



Erasmus+



UNIVERSITÀ
DI TORINO

ERASMUS+ FOR STUDIES PROGRAMME A.Y. 2023/2024 USEFUL INFORMATION FOR OUTGOING ERASMUS+ STUDENTS END OF MOBILITY PROCEDURE

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

Table of contents

1.	HOW TO CLOSE YOUR ERASMUS+ MOBILITY	2
2.	HOW TO SEND THE REQUIRED DOCUMENTS	4
3.	EXAM RECOGNITION	5
4.	SIMULATOR TOOL OF THE ERASMUS+ FOR STUDIES SCHOLARSHIP A.Y. 2023/2024	5
5.	POSSIBLE BALANCE OR REFUND OF ERASMUS SCHOLARSHIP (PART A AND/OR PART B)	6

The following information helps with **administrative duties at the end of your Erasmus+ mobility for studies a.y. 2023/2024**. It is intended for **those who have won the Erasmus+ Call for studies 2023/2024**, including those enrolled in doctoral and master's courses and/or in specific projects such as the Double Degree mobility.

We generally recommend you to:

- read **CAREFULLY** the procedure for outgoing students on the Unito webpage [Istruzioni per studenti UniTo \(outgoing\)](#);
- regularly check your institutional email account for any update.

1. HOW TO CLOSE YOUR ERASMUS+ MOBILITY

Within the first month of your return to Italy you must take care of the administrative and didactic closure of your Erasmus+ mobility by submitting the related documentation to the Sezione UNITA e Mobilità Internazionale Office (internationalexchange@unito.it). If your Host University requires more time to send you the necessary documents (i.e.: Transcript of Records), then you can hand them over by email to our office as soon as they send them to you.

List of the required documents:

- A. Mobility Declaration
- B. Learning Agreement (LA)
- C. Transcript of Records/After the mobility (ToR)
- D. Certificate of thesis research and/or internship (if you carried out those activities)
- E. Form for the recognition of educational activities-*Modulo riconoscimento crediti 2023-2024* (DR)
- F. Career Plan – *Piano Carriera* (PC)
- G. **Green Travel** supporting documents, if applicable (*submit them via Gform-more details on p. 2*)

PhD mobility students have to submit the following documents:

- A. Mobility Declaration
- B. Learning Agreement (LA)
- D. Certificate of thesis research
- G. **Green Travel** supporting documents, if applicable (*submit them via Gform-more details on p. 2*)

N.B. PhD mobility students' Erasmus+ files are not required to be sent to the Department.

A. Mobility Declaration: signed and, if possible, stamped by the Host University.

We ask you to **check very carefully that the dates certified on the document by your Host University are correct**. We remind you that the recalculation of your Erasmus+ grant will be made based on the actual dates of mobility written on this document.

N.B. The “**Dichiarazione di Mobilità**” form can be downloaded from the UniTo webpage “[Istruzioni per studenti UniTo \(outgoing\)](#)” > *Istruzioni a.a. 2023-2024* > *Modulistica*. This form can be filled in by the Host University at the end of your mobility. It is not compulsory to use the UniTo form; if your Host University provides you with another one, we will accept it as long as it contains all the information requested by the UniTo form.

- B. Learning Agreement** in its **final version**, filled in through the UniTo online procedure, and signed and stamped in all its sections ("Before the Mobility" and "During the Mobility", if filled in) by both the Italian supervisor and the Host University's.

ATTENTION!



- You **CANNOT** sign the Learning Agreement after the end of your mobility. Please make sure that your Learning Agreement is signed by both Universities before your mobility ends;
- If at the end of the mobility your Learning Agreement is not compliant with the guidelines, this may result in the failed recognition of the educational activities carried out during your Erasmus+, as well as the loss of all the protections related to the Erasmus+ student status.

- C. Transcript of Records/After Mobility** (certificate of exams passed at the Host University). If the Host university does not use the ECTS system for the credits and grades of the courses taken during the mobility, it is advisable to ask them for a conversion table of the local grades and credits into the ECTS system.

- D.** If you carried out a **thesis research and/or an internship**, this must be **certified by the Host University** on unstamped and signed paper. This certificate must be **forwarded or sent directly** to internationalexchange@unito.it by the Host University. The document must indicate the **number of hours** worked, a **brief description** of the activities and **the total number of credits obtained (ECTS)**. However, if the thesis/internship activity is certified on the ToR, it is not necessary to ask for further certificates, unless the Department you belong to requires otherwise.

