



ERASMUS MOBILITY USEFUL INFORMATION FOR ERASMUS OUTGOING A.Y. 2023/2024 BEFORE THE MOBILITY PROCEDURE

Version 02 - 2023-07-12

**The present English version is provided for information purposes only.
In case of conflicting meanings between language versions, the Italian version prevails.**

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FOREWORD

For information and guidance on the administrative steps to be completed before the start of your Erasmus mobility for study a.y. 2023/2024 (UG, PG, PhD cycle) you are required to:

- read the present document addressed to **all those who will start an Erasmus study mobility during the a.y. 2023/2024**. The document is updated regularly and make sure to check any changes (make a note of the number and date of the currently published version);
- **keep up-to-date** with all steps of the procedure for outgoing students which are on the University portal here: [Instructions for UniTo students \(outgoing\)](#);
- **check your university email regularly** for updates: all communication about Erasmus Mobility for Studies 2023/2024 will ONLY be sent to your university email account (@edu.unito.it).



1. ORIENTATION MEETING

During the meeting were explained the steps to follow before, during and after your Erasmus Mobility for Studies and help you better organise your Mobility period. You can find the meeting's record and the slides (in Italian) on the University portal here: [Instructions for UniTo students \(outgoing\)](#).



2. ERASMUS STUDY MOBILITY AGREEMENT

If you have been awarded an Erasmus mobility in the frame of the Call for Erasmus study a.y. 2023/2024, you must fill in the Erasmus Study Mobility Agreement 2023/2024 using the online procedure. **The opening of this procedure was notified via specific email on 12 July 2023.**

The Agreement for Erasmus Study Mobility regulates the disbursement of Erasmus contributions and allows you to provide the University with your IBAN in order receive the Erasmus scholarship. The payment will be made by crediting a bank account (including "Bancoposta") **in your name or in a joint name**, in a single payment and according to the Mobility Agreement deadlines. Your IBAN code must refer to an **Italian/European Bank**.

3. GOOGLE MOBILITY FORM

Once you have accepted the Erasmus Study Mobility Agreement a.y. 2023/2024 you must self-certify the start date and the hypothetical end date using the Google form. **The opening of this procedure was notified via specific email on 12 July 2023.**

To access the "**Gform International mobility period 2023/2024**" it is necessary to:

- Use a PC, avoid smartphone or tablet;
- Use Google Chrome as your navigation browser;
- Fill in the online form using ONLY your @edu.unito.it email;
- Open another navigation window and click on the following link:

<https://forms.gle/Xnne59ASHRXHGxw17>

N.B.:

- The mobility start-date and the expected mobility end-date entered in the Google form are a fundamental part of the Erasmus financial contract for study 2023/2024, and they will be used to calculate the due contribution. The timing of the payment is indicated in the Erasmus Mobility Agreement;
- It will not be possible to change the dates entered in the Google form. Note that the University of Turin will verify, **at the end of the mobility**, the actual duration of the period of mobility ABROAD on the basis of the Declaration of Mobility which will be issued by the University/Host Institution. The amount due, which may be a credit or debit, will be calculated on those dates ONLY.

In brief, in order to receive the 2023/2024 Erasmus mobility study grants, you must:

1. sign the **Erasmus Study Mobility Agreement** online (see point n°2 of this document);
2. fill in the **Google Form** mentioned above.

ATTENTION!



UniTo does not require any certificate of arrival. If the host University requests it, please use the format provided by them.

4. ERASMUS MOBILITY GRANTS FOR STUDY A.Y. 2023/2024

On the basis of the provisions of Art. 7 of the [Erasmus Call for Studies 2023/2024](#), the Erasmus Mobility grants are composed of the following items:

- **ITEM A - Country Contribution**
- **ITEM B - Additional contribution for students in economically disadvantaged situations**
- **ITEM C - Additional EU contribution for students and students with special needs**

Please read art. 7 of [Erasmus Call for Studies 2023/2024](#) carefully for the amounts relating to each contribution item.

5. TRAVEL CONTRIBUTIONS

The University of Turin, in implementing the provisions of the Erasmus 2021-2027 programme, provides specific travel grants, not cumulative, to help with travel expenses incurred for Erasmus+ mobility.

