

Bachelor of Science in Artificial Intelligence

Regulations for free movers

The “Free Mover” procedure deals with individual mobility projects. It is directed to anyone wanting to study abroad under conditions not covered by the Erasmus Programme and the other mobility programs supported by the University of Pavia. **Before requesting to study as a “free mover” students are strongly encouraged to check the website <https://internazionale.unipv.eu/en/mobility/going-abroad/> and to consider all the international mobility programs available.**

Warning

The student must verify any possible direct and indirect cost required to move to the host country, to obtain a residence, and to attend courses and exams at the host institution. The student must take charge of all the costs required by the mobility project. **The Bachelor of Science in Artificial Intelligence, the University of Pavia, The University of Milano - Statale and the University of Milano - Bicocca do not provide any financial support to free movers.**

The student must gather the necessary information in advance and obtain the documents that will allow entry and stay in the host country. The student must ensure that his/her identity card or passport and, if applicable, residence permit are valid for the entire period of mobility. Where required, he or she must obtain a visa by contacting the diplomatic representation (Embassy or Consulate) in Italy of the host country.

Before leaving, it is advisable to consult the website Viaggiare Sicuri and read the information issued by the Ministry of Foreign Affairs on the country of interest and the indications on visas. It is also advisable to register on the site "Dove siamo nel mondo", managed by the Crisis Unit of MAECI, clearly indicating the required data: name, city, country, host Institution, updated contact details, and period of stay.

The student will have to inform her/himself about health care in the host country and contact the ASST or the diplomatic representations. For European citizens who will carry out mobility within the Union, basic health insurance coverage is guaranteed by the European Health Insurance Card (EHIC), which allows access to basic health services in EU countries. It is also necessary to check how to purchase prescription drugs while abroad. Non-EU citizens should check with the consular representations of the host country before leaving to find out the requirements for health insurance. For mobilities outside the member countries of the European Community, it is advisable to purchase private health insurance at any travel agency or insurance company. For detailed information on each country, consult the website of the Ministry of Health and search for your destination through the Ministry's interactive guide "Se parto per".

Eligibility

Access to international mobility as a “free mover” is granted to students of the Bachelor of Science in Artificial Intelligence under the following conditions:

- At the time of the request the student must be enrolled in the second year or later of the Bachelor;
- At the time of the request, the student must have already acquired at least 60 ECTS.

Destination

Host institutions must be internationally recognized universities, research centers or companies. The destination country must be one of those included in the Erasmus Traineeship program, which are listed in the related call for applications.

The student must contact the host institution and verify the condition for his/her acceptance **before the application**.

In collaboration with the host institution, the student must prepare a plan including a minimum of 18 ECTS worth of activities recognizable as replacements for those in the study plan of the Bachelor of Science in Artificial Intelligence; 9 ECTS worth of activities recognizable as a stage, are also acceptable.

Before the planned departure date, the activity must be approved by the Teaching Council.

Application

Applicants must submit a request including:

1. the form “Authorization Request to the Teaching Council” (form A);
2. self-certification enrollment years with exams (it can be obtained from <https://studentonline.unipv.it>);
3. a letter of acceptance from the host Partner clearly indicating the period and a brief description of the planned activity;
4. a copy of the syllabus or a detailed description of the individual courses included in the planned activity;
5. the form "Learning Agreement for International Exchanges" (form B);
6. declaration of risk assumption (form C);

7. safety Protocol of the Host partner (it is usually downloadable from the websites or the student might ask the Responsible person he or she has contacted);

The request must be sent to artificial.intelligence@unipv.it at least four months before the departure. **It is strongly recommended to send a draft to the same email address well before the deadline.**

Once authorization is obtained, the student can attend the selected mobility project.

At the end of the mobility period, once back, the student must submit a request of validation (form "Validation Request to the Teaching Council") including the certificate of attendance released by the Host Institution.

Form A: Authorization Request to the Teaching Council

(Place, Date)

To the attention of the Teaching Council of the Bachelor of Science in Artificial Intelligence

University of Pavia

Object: Request of authorization for an international mobility period.

