a short description of the competences that will be acquired during the Non-EU Exchange (minimum 1,000 characters including spaces);

- **Monitoring plan**: insert how the Non-EU Exchange will be monitored;

- **Evaluation plan**: insert the criteria according to which the Non-EU Exchange will be monitored;

- **In “table B” select one of the two pre-filled boxes and insert the number of CFU that will be recognised**: these CFU must correspond to the sum of the CFU of the educational activities reported in the Mobility Project Approval form; students of the third cycle of studies are exempt from entering the number of CFU but must guarantee at least 3 months of continuous mobility.

**Art. 11 - General University Ranking List**

The Online Student Registry System will assign a score in fiftieths 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. For the formulation of the score of the academic curriculum of the candidates, the Online Student Registry system will take into consideration only the teaching activities recorded and present in the transcript as of 20 December 2021.

The general ranking of the University will be published on the Official Bulletin Board and on the website of the University 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) by 7 March 2022.

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

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

**Art. 12 - Withdrawal from the Non-EU Exchange Programme**
After the publication of the general ranking of the University, students may submit their withdrawal from the programme to the Online Student Registry in the following way:

1. log in and enter the student’s personal page;
2. in the menu at the right select “Questionnaires - questionnaires”;
3. fill in the questionnaire “Declaration of withdrawal of international mobility”;
4. when finished, confirm the questionnaire;
5. the withdrawal is irrevocable from the moment of the confirmation of the closure of the questionnaire.

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

**Art. 13 - Declaration of scheduled start and end dates of the Non-EU Exchange Programme**

By 10 March 2022 students eligible for departure must declare the start date and the expected end date of the Programme as will be communicated by the International Mobility Office-UMI at the time of publication of the ranking list.

**After these deadlines, the declared dates cannot be changed.** Failure to respect the deadlines set out in this and in the following Article 14 will result in delays in the issuing of the Agreement and in the disbursement of the Non-EU grant.

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

The students and the University sign an agreement, called “Non-EU Mobility Agreement”, which regulates the financial coverage, if any, and the insurance coverage during the programme. The start date and expected end date of the programme as declared by the students are required for entering into this agreement. Without signing the Agreement, the student will not receive any financial and insurance coverage.

The text of the Agreement and instructions for signing it will be sent by email to students who have complied with the provisions of article 13 of this Call for application, by 31 March 2022.

Once the Agreement has been signed, students must send it to the following e-mail address accordo.mobilita@unimib.it, following the instructions received, by 11 April 2022.

Students who have submitted a **compliant** Mobility Agreement will receive the Agreement digitally signed by the University Delegate in CAdES format (.p7m). Students who have submitted a **non-compliant** Agreement
will receive an automatic email requesting the submission of a new correct document, under penalty of suspension of financial and insurance coverage.

Art. 15 - Authorisation for mobility to a foreign destination
The start of the mobility periods at the foreign destination is subject to the possibility of carrying out the activities of the Programme in safety. The mobility of eligible students is authorised unless otherwise prescribed by the Italian State. Students can find information on the destination countries on the website of the Italian Ministry of Foreign Affairs 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 adopt the necessary measures. Students are also required to register in the Ministry of Foreign Affairs database at the following link: https://www.dovesiamonelmondo.it/home.html.

Art. 16 - University Insurance Coverage and National Health Assistance
The University has the following insurance policies in place for its enrolled students:
- Policy no. 406376720 “Third Party Liability - TPL” with AXA Assicurazioni S.p.A. (valid from 31 December 2020 to 31 December 2025);
- Policy no. 400260064 “Student Accidents” Generali Italia S.p.a. (valid from 1 October 2020 to 30 September 2025).
These coverages extend to students and have worldwide territorial validity.
In any case, students must comply with the regulations regarding the prevention and safety of the destination and immediately inform the University in the event of an accident occurring during the activities related to the execution of the Programme by contacting the Welfare and Relations with the National Health Service Sector by writing to the email assicurazioni@unimib.it or on the University website at the link https://www.unimib.it/servizi/opportunit%C3%A0-e-facility/assicurazioni.

