



ERASMUS+ STUDY PROGRAMME 2019/2020 COVID-19 EMERGENCY: EXCEPTIONAL PROCEDURE FOR OUTGOING ERASMUS+ STUDENTS

Version 01 of 26/06/2020

This document offers a description of the procedures, restrictions and exceptional measures regarding the academic activities and the administrative procedures related to the Erasmus+ mobility (a.y.2019/20) to be applied during the emergency period due to the diffusion of COVID-2019. These procedures are valid until the end of the state of emergency caused by COVID-2019 or any other date set by the Authorities.

All the updates of this document will be immediately published on the University website and a notification will be sent by email. The last version will be recognisable by the denomination "Version xx of xxxx-xx-xx" in the head section of the document.

Students are invited to:

- Always keep updated, following the University webpage about the COVID-19 emergency: <https://www.unito.it/avvisi/coronavirus-aggiornamenti-la-comunita-universitaria>
- Visit the University webpage for regular updates about the Erasmus program: <https://www.unito.it/internazionalita/studiare-lavorare-allestero/mobilita-studenti/erasmus-studio/studenti-outgoing>
- Check regularly your Unito e-mail account (@edu.unito.it) for messages;
- Contact the International Mobility Office only in case of necessity or in order to send the final documents to close your mobility period.

Punctual and scrupulous compliance with these procedures is strongly recommended in order to avoid serious consequences, such as the impossibility to carry out the Erasmus mobility or to obtain credit recognition for the exams and activities taken abroad.

Several students' organizations and associations such as ESN (Erasmus Student Network) and ESU (European Students' Union) are providing support to students, contributing to share any critical issues and giving linguistic assistance.

The ESN, despite having canceled all the physical meetings, is still providing the voluntary assistance service for their colleagues in this emergency period. At the moment it is giving support on the territory through a help desk, giving linguistic support during calls to hospitals, embassies and consulates. Besides, it is also organizing on-line events in order to help and support the students not to feel alone during the compulsory containment measures.

More information here: https://www.esnitalia.org/en/news/esn-italia-and-covid-19?fbclid=IwAR39FsVUeC0mn6lmBSXQvCpGtomXKQVVNP8WKuIRJyBCGALnE_zAxbO9R8

More information on the Agency website: <http://www.erasmusplus.it/le-associazioni-di-studenti-a-supporto-degli-studenti-erasmus-con-lemergenza-covid-19/>



Section 1: I planned my mobility period but I never left (so-called Cancellation of Mobility for the a.y. 2019/2020)

a) What does “Cancellation of Mobility” stand for?

It refers to any mobility period planned for the a.y. 2019/2020 which:

- Did not take place and will not take place in the a.y. 2019/2020.
- The participant/partner University decided to cancel before it started.

b) Can I request a reimbursement for the additional costs incurred for the cancelled mobility?

For further information related to reimbursements please refer to the Annex 1 in the document “Outgoing Students” published at the following page of the University website: <https://www.unito.it/ateneo/gli-speciali/coronavirus-aggiornamenti-la-comunita-universitaria/mobilita-internazionale>

c) Where can I find an official document with the instructions?

On the University of Turin website you will find constantly updated news: <https://www.unito.it/avvisi/coronavirus-aggiornamenti-la-comunita-universitaria>

d) Even if I haven't left, can I start the long-distance mobility by attending the courses/internships offered by the Partner University in distance learning?

No, if you never left it is not possible to start your mobility in distance learning.

e) Can I postpone my planned mobility to the next a.y. 2020/2021 or as soon as the emergency ends?

Due to the exceptional circumstances, the cancelled mobilities cannot be postponed later this academic year since all the mobilities are suspended until September 2020.

However, they can be rescheduled for the next a.y. 2020/2021 if:

- National and international health conditions allow resuming the regular activities and international mobility;
- The Partner University authorizes the rescheduling of the mobilities previously planned for the a.y. 2019/2020, in addition to the mobilities already planned for the a.y. 2020/2021;
- There are no further different instructions from the European Commission, the National Agency for Erasmus+ INDIRE or MUR.

Funding for the rescheduled mobility is subject to budget availability, net of the reimbursement received.

f) If I decide to reschedule the mobility for the next a.y. 2020/2021, should I return a part or all of the grant I received?



