



# Uni TO-ERASMUS

Partecipa alla Call 2022





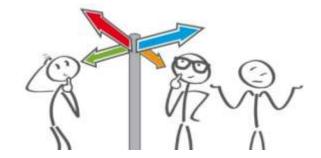


- During this meeting, the administrative procedures to be followed before, during and after the Erasmus+ mobility for Studies will be illustrated;
- The meetings are being recorded and then uploaded on the page: <u>«Istruzioni per studenti Unito (outgoing)»</u> together with the slides;
- Schedule of the meetings (Webex links available at «Istruzioni per studenti Unito (outgoing)»):
- 9 May 2022, 10-12
- **16 May 2022, 10-12**: English version
- 23 May 2022, 14-16
- 11 May 2022, 14-16: this meeting illustrates the main aspects of the online procedure for Learning Agreeements' approval (OLA)





- 1. Important preliminary information
- 2. Main points from the Erasmus + Call 2022/2023
- 3. Focus on Financial Support
- 4. Travel contribution
- 5. Payment methods and timing
- 6. Before, during and after the mobility procedures







#### ✓ Useful information and links on:

<u>www.unito.it</u> > Internazionalità > Studiare e lavorare all'estero > Erasmus+ > <u>Erasmus per studio in uscita</u> (<u>outgoing</u>)

**Link: Erasmus per studio** 

- √ For questions relating to administrative matters please contact:
- International Mobility Office «Sezione UNITA e Mobilità Internazionale»: internationalexchange@unito.it
- **✓** For questions relating to academic matters please contact:
- International Office of the «Polo» You can find the relevant email address here: <u>Tabella Corsi di Studio</u>, <u>Dipartimenti, Scuole Bando Erasmus per studio 2022-2023</u>

Reach us via e-mail using you UniTo e-mail account: user@edu.unito.it



Before the start of your Erasmus mobility for studies 2022/2023, it is crucial that you:

- ✓ read the procedures for outgoing students and keep up-to-date with all the information and steps published on UniTo's website on the page <u>«Istruzioni per studenti UniTO (outgoing)»</u>
- √ check regularly your UniTo e-mail account (@edu.unito.it)
- ✓ verify the admission and application procedures as well as the possible **restrictions related to the**Covid-19 emergency in place at the Host University





#### **Who funds the Erasmus+ Programme?**

- ✓ European Commission
- ✓ Italian Ministry of University and Research
- ✓ University of Turin



The local National Agencies are in charge of the actual management of the programme but the fundamental regulation comes from the European Commission.

#### **How is the Erasmus + Programme regulated?**

The legal basis which defines the Erasmus+ Programme is the **Regulation approved** by the European Parliament and Council.

On 25 March 2021, the new **Erasmus+ Programme Guide 2021-2027** was published, which introduced important new features.











## What are the main points that have changed?

- 1. Physical versus Blended mobility
- 2. Destinations
- 3. Duration of the mobility
- 4. Amount Country Contribution (PART A)
- 5. Travel grant and Travel Grant Green
- 6. TOP UP travel green





**Physical mobility: characteristics** 

The mobility is entirely carried out abroad

Covered by financial supports (except Switzerland)

Mobility period carried out abroad will be considered in maximum

mobility period allowed for each study cycle (art.2 Call 2022/23)



**Blended mobility: characteristics** 

Physical part covered by financial supports (except Switzerland)

The virtual component will NOT be considered in the maximum

Virtual part NOT covered by financial supports

mobility period allowed for each study cycle (art.2 Call

Blended mobility is a combination of physical mobility (study

## 1. Physical versus Blended mobility

|  | period abroad) with a virtual component  |  |
|--|--|--|
| <ul> <li>There is no minimum amount of ECTS, unless:</li> <li>you benefit from extra funding based on household income (Part B of the Financial Support);</li> <li>Linee guida per il riconoscimento delle attività didattiche svolte all'estero and/or the indications of your "CdS" (study programme)</li> </ul> | A blended mobility for studies must award a minimum of 3 ECTS credits  |  |
| Minimum duration is <b>60</b> days   | The virtual component can be carried out before, during, or after the physical one. <b>NOTE:</b> The physical component must respect the minimum |  |

duration of **60** days

2022/2023)



