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## PART I - GENERAL RULES AND ADMISSION CRITERIA

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

The University's Extra-EU Exchange Program is aimed at acquiring educational credits during an experience in a non-European country. The Extra-EU Exchange Program (hereinafter: Program) lasts a minimum of 31 actual days up to a maximum of 6 continuous months, renewable in the case of thesis preparation; for those enrolled in a Specialisation School or in a PhD Course (third cycle of study) the program must have a duration of at least 3 continuous months. **The program must take place between 10 March 2025 and 31 October 2025 unless it is necessary to extend the research period for the preparation of the thesis.**

The experience may take place in the following ways:

- **Traditional Mobility** (the entire period is carried out abroad in presence or in smart working; therefore students abroad, with the authorization of their destination, even if the activity is carried out in e-learning/smart working, are considered in traditional mobility);
- **Blended Learning** (the program consists of a period in Italy in e-learning/smart working and of a period abroad in presence and/or in e-learning/smart working of at least 31 days for first and second cycle students, of 3 months for third cycle students).

The way in which the Program will be conducted will depend on the host organization. During the Program, students are required to comply with the safety regulations laid down by the host organization.

### Art. 2 - Activities Allowed from Extra-EU Exchange

During the program, the following are allowed:

- development of Master's degree and single-cycle Master's degree;
  - development of the PhD thesis;
  - internship/traineeship in hospital facilities;
  - undertaking 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+.
- Undertaking or attending teaching activities must in all cases be expressly authorized by the relevant international mobility Coordinating Lecturer;**
- For students enrolled in the 2nd year of the Master's Degree course in Marine Sciences, the activities provided for under the agreement with the Maldives National University (Maldives).

Educational activities carried out profitably during the program 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 plan as supernumerary.

The successfully completed Program is recognized in the plan as follows:

- students who use the program for their thesis will have all but one CFU of the final examination recognized in their careers; the missing CFU will be included in their careers once the thesis is discussed;
- students who use the program to carry out an internship/traineeship will have the period in their career plan recognized as an internship/traineeship if provided for in the regulations of their Study Course or as a CFU among the student's elective activities (this second opportunity must be checked with their International Mobility Lecturer Coordinator and ratified as soon as possible by including the AD “elective CFU carried out during Erasmus” in their study plan).

Students who did their thesis work during the program must select the “thesis with stay abroad” type when submitting their application to the online secretariats.

### Art. 3 - Professional Traineeships

The Program also includes as eligible activities medical and surgical qualifying Practical Evaluative Traineeships (TPV) and professionalising Traineeships for admission to the State Examination for Psychologists.

- **Practical Evaluative Traineeships (TPV) in medical and surgical areas**

Students of the Single-Cycle Master’s Degree Course in Medicine and Surgery will be able to access the Program and carry out medical and surgical area TPV. The Program does not admit post-graduate TPV. Students wishing to apply for the Program must be authorized in advance by Prof. Ilaria Rivolta, International Mobility Coordinator of the School 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 TPV venue under Italian law. Students wishing to carry out TPV during their mobility must apply to the Program in accordance with the procedures set out in the following articles of this contest using the specific forms published at the following link: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/mobilita-exchange-Extra-ue/selezione> .

- **Practical Evaluative Traineeships for qualifying as a Psychologist**

Students of Master’s Degree Courses in the LM-51 class will be able to access the Program in order to carry out the Practical Evaluative Traineeship for the qualification as a Psychologist. Students wishing to apply for the Program must be authorized in advance by **Prof. Silvia Mari**, International Mobility Coordinator of the Department of Psychology. Once they have obtained authorization from the Coordinator, students must contact the University Internship Office to assess the structure and the in-company psychologist tutor, in order to draw up an agreement with the destination location. **Only after this** can they apply for the Program in accordance with the procedures set out in the following articles of this contest, using the forms published at the following link: <https://www.unimib.it/internazionalizzazione/mobilit%C3%A0-internazionale/mobilita-exchange-Extra-ue/selezione>.