If you reschedule the mobility for the a.y. 2020/2021, you can keep the grant. In addition, you might be able to obtain a reimbursement of additional costs you may have incurred for the cancelled mobility. At the moment, the University can guarantee the whole grant, net of the refunds you received:

Example 1 – full grant without reimbursement request:

- Full grant amount of which Mario Rossi is entitled: € 1.800
- Mario Rossi wants to reschedule the mobility for the a.y. 2020/2021: he is entitled to a funding of € 1.800.

Example 2 – Grant net of the reimbursement requested:

- Full grant amount of which Mario Rossi is entitled for the a.y. 2019/2020: € 1.800 (A)
- Mario Rossi asks and obtains from UniTo a reimbursement of € 500 (B)
- Mario Rossi wants to reschedule his mobility for the a.y. 2020/2021: he is entitled to a funding of € 1.300 [A-B].

However, a partial or full cover of extraordinary expenses, in addition to mobility grant, might be reimbursed on the basis of budget availability.

g) Should I provide any documents proving the cancellation of the mobility?

No, you don't have to provide any documents, but you are required to let us know by writing e-mail to internationalexchange@unito.it.

Section 2: I am still abroad

a) Can I stay abroad and, while waiting for the emergency to end, attend the online classes offered by the partner University?

As far as the University of Turin is concerned, you can stay abroad and attend the online classes/internships that are being offered. Your mobility period will be approved once completed, according to the dates mentioned in the Statement of Stay (**in case of distance learning please refer to the Statement of Stay model that makes distinction between face-to-face learning and distance learning. You can find this model here: <https://www.unito.it/internazionalita/studiare-lavorare-allestero/mobilita-studenti/erasmus-studio/studenti-outgoing>**), together with the academic activities that have been carried out and certified by the documentation required in the Section 5 of this document.

However, we recommend that you follow the instructions given by the partner organization or the competent local authorities, consult on a regular basis the website of the Ministry of Foreign Affairs and respect the regulation and the learning modalities offered by the Partner University.

b) Can I stay abroad applying for an extension of the exchange period?

You can apply for an extension of the mobility period prior consent from the Partner University, based on the instructions set for the different types of programme. Funding of the extension period, however,



cannot be guaranteed and it will be evaluated on the basis of budget availability.

In order to request an extension of the mobility period, students need to comply with the following exceptional procedure:

- The extension of the mobility must be agreed and approved by both the Partner University/Organization and the Italian professor in charge of the agreement, who has to provide a prompt response to the student's request;
- The request for the extension period must be submitted through the document "Richiesta di Proroga" (Application for Extension Period) published on the UniTo website in the section "Instructions for UniTo students (outgoing) a.y. 2019/2020". The duly completed and approved document must be sent to the International Mobility Office via email (internationalexchange@unito.it);
- The approval of the document from the Italian professor in charge of the agreement and the Partner University may be completed by signing the document or sending an authorization via e-mail (to be forwarded to internationalexchange@unito.it, together with the filled-in document of "Richiesta Proroga").

Please note that:

- Funding of the extension period cannot be guaranteed and must be carefully assessed according to budget availability;
- The mobility period (including extension) must be continuous;
- Mobility must be concluded by 30th September 2020;
- Given the present difficult situation, it is not necessary to submit the authorization for the extension of the mobility period 30 days before the end of the official closing of the mobility;
- The mobility period can last maximum 12 months in total for each study cycle, considering all the mobility periods for study/Placement/Traineeship (24 months for the one long-cycle Degree Programmes);
- Given the present emergency situation, the extension period can be partially or fully revoked if, for security reasons, the return to Italy becomes mandatory.

c) Do I have to return to Italy?

Currently there is no obligation to come back to Italy. Nonetheless, it is necessary to respect the partner University/Organization indications and the competent authorities regulation regarding the transfers and the appropriate behaviour in order to contain the COVID-2019 emergency.

d) Can I return?

It is allowed to return to one's own primary home or residence, even if it is in a different region. We invite you to keep updated visiting the Ministry of Foreign Affairs website and respecting all the regulations and laws in force, both in Italy and abroad. People travelling to Italy must report their return to the local health authority and self-isolate for a period of 14 days. Any instruction from the competent authorities regarding



travels or appropriate behaviours must be followed. You can find further information here: <https://www.interno.gov.it/it>.

e) How can I return?

