

CIVIS SCHOOL

Short-Term Mobility courses



SAPIENZA
UNIVERSITÀ DI ROMA

15 Giugno 2021

PRIMA DELLA PARTENZA...

II GRANT AGREEMENT: - Anagrafica

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)

15 Giugno 2021

- Dati Bancari:

Bank account where the financial support should be paid:
Bank account holder (if different than student):
Bank name:
BIC/SWIFT : <input type="text"/> 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.

N.B. Inserire l'IBAN di un c/c o di una carta prepagata con iban di cui lo studente sia intestatario o cointestatario

- 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.

N.B. Inserire le date di inizio e fine corso che sono indicate nel programma così come evidenziate nell'email che avete ricevuto dall'inidirizzo 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.

N.B. Inserire le cifre così come indicate nell'email che avete ricevuto dall'indirizzo civis_shortmobility.ari@uniroma1.it.

Si ricorda che l'individual support è previsto per l'intera durata del corso comprensivo dei due giorni di viaggio, a cui si somma ulteriormente l'importo previsto per il viaggio stesso.

- 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 :	

**N.B. Si devono riportare i dati della tessera sanitaria in corso di validità: EIHC sta per European Health Insurance Card e corrisponde al nostra TEAM (Tessera Europea Assicurazione Malattia).
Per maggiori informazioni:**

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

- Firma:

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

Il Grant Agreement debitamente compilato e firmato dovrà essere inviato a civis_shortmobility.ari@uniroma1.it.

15 Giugno 2021

- Allegato – Programma:

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

N.B. Riportare le date e il numero dei gg indicati Art. 2

Si allega poi il programma del corso dove sono specificate le attività e il luogo di svolgimento

15 Giugno 2021

PRIMA DELLA PARTENZA...

II LEARNING AGREEMENT: - Anagrafica

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)

- 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

Riportare in "Period" le date così come indicate nell'Art. 2 del Grant Agreement.

N.B. Per la firma del Learning Agreement rivolgerti al CAM Civis della Facoltà di appartenenza:

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

Il Learning Agreement debitamente compilato e firmato dovrà essere inviato a civis_shortmobility.ari@uniroma1.it.

- Riconoscimento CFU:

- **I e II ciclo di studi:** Per il riconoscimento crediti dovrai compilare il modulo del Learning Agreement inserendovi i crediti previsti dal corso e chiedendo come procedere
 - al CAM Civis competente
 - oppure al docente referente di Sapienza per il corso breve, per il quale sei stato selezionato.
- **N.B. Al Learning Agreement dovrai allegare l'ultimo percorso formativo approvato e la lista degli esami sostenuti (scaricabili da Infostud).**

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

Potranno essere riconosciuti crediti:

- 1. come altre attività utili per l'inserimento nel mondo del lavoro oppure***
 - 2. come crediti a scelta, se il piano di studi lo consente, nel limite dei 12 CFU complessivi oppure***
 - 3. come attività extra-curriculare.***
- **Per i dottorandi non si rilevano i crediti, pertanto non devono essere indicati nel Learning Agreement.**

PRIMA DELLA PARTENZA...

- **Copia fronte/retro del document d'identità in corso di validità**
- **Copia fronte retro della tessera sanitaria/codice fiscale in corso di validità**
- **Un foglio della banca o delle Poste dove sia riportato esattamente l'IBAN sul quale dovrà essere trasferito l'importo dovuto.**

Da inviare a
civis_shortmobility.ari@uniroma1.it a
cui seguirà il pagamento della I rata
della borsa di studio (80%)



AL RIENTRO...

- **Invoice of travel tickets**: *fattura di acquisto biglietti aerei, ...*
- **Proof of travel** (*Boarding passes, train tickets*): *carta d'imbarco o biglietto del treno validato.*
- **Certificate of Attendance** *firmato dal responsabile accademico/amministrativo dell'Ateneo ospitante che riporta i dettagli della mobilità e gli eventuali CFU riconosciuti*



AL RIENTRO...

- **Modulo di Convalida:** *Al termine della mobilità breve lo studente dovrà recarsi dallo stesso docente che ha firmato il Learning Agreement con il modulo di convalida, farlo firmare e consegnarlo in originale alla Segreteria Studenti per l'inserimento in carriera.*
- Lo stesso modulo di convalida firmato dovrà essere altresì inviato per email a civis_shortmobility.ari@uniroma1.it.

La documentazione completa deve essere inviata a civis_shortmobility.ari@uniroma1.it a cui seguirà il pagamento del saldo della borsa di studio (20%)



GRAZIE PER L'ATTENZIONE

Pagina web: <https://www.uniroma1.it/it/pagina/civis-mobility>

e-mail: civis_shortmobility.ari@uniroma1.it



15 Giugno 2021