Practical Evaluative Traineeships (TPV) in the medical and surgical area qualifying for the medical profession and Practical Evaluative Traineeships (TPV) for qualifying as a Psychologist carried out under the Program must in any case comply with all the constraints of Italian regulations in order to be recognized.

#### Art. 4 - Extra-EU Exchange Destinations

The Extra-EU Exchange Program does not provide a list of destinations (hereinafter: Destinations) established a priori by the contest, but they must be agreed with the International Mobility Lecturers Coordinators.

Eligible as Extra-EU locations are higher education institutions, public or private organizations active in the labour market, CNR and NGO from non-European Countries that at the time of application have agreed on the Learning Agreement for Exchange Mobility Extra-EU-LAEX for the candidate student's research, thesis or traineeship activities.

**When searching for possible Extra-EU Exchange destinations, it is possible to:**

- make use of the scientific collaborations of their thesis advisors or, more generally, of the lecturers of their study course, subject to their authorization;
- **make use of the European platform** <http://erasmusintern.org/>, limited to internship offers in Extra-EU destinations;
- **make use of the INAPP platform** [Stage4EU](http://Stage4EU) limited to internship offers in Extra-EU destinations.

#### Art.5 - International Mobility Lecturers Coordinators

Students will be supervised by an International Mobility Lecturer Coordinator (hereinafter: **Coordinator**).

Coordinators have the following tasks:

- they agree and approve the goals with the students;
- they agree and approve with the students the **Learning Agreement for Extra-EU Exchange Mobility** (*hereinafter: LAEX*), i.e. the syllabus of activities to be carried out during the program and any subsequent modifications;
- they are responsible for completing the **Mobility Project Approval** form, which provides for the full recognition of the educational activities carried out profitably during the Program and provides for the conversion of all the activities carried out;
- they authorize the extension of the program if it is necessary for the student to complete his or her educational program, taking care to verify that the normal duration of the study course is not impacted by the extension.

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

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

In order to be eligible for this contest, students must:

1. **be enrolled in course** in a Bachelor Degree Course (first cycle of studies), in a Master's Degree Program and Single-cycle Master's Degree Program (second cycle of studies) or in a Specialisation School or in a PhD Course (third cycle of studies); this requirement must be fulfilled throughout the mobility period;
2. comply with the rules of the teaching Regulation of their Study Course;
3. be up to date with the payment of university fees;
4. not be selected as eligible and receive an award or scholarship for the same period under another mobility program of the University;
5. have an approved LAEX that provides for the acquisition of educational credits for those enrolled in a first or second-level degree course included in their study plan, not in supernumerary, for those enrolled in a Specialisation School or in a PhD Course the stay abroad for at least 3 consecutive months;
6. **not have 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 an academic year as a remedial student, not be enrolled in credits, not be enrolled part time.

**Out-of-course students cannot be admitted to the Program.**

#### **Art. 7 - Eligibility Criteria for Extra-EU Exchange of PhD Students**

In order to access the Program, those enrolled in a PhD Course must first obtain the authorization of the Board of Lecturers of their PhD Course before applying for this contest and comply with the procedures laid down for mobility by the PhD School Office ( [dottorati@unimib.it](mailto:dottorati@unimib.it) ). The program must necessarily have a minimum duration of at least 3 continuous months (90 actual days) spent entirely abroad; PhD student mobility must therefore take place exclusively in the traditional way.

**Those enrolled in a PhD Course or in a Specialization School activated on PON and/or PNRR funds will be entitled to the 'Exchange Extra EU University Economic Benefit' in the manner provided for in article 19 of this announcement, subject to verification of the availability of budget funds.**

#### **Art. 8 - Extra-EU Exchange Eligibility Criteria for Dual Enrolment Students**

For students enrolled in two Study Courses at the University, it is possible to access the Program to carry out both the activities common to the two study courses and the activities pertaining to only one of them.