The University of Turin is following the initiatives carried out by the Italian Ministry of Foreign Affairs for the return of the students from abroad. Real-time information can be found at the Ministry of Foreign Affairs website: <https://www.esteri.it/mae/it>. Students can also contact the nearest Italian Consulate or Diplomatic Office in order to get updated information about the possibilities to return to Italy. In case of emergency, the Foreign Office Crisis Management (Unità di crisi della Farnesina) can also be contacted at this number: +39 0636225. Moreover, students should indicate their location abroad through the “[Dove siamo nel mondo](#)” service, on the website: [Viaggiare sicuri](#).

f) Will my mobility period and all the academic activities be recognized if I return in advance?

An early return is possible even before the minimum required period of stay of 90 days (principle of force majeure) by submitting the Statement of Stay that certifies the duration of the mobility. The University of Turin will take all the necessary measures to guarantee a successful closing of the semester. For further details please read the Section 3 of this document.

g) If I return in advance, can I reschedule the mobility for next academic year and attend the online classes offered by UniTo? Are there any restrictions?

Yes, if you have started your mobility during the a.y. 2019/2020 you can reschedule it for the a.y. 2020/2021, provided that:

- national and international health conditions allow resuming the activities and international mobility;
- the Partner University accepts the rescheduling of the mobilities previously planned for the a.y. 2019/2020, in addition to the mobilities already planned for the a.y. 2020/2021;
- there are no further different instructions from the European Commission, the National Agency for Erasmus+ INDIRE or MUR.

Funding of the rescheduled mobility is always subject to budget availability, net of the reimbursements received.

You will be able to reschedule your mobility even if the exchange period already carried out is equal to or greater than the minimum period specified in the call for applicants.

h) Can I come back to Italy and continue my mobility attending on-line classes and training activities provided by the host institution? Will they be recognized?

If you come back to Italy and you carry out the rest of your mobility through remote studying arrangements, you have the right to keep the grant by benefiting from distance learning activities, in compliance with the approved study/training plan (Erasmus Learning Agreement). Once you have completed your remote classes/exams/traineeships, you must close your mobility by submitting all the



documents listed in Section 5 of the present document. In this way your mobility and the credits obtained through remote studying arrangements will be fully recognized, on the basis of what is indicated in the aforementioned documentation (the dates entered in the Statement of Stay will be taken into account - **in case of Distance Learning, use the Statement of Stay specifying the duration of both face-to-face mobility and distance mobility. You can find the form at the following link:** <https://www.unito.it/internazionalita/studiare-lavorare-alleestero/mobilita-studenti/erasmus-studio/studenti-outgoing>).

In order to follow remote learning activities, the Host Organization must grant its approval. By choosing this option, it will not be possible to reschedule the mobility during the next a.y. 2020/2021, as the participant will have already benefitted from the services provided by the Host University.

i) Can I come back to Italy and renounce my mobility?

Yes, you can. If you renounce your mobility it will not be possible to resume it or reschedule it in the next a.y. 2020/2021. However, it will be possible to resume the training activity of the second semester at UniTo and to attend the courses offered by our University in the modalities chosen by UniTo (on-line or in presence, if possible). In addition, you can apply for all the international mobility open calls for the next academic year, without receiving any penalty. You can renounce the mobility by sending an email to the International Mobility Office (internationalexchange@unito.it) and writing in the object: "*Erasmus+ study Renounce 19/20*".

j) Am I covered by the insurance coverage offered by UniTo in case of illness abroad?

All the UniTo mobility students are insured for civil liability towards third parties and for accidents occurred within the Host Organization and not for other events. As for the insurance coverage in case of illness, participants are covered by the health insurance offered by the European health card, considered valid in the host country, or, in case of mobility to countries where the European health card is not valid, private insurance taken out by the participant will be counted.

k) I had to face additional costs in order to come back to Italy in the current emergency situation. Will these costs be covered?

For more information about the reimbursements, please refer to the Annex 1 present in the document "*Outgoing students*" published at the following link of the University portal: <https://www.unito.it/ateneo/gli-speciali/coronavirus-aggiornamenti-la-comunita-universitaria/mobilita-internazionale>.

i) I need to make some changes to the Learning Agreement. How can I do it?

If you need to make some changes to the study plan ratified before departure, it is necessary to request the changes to the Learning Agreement, as required by the usual procedure. Given the present difficult situation, it is not necessary to submit the request 5 weeks before the start of the semester, unless otherwise planned by the Host University. To modify the Learning Agreement, it is necessary to fill in the section "During the mobility" on the Learning Agreement model by entering/canceling the exams you want to change. The changes must then be approved and signed by both the Italian professor in charge of the



agreement and the Host University. In order to simplify the procedure, given the current situation, the Learning Agreement model can be digitally signed or, if possible, it can be signed and stamped as usual.

m) Do I have to make changes to the Career Plan?