The University does not offer health coverage. Students may also contact the same link of the Welfare and Relations with the National Health Service Sector to ask for information on further available insurance coverage.

Students are directly responsible for the procedure for their own health coverage abroad according to current regulations. The University awards eligible students a Health Bonus of € 240.00 as a contribution towards the cost of additional health insurance. The Bonus is disbursed together with the advance payment of the Non-
EU Exchange grant. The University is exonerated from any intervening health expenses in the event that students do not take out a supplementary health policy.

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

- Going to their local Health Service Office (A.S.S.T.).

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

**Art. 17 - The University’s Non-EU Exchange economic benefit**

All eligible students on the ranking list will receive a grant for the periods actually spent abroad. The grant is provided as a contribution to the costs abroad: it is therefore not intended to cover the entire cost incurred by the student.

The grant is composed as follows:

- **Non-EU Exchange Grant**

<table>
<thead>
<tr>
<th><strong>Group</strong></th>
<th><strong>Countries</strong></th>
<th><strong>Monthly/30days</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regions 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13</td>
<td>All non-EU countries not included in regions 5 and 14</td>
<td>€ 700.00</td>
</tr>
</tbody>
</table>
| Region 14 | Faroe Islands, Switzerland, United Kingdom | • € 350.00 + supplement (study)  
• € 500.00 + supplement (traineeships, internships and research) |
| Region 5 | Andorra, Monaco, San Marino, Vatican City State | • € 300.00 + supplement (study)  
• € 450.00 + supplement (traineeships, internships and research) |
Supplement of the University

The supplement to the mobility grant Non-EU Exchange is due only for Regions 5 and 14; is modulated according to the ISEE data with reference to the year in which the call to application is published, as per DPCM no. 159/2013. The amount of the supplement is disbursed on the basis of the ISEE 2021 declaration according to the amounts deliberated by the Board of Directors of the University in the meeting of 20 July 2021 as follows:

<table>
<thead>
<tr>
<th>ISEE</th>
<th>Monthly/30days</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to € 13,000.00</td>
<td>€ 500.00</td>
</tr>
<tr>
<td>up to € 21,000.00</td>
<td>€ 450.00</td>
</tr>
<tr>
<td>up to € 26,000.00</td>
<td>€ 400.00</td>
</tr>
<tr>
<td>up to € 30,000.00</td>
<td>€ 350.00</td>
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<tr>
<td>up to € 40,000.00</td>
<td>€ 300.00</td>
</tr>
<tr>
<td>up to € 50,000.00</td>
<td>€ 250.00</td>
</tr>
<tr>
<td>up to € 70,000.00</td>
<td>€ 100.00</td>
</tr>
<tr>
<td>over € 70,000.00</td>
<td>-</td>
</tr>
</tbody>
</table>

Students who have not produced the ISEE 2021 will not be entitled to any supplemental grant. In order to obtain the supplemental grant, students must have submitted the ISEE 2021 (for university benefits in favour of the student) by signing the DSU (Dichiarazione Sostitutiva Unica) by 15 November 2021. For more information, you can consult 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 International Mobility Office will provide for the extraction of the data acquired and entered in the Online Student Registry by 31 January 2022.

The receiving of the economic benefit is linked to the actual permanence at the place of destination and the recognition of educational credits recognised in the career of the beneficiary student. **Mobility that does not involve the acquisition of educational credits, with the exception of PhD and postgraduate students, is not eligible for the grant.** Students travelling to Swiss destinations will be entitled to grant 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](mailto:assistenza.fiscale@unimib.it). The economic benefit does not
constitute an employment relationship, does not give rise to social security and welfare treatments nor to evaluations for the purposes of legal and economic careers.

Art. 18 - Disbursement procedures of the non-EU Exchange economic benefit of the University

The economic benefit of the mobility is assigned by Rectoral Decree and its disbursement is subject to the signing of the Mobility Agreement. The economic benefit of the mobility shall be determined on the basis of the dates declared as provided for in Article 13, taking into account the order of ranking and available grant and only for periods actually spent abroad. The duration of mobility will be calculated on the basis of the DAYS360 Excel function, according to the business year of 360 days (therefore each month, regardless of its duration, will be considered as 30 days). You can check the duration of the mobility using the counter at the link: https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/exchange-Extra-ue/borsa-Extra-ue.