For students enrolled in a Study Course at the University of Milano-Bicocca and in a study course at another University, it will be possible to access the Program with participation in only one contest at a time for the same period and activity.

#### **Art. 9 - Incompatibility with the Extra-EU Exchange Program**

**The Extra-EU Exchange Program must be carried out on a continuous basis and its validity is linked to an actual stay at the foreign location.**

The University's Extra-EU Exchange Program:

- **may be preceded** by another program, as long as the periods do not overlap; in any case, Erasmus+ for Study purposes or Erasmus+ for Traineeship purposes cannot be waived in favour of the Extra-EU Exchange Program;
- simultaneous participation in a Double Degree program for the same period **is not compatible**.

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

- a) apply for a transfer to another University or a change of course;
- b) discuss the thesis and/or be proclaimed;
- c) carry out any activity that requires their presence at the University of Milano-Bicocca except as provided in article 23 of this contest.

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

## **PART II - SELECTION OF CANDIDATES**

### **Art. 10 - Learning Agreement for Extra-EU Exchange Mobility - LAEX**

In order to be admitted to the program, students are required to agree with their coordinators on the **LAEX**, i.e. the traineeship/research/study program to be followed abroad. The **LAEX** must also be agreed and countersigned by the host organization. After publication of the ranking, 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 Pro-Rector for Internationalization, Prof. Gabriella Pasi.

The document consists of three sections plus an addendum:

- **Section to be completed BEFORE THE MOBILITY**, to be filled in electronically, saved in PDF/A format, which must be included in the application to the Online Secretariats as provided for in article 12 of this contest. **Failure to submit a compliant and fully signed document will result in the automatic exclusion from the program;**
- **Section to be completed DURING THE MOBILITY**, to be filled in electronically, after agreement with the Coordinator, only in the event that a change to the duration of the experience is necessary during the program;
- **Section to be completed AFTER THE MOBILITY**, to be filled in electronically upon completion of the program;
- The **Addendum**, an attachment concerning the student's safety during the program, complete with signatures and saved in PDF/A format, must be included in the application to the Online Secretariats as stipulated in article 12 of this contest.

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

**The LAEX is signed by the Coordinator or, in the absence thereof, by the Department Director.** For graduate and PhD students who are temporarily unable to attend, they may submit their application with the LAEX countersigned by the Course Coordinator or tutor, or by the School Director. In such cases, **students are in any case required to inform and finalize the request with the signature of the reference Coordinator before the ranking is released.**

#### Art. 11 - Approval of the Extra-EU Exchange Mobility Project

In order to be admitted to the Program, together with the Learning Agreement for Extra-EU Exchange Mobility, students are required to obtain authorization for the Program from their Coordinator using the “Mobility project approval” form published on the website at the link: <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilità-exchange-Extra-ue/selezione>

**By signing the “Mobility project approval” form, the Coordinators certify the validity of the contents of the LAEX and arrange for the recognition of the activities that will be carried out profitably during the program.**

For graduate and PhD students who are temporarily unable to attend, they may submit their application with the “Mobility project approval” countersigned by the Course Coordinator or tutor, or by the School Director. In such cases, **students are in any case required to inform and finalize the request with the signature of the reference Coordinator before the ranking is released.** The electronically **Mobility Project Approval** form, duly filled in and saved in PDF/A format, must be submitted with the application to the Online Secretariats. **Failure to submit the compliant and fully signed document will result in the automatic exclusion from the program.**

#### Art. 12 - Submitting the Extra-EU Exchange Application

**The application must be filled in at the Online Secretariats from 14 January to 28 January 2025, 12 noon,** as follows:

- log in and enter the personal page of the Online Secretariats;
- in the right menu, select **“International Mobility - Mobility Contests”**;
- select the mobility area **“Bilateral Agreements”** and confirm;
- select the 2024/2025 a.y. Exchange Extra-EU - Contest II;
- 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 **“REGISTER”**;
- attach the **LAEX (including the addendum)** in PDF/A format;
- attach the **“Mobility Project Approval”** form in PDF/A format;

**Only by printing the receipt is the application 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 contest or that are illegible will not be automatically admitted to the selection process.**

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

- Planned period of the mobility: enter the dates showing day, month and year; the dates to be entered are for the beginning and the end of the Extra-EU Exchange, minus travel days;
- Number of working hours per week: they must be compatible with the number of CFU to be recognized;
- Detailed program of the traineeship: enter a short description of 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: enter a short description of the skills that will be acquired during the Extra-EU Exchange (minimum 1000 characters including spaces);
- Monitoring plan: enter how the Extra-EU Exchange will be monitored;
- Assessment plan: enter according to which criteria the Extra-EU Exchange will be monitored;
- In **"table B"** select one of the two pre-filled boxes and enter the number of CFU that will be recognized; these CFU must correspond to the sum of the CFU of the Educational Activities indicated in the mobility project approval form; third-cycle students are exempt from entering the number of CFU but they must guarantee at least 3 months of continuous mobility.

### Article 13 - General University Ranking

The Online Secretariats System will assign a score in 50ths for the academic curriculum to applications submitted as provided for in article 11 of the University Regulation for the Implementation of International Students Mobility. For the formulation of the candidates' academic curriculum score, the Online Secretariats system will only take into account the teaching activities that have been **recorded and are present in the student's record book as by 18 december 2024**.

The general University ranking will be published on the Official Register and on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/mobilita-exchange-Extra-ue/selezione> by 6 march 2025.

### Art. 14 - Renunciation of the Extra-EU Exchange Program

After the publication of the general University ranking, **students may submit their renunciation of the program to the Online Secretariats** as follows:

1. log in and enter the personal page;
2. in the right menu select **"Questionnaires"**;
3. fill in the questionnaire **"Declaration of renouncement of international mobility"**;
4. when finished, confirm the questionnaire;
5. renunciation is irrevocable from the moment in which the completion of the questionnaire is confirmed.

## PART III - BEFORE THE EXTRA-EU EXCHANGE PROGRAM

### Art. 15 - Declaration of Scheduled Start and End Dates of the Extra-EU Exchange Program

By **13 march 2025** students eligible for departure must declare **the start date and expected end date of the Program** as communicated by the Erasmus Office upon publication of the ranking..

**After these deadlines, the declared dates cannot be changed.** Failure to comply with the deadlines set out in this article and in article 16 below will result in delays in the issuance of the Agreement and in the disbursement of the Extra-EU funding.

#### Art. 16 - 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 program. The scheduled program start and end dates declared by the students are required for the stipulation of this agreement. Without signing the Agreement, the student will not receive any financial and insurance coverage.

The text of the Erasmus Mobility Agreement and the instructions for signing will be sent by e-mail to students who have complied with article 15 of this contest **by 31 march 2025**.

Once the Erasmus Mobility Agreement has been signed, students must send it to the e-mail address [accordo.mobilita@unimib.it](mailto:accordo.mobilita@unimib.it), following the instructions received **by 10 april 2025**.

Students who have submitted a **compliant** Mobility Agreement will receive the Agreement digitally signed by the University Delegate at their e-mail address [n.cognome@campus.unimib.it](mailto:n.cognome@campus.unimib.it). Students who have submitted a **non-compliant** Agreement will receive an automatic e-mail requesting the submission of a new corrected document, failing which financial and insurance coverage will be suspended.

