

FAQ

Students in mobility programs managed by the University of Pisa

PLEASE NOTE – For all students coming back to Italy, the decree issued on 17 March 2020 requires self-quarantine: it is mandatory to immediately inform the Prevention Department of the Local Health Service of your arrival in Italy.

For the Regione Toscana, the notification form is provided by filling the form at the following link

https://www.prevenzionecollettiva.toscana.it/welcome/pages/segnalazione_estero.html#main

Your arrival in Italy should also be notified to the University of Pisa.

The Prime Minister decree (DPCM) issued on 22 March 2020 states that it is strictly prohibited to all persons to move by public or private transport from one municipality to another except for justified work needs, for emergency or health reasons; consequently, in art. 1, subpar. 1 letter a) of the DPCM issued on 8 March 2020 the sentence “it is allowed to return to your own domicile or residence” has been cancelled. However, the return to Italy is included among the justified needs in the new self-declaration (<https://www.interno.gov.it/it/notizie/aggiornato-modello-autodichiarazioni>) of the Ministry of Home Affairs to be compiled and presented during any movement.

From the 28th of March, stricter regulations on arrivals in Italy from abroad are in force.

Arriving from abroad you are not allowed to use public transport. Only individual transport is allowed. If you cannot reach your domicile with individual transport (e.g. no one can pick you up or you don't have a personal car) and you don't have a safe place to spend your self-isolation, you will be subject to the Italian Civil Protection (Protezione Civile) arrangements.

Before leaving, please carefully read the instruction provided at <http://www.mit.gov.it/comunicazione/news/coronavirus/coronavirus-disposizioni-stringenti-per-chi-rientra-italia> where you can also download the mandatory self- declaration to be compiled. Possible “high priority needs/emergency “to state in the self- declaration are:

1. Closing of University dorms in the foreign country you are currently staying.
2. Expiry of your rental contract in the foreign country you are currently staying
3. End of your mobility period/ mobility grant
4. Recommendation to leave from the university/authorities of the foreign country you are currently staying
5. Lack of insurance/health coverage

PLEASE NOTE – in consideration of the fast development of the Covid-19 emergency management and the continuous updates, some of the following FAQ could incur modifications that will be promptly updated.

1 Can I carry on my study/traineeship/research mobility abroad during the Covid-19 emergency?

Of course, it is possible to continue, following the guidelines provided by the University of Pisa, the hosting university/institution/company, the national, regional and local governments, the local health

service and the recommendations of the WHO (World Health Organization) concerning the actions to be taken in the hosting country.

2 What are the current options for my mobility?

The following options are possible:

- a. stay at your hosting university city and continue to study and attend the online lessons or continue the traineeship in smart working, in compliance with your formerly approved Learning Agreement. While attending your hosting university online educational activities, you can also attend the online educational activities provided for by the University of Pisa. In addition, you are also allowed to take exams at the University of Pisa, provided they are not included in your formerly approved Learning Agreement. If you are forced to stay in your hosting country after the end of the mobility date stated in your grant agreement (e.g. you cannot enter in Italy because of restrictions or there is a delay in your exams sessions) you will be provided with a grant increase for the mobility extension period; in this exceptional event, you should formally ask the extension before the date of expiry, reporting to the unit in charge of your mobility at our administrative offices and specifying your motivations.
- b. come back to your home country and attend the online lessons/ smart working of your hosting university. Your grant will be preserved until the end of the mobility period; within the limit of their economic efficiency, you should also ask the refund of the additional travel costs you incurred in because of the emergency; prior the assessment of costs consistency and funds availability, you will be refunded with an amount equal to the difference between the additional costs incurred and the grant amount you received from your date of return up to the end of your mobility. During this period, in compliance with your formerly approved Learning Agreement and while attending your hosting university online educational activities, you can also attend the online educational activities provided for by the University of Pisa but you are not allowed to start any new traineeship activity throughout your mobility duration. In addition, during your “virtual mobility period” you are allowed to take exams at the University of Pisa, provided they are not included in your formerly approved Learning Agreement.
- c. Interrupt the mobility and attend the online lessons of the University of Pisa; you will be reinstated into your original study programme without disadvantage for your study path. In the event that, notwithstanding the mobility interruption, you still have documented costs in your hosting country (e.g. rental or utilities) you could be refunded with an amount not exceeding the grant amount you should have been awarded; if you already received the first instalment of your grant and its amount exceeds the due quota in terms of effective performed days of mobility, you will be asked to return the exceeding undue amount. Prior the assessment of costs consistency and funds availability, you should also ask the refund of additional travel costs you incurred in because of the emergency
- d. Cancel your mobility if it hasn't started yet. In this event, you could ask the refunding of possible costs you incurred in and you cannot recover (e.g. flight tickets, rental). Refunding procedure will be further explained.
- e. Reschedule your mobility to the following term, if possible and prior the availability of your hosting university/institution/company to increase the number of places foreseen for the a.y 2020/2021 in the relevant bilateral agreements. Rescheduling your mobility should non impact the timing of your course of study (namely it should not delay the awarding of your degree)

3 Do I have to return to Italy if the classrooms/traineeship at the hosting university/institution/company will be suspended?

