

CIVIS SCHOOL

Short-Term Mobility courses



SAPIENZA
UNIVERSITÀ DI ROMA

15th June 2021

BEFORE THE DEPARTURE...

GRANT AGREEMENT: - Personal Data

GRANT AGREEMENT SHORT-TERM MOBILITIES - CIVIS

Full official name of the sending institution: Sapienza University of Rome	
Address (official address in full):	Piazzale Aldo Moro, 5 00185 Rome Italy

Called hereafter "the institution", represented for the purposes of signature of this agreement by **Mrs. Maria Ester Scarano – Director of the International Office, of the one part, and**

Mr/Mrs/Ms: [Student name and forename]:
Date of birth:
Nationality:
Address (official address in full):
ID Card / Passport Number:
Phone:
E-Mail:
Gender [Male/Female/Undefined]:
Academic year: 20./20.
Study Cycle : <input type="checkbox"/> First cycle <input type="checkbox"/> Second cycle <input type="checkbox"/> Third cycle <input type="checkbox"/> Short cycle <input type="checkbox"/> One-cycle study programme
Home Faculty/School:
Name of diploma registered in current academic year in home institution:
Title of CIVIS project:
Host Institution name:
Location of physical mobility (address)

15th June 2021

- Bank Details:

Bank account where the financial support should be paid:	
Bank account holder (if different than student):	
Bank name:	
BIC/SWIFT :	IBAN :

Called hereafter “the participant”, of the other part

Have agreed to the Conditions and Annex(es) below which form an integral part of this agreement ("the agreement"):

Annex I: Physical activities' programme

It is not compulsory to circulate papers with original signatures of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation or institutional regulations.

Attention! THE IBAN CODE MUST BE AT YOUR NAME. EVEN A PREPAID CARD WITH IBAN CODE IS FINE, BUT IT MUST BE AT YOUR NAME AS WELL.

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- Mobility Duration:

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The mobility period shall **start on [date]** and **end on [date]** as established in Annex I (activities programme). The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation.
The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
One day for travel before the first day of the activity abroad and one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support, if needed.
- 2.3 The participant shall receive a financial support from CIVIS **for [...] days**, travel days included.
- 2.4 The Certificate of Attendance shall provide the effective start and end dates of the mobility period. The participant accepts the financial support and commits to provide the International Office with proof of the actual start and end dates of his/her mobility period no more than 10 days after the end of their stay.

Attention! Fill in this section with the start and end dates that are specified in the program as written in the email you have received from civis_shortmobility.ari@uniroma1.it.

- Financial Support:

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The participant shall receive EUR [] corresponding to individual support and [] EUR corresponding to travel.
The amount of individual support is EUR [] per day.
The amount of the grant to cover travel costs calculated is based on kilometric distance between the place of origin of the Participant and the venue of the activity. The online calculation tool must be used to calculate the distance, available on the Commission's website at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.
The boarding pass and tickets are the supporting documents of the participant's mobility between the Sending Institution and the Host Organization which indicate the participant's place of departure and arrival.
- 3.2 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.3 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.4 Notwithstanding article 3.3, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies/traineeship as long as he/she carries out the activities foreseen in Annex I.
- 3.5 The financial support or part thereof shall be recovered if the participant does not carry out the mobility in compliance with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution.

Attention! Fill in this section with the amounts as specified in the email you have received from civis_shortmobility.ari@uniroma1.it. Please, note that the individual support is provided for the entire duration of the course PLUS the two days of travel, to which is also added the due amount for the trip.

- Insurance:

ARTICLE 5 – INSURANCE

5.1 The participant shall have adequate health insurance coverage. The home Institution is responsible to check that the Participant has health insurance.

5.2 Mandatory Health insurance coverage:

Usually, when the mobility takes place in a European Union and European Economic Area member state, the student health care service covers the student for unexpected and necessary care. For this purpose, the student needs to ask his/her own health insurance – before the mobility starts – for the European Health Insurance Card (EHIC)¹. The student must provide a paper copy or a scanned copy of the European Health Insurance Card when signing the grant agreement.

However, coverage provided by the European Health Insurance Card may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. The sending institution of the student is responsible for ensuring that he/she is aware of health insurance issues.

EHIC ID NUMBER	
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Table to be filled if the student has a private insurance:|

Name of the insurance owner:	
Organisation :	
Number-reference :	

Attention! Fill in this section with the data of a valid health card: EIHC stands for European Health Insurance Card and corresponds to our TEAM (European Health Insurance Card).