#### Art. 17 - Authorization for Mobility at the Foreign Destination

The start of mobility periods at the foreign destination is bound by:

- compliance with the rules set out in the University Teaching Regulations (DR prot. no. 0245494/23 of 29 September 2023 and subsequent amendments), in the Teaching Regulations of the Study Courses, in the Regulations for the implementation of International Student Mobility (DR no. 769/2019 - No. 0010763 of 7 February 2019), and in this Contest;
- the ability to perform the Program activities safely. The mobility of eligible students is authorized 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.viaggiasesicuri.it/home>; if the Ministry of Foreign Affairs advises against departures to a given country, mobility to that country is not authorized. In such cases, students must immediately contact the International Affairs Division, which will take the appropriate 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. 18 - University and National Health Insurance Coverage

The University has the following insurance policies in place for its regularly 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 Accident” with Generali Italia S.p.a. (valid from 1 October 2020 to 30 September 2025).



These coverages also apply to mobility students and have worldwide territorial validity.

In any case, students must comply with the regulations relating to the prevention and safety of the Erasmus destination and inform the **University** immediately in the event of an accident occurring during the activities relating to the Program by contacting the relevant office by writing to the e-mail address [assicurazioni@unimib.it](mailto:assicurazioni@unimib.it) or on the **University** website at the link: <https://www.unimib.it/servizi/studenti-e-laureati/opportunita-e-facilities/assicurazioni>.

**The University does not offer health coverage. Students are directly responsible for the procedure for their own health coverage abroad in accordance with current regulations.**

In the July 2024 sessions, the University Governing Bodies approved the budget funds for the allocation of the Health Bonus (Bonus Salute) of up to €240.00 to eligible students as a contribution to the stipulation of additional health insurance. The Bonus will be paid as a reimbursement at the end of the mobility period, upon presentation of the Insurance Coverage Certificate and payment receipt. 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:

- By consulting the **Interactive Guide: "If I leave for..."** published on the website of the Ministry of Health <https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=vuoto>;
- By going to the local Azienda Socio Sanitaria Territoriale (A.S.S.T.).

#### PART IV - FUNDING OF EXTRA-EU EXCHANGE MOBILITY

##### **Art. 19 - Extra-EU Exchange University Economic Benefit**

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

The funding is as follows:

- **EXTRA-EU Exchange Scholarship**

Group	Countries	Monthly/30 days
Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	All Extra-EU states not included in regions 13 and 14	€ 700.00
Region 14 + Region 13	Faroe Islands, Switzerland, United Kingdom  Andorra, Monaco, San Marino, Vatican City State	<ul style="list-style-type: none"> <li>• € 350.00 + supplement (study)</li> <li>• € 500.00 + supplement (traineeships, training workshops and research)</li> </ul>

- University Integration

The supplement to the EXTRA-EU Exchange mobility scholarship **is only due for Regions 13 and 14**.

The integration to the mobility scholarship is modulated on the basis of ISEE data with reference to the year in which the contest is published, as per DPCM (Prime Ministerial Decree) no. 159/2013. Students who have not provided the ISEE will not be entitled to any integration.

The amount of the supplement to the mobility scholarship is disbursed on the basis of the ISEE 2024 declaration (for university benefits in favour of the student) according to the amounts resolved by the Board of Directors of the university at its meeting of 16 July 2024 as follows:

<i>ISEE</i>	<i>Monthly/30 days</i>
up to € 13,000.00	€ 500.00
up to € 21,000.00	€ 450.00
up to € 26,000.00	€ 400.00
up to € 30,000.00	€ 350.00
up to € 40,000.00	€ 300.00
up to € 50,000.00	€ 250.00
up to € 70,000.00	€ 100.00
over € 70,000.00	-

In order to obtain the supplement, students must have submitted ISEE 2024 (for university benefits in favour of the student) by signing the DSU (Dichiarazione Sostitutiva Unica/Single Self-Declaration) within the deadlines set by the University.

More information can be found in the ISEE Guide at the link: <https://www.unimib.it/servizi/studenti-e-laureati/segreterie-studenti/immatricolazione/tasse>.