No, you can wait for activities re-opening. You can attend online lessons or training in smart working at your domicile abroad when provided for by the hosting university/institution/company. Ask your university tutor for approval. In any case (with or without online lessons or smart working) the suspension will not be considered as an interruption and your grant will continue. For Erasmus + mobility, if the suspension falls within the minimum required period (3 months for study and 2 months for traineeship mobility), your mobility should be extended for the same suspension period. The financial support will be assured for the entire period. Please check your health insurance, mainly if your mobility is in a non-EU country. The University of Pisa provides you with insurance coverage for accidents and civil liability. Still, it requires the notification of the exact dates of the extension period. Concerning health insurance, in case of private insurance, please read the terms carefully to understand its duration and, if necessary, contact the company to have further information or extend the period; the cost of its possible extension could be refunded if previously authorized by the unit in charge of your mobility.

4 Is it possible to return to my home domicile and continue the mobility remotely?

Yes, it is possible.

Students in Erasmus mobility or selected by calls funded by the University of Pisa that, because of the Covid-19 emergency had to return to their domiciles before the end of their mobility, are allowed to carry on in remote mode, still being covered by their grants. They could attend the on line educational activities or smart working that the hosting university/institution/company are providing and within the limit of the approved Learning Agreement in order to achieve the number of ECTS formerly agreed. As for the traineeship activities, please ask for your tutor's approval. In the event your hosting institution does not provide online educational activities, you will be reinstated into your original study programme without disadvantage for your study path. It will be possible both to attend the exams remotely or at your hosting university when the emergency ends. Please ask your hosting university about the possibility of attending exams remotely. In addition to the remote activities of the hosting university/institution/company, you will be able to attend the remote activities of the University of Pisa, in compliance with your approved Learning Agreement (namely you are not allowed to take exams replacing those you should attend in your hosting institution until your mobility is over). You are not allowed to start a new traineeship during your mobility period. Any change to your formerly approved Learning Agreement should be reported in the During the Mobility Form and could only include exams offered by your hosting institution during your mobility. The University of Pisa provides insurance coverage for accidents and civil liability. Still, it requires the exact dates notification of your arrival in Italy and your possible return to the hosting university.

5 What happens to my educational activities and credits if I come back to my home domicile interrupting my mobility?

In the event you definitively interrupt your mobility and don't attend the online educational activities, the activities you performed before returning to Italy will be recognized in compliance with your *Transcript of Records/LA After the mobility/certificate* issued by your hosting institution. You will be reinstated into your original study programme without disadvantage for your study path. For different cases see what is reported in FAQ 4.

6 What happens to my financial status (grant and costs refund) if I come back to my home domicile interrupting my mobility?

- f. For Erasmus+ study and traineeship and traineeship extra Europe, the grant is calculated on the effective days of mobility performed. For any other programmes the call' rules shall prevail. In the event that, notwithstanding the mobility interruption, you still have documented costs in your hosting country (e.g. rental or utilities) you could be refunded with an amount not exceeding the grant amount you should have been awarded; **For mobility interrupted due to Covid-19, the force majeure principle is recognized: in addition to the grant, other unexpected expenses to return to Italy will be covered.** The declared expenses should be authorized by the National Agency for Erasmus+ programmes and by the University of Pisa for the other mobility programmes, but still with the limitation of cost-effectiveness and available resources. **Methods of reimbursement will be indicated as soon as possible. Please keep all receipts for travel expenses (e.g. flight tickets), accommodation deposit or transport travelcards that couldn't be refunded due to cancellations. The reimbursement will be scheduled later.**

7 Once in Italy and my mobility interrupted, will it be possible to go back to the hosting university/institution/company as soon as the situation is safe again?