Please read carefully art.7 of [Erasmus Call for Studies 2023/2024](#) for the amounts related to each item of travel grants. These are:

❖ TYPE 1: TRAVEL GRANT (no need to keep travel documents)

A one-off grant awarded for a return trip to those who fulfil both requirements:

- are carrying out an Erasmus in PARTNER COUNTRIES excluding mobility in the United Kingdom, Switzerland and the Faroe Islands;
- are considered, on the basis of the values defined by the Ministerial Provisions, to be economically disadvantaged and have an ISEE value for the year 2021 of between 0 and 26.306,25 euros;

This grant will be paid to the beneficiaries jointly with the first payment relating to the Erasmus scholarship.

❖ TYPE 2: "GREEN" TRAVEL GRANT (documentation of travel expenses must be kept)

A one-off grant awarded for one outward and/or return journey, following the submission of travel expense documents to the UNIT and International Mobility Section, to those who fulfil all the following requirements:

- undertake Erasmus mobility in PARTNER COUNTRIES excluding mobility in the United Kingdom, Switzerland and the Faroe Islands;
- choose to use a low-carbon means of transport to reach and/or return from their Erasmus destination;
- are considered, on the basis of the values defined by the Ministerial Provisions, to be economically disadvantaged and have an ISEE value for the year 2021 of between 0 and 26.306,25 euros;

This grant will be paid at the end of the mobility by presenting the green travel documents. The amount that will be recognized it will be calculated by subtracting the amount initially received as **Travel Grant**.

❖ TYPE 3: TOP UP TRAVEL GREEN (documentation of travel expenses must be kept)

Travel contribution intended for those who travel green to their Erasmus destination towards **PARTNERS** or **PROGRAMME COUNTRIES** and who do NOT receive TRAVEL GRANT/TRAVEL GRANT "GREEN" contributions. The contribution is provided for distances up to 4,000 km and consists of:

- a one-off travel contribution of EUR 50.00 (the amount does not vary according to distance);



- a daily allowance corresponding to the daily amount related to the monthly grant (i.e. ITEM A/30GG + possible ITEM B/30GG= per diem amount due). The daily allowance will be paid for each day of green travel (both outward and return) necessary to reach the destination, up to a maximum of 4 days.

The TOP-UP Travel Green amount will be recognised at the end of the mobility, when you present your documentation of expenses incurred proving the green travel and the time needed to reach the destination, and after verification by the Sezione UNITA e Mobilità Internazionale office.

6. MOBILITY PERIOD PLANNING

On the basis of the Erasmus+ Programme Guide, the Erasmus study mobility a.y. 2023/2024:

- can be started, and will be grant-funded, from 1 June 2023;
- must last at least **2 months**, i.e. **60 days**, based on Erasmus Plus programme counting. Should you decide to return earlier than agreed you must have your Host University's approval;
- cannot last more than **12 months** (respecting the maximum length of courses and Art.2 of the [Erasmus Call for Studies 2023/2024](#));
- must end by **30/09/2024**. **It will not be possible to start a mobility after 1 August 2024.**

7. TYPE OF MOBILITY

Based on the new Erasmus+ Programme Guide and in accordance with Host University programmes, you can choose between:

Mobility abroad:

This type of mobility means your grant will cover you while studying abroad. There is no minimum ECTS required, except:

- For beneficiaries of supplementary contribution (Grant Part B);
- And must be according to the [Study Abroad Guidelines](#) and/or those of your Course.

In the event that the host Institute provides online lessons but you are still in the foreign country, the mobility will be considered mobility abroad.

Consequently, the participant will receive the contributions due for the entire mobility period spent in the host country.

Blended Mobility:

Blended Mobility combines your presence abroad, with some activities online.

It must comprise these characteristics:

- the **mobility abroad** part must last a minimum of 60 days and be covered by the grant on the basis of the dates attested in the Statemen of Stay (issued at the end of the Erasmus period by the host university);
- the **online part** can be done in **Italy** before, during or after the abroad mobility part. This is not covered by funding or taken into account when calculating the maximum Erasmus monthly payments in each cycle of studies (Art.2 Erasmus Call);
- must be worth at least **3 ECTS credits**.



If you intend to carry out a "blended" Mobility, you must fill in the Google form indicated in point 3 of this document, also specifying the start and end dates of the online mobility.

ATTENTION!