The Erasmus Office will extract the data acquired and entered into the Online Secretariats by 28 January 2025.

Receipt of the economic benefit is linked to the actual stay at the destination location and to the recognition of educational credits recognized in the beneficiary student's career. Mobility that does not involve the acquisition of educational credits, with the exception of PhD and graduate students, is not eligible for funding.

**Students who will be going to Swiss destinations will be eligible for funding, subject to the submission of supporting documents related to accommodation in Switzerland.**

The University Supplementary Contribution is relevant for IRPEF purposes and for the purposes of determining the IRAP taxable base.

#### **Art. 20 - Disbursement Way of the Extra-EU Exchange University Economic Benefit**

**The mobility economic benefit is awarded by Rectoral Decree and its disbursement is linked to the signing of the Mobility Agreement.** The mobility economic benefit is determined on the basis of the dates declared as provided for in article 15, taking into account the ranking order and the available funding, and only for the periods actually spent abroad.

**The duration of the mobility will be calculated on the basis of the DAYS360 Excel function, according to the business year of 360 days (i.e. each month, regardless of its duration, will be considered as 30 days).**

The economic benefit is disbursed in two instalments:

1. An advance payment equal to all whole months minus one, subject to signature of the Mobility Agreement as per article 16 of this contest (e.g. for a declaration of actual mobility of 5 months and 20 days the advance payment will be of 4 months);
2. The remaining funding, if due and until budget availability is exhausted, including further funding (financial coverage of 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 organization, upon completion of the mobility period and following fulfilment of the requirements of this contest.

#### **Article 21 - University Multifunctional Card**

The economic benefit is disbursed exclusively on the University 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 issue of a new card with the teaching and student services departments responsible for the subject area and interface directly with Banca Popolare di Sondrio (popso@unimib.it) in order to collect and activate 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, please write to the Economic Benefits Department at [pagamenti.dott-spec@unimib.it](mailto:pagamenti.dott-spec@unimib.it).

## PART V - DURING EXTRA-EU EXCHANGE MOBILITY

### **Art. 22 - Compatibility with the Extra-EU Exchange Program**

During the Mobility, students will be able to:

- present the Study Plan;
- apply for a degree, provided that the discussion takes place after return from mobility;
- apply for University scholarships and for scholarships 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 will be deducted, except as provided for in article 23 below.

### **Art. 23 - Interruption of Extra-EU Exchange Mobility**

Students who need to interrupt their mobility in order to take exams must be authorized by the foreign destination. Exams may be booked at the University for activities that are formally in the plan, with the exception of educational activities included in the “Mobility Project Approval” form. Booking for each exam session, even partial, will result in an automatic reduction of three days of scholarship. The reduction applies to each booking, even for exam sessions fixed on consecutive days, regardless of the outcome of the exam session and the detection of absence. Only the cancellation of the booking shall not lead to a reduction of the scholarship days. Interruptions are allowed only for exams or partial tests that require booking through the Online Secretariats system. Students are required to retain their travel documents (boarding passes/train tickets, etc.) and submit them, if requested, to the International Affairs Division.

### **Art. 24 - Modification of the Extra-EU Exchange Mobility Period**

Students may request authorization from the Coordinators to extend their mobility; in order to do so, 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 submitted in PDF/A format to [outgoing.extraue@unimib.it](mailto:outgoing.extraue@unimib.it).

Students are not allowed to request an extension of mobility that would impact the acquisition of the degree within the normal duration of the study course.