#### 2. Destinations

| Programme Countries  | Partner Countries   |  |
|--|---|--|
| <ul> <li>EU Member States</li> </ul>   | All countries which are not included in the Programme Countries group.  N.B: <u>UK and Switzerland are in this group</u> .          |  |
| LO FICHIBLE States   | UK:   |  |
| EEA countries (Iceland, Liechtenstein, Norway)   | You can find more information on Brexit and on the UK participation in the Erasmus+ programme here:                                 |  |
| <ul> <li>Acceding countries, candidate countries and potential<br/>candidates (Turkey, Serbia and the Republic of North</li> </ul> | https://ec.europa.eu/programmes/erasmus-<br>plus/about/brexit_it  |  |
| Macedonia)   | <b>Switzerland:</b> The Swiss Federal Council's - SEMP (Swiss-European Mobility Programme) will fund all mobilities to Switzerland. |  |





#### 3. Duration of the mobility

| Long Mobility  | Short Mobility  |  |
|--|---|--|
| All students in their 1st, 2nd or 3rd study cycle can carry out this type of mobility                                      | Only students in their 3rd study cyle can apply for a short mobility  |  |
| <ul> <li>minimum duration of 2 months (60 days)</li> <li>maximum duration of 12 months (360 days)</li> </ul>               | <ul> <li>minimum duration of <b>5 days</b></li> <li>maximum duration of <b>30 days</b></li> </ul>   |  |
| It can be carried out at a Partner University located in a: <ul> <li>Programme Country</li> <li>Partner Country</li> </ul> | It can be carried out at a Partner University located <b>in a Programme Country</b> that has signed an inter-institutional agreement with the University of Turin |  |
| that has signed an inter-institution agreement with the University of Turin  | N.B: Details for those who will carry out short mobility will not be discussed in these meetings  |  |





#### 4. Travel grant and *Travel Grant "Green"*

#### **Travel grant**

#### Travel Grant "Green"

Both contributions, which can be accessed individually but <u>not</u> combined, are addressed to:

- beneficiaries with fewer opportunities (Household income/ISEE with a value between 0 and 23,626.32 euros);
  - Erasmus+ LONG MOBILITY to PARTNER COUNTRIES (except for UK, Switzerland and Fær Øer Islands)

For those who use **standard means of transport** (e.g. flights) to reach their Erasmus destination



For those who use **means of transport with low environmental impact** (e.g. train, car sharing, bus, etc.) in order to reach their Erasmus destination.

The expenses incurred while travelling sustainably must be documented (keep your receipts)!







#### 5. Top up Travel Green

#### **Top up Travel Green**

**TOP UP Travel Green** is a travel fund for Erasmus Mobility for Studies a.y. 2022/2023 beneficiaries (students) who make an **environmentally friendly journey** to reach their destination and who **DO NOT** receive TRAVEL GRANT or TRAVEL GRANT GREEN funds.







#### **Art. 2: Erasmus+ Mobility Programme requirements**

Being regularly enrolled and having regularly paid fees at the time of the start of mobility (for specific exceptions, please refer to Art. 2 of the Erasmus+ for studies Call).

#### **Mobility in the first year of a postgraduate degree program**

The mobility can only start once the student has had a successful admission interview to the postgraduate degree, paid the first instalment of fees and enrolled in a.y. 2022/2023.

#### **MAXIMUM DURATION** of Erasmus for Studies and/or Traineeship for each study cycle:

- Undergraduate degree programs: maximum 12 months
- Postgraduate degree programs: maximum 12 months
- 5/6 year postgraduate degree programs: maximum 24 months
- PhD, Specialization courses or continuing education programs (Specializing masters): maximum 12 months
- **N.B.** Mobility periods carried out online from Italy will not be considered when counting the days.