During the mobility abroad it is not possible to:

- take exams at the University of Turin (both face-to-face and remote mode);
- register exams at the University of Turin (both face-to-face and remote mode);
- complete your course of study (graduate) at the University of Turin.



Only if you are carrying out a virtual mobility in the frame of blended mobility you:

- could take exams/register at the University of Turin (both face-to-face and remote mode);
- but you cannot complete your course of study (graduate) at the University of Turin.

8. NOMINATIONS AND CHOICE OF SEMESTER

The Sezione UNITA e Mobilità Internazionale office send the Host Universities the names of all candidates who have been awarded a grant for the Erasmus Study Call a.y. 2023/2024. The nomination can be sent only once the selection process is completed (ie the publishing of the first and second rankings) as per Art. 9 in the [Erasmus Call for Studies 2023/2024](#) and in compliance with the Host Universities' deadlines, if possible. Consequently, the Host Universities know which semester you chose when your application was accepted on My UniTo, so you should take the following points into account when choosing the semester for your Erasmus mobility:

- the dates of the courses that interest you at your Host University;
- your Host University semester start and end dates (which may not coincide with the duration of the agreement you are assigned to);
- the number of months of mobility won and defined by the Bilateral Agreement of reference (e.g.: if your mobility provides for a maximum of 9 months of mobility, then an annual duration of mobility is envisaged and you must start your mobility in the first semester);
- Host University emergency restrictions.

9. PASSPORT FOR EUROPE: ERASMUS FOR STUDIES LANGUAGE CERTIFICATES A.Y. 2023/2024

The Host University might need you to have a **language certificate** when you submit your application form.

The University of Turin and [CLA - University Language Centre](#) offer all successful Erasmus students a.y. 2023/2024 the opportunity to obtain a certificate free of charge which proves their skills in the foreign destination language, but this does not include specific language certificates like DELF, DELE, etc.

You are strongly advised to obtain this certificate so you will have a clear idea of your current language level for when you start studying abroad and it is also useful to have, as a foreign university might request it.

You can take a test in one of the following languages French, English, Portuguese, Spanish and German. There are two exam sessions – one held in March and one in August/September, **but** you can only take **one** language test and in **one** session.



Check out the detailed schedule of sessions, procedures for taking the tests and enrolment are published on the [CLA - University Language Centre website](#)

10. APPLYING TO HOST UNIVERSITIES

Once the Host Universities have received the successful candidates' names and contact info, they might contact you about what admin you need to complete before arriving.

N.B.

Not all Host Universities contact candidates directly, so you should **find out about the Host University's admission procedures and deadlines**, including:

- any deadlines relating to you notifying Host University of your chosen semester;
- an obligation for you to fill in an application form before your arrival and in compliance with the Host University's deadlines.

It is very important to remember:

- Host Universities could decide not to accept a student who fails to respect their deadlines;
- Host Universities evaluate the student based on their application form and all documents attached to it (i.e. language certificates, Learning Agreement, etc.).

Here is some information the Host University might ask you when you fill in your application form:

- University of Turin Erasmus code: **IT-TORINO01**
- The University of Turin **Institutional Coordinator**:
Prof.ssa Alessandra Fiorio Pla
Direzione Innovazione e Internazionalizzazione
Università degli Studi di Torino
Complesso Aldo Moro, Palazzina D
Via Sant'Ottavio 12 - 10124 Torino
Tel: +39 011/670.4425
E-mail: internationalexchange@unito.it
- The **Department Coordinator** is the successful candidate's reference professor and named as the "Italian reference" on the Agreement.

The [Responsabile Didattico per la mobilità internazionale](#) related to your course of study must sign the Host University application form if approval is required concerning courses that the student intends to do during Mobility and/or their language level and/or other information relevant to the student's career path.

The UniTo Institutional Coordinator might also have to sign the application form, but **ONLY** if the student's [Responsabile Didattico per la mobilità internazionale](#) has already signed it.

If the application form requires the number of ECTS credits you have to obtain during your Mobility, then you should put as many ECTS as possible which correspond to the Learning Agreement, ie:

- 30 ECTS Mobility for one semester;
- 60 ECTS Mobility for one year.

Should the Host University request the **Transcript of Records** - which is the list of exams you have taken - you can:



1. Print a self-certification from your personal MyUniTo page in Italian or have it translated into English or another language if the Host University requires it.
2. Go to your Student office and ask for an official certificate in Italian or English. Remember that you will need to pay stamp duty as the University is obliged by law to charge for issuing certificates.