The economic benefit is disbursed in two instalments:

1. An advance equal to all the full months minus one, after signing the Mobility Agreement as per article 14 of this Call for application (for example, for a declaration of actual mobility of 5 months and 20 days, the advance payment will be 4 months);

2. The remaining part of the grant, if due and up to the depletion of budget availability, including further grants (financial coverage of the extensions), will be disbursed as a balance based on the dates certified in the LAEX Section to be completed AFTER THE MOBILITY. The balance is calculated on the number of days actually spent abroad and certified by the receiving organisation, at the end of the mobility period and following the fulfilment of what is requested by this Call for application.

Art. 19 - University Multifunctional card

The economic benefit 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 period of validity of the card. If the card is lost or stolen, students must file a report and request the issuance of a new card at the Career Management Offices and interface directly with the Banca Popolare di Sondrio (popso@unimib.it) for the withdrawal and activation of the new card. The issuance of the new card and the cost of shipping it abroad are the responsibility of the student. Upon activation of the new card, students will find disbursed the monthly payments due. For further information on the devices on which the economic benefit is disbursed, you can write to the e-mail of the Payments Office pagamenti.dott-spec@unimib.it.
PART V - DURING NON-EU EXCHANGE MOBILITY

Art. 20 - Compatibility with the Non-EU Exchange Programme

During the Mobility, students will be able to:

- present the Study Plan;
- submit an application for graduation, provided the discussion occurs after the return from the mobility;
- apply for University scholarships and grants for the Right to Study;
- pay the contributions and submit the ISEE declaration.

During the mobility, students may not carry out any action that requires their presence on site at the University, otherwise the economic benefit under penalty of forfeiting the economic benefit, except as provided for in article 21 below.

Art. 21 - Interruption of the Non-EU Exchange mobility

Students who need to interrupt their mobility in order to take exams must be authorised by the destination. The booking of exams in the University is allowed for those activities which are formally included in the plan, with the exception of the training activities included in the “Mobility Project Approval” form. Registration for each exam, even partial, will result in an automatic reduction of three days of the grant. The reduction applies to each registration, even for exams fixed on consecutive days, regardless of the outcome of the exam and the detection of absence. Only the cancellation of the exam does not lead to a reduction of the days of the grant. Interruptions are allowed only for exams or partial tests that require registration through the Online Student Registry system. Students are required to keep their travel documents (boarding passes/train tickets, etc.) and present them, if requested, to the International Mobility Office-UMI.

Art. 22 - Modification of the Non-EU Exchange mobility period

Students can ask the Coordinators for authorisation to extend their mobility; to this end they must fill in the Section to be completed DURING THE MOBILITY of the LAEX. Once the signatures have been acquired, the LAEX (including both the Section to be completed BEFORE THE MOBILITY and the Section to be completed DURING THE MOBILITY) must be forwarded in pdf/a format to outgoing.Extraue@unimib.it.
Students are not allowed to request an extension of the mobility that would compromise the acquisition of the title within the normal duration of the 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 set forth in this article and in a non-compliant manner will not be financially covered.

The allocation of the grant will take place with a Rector’s Decree and the amount due will be disbursed in a single payment to those who have applied for an extension as provided for in this article, until the budget is depleted.

**PART VI - UPON RETURN FROM THE NON-EU EXCHANGE MOBILITY**

**Art. 23 - Definitive closure of the Non-EU and LAEX Exchange period**

At the close of the programme, students will have to:

- verify that 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 Coordinator of Bicocca and by the Person in charge of the non-EU Exchange mobility of the destination;
- have the **Section to be completed AFTER THE MOBILITY** of the LAEX by the Person in charge of the Non-EU Exchange mobility of the destination, to be signed by the host structure. The dates given therein are authentic for recognition of the period and the grant;
- send to the **LAEX** to the e-mail address outgoing.extraue@unimib.it complete with all its parts (**BEFORE THE MOBILITY, DURING THE MOBILITY** and **AFTER THE MOBILITY**), clearly readable and with signatures, in pdf/a format.