#### Art. 3: Start, duration and conclusion of Long mobility

- Minimum 2 months maximum 12 months
- Duration of mobility is set out in the inter-institutional agreement
- Start of the mobility: from 01/06/2022
- Your mobility period can be carried out until 30/09/2023 (including students who spend only the Second Semester abroad)
- Early returns are possible only for mobility periods longer than 60 days, with the approval of representants from both Institutions
- An **extension of the mobility period** beyond the number of months outlined in the agreement is possible with the approval of representants from both Institutions (Attention to the maximum duration for each study cycle)
- Financial support for the extended period is not guaranteed!
- The duration of the mobility, including extension, **must not exceed 12 months**
- Holiday periods do not count as an interruption of your stay





# Art. 4: Allowed and not allowed activities during Erasmus+ Mobility for Studies



| DON'TS   | DO'S   |  |
|--|--|--|
|  | ✓ Attend courses and take exams at Host<br>University  |  |
| <ul> <li>You can't attend courses and register exams at</li> </ul> | ✓ Thesis research— if approved by the Host University  |  |
| <ul><li>UniTO</li><li>You can't graduate at UniTO</li></ul>        | ✓ Do an <b>internship</b> at Host University — <u>if approved</u><br><u>by the Host University</u> |  |
|  | <ul><li>✓ Courses + internship + thesis research<br/>(combined mobility)</li></ul>                 |  |
|  | ✓ Carrying out <b>PhD research</b>   |  |







#### **Art. 6: Erasmus Status**

| Benefits at UniTO                                       | Benefits at Host University   |  |
|---|---|--|
| ✓ Recognition of academic activities carried out abroad | <ul> <li>✓ Exemption from payment of University fees to Host University (some Universities may charge additional administrative fees)</li> <li>✓ Extension of UniTO coverage for third party liability and accident insurance during the participation to academic activities abroad (This is not a health insurance!)</li> </ul> |  |
|   | ✓ Access to free services for students offered by partner<br>University (e.g.: language courses, support in finding<br>accommodation, tutoring)   |  |



| Art. 7: Financial Contribution  |   |  |  |
|---|---|--|--|
| Funding Institution   | <ul> <li>National Agency Erasmus+ (Indire)</li> <li>MUR-Italian Ministry of University and Research</li> <li>University of Turin</li> </ul> |  |  |
| <ul> <li>Part A: Country contribution</li> <li>Part B: Extra funding based on household income</li> <li>Part C: Extra funding for special needs students</li> <li>Additional travel contribution (if applicable)</li> </ul> |   |  |  |

**COMPATIBLE** with other scholarships and/or contributions from other funding bodies (e.g. MUR). However students must contact the relevant organisation themselves to verify this information.

**INCOMPATIBLE** with additional EU funds available for the same purpose, i.e. to support international mobility.





#### **Art. 7.1: Part A – Amount - Country contribution (LONG MOBILITY)**

| Destinations  | Amount <u>PART A</u> |
|---|----------------------|
| Group 1 PROGRAMME COUNTRIES – HIGH costs of living: Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden. N.B. these include following Partner Countries: United Kingdom, Switzerland, Fær Øer Islands | €350.00 per month    |
| GROUP 2 - PROGRAMME COUNTRIES - MEDIUM cost of living: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.  | €300.00 per month    |
| GROUP 3 - PROGRAMME COUNTRIES - LOW cost of living: Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey, Czech Republic.                               | €250.00 per month    |
| All PARTNER COUNTRIES  (except United Kingdom, Swiss Confederation, Fær Øer Islands Group 1)  | €700.00 per month    |

#### PLEASE NOTE



Students going to Switzerland on Mobility will not receive contribution in Part A if financed directly by the Swiss Government and in this case, the Host Universities will define methods and timing of mobility scholarships. If, however, the Swiss Government does not grant mobility contributions for the a.y. 2022/2023, the University of Turin will pay a monthly contribution equal to the amount due for Group 1 countries.





#### **Art. 7.1: Part B – Amount - Extra funding (LONG MOBILITY)**

| Requirements based on household income and assets (ISEE) (assessed before departure)  | ISEE indicator (ANNUAL HOUSEHOLD INCOME) must be between 0 € to a maximum of 50.000,00 €   |  |
|---|--|--|
| Merit requirements (assessed after the mobility)  | You must meet at least one of the following criteria:  ✓ Recognition in your "carriera" of at least 2 credits (CFU) per month (average)  ✓ Recognition in your "carriera" of at least 1 credit (CFU) for thesis research and/or internship  ✓ Certified research and/or training activities for PhD students |  |
| *Your financial requirements will be assessed according to the ISEE and/or ISEE Parificato registered at UniTO Fee Office for the a.y. 2021/2022 - For full table see art.7.1 of the Call | Amount of Extra funding (maximum and minimum amount) For full table see art.7.1 of the Call  |  |
| Minimum value considered:<br>ISEE ≤ 13,000 / «equivalent students»  | Maximum contribution amount: € 450.00  |  |
| Maximum value considered: ISEE > 50,000   | Minimum contribution amount: € 0.00  |  |