For further information:

<https://www.salute.gov.it/portale/cureUE/dettaglioContenutiCureUE.jsp?lingua=italiano&id=624&area=cureUnioneEuropea&menu=vuoto>

- Signature:

ARTICLE 10 – LAW APPLICABLE AND COMPETENT COURT

10.1 The Agreement is governed by the Italian law.

10.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES	
For the participant: <i>[Name – Forename]</i>	For the <i>Institution</i> : Mrs. Maria Ester Scarano Director of the International Office
Done at <i>[place]</i> , <i>[date]</i>	Done at Rome, <i>[date]</i>
Signature:	Signature:

The Grant Agreement must be duly filled out, signed and sent to civis_shortmobility.ari@uniroma1.it.

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- Annex I – Programme:

ANNEX I

PHYSICAL ACTIVITIES PROGRAMME

Physical Activity	CIVIS School Intensive Program: title
Dates	
Number of activity days	
Hosting organisation	
Address of the activities	

PROGRAMME

DAY 1 – date + Title

9.00-9.30 Arrival and Registration / Coffee
9.30-9.45 Welcome
10.00-12.00
12.00-14.00 Lunch
14.00-17.00

DAY 2 – date + Title

9.00-9.30
9.30-9.45
10.00-12.00
12.00-14.00
14.00-17.00

PLEASE, NOTE: INDICATE THE DATES AND THE NUMBER OF DAYS AS WRITTEN IN ARTICLE 2 AND ENCLOSE THE PROGRAM OF THE COURSE SPECIFYING THE ACTIVITIES AND THE UNIVERSITY WHERE IT WILL TAKE PLACE.

15th June 2021

BEFORE THE DEPARTURE...

LEARNING AGREEMENT: - Personal Data

LEARNING AGREEMENT SHORT-TERM MOBILITIES - CIVIS

Full official name of the sending institution: **Sapienza University of Rome**

Address (official address in full): **Piazzale Aldo Moro, 5
00185 Rome
Italy**

Mr/Mrs/Ms: [Student name and forename]:

Date of birth:

Nationality:

Address (official address in full):

ID Card / Passport Number:

Phone:

E-Mail:

Gender [Male/Female/Undefined]]:

Academic year: 20../20..

Study Cycle: First cycle Second cycle Third cycle Short cycle One-cycle study programme

Home Faculty/School:

Name of diploma registered in current academic year in home institution:

Title of CIVIS project:

Host Institution name:

Location of physical mobility (address)

15th June 2021

- Study Project:

STUDY PROJECT PROPOSAL

Table A: Study programme abroad

Component code (if any)	STM Course title	Period	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total:

Student's signature

RAM's signature (Responsabile Accademico della Mobilità)

Date

Fill in the "Period" section with the dates which have already been inserted at Article 2 of the agreement.

The Learning Agreement must be duly filled in, signed and sent to civis_shortmobility.ari@uniroma1.it.

- CFU Recognition:

- **1st and 2nd study cycle: In order to earn credits for the activities carried out at the host university within the framework of the Civis Short Term Mobility course, you can fill out the learning agreement form, specifying the credits required by the course and contacting:**
 - **the Civis CAM of your Faculty or**
 - **the Sapienza's academic referee for the short course, for which you have been selected.**

ATTENTION: The last approved study plan and the list of exams passed (download them from Infostud) must be attached to the Learning Agreement.

Credits may be recognized:

- 1. as other useful activities for entering the world of work or**
- 2. as optional credits, if the study plan allows it, up to a total of 12 ECTS or**
- 3. as an extra-curricular activity.**

- **There is no credit recognition for PhD candidates, therefore they do not have to be inserted in the Learning Agreement.**

Number of ECTS credits to be awarded by the receiving institution upon successful completion
Total:

BEFORE THE DEPARTURE...

- *Copy of a valid identity document*
- *Copy of a valid European Health Insurance Card (EHIC)*
- *A bank or a post office document that states the IBAN on which the scholarship must be credited.*

Send all to

civis_shortmobility.ari@uniroma1.it in order to arrange the payment of the 1st installment of the scholarship (80%)



AFTER THE MOBILITY...

- **Invoice of travel tickets: airline tickets, ...**
- **Proof of travel: boarding passes, train tickets**
- **Certificate of Attendance signed by the academic / administrative manager of the host university**
The same document must point out the mobility details and the number of credits recognized.



AFTER THE MOBILITY...

- **CFU Recognition Form**: At the end for your short mobility, this form must be signed by the same professor who signed the Learning Agreement. Then, you can bring it in original form to the Student Office in order to register it on Infostud.
- The same CFU Recognition form must also be sent by email to ***civis_shortmobility.ari@uniroma1.it***.

Send all to
civis_shortmobility.ari@uniroma1.it in
order to arrange the payment of the 2nd
installment of the scholarship (20%)



THANKS FOT THE ATTENTION

Official webpage: <https://www.uniroma1.it/it/pagina/civis-mobility>

e-mail: civis_shortmobility.ari@uniroma1.it



15th June 2021