11. LEARNING AGREEMENT (LA)

The Host University application form might need the Learning Agreement (study contract) to show which course activities you have chosen to do during your Mobility (*Table A*) as well as the course activities which will need credit recognition at the end of Mobility (*Table B*).

Completing this document is a crucial step when preparing your Erasmus Mobility programme according to the [Erasmus Charter for Higher Education](#) principles.

When preparing the L.A., you should remember the principle of recognising one or more exams taken during Mobility which replace one or more exams/course activities from your profile.



Read the “Before Mobility” Section before completing the L.A.

- check with UniTo about any restrictions and/or specific provisions regarding your Degree Programme (see your Degree Course regulations and contact your [Responsabile Didattico per la mobilità internazionale](#)) and/or the Host University;
- should you be awarded a grant in a disciplinary area which you had not applied for and/or at a different study level (UG/PG) on the date you are scheduled to leave the University of Turin, you should ask the Host University about its available courses and if there are any restrictions;
- should you decide to do an **internship** or **thesis research** during your Mobility which would be worth credits, you will have to obtain the Host University’s approval, before departure;
- see [Guidelines for recognising studies abroad](#).

In order to fill in, without mistakes, the “Before Mobility” Section of the LA, please note that:

- **Table A:**
In English or local language, add course activities (exams, internships and/or thesis research) that you intend signing up for during your Mobility and the corresponding ECTS credits (European Credit Transfer System). If the Host University’s course activities are shown in local credits, you should check the equivalent ECTS credits with the Host University;
- **Table B:**
add course activity names in accordance with individual and University of Turin study plans which you will then put forward for recognition at the end of Mobility (N.B. contact the lecturer [Responsabile Didattico per la mobilità internazionale](#)) for credits to be included as thesis research in the LA.

Any changes to the Learning Agreement can be made once you have arrived at the Host University, via the appropriate section “During Mobility” on the LA form.

The LA will have to be approved, i.e. **signed**, by your [Responsabile Didattico per la mobilità internazionale del corso di studi](#) at UniTo and the Host University. All digital signature formats are accepted. The LA does not have to be completed and/or approved by a certain date, unless of course your UniTo or Host University Degree Programmes have specific deadlines.

However, both UniTo and the Host University MUST approve it AT LEAST TWO WEEKS BEFORE DEPARTURE.



12. ACCOMMODATION

You must find your own accommodation, although each local and Host University provides different housing solutions, sometimes, offering support to students. The University of Turin however will not be able to provide this information. So, you are advised to find out if Host University accommodation is available on campus or in student halls, and fill in the accommodation form being careful to meet any deadlines.

13. GRANT WINNER AWARD STATEMENT

The grant winner award statement for the first rankings will be sent to students' university email addresses starting from May 2023. The document summarises the mobility terms (destination, ISCED area, duration) and it can be used for scholarships, contributions, residence permits, accommodation forms, etc.

14. INSURANCE COVER

University of Turin students doing international Mobility enjoy the same insurance coverage as those in Italy regarding accidents and third-party damage although you must take out private insurance for any additional coverage beyond University interests during your Erasmus for Studies Mobility programme.

In countries belonging to the European Union (or Iceland, Liechtenstein, Norway and Switzerland), EU citizens require can access the national health system thank to the European Health Card (for more information see: https://european-union.europa.eu/live-work-study/living-eu_en).

Non-EU citizens must check with their local ASL for any other procedures to be carried out regarding health coverage.

For mobilities planned to Partner Countries, it is compulsory to have a private health insurance policy.

UniTo recommends students carefully check the destination country's emergency situation, if any.

Students can download the UniTo insurance policy from the University portal www.unito.it at: *Home - University and Work - Protection, safety and health – Insurance* Students can give their Host University a copy, if necessary.

15. GLOSSARY

- **Programme Countries:** European Union Member States; European Economic Area countries (Iceland, Liechtenstein, Norway); EU candidate countries (Turkey, Serbia and the Republic of North Macedonia).
- **Partner Countries:** All countries in the world that do not belong to the group of Programme Countries. ATTENTION: United Kingdom and Switzerland are included in this group!
- **Green Travel:** "Green" travel is defined as travel with a low level of Co2 emissions (all means except airplane, ship, car/motorbike).