If you interrupted your mobility at the very first stage and you are not attending the online educational activities, you could go back again after verifying the hosting university availability and the compatibility with your academic path period (with no delay for the final exam). As for Erasmus+ study and traineeship programs in Europe, the academic year 2019/2020 will be postponed from 30 September 2020 to 31 May 2021. For programmes funded by the University of Pisa, the deadline is postponed to 30 November 2020.

FAQ - Students waiting to start mobility programs managed by the University of Pisa

1. Can I start my study/traineeship/research mobility now?

No. Under the Italian Government provisions and the EU commission recommendations, all incoming and outgoing mobility are suspended indefinitely. You will be able to reschedule your mobility later after verifying the hosting university/institution/company availability.

2. Can I start my study/traineeship/research mobility remotely from Italy now?

No, you cannot. Even if the hosting university is proposing you to start your mobility remotely from Italy, you are not allowed to proceed. A mobility completely performed on remote mode or not started with an actual residence abroad is not eligible.

3. What can I do if the traineeship expected to be performed abroad affect the awarding of my qualification?

You will evaluate with your tutor the possibility of converting the traineeship abroad in traineeship in Italy in smart working.

4. **What about the expenses I incurred for the cancelled mobility? For cancellation due to Covid-19 is the force majeure principle recognized? In addition to the grant, other unexpected expenses to return to Italy will be covered?**

The declared expenses should be authorized by the National Agency for Erasmus+ programmes and by the University of Pisa for other mobility programmes, but still with the limitation of cost-effectiveness and available resources. **Methods of reimbursement will be indicated as soon as possible. Please keep all receipts for travel expenses (e.g. flight tickets, train tickets), accommodation deposit or travel cards that couldn't be refunded due to cancellations. The reimbursement will be scheduled later.**

Will it be possible to go back to the hosting university/institution/company as soon as the situation is safe again?

In case of mobility cancellation, you can postpone your departure after verifying the hosting university availability and the compatibility with your academic path (with no delay for the final exam). As for Erasmus+ study and traineeship programmes in Europe, the academic year 2019/2020 will be postponed from 30 September 2020 to 31 May 2021. For programmes funded by the University of Pisa, the deadline is postponed to 30 November 2020. In the case of Erasmus+ traineeship, if selected for a stage within your study programme, you can defer your mobility within 18 months from the award of your qualification. If you postpone your mobility, please be advised not to plan your journey and your accommodation too far in advance and verify the evolution of the emergency in the other countries.

A few specific cases

Interrupted Mobility but continuing with online lessons at home

Because of the exceptional situation, all students that, due to the Covid-19 emergency, returned to their home domicile are allowed to carry on their **mobility in remote mode, still being covered by their grants. They could attend the online educational activities or smart working that the hosting university/institution/company are providing and within the limit of the approved Learning Agreement in order to achieve the number of ECTS formerly agreed. As for the traineeship activities, please ask for your tutor's approval.** In the event your hosting institution does not provide online educational activities, you will be reinstated into your original study programme without disadvantage for your study path. If scheduled in advance, it will be possible to attend the exams remotely or at the hosting university when the emergency ends. In addition to the remote activities of the hosting university/institution/company, you will be able to attend the remote activities of the University of Pisa, in compliance with your approved Learning Agreement (namely you are not allowed to take exams replacing those you should attend in your hosting institution until your mobility is over). You are not allowed to start a new traineeship during your mobility period.

Interrupted mobility

The mobility interrupted in advance (with or without minimal duration relation) by force majeure caused by the Covid-19 emergency, being declared by the student and verified by the hosting university, will have to be authorized by the National Agency Erasmus+ Italia for Erasmus mobility.

For mobility calls funded by the University of Pisa, the office in charge of the call will authorize the interruption upon students' request. In the case of interrupted mobility, students can ask for reimbursement of the expenses incurred that were not refunded by travel agencies, travel companies, insurance companies or others, even when the mobility is performed on remote mode as reported in FAQ 4. It is, therefore, necessary to keep tickets, receipts and invoices and any other document attesting the expenses incurred by the student and the failure to get refunded.

The procedure to ask the force majeure clause will be notified later.

1. Suspended Mobility (with further resumption)

For Erasmus mobility, the suspension period will not be determined considering the minimum duration of the mobility period but the maximum period of 12 months of each study programme for which the student can receive mobility contributions.

2. Cancelled Mobility

For the mobility cancelled just before departure due to force majeure caused by the Covid-19 emergency, (declared by the student and verified by the hosting university), students can ask for reimbursement of the expenses incurred that were not refunded by travel agencies, travel companies, insurance companies or other.

Students will be reinstated into their original study programme without disadvantage for their study path.