Student: (Last name, First name): _____

Matriculation number: _____

Year of Study: _____

With this letter, I am requesting authorization for an international mobility period at the University of

_____ in _____ (city, country),

from _____ to _____

The Responsible at the hosting University, Prof/Mr. _____ accepted my application and confirmed I will be able to attend theoretical and practical activities and take the final exams.

Please find attached my signed learning agreement.

At the end of the mobility period, I will submit a request for validation, attaching the Transcript of records released from the Host Institution.

Please find below a summary of the activities, comparing the study plan of the Host University to the one of the Bachelor of Science in Artificial Intelligence.

I am attaching the following documents:

1. acceptance letter from the Host University;
2. self-certification enrollment years with exams;
3. learning agreement signed by the Erasmus Coordinator of the Bachelor of Science in Artificial Intelligence;
4. Syllabus or detailed descriptions of the planned courses/activities;
5. declaration of risk assumption;
6. safety protocol of the Host Partner.

I thank you very much for your attention and look forward to hearing from you.

Kind regards.

Student's signature

Summary of the Programme:

Exams at the University of _____	Credits	Corresponding Exams at the University of Pavia	Credits
Total		Total	

Form B: Learning Agreement for International Exchanges

Name of student:	
Student's e-mail address:	
Degree Course: Laurea Interateneo in Artificial Intelligence	
Sending Institution: University of Pavia	Country: Italy

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from _____ till _____

Table A: Study programme abroad

Receiving institution:	Country:
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Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
Total ECTS credits			

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits
Total ECTS credits			

II. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature

Date:

The sending institution

Responsible person's signature

Date:

The receiving institution

Responsible person's signature

Date:

Form C: Declaration of risk assumption

DECLARATION OF ASSUMPTION OF RISK AND WAIVER OF LIABILITY

I, the undersigned _____, University ID n. _____ intending to go to _____ for _____ and being completely aware of the risks associated with my stay abroad, by signing this form

DECLARE

- 1) to be aware I am protected by third-party liability policy for damages for which I should be held civilly liable in relation to the institutional activity carried out by me;
- 2) to be aware that, having acquired the necessary authorization, the accident will provide suitable insurance coverage against accidents that may occur in the performance of my institutional activities both during my stay at the University/host institution and in any other place, even outside the University, both in Italy and abroad, such as, by way of example but not limited to, establishments, industrial or research laboratories, offices of other Universities and Research Institutes and the like, in which I may find myself for reasons of study, visits and experiments, complementary and accessory activities, in compliance with the conditions mentioned in the policy;
- 3) to be aware that the above accident policy does not provide any guarantee for illness and that any virus infections are considered illness;
- 4) to be aware that the above accident policy does not provide for the reimbursement of tickets;
- 5) to be aware that the European Health Insurance Card (EHIC) allows all citizens of the European Union, Switzerland, Iceland and Norway, temporarily in another Member State, direct access to the health services of the host country under the same conditions as residents (some benefits may be provided indirectly, i.e. paying the relative cost on site and obtaining a subsequent reimbursement from the relevant ASST), but does not cover certain guarantees typically provided by health policies taken out in "private" form, such as health repatriation. Furthermore, the EHIC card for non-EU students enrolled at UNIPV does not guarantee health coverage outside Italy;
- 6) to be aware that, according to Presidential Decree n. 1124/65, INAIL coverage operates exclusively in the event that the student performs technical-scientific experience, practical exercises, and motor activities; therefore, any injuries that may have occurred to students during theoretical training in the classroom are excluded from INAIL protection. Sending an accident report to INAIL does not automatically recognize the accident and/or the payment of financial compensation;
- 7) to have been informed by the offices of the importance of purchasing a policy that guarantees health care abroad;
- 8) to waive, in relation to the mobility period, any claim for damages or compensation against the University of Pavia, with the exception of cases that are mandatory by law.

Finally, I declare that I am informed that, pursuant to and for the purposes of GDPR 2016/679, personal data collected and transmitted to other entities, including by computer, will be processed exclusively within the scope of the procedure for which this declaration is made. The complete information is available on the website <https://privacy.unipv.it>.

Place and date

Full signature