**Art. 24 - Adjustment of the economic benefits**

Adjustments will be made for students who have submitted an **LAEX** as foreseen by article 23 of this Call for application. In the event of a negative balance, a communication will be sent to students at the @campus.unimib.it account requesting the repayment of the grant already received and not due. Students who have not repaid the debt by the deadline indicated in the communication or have not submitted counterclaims to the request received will have their careers suspended. The repayment constitutes a condition for the issuance of the University of Milano-Bicocca degree.

In case of a mobility not corresponding 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.
You can check the duration of the mobility using the counter at the link: 
https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/exchange-Extra-ue/borsa-Extra-ue.

Art. 25 - Repayment of the economic benefits

At the end of the Non-EU Exchange mobility, students will be forwarded the request for:

a) repayment of any undue economic benefit disbursed;
b) full repayment of the study award in the following cases:
   - the student has not completed at least 30 days (90 for PhD/specialist students) of stay abroad, for the purposes of this count the LAEX Section to be completed AFTER THE MOBILITY will be considered as valid;
   - the non-performance or negative outcome of what was agreed and signed in the LAEX;
   - for those enrolled in first and second level Degree courses, the non-recognition in their career of the educational credits declared in the LAEX.

In the event that students do not fulfil their obligations under this call for application and according to the Mobility Agreement, the Agreement will be terminated by sending an official communication to the students. Students who have not repaid the debt by the deadline indicated in the communication will have their careers suspended. The repayment constitutes a condition for the issuance of the University of Milano-Bicocca degree.

In the event that students engage in misconduct reported by the destinations, the incident will be brought to the attention of the Rector for the necessary disciplinary action.

Art. 26 - Recognition of Non-EU Exchange experience

Following the correct closure of the programme, as per article 23 of this Call for application, the International Mobility Office-UMI will initiate the procedure for the recognition of the educational credits. Students who do not produce the LAEX, as per article 23 of this Call for application, are not entitled to the recognition of the mobility. The Non-EU Exchange experience will be fully recognised in the plan as indicated in article 2 of this Call for application.

Art. 27 - “Bicocca International Students” Open Badge
All experiences will be recorded in the “Bicocca International Students” Open Badge. Open Badges are digital certifications, internationally recognised and usable in electronic curricula vitae.

At the end of the programme, students will receive an e-mail communication from BESTR from which it will be possible to download the “Bicocca International Students” Open Badge. The Open Badge will later be integrated with the number of credits acquired during the programme.

**PART VII - FINAL PROVISIONS**

**Article 28 - Communications**
According to art. 26, paragraph 1 of the Student Regulations, the only official channel of communication between students and the University is the University e-mail box (n.surname@campus.unimib.it). For general information about this Call for application, students should contact only the e-mail address outgoing.extras@unimib.it.

Students are required to update their personal page on the Online Student Registry. The Administration assumes no responsibility for the loss of communications due to inaccurate information of the address by the candidate or to lack of or late communication of the change of address.

**Art. 29 - Person in charge of the procedure**
Pursuant to Law no. 241 of 7 August 1990, the Person in charge of the procedure is Dr. Agnese Cofler, Head of International Affairs, and University of Milano-Bicocca.

**Article 30 - Final Provisions**
Applications to participate in this Call for application 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.

Please note that, pursuant to art. 71 of Presidential Decree 445 of 28 December 2000, the Administration will carry out appropriate checks, including sample checks, and in all cases where doubts arise regarding the truthfulness of the substitute statements. For all matters not covered by this Call for application, the laws and regulations in force regarding public competitions and university study awards apply. In the event of the need to transfer data to Non-EU countries to which a decision on adequacy decision on personal data protection has not been issued, the student eligible for the Programme must expressly consent to the processing. The interested party will receive an Information Form on the processing of personal data through which he/she can give his/her consent to proceed with the transfer of data to institutions belonging to Non-EU countries to
which an decision on adequacy has not been issued. If the student fails to do so, the University will be unable to complete the required activities and deal with requests.

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

Area of Education and Student Services, Dr. Elena La Torre
International Affairs Sector, Dr. Agnese Cofler
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