#### **Art. 7.1: Part C – Supplementary EU funding for students with special needs**

| Funding Institution EU Commission |   |  |  |
|-----------------------------------|---|--|--|
| For whom                          | Students with special needs (disabilities or physical/mental conditions)                      |  |  |
| How to apply                      | Applications should be submitted according to Erasmus Plus National Agency INDIRE indications |  |  |
| Amount                            | Depending on eligible expenses actually incurred  |  |  |

More information here: www.unito.it - Internazionalità - Studiare e lavorare all'estero - Erasmus+ - Erasmus+ per persone con disabilità/esigenze speciali

For further information you can contact us here: <a href="mailto:internationalexchange@unito.it">internationalexchange@unito.it</a>





|        | Amoun  | t   | Beneficiaries  | Requirements   |
|--------|--|---|--|--|
| PART A |  |   | Erasmus grant holder, except for destinations in UK or Switzerland   | /  |
| PART B | ISEE  ISEE $\leq 13,000$ $13,000 < ISEE \leq 21,000$ $21,000 < ISEE \leq 26,000$ $26,000 < ISEE \leq 30,000$ $30,000 < ISEE \leq 40,000$ $40,000 < ISEE \leq 50,000$ | MONTHLY AMOUNT  € 450  € 400  € 350  € 300  € 200 | Students with an ANNUAL HOUSEHOLD INCOME (ISEE/ISEE parificato) up to 50,000.00 euro + "studenti equiparati" | You must meet at least one of the following criteria:  ✓ Recognition in your "carriera" of at least 2 credits (CFU) per month (average)  ✓ Recognition in your "carriera" of at least 1 credit (CFU) for thesis research and/or internship  ✓ Certified research and/or training activities for PhD students |
| PART C | Depending on eligible experincurred  | enses actually                                    | Students with special needs (disabilities or physical/mental conditions)                                     | Application will be filed according to National Agency indications   |



#### ART. 7.4: Assessing financial requirements: household income or ISEE

Financial requirements will be assessed according to the ISEE and/or ISEE Parificato registered at UniTO Fee Office for the a.y. 2021/2022. Exceptions:

| ree office for the dry rederifications  |  |  |  |  |
|---|--|--|--|--|
| Exception n°1: Equivalent students: ISEE value under €13,000  Students with special needs (disability, refugee status – for full list see art Call) |  |  |  |  |
| Exception n°2:  | Students exempted from University fees: If: - are not within the categories of Exception No. 1 - have not applied for a ISEE/ISEE parificato   |  |  |  |
| Exception n° 3:   | <ul> <li>EDISU scholarship holder for l'a.y. 2021/2022</li> <li>If:</li> <li>EDISU scholarship holder for l'a.y. 2021/2022;</li> <li>did not apply for ISEE/ISEE parificato for a.y. 2021/2022 or does not benefit from the GDP pro capita PPA.</li> </ul> |  |  |  |

**ONLY those who meet the criteria in EXCEPTION No. 2 or No. 3** can send to the International Mobility Office at **internationalexchange@unito.it** a copy of their ISEE/ISEE parificato for the year 2022 within **31st May 2022**.



#### 4. Travel contribution



#### Travel grant and *Travel Grant "Green"*

#### Travel grant Travel Grant "Green"

Both contributions, which can be accessed individually but <u>not</u> combined, are addressed to:

- beneficiaries with fewer opportunities (Household income/ISEE with a value between 0 and 23,626.32 euros);
  - Erasmus+ LONG MOBILITY to PARTNER COUNTRIES (except for UK, Switzerland and Fær Øer Islands)

For those who use **standard means of transport** (e.g. flights) to reach their Erasmus destination

For those who use **means of transport with low environmental impact** (e.g. train, car sharing, bus, etc.) in order to reach their Erasmus destination.