- E. Form for the recognition of educational activities:** you can find it on the UniTo webpage " [Istruzioni per studenti UniTo \(outgoing\)](#) " > Istruzioni a.aa 2023-2024 > *Modulistica*. It must be filled in electronically and sent by email in **odt. or .doc format (no PDF)** to the Sezione UNITA e Mobilità Internazionale (internationalexchange@unito.it). On this document you must write the academic activities carried out during your mobility, including the ECTS acquired, and the corresponding academic UniTo activities you are asking the recognition for.

N.B. You can only ask for the recognition of those exams/activities that have been passed and attested by the ToR and/or by the above-mentioned Certificates. All these exams/activities must have been previously agreed and therefore included in your LA.



ATTENTION! In the above-mentioned form, the last three blue columns of the table (*Voto/Grade*, *Integrazione/Integration* and **ERSTU/RIC BIN*) **should not be filled in**, whereas the AD and SSD codes of the exams related to UniTo should be inserted. These codes can be found in the information sheet of each course on the UniTo website.

- F. UniTo Career Plan** that you can download in .pdf from your MyUnito.

- G. Green travel supporting documents:** if you opted to travel by using sustainable means of transport (e.g. train, car sharing, bus, etc.) to reach your Erasmus+ destination and/or come back to Italy, you can send a request for an additional grant. In order to get it (if due), it is necessary to send the evidence (e.g. tickets, etc.) of costs incurred for the ecological trip by filling in the following Google Form.

To fill in the "[Form Travel Green – Erasmus+ per Studio a.a. 23/24](#)" you have to:

- Use a PC, avoiding tablets or smartphones;
- Use Google Chrome as browser;
- Log into your MyUnito and open your institutional e-mail account;



- Open a new tab and click on the following link: <https://forms.gle/mJwsXTmHEmMUCows9>

Please note that the **Green Travel** supporting documents sent by email WILL NOT be taken into consideration.



ATTENTION!

The Green Travel Form:

- **must be submitted at the end of your mobility (and in any case NO LATER THAN Oct 31st, 2024);**
- can be filled in only by those who were awarded with an Erasmus+ mobility for studies a.y. 23/24;
- has to be used in order to request the "Top UP Travel Green" grant or the "Travel Grant Green";
- **It is not possible to modify your submission.**

The conformity of these documents will be evaluated:

- in accordance with the **Green Mobility Guidelines** ([Linee Guida per la mobilità Green](#));
- when the amount of the Erasmus+ scholarship actually due will be calculated, taking into account the duration of the mobility undertaken and in CFUs obtained abroad and recognised in your academic career.

The grant can cover only the "green travel" expenses paid in order to reach the Erasmus+ destination at the beginning of your mobility and Italy at the end of it, **within 30 calendar days** from the start and end dates of your Erasmus+, as certified by the **Mobility Declaration** (*Dichiarazione di Mobilità*). "Green Travel" expenses related to occasional travels will not be considered (i.e. Christmas, Easter, weekends...). The Sezione UNITA e Mobilità Internazionale Office may request by email additions to the documentation sent (internationalexchange@unito.it).

We remind you that, in addition to the delivery of the final documentation, it is **COMPULSORY** to fill in an online **European Questionnaire (EU Survey)**. The request for completion of the questionnaire will be sent directly by the European Commission to the student's institutional email address.

2. HOW TO SEND THE REQUIRED DOCUMENTS

The documents listed in **point n° 1** must be sent to the following email address internationalexchange@unito.it

In order to simplify the procedure, it is recommended to send the complete documentation attaching it in a single email. Therefore, it is not necessary to anticipate any document if the documentation is not complete yet. In case of graduation, it is necessary to specify the urgency in the email and in its subject line.

Please note that sending by e-mail the documentation related to the mobility is considered as a self-declaration by the sender on the truthfulness and originality of what has been sent.

In this regard, the Sezione UNITA e Mobilità Internazionale reserves the right to carry out checks in order to verify the originality of the following documents delivered by the beneficiaries:

- Mobility Declaration;
- Transcript of records;
- Certificate of thesis research and/or internship.

If these documents:

- are sent by email from the Host University, it is necessary to keep the email they were attached to;
- have been downloaded from any of the Host University platforms, it will be necessary to keep the download instructions provided by the latter;
- have been delivered in paper format, it will be necessary to keep the originals.