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

The funding will be allocated by Rectoral Decree and the amount due will be paid 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 - RETURN FROM EXTRA-EU EXCHANGE MOBILITY

### **Art. 25 - Completion of the Extra-EU Exchange Period and Final LAEX**

Upon completion of the program, students will be required to:

- make sure to have a clearly legible copy of the **LAEX**, including both the **Section to be completed BEFORE THE MOBILITY** signed by the BicoCCA Coordinator and the Traineeship Mobility Supervisor of the destination, and the **Section to be completed DURING THE MOBILITY (to be left blank if not used)**;
- 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 organization. **The dates given here are authentic for the recognition of the period and funding**;
- send to [outgoing.extraue@unimib.it](mailto:outgoing.extraue@unimib.it) the **LAEX** complete with all its parts (**BEFORE THE MOBILITY, DURING THE MOBILITY and AFTER THE MOBILITY**), clearly legible and complete with signatures, in PDF/A format.

### **Art. 26 - Economic Benefit Balance**

The balance will be disbursed to students who have submitted a **LAEX** as provided for in article 25 of this contest. 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 funding already received and not due. Students who have not repaid the debt by the deadline indicated in the communication or who have not submitted counter-claims to the request received will have their careers suspended. Repayment is a condition for the issuance of the University of Milano-Bicocca degree.

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

It is possible to check the duration of mobility using the counter at the link:  
<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/exchange-Extra-ue/borsa-Extra-ue> .

### **Art. 27 - Repayment of the Economic Benefit**

Upon completion of the Extra-EU Exchange mobility, students will be asked to provide:

- a) repayment of the economic benefit not due and possibly disbursed;
- b) full repayment of the study award in the following cases:
  - the student has not completed at least 31 days (92 for PhD/graduate students) of stay abroad; the LAEX Section to be completed AFTER THE MOBILITY will apply for this purpose;
  - the non-performance or negative outcome of what was agreed and signed in the LAEX;
  - for those enrolled in bachelor and master's degree courses, the non-recognition in their careers of the educational credits declared in the LAEX.

In the event that students do not fulfil their obligations under this contest and 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. Repayment is 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 reported to the attention of the Rector for the necessary disciplinary measures.**

#### **Art. 28 - Recognition of Extra-EU Exchange Experience**

Following the successful completion of the program, as per article 25 of this contest, the International Affairs Division will initiate the procedure for the recognition of educational credits. Students who do not provide the LAEX, as per article 25 of this contest, are not entitled to mobility recognition. **The Extra-EU Exchange experience will be fully recognized in the plan** as indicated in article 2 of this contest.

#### **Art. 29 - "Bicocca International Students" Open Badge**

All the experiences will be recorded in the "Bicocca International Students" Open Badge. Open Badges are digital certifications, internationally recognized and usable in electronic curricula vitae.

At the time of the completion of the program, 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 program.

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

#### **Art. 30 - Communications**

According to article 26 paragraph 1 of the Student Regulation, **the only official channel of communication between the students and the University** is the **university e-mail address** (*n.cognome@campus.unimib.it*). For general information on this contest, students should refer exclusively to the e-mail address [outgoing.extraue@unimib.it](mailto:outgoing.extraue@unimib.it).

Students are required to update their personal **Online Secretariats** page. The Administration takes 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.

#### **Article 31 - Person in Charge of Proceedings**

Pursuant to Law no. 241 of 7 August 1990, the Person in Charge of Proceedings is Agnese Cofler, Head of International Affairs, University of Milano-Bicocca.

#### **Article 32 - Final Provisions**

Applications for this contest 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 article 71 of Presidential Decree 445 of 28 December 2000, the Administration will carry out appropriate verifications, including randomly, and in all cases in which there are doubts regarding the truthfulness of the self-declarations. For all the matters not covered by this contest, the laws and regulations in force regarding public contests and university study awards shall apply. In the event of the need to transfer data to Extra-EU Countries to which an adequacy decision has not been issued, the student eligible for the Program 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 Extra-EU Countries to which an adequacy decision has not been issued. In the event of refusal, 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)

Education and Student Services Area - Dora Maria Cornelia Longoni  
International Affairs Division - Agnese Cofler  
Person in charge of proceedings - Agnese Cofler  
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