The expenses incurred while travelling sustainably must be documented (keep your receipts)!

| Kilometer range            | Standard Travel Grant amount | Kilometer range            | Travel Grant Green amount |
|----------------------------|------------------------------|----------------------------|---------------------------|
| Between 10 and 99 KM       | €23                          | Between 100 and 499 KM     | €210                      |
| Between 100 and 499 KM     | €180                         |                            |                           |
| Between 500 and 1,999 KM   | €275                         | Between 500 and 1,999 KM   | €320                      |
| Between 2,000 and 2,999 KM | €360                         |                            |                           |
| Between 3,000 and 3,999 KM | €530                         | Between 2,000 and 2,999 KM | €410                      |
| Between 4,000 and 7,999 KM | €820                         |                            |                           |
| 8000 KM or more            | €1,500                       | Between 3,000 and 3,999 KM | €610                      |

#### 4. Travel contribution



#### Top up Travel Green

#### **Top up Travel Green**

**TOP UP Travel Green** is a travel fund for Erasmus Mobility for Studies a.y. 2022/2023 beneficiaries (students) who make an **environmentally friendly journey** to reach their destination and who **DO NOT** receive TRAVEL GRANT or TRAVEL GRANT GREEN funds.

The Travel Green TOP UP fund is for travelling distances up to 4,000 km and it is made up of:

- travel fund of a one-off payment equal to €50,00 (NO variable amounts according to distance);
- a daily allowance depending on the monthly scholarship (PART A/30 days + any PART B/30 days = daily amount due). This allowance is recognised for each day of environmentally friendly travel (in both directions) in order to reach the destination and for a maximum of 4 days.

It will be paid after presenting **supporting evidence** of the actual **environmentally friendly travel** and time needed to reach the destination.



# 5. Payment methods and timing

# International University of Torino

#### **After having signed the Mobility Agreement:**

- Country contribution (part A): 100% according to the mobility period
- Extra funding based on household income, if applicable (part B): 70% according to the mobility period
- Travel grant (if applicable)
- Balance (if applicable) and payment of *Travel Grant Green* or *Top up Travel Green* (if applicable)

#### **PLEASE NOTE:**

- The final amount of financial support be **calculated** in accordance with the actual dates of attendance abroad (certified by the Host Institution) and considering with the number of credits acquired
- Extension of mobility will be paid only in case of availability of funds



Must be signed by all Erasmus+ grant holders (both 1st and 2nd semester)

Further information about the Mobility Agreement will be provided as soon as possible



# 5. Payment methods and timing



#### **Repayment of grant – FULL**

- A. Country contribution (Part A), extra funding based on household income (Part B) or Travel grant (if applicable and already paid to the student):
  - Withdrawal from the Erasmus programme;
  - Mobility period shorter than 2 months (60 days)
  - Student failed to send the Statement of Stay («Dichiarazione di permanenza»)
     before 31th October 2023
- A. Extra funding based on household income (Part B): Student fails to obtain:
  - 2 credits recognized per month of mobility
  - credits recognized for thesis and/or internship (not applicable in case of mobility during a PhD)

# 5. Payment methods and timing



#### **Repayment of grant – PARTIAL**

- ☐ When the mobility finishes, the grant is recalculated based on the number of mobility days actually carried out and according to <a href="Erasmus+ grant calculation system">Erasmus+ grant calculation system</a>.
- Early return (when the minimum duration of 60 days is fulfilled): students must return part of the funding if they spend less time on mobility than what is stated in the agreement. This equates to an amount proportional to both Parts A and B and corresponds to the number of mobility days not completed.
- If your enrolment at UniTo for the academic year 2022/2023 is not finalized by the time of your departure for your Erasmus destination







- 1. Before starting the Mobility
- 2. Once arrived at the Host University
- 3. During the Mobility
- 4. At the End of Mobility

The procedure, which will be published soon on the page "<u>Istruzioni per studenti outgoing</u> <u>2022/2023"</u>, will be divided into different steps, starting from the organisation of the mobility to the end of the mobility:

- step 1: <u>before departure</u>
- step 2: <u>during the mobility</u>
- step 3: at the end of the mobility

Please read the published documents carefully!







## Before starting the Mobility: monitoring COVID-19 restrictions

- ✓ Check the admission procedure at the Host University and any restrictions related to the Covid-19 emergency
- ✓ Check how classes and exams will take place at the Host University (online or faceto-face)
- ✓ Enquire about refund policies (train, bus of plane tickets) in case the mobility is delayed or cancelled
- ✓ Enquire about refund policies (accomodation deposit) in case the mobility is delayed or cancelled





# Before starting the Mobility: nomination procedure and choosing the semester

The UniTo International Mobility Office «Sezione Mobilità e Didattica Internazionale» sends nominations to the Host Universities, respecting their deadlines **when possible** (art. 8 in the Call 2022/23), informing them about the **arrival semester** chosen by the student when accepting the destination on MyUniTo page.