In case of a Change Learning Agreement, if the changes made to the initial Learning Agreement entail the need to update the career plan, please note that it is essential to modify it in compliance with the procedures and deadlines for submitting the career plan. So far, no extensions or suspensions to the deadlines due to the emergency situation have been planned.

n) Can I attend classes and take exams through distance learning at both UniTo and the Partner University?

Given the present difficult situation, the University of Turin allows to attend the on-line courses of both the Partner Universities (subject to previous authorization from the foreign University), and the online courses/activities provided by the University of Turin. Even during your ongoing mobility, you can regularly access the career plan, sign-in and take exams at UniTo. Where necessary, the Learning Agreement must be changed and the Career Plan updated, in accordance with the didactic activities that are going to be attended at UniTo and ones provided by the Partner University whose credits recognition will be requested later.

For any changes to the career plan, please meet the deadline published at the following link: <https://www.unito.it/servizi/lo-studio/piano-carriera>

Section 3: I had started my mobility, but I came back due to Covid-19

a) I am back from the mobility ahead of time, what can I do now?

In this case, you have three options:

1) Continue the mobility by attending the on-line activities offered by the Partner University/Organization and any on-line activity of your interest offered by the University of Turin. In this case, you will be entitled to keep the mobility scholarship even for the period carried out remotely (the dates mentioned in the Statement of Stay will be taken into account - in case of Distance Learning, use the Statement of Stay specifying the duration of both face-to-face mobility and distance mobility. You can find the form at the following link: <https://www.unito.it/internazionalita/studiare-lavorare-alleestero/mobilita-studenti/erasmus-studio/studenti-outgoing>) and to obtain recognition of the training activities planned in your Learning Agreement achieved at the partner University/Organization.

2) Close your mobility for the a.y. 2019/2020, and be entitled to:

- exclusively attend the courses offered by UniTo and not the remote ones offered by the Partner University/Organization;

- request a reimbursement for additional costs incurred because of the COVID-2019 emergency, by submitting all the documents requested by our office;



- request the recognition of the academic activities carried out abroad on the basis of the documentation you have provided (See Section 5 of this document);

- obtain the recognition of your mobility, even if you have closed it before the minimum period of stay expected by your mobility program (90 days for the Erasmus for studies), and the amount of the due scholarship will be calculated on the basis of the dates entered in the Statement of Stay. In this case you will have to return the excess amount of the scholarship, referring to the period of mobility which has not been carried out. In addition, you will not be able to reschedule the mobility in the next a.y. 2020/2021.

3) Cancel your mobility for the a.y. 2019/2020 and reschedule what is left of it for the a.y. 2020/2021, exclusively if:

- national and international health conditions allow resuming the activities and the international mobility;
- the Partner Institute authorizes the rescheduling of the mobility initially planned for the a.y. 2019/2020, in addition to the mobility already planned for the a.y. 2020/2021;
- there is no further information from the European Commission, the National Erasmus Plus Indire Agency and/or MUR.

Funding of the rescheduled mobility is always subject to the budget availability, net of the reimbursement received.

You will be able to reschedule the mobility even if the mobility period already carried out is equal to or greater than the minimum duration foreseen by the call.

b) Can I request a refund of any expenses incurred for COVID-19?

For further information related to reimbursements please refer to the Annex 1 in the document “Outgoing Students” published at the following page of the University website: <https://www.unito.it/ateneo/gli-speciali/coronavirus-aggiornamenti-la-comunita-universitaria/mobilita-internazionale>

c) Can I remotely continue my mobility?

See Section 3 - point A - option 1.

d) I have come back and I would like to remotely attend classes or take exams after the official ending of my mobility period. Can I do it? Do I need to request an extension?

Yes, you can do it. You will need to request an extension of your mobility period but, since in Italy this will be carried out remotely, there will be no financial coverage of the extended period.

N.B. In order to calculate the actual duration of the carried out mobility, the dates entered in the Statement of Stay will be taken into account - **in case of Distance Learning, use the Statement of Stay model which specifies the duration of the mobility in presence and the remote one. The model is published at the following link:** <https://www.unito.it/internazionalita/studiare-lavorare-allestero/mobilita-studenti/erasmus-studio/studenti-outgoing>).



e) Can I attend classes and take exams through distance learning at both UniTo and the Partner University?