3. EXAM RECOGNITION

After the Sezione UNITA e Mobilità Internazionale Office has received **all** the mobility documentation, the administrative procedure for the closure of the Erasmus+ study period has been completed. After that, they will send the documents related to the academic activities to the competent offices in order for them to initiate the process of credit recognition.

On the basis of the credits actually recognised in the student's career as activities carried out in mobility under the Erasmus+ for study programme, it will be verified whether the student who benefits from the supplementary contribution has the right to receive the remaining 30% of the Erasmus+ grant (PART B specified in the [Erasmus+ Call for studies a.y. 2023/2024](#)).

The University of Turin, in accordance with what is indicated in the [Guidelines for the recognition of didactic activities carried out in mobility](#), guarantees the academic recognition of didactic-training activities carried out in mobility, as long as they are coherent with your academic path and agreed upon in the Learning Agreement fully signed.

4. SIMULATOR TOOL OF THE ERASMUS+ FOR STUDIES SCHOLARSHIP A.Y. 2023/2024

Before you come back to Italy and send us the documents to initiate the closure procedure of your mobility, you can use the "*Simulatore borsa Erasmus+ studio a.a. 2023-2024*" (Simulator of the Erasmus+ for studies scholarship a.y. 2023/2024). This useful tool gives you an idea of the final, actual grant due of your Erasmus+ scholarship. You can find it on the [Istruzioni per studenti UniTo \(outgoing\)](#) webpage.

However, pay the utmost attention to the following:

- 1- This simulator is a **reference tool**. **The calculation of the actual Erasmus+ grant due will ultimately be carried out by the UNITA and International Mobility Section office.** Use it carefully;
- 2- You'll enter the data yourself. **Tip:** when selecting the information, pay close attention to get an idea of the final grant due. For further information on the grant, please read **the Grant Agreement (Articles 5 and 6) and/or the Erasmus+ Call for studies a.y. 23/24 Article 7)** first;
- 3- The final calculation made by the simulator **DOES NOT INCLUDE** the amounts of the following grants (**IF DUE**): Travel Grant, Top Up Travel Green and the actual extension period carried out that can be paid. For further details please read again Article 5 of Grant Agreement;
- 4- **Please note:** for the purpose of calculating the actual period of your Erasmus+ mobility, only the dates certified by the host university on the Mobility Declaration will be taken into account;
- 5- **Please note:** only the Erasmus+ stay period carried out in-person will be paid. The simulator **does not** consider virtual mobility intervals;
- 6- Take into account the amount of the Erasmus+ scholarship that you have already got in order to calculate the balance (if due) or the amount you'll have to return at the end of your mobility:

EXAMPLES:

- ! You got € 1.200 as first payment of your Erasmus+ grant. The simulator tells you that the total amount of the scholarship is € 1.500. You have a **positive balance** (you'll get more



money) of € 300,00 ($€ 1.500 - 1.200 = € 300$).

- ! You got € 1.200 as first payment of your Erasmus+ grant. The simulator tells you that the total amount of the scholarship is € 1.100. You have a **negative balance** (you'll have to return money) of € 100,00 ($€ 1.100 - 1.200 = € -100$).

5. POSSIBLE BALANCE OR REFUND OF ERASMUS SCHOLARSHIP (PART A AND/OR PART B)

At the end of the recognition of the academic activities carried out abroad, in order to calculate the final, actual amount of the Erasmus+ scholarship due, **the Sezione UNITA e Mobilità Internazionale Office will verify:**

- **the actual duration of the mobility period;**
- **the number of CFUs registered in the student's career obtained and recognised during the international mobility.**

IF due, the balance of the Erasmus+ grant, if and/or the **Top Up Travel Green grant** and/or the contribution related to the extension Erasmus+ period, may be paid:

- by the end of April 2024;
- by the end of July 2024;
- by the end of the month of October 2024.

If part or all of the Erasmus+ grant must be returned, the Sezione UNITA e Mobilità Internazionale Office will send a specific communication indicating how and when to return it.



ATTENTION!

- The Erasmus grant will be recalculated once the mobility has ended **on the basis of the actual mobility period** certified by your Host University on the Mobility Declaration.
- If you do not return the amount of the grant you were not eligible for within the deadlines communicated by the office, **your academic career will be blocked.**
- According to the provisions of the European Commission and of the National Agency Erasmus Plus INDIRE, **ONLY in-person mobility will be financed** and therefore:
 - if you have carried out a blended mobility, you will only receive the scholarship for the time spent physically abroad;
 - if you have carried out a fully in-person mobility, you will receive the scholarship due for the whole period spent abroad.