In order to choose the semester, you need to consider:

- when the courses you are interested in will take place at the Host University;
- the start and end date of the semester at the Host University;
- current restrictions related to the Covid-19 emergency at the Host University.





#### Before starting the Mobility: application form

It is each student's responsibility to gather information about required documents and deadlines for the Application procedure at the Host Institution.

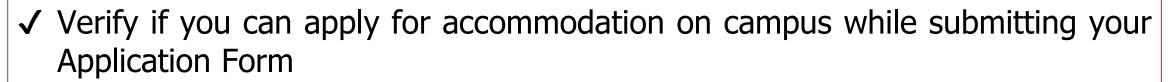
- ✓ Do not wait for an e-mail from the Partner University
- ✓ Check the deadline for sending the application and any required documents RIGHT NOW
- ✓ Our office WILL NOT supervise this process
- ✓ Extra-EU Students: verify Visa requirements and procedures
- ✓ The confirmation of grant award has been sent to the winner students of the Ist list on 13/04/2022 to their institutional e-mail address, to be employed for scholarships, contributions, stay permit, accommodation form, etc.
- ✓ Transcript of records = List of exams passed so far at UniTo
- \* available in Italian on MyUniTo page
- \* if an English translation is required, it has to be done by the student





#### Before starting the Mobility: finding accomodation

- ✓ It is your responsibility to find accommodation
- ✓ Some Host Universities can offer support



✓ In some cases students associations can offer support







#### Before starting the Mobility: Confirmation of Language skills «PASSAPORTO PER L'EUROPA»

- ✓ A confirmation of your knowledge (this is not a certificate) of the main language spoken at the Host Institution, can usually be obtained in cooperation with CLA (Centro Linguistico di Ateneo)
- √ Many Universities accept it as Proof of Language Skills to submit together with your application
- ✓ The test is available for: English, French, Portuguese, Spanish and German
- ✓ Enrolment for first semester departures is no longer possible
- √ Enrolment for second semester departures will be possible later on (the test will take place in September)
- ✓ Up-to-date information on the website: <a href="https://www.cla.unito.it/it">https://www.cla.unito.it/it</a>



## Before starting the Mobility: Online linguistic support (OLS)

- ✓ An updated version of the online platform for language courses will help participants improve and assess their language level
- ✓ New functions will be included, such as blended learning and social networking



More information as soon as possible





## Before starting the Mobility: preparing the Learning Agreement

- ✓ Plan the academic activities abroad in accordance with the subject area in the agreement
- ✓ Read carefully the guidelines <u>Linee guida per il riconoscimento delle attività formative svolte all'estero</u> on the UniTo website
- ✓ Choose the activities considering that you can also combine exams
- ✓ Define the activities (exams/thesis/internship) to carry out abroad with your mobility coordinator (<u>responsabile</u> <u>didattico per la mobilità internazionale</u>) and with the Host University
- ✓ Information meeting regarding the **online procedure for Learning Agreeements approval** (OLA) on **11 May 2022, the recording is already available** here.



Consider that is up to the Host University to ultimately approve or reject your LA!

Check in well advance the possibility of carrying out activities like an internship or research for your final thesis.





# Before starting the Mobility: preparing the Learning Agreement MIND THE DIFFERENCES!

## Professor « responsabile didattico per la mobilità internazionale » of your study programme

approves and signs your Learning Agreement

#### Professor «referente dell'accordo»

approves your extension and gives you information regarding the Host University (you can find his/her information at the link "elenco destinazioni attive 2022/2023"







## Before starting the Mobility: preparing the Learning Agreement

- √ The table with the exams to be taken abroad (Table A) is to be filled out in the local language
- √ The Table B must be completed with the UniTo exams you wish to substitute with exams taken abroad
- ✓ In case of research for thesis or internship, please indicate whether the activity relates to the research for thesis or insert the internship title





### Before starting the Mobility: acceptance of the Mobility Agreement

- √ The Mobility Agreement will be available for completing and signing through an online procedure.
- √ The deadline will be indicated when the agreement is available.
- √ An IBAN code will be required
- ✓ The Italian on European bank account must be in the student's name or joint account
- √ The Agreement must be signed by ALL Erasmus + grant holders 2022/2023 (both 1st and 2nd semester)
  within the deadline which will be announced later.