If you want to continue your mobility in "*distance learning*", the University of Turin, aiming at ensuring maximum flexibility in the structuring of the training courses, gives the opportunity to take advantage of the online teaching provided by UniTo and the remote training activities provided by the Partner Institutes, also in case of an early return (see Point A - Section 3 - option 1). In order to have the maximum complementarity of the training activities, you will therefore be able, exceptionally, to take advantage of the online courses of the Partner Universities (subject to the authorization from the foreign University) and of the online courses/activities offered by the University of Turin. Even during your ongoing mobility, you can regularly access the career plan, sign-in and take exams at UniTo. Where necessary, the Learning Agreement must be changed and the Career Plan updated, in accordance with the didactic activities that are going to be attended at UniTo and ones provided by the Partner University whose credits recognition will be requested later.

For changes to the career plan, please meet the deadline published at the following link: <https://www.unito.it/servizi/lo-studio/piano-carriera>.

Section 4: I have completed my Erasmus + study mobility before the Covid-19 emergency, what should I do?

In this case you have to close the mobility as indicated in the procedure specified in Section 5 of this document.

Section 5: Closing Procedure in the Covid-19 Emergency Period

To proceed with the administrative closure of the mobility and the start of the recognition of the activities carried out abroad, participants must hand out to the International Mobility Office the documentation related to the mobility.

The delivery of the documentation listed below has to be sent via email at internationalexchange@unito.it, until the end of the emergency period related to the spread of COVID-2019:

- **Statement of Stay**, signed and stamped by the foreign University (or sent by e-mail directly from the latter to UniTo). N.B. In case of Distance Learning, use the Statement of Stay specifying the duration of both face-to-face mobility and distance mobility. The model is published at the following link: <https://www.unito.it/internazionalita/studiare-lavorare-allestero/mobilita-studenti/erasmus-studio/studenti-outgoing>;
- **Learning Agreement** with any Changes to the original Learning Agreement, filled-in and signed by the Italian professor in charge of the agreement and by the foreign University. The latter, if possible, should put its stamp in both Before and During sections;
- **Transcript of Records** (certificate with the exams taken at the foreign university). If the foreign university does not use the ECTS system for credits and grades of courses taken abroad, it is recommended to ask the



Host University for a conversion table of grades and credits in the ECTS system;

- if thesis and/or internship research has been carried out, a thesis and/or internship **certificate must be issued on a paper with stamp and signature (or alternatively sent directly to internationalexchange@unito.it from the Host University) and the indication of the number of hours used for each activity;**

- **Form for the recognition of training activities:** the document will be published on the UniTo portal in the section "Instructions for UniTo students (outgoing) a.y. 2019/2020. It must be filled electronically and sent via email in **.odt or .doc/docx format (no PDF)** to the International Mobility Office (internationalexchange@unito.it). The document must contain the didactic activities carried out abroad complete with ECTS and the corresponding didactic activities that need to be recognized in the UniTo Career Plan (please do not sign the form or insert the corresponding Italian marks);

- Updated **Career Plan in .pdf**, downloadable from MyUnito.

The Statement of Stay, the Transcript of records and any attestation relating thesis or internship research, as required by normal procedure, must be delivered to the International Mobility Office in original (no copies or photos). At the time being, as previously mentioned, **all the documents must be exceptionally delivered only via e-mail to the address internationalexchange@unito.it.**

As soon as the emergency is over, the delivery of the aforementioned original documents may be requested. We therefore ask you to keep the original documents in order to provide them in case of request. However, if the documents were sent by email from the Host University, it is requested **to forward the e-mail with the attached documents to the address internationalexchange@unito.it.**

The deadline of 20 days for the delivery of all the documentation is momentarily suspended. If the above documents have already been delivered before the emergency to the Info Point located in Via Po, we inform you that it is not currently possible to verify them. Students are therefore invited to deliver the electronic copy of the documents in their possession or to request a new copy from partner universities.

Given the current situation, **a specific timing related to the conversion of the marks cannot be guaranteed.** However, students who have specific urgencies should report it in the e-mail, along with all the attached documents, writing in the object "Urgent recognition of Erasmus+ study 19/20 exams". As soon as all the final documentation has been received from the International Mobility Office and the closure procedure for the Erasmus period has been completed, the documentation will be sent to the competent offices in order to start the recognition of the credits earned abroad.