Further information about the Erasmus Mobility Agreement 2022/23 will be provided as soon as possible





## Before starting the Mobility: ENROLMENT at UniTo and other procedures

- ✓ It is **COMPULSORY** to complete your enrolment procedure at UniTo and pay your enrolment fee BEFORE your departure
- ✓ Please mind usual UniTo deadlines

√ It is COMPULSORY to update the study plan («Piano Carriera»)
by the deadline set for all UniTo students, even if it falls during
your Erasmus mobility period









### Before starting the Mobility: medical care while abroad

- ✓ **In EU countries** (including Island, Liechtenstein, Norway and Switzerland), EU citizens will have to carry with them their «Tessera Sanitaria» (European Health Insurance Card EHIC) in order to access the local public health system. Please mind that not all EU country offer free medical care, please check before departure and stipulate a private insurance if necessary. More info here: <a href="https://europa.eu/european-union/life/healthcare">https://europa.eu/european-union/life/healthcare</a> it
- ✓ **Extra-EU students**: please verify with your ASL here in Italy if you have to follow different procedures to make sure you have medical care abroad
- ✓ **Mobility towards other Countries** (e.g. Turkey): stipulate an appropriate health insurance (make sure you are covered in case of pandemic!)







#### On arrival at the Host University

- √ Certify you arrival at the Host University:
  - Fill out the Google Form requested by UniTo
  - UniTo will not provide nor will request from you any «Certificate of Arrival»
- √ Have the Learning Agreement signed by your tutor at the Host University







### **During the Mobility**

During the Mobility, if necessary, you can:

- ✓ Change your original Learning Agreement: any change to the original LA must be validated by the «responsabile didattico» at UniTo and by your tutor abroad
- ✓ Apply for an extension to your mobility that must be authorized BEFORE the extended period starts
- ✓ **Return earlier** (as long as the minimum duration of 60 days is fulfilled)
- ✓ Further information regarding "during the mobility procedures" will be published in the next months. Please mind the max amount of months of mobility according to your study cycle!!!





### **During the Mobility: in case of early return...**

- ✓ If you have completed the minimum period of mobility (60 days), you can return earlier than the due date and you won't need any approval from our office.
- ✓ In case of early return, your mobility period will be calculated according to the actual **DAYS** of attendance as resulting from the Statement of Stay.
- ✓ Calculation of effective days of the mobility: you can use the Erasmus+ Mobility Calculator at the page <u>Istruzioni per studenti Unito (outgoing)</u>





## **During the Mobility: Statement of Stay («Dichiarazione di permanenza»)**

- ✓ You must have it signed **BEFORE** leaving the Host University
- √ The new form will be available in the next months on the UniTo website, on the page 
  <u>"Istruzioni per studenti UniTO (outgoing)"</u>
- ✓ Verify that the dates are correct BEFORE leaving the Host University and the form has been filled out correctly

PLEASE NOTE: the amount of the Erasmus grant will be calculated on the basis of the mobility dates indicated on this document

√ To be returned to our Office by 31st October 2023





### At the End of the Mobility: final procedures at Host University

- ✓ Carry out any procedures required by the Host University to finalize the mobility
- ✓ Check that you have all the documents relating to your Erasmus+ mobility before your return







## At the End of the Mobility: final procedures at UniTo

- ✓ Complete the final version of your Learning Agreement, have it signed and stamped
- ✓ ORIGINAL Transcript of records (stamped and signed by the Host University with all the exams that you passed)
- ✓ ORIGINAL Statement of Stay
- ✓ If you did any Internship «Tirocinio» or Research for Thesis «Ricerca Tesi», ORIGINAL certification signed and stamped by the Host University with the number of hours and ECTS credits
- ✓ After you receive the email with the link, you will have to fill in the EU survey within the indicated deadline
- ✓ For more information always check the procedure that will be published soon on the page <u>Instructions</u> for Outgoing Students 2022/2023

Link: <u>Istruzioni per studenti Unito (outgoing)</u>



Thank you for your attention and enjoy your mobility!