Light up your future

Erasmus + Programme Countries Call 2020/2021
Orientation Meeting for Outgoing Students
Erasmus + Programme Countries
Call 2020/2021

Useful information on:
www.unito.it
- Internazionalità
  - Studiare e lavorare all'estero
    - Erasmus+
      - Erasmus per studio
        - Istruzioni per studenti Unito (outgoing)

Contacts:
Sezione Mobilità e Didattica Internazionale
internationalexchange@unito.it
You can reach us per e-mail using your UniTo e-mail account: user@edu.unito.it
• Main points from the Call 2020/2021
• Administrative procedures to follow during the Mobility
Erasmus + Programme Countries Call 2020/2021

Glossary of key terms

Accordo finanziario = grant agreement
Attestazione vincita borsa = confirmation of grant award
Bando = Call
Borsa Erasmus = Erasmus grant
Contributo Integrativo = supplementary funding for low-income students
(Piano) Carriera = degree programme, study plan
CLA–Centro Linguistico di Ateno: UniTo Language Center
Contributo finanziario = financial support
Dichiarazione di Permanenza = confirmation of attendance
ISEE: indicator of your household income and assets

Mobilità = mobility/exchange
Prima graduatoria = first round of selection
Referente = professor who signed the Bilateral Agreement with the Host Institution
Responsabile didattico del cds = study programme coordinator for mobility programmes
Ricerca tesi = research for your final thesis
Struttura didattica = academic unit
Tessera sanitaria = Italian health card
Tirocinio = internship
Tirocinio curriculare = an internship that gives you CFU and it is part of your study plan
Update on COVID-19 emergency

• Verify the Application procedure and any restriction currently in place at the Host Institution.
• We recommend:
  - waiting to purchase any train/plane/bus ticket
  - searching for information regarding accommodation options (on campus or in a private apartment)
  - finding out what the conditions would be if the departure was postponed or cancelled (Will the deposit/advance payment be returned or not?)
### Art. 2 – ELIGIBILITY CRITERIA

You MUST be enrolled at Unito for the academic year **2020/2021**

<table>
<thead>
<tr>
<th>Mobility period</th>
<th>Enrolment requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility at Year 1 of a Master’s Degree (laurea magistrale)</td>
<td>You can start your mobility <strong>ONLY</strong> after enrolment to the new academic year 2020/2021 at UNITO. The enrolment is confirmed by the payment of the first instalment of your tuition fees.</td>
</tr>
<tr>
<td>Mobility after Year 1 of a Master’s Degree (laurea magistrale)</td>
<td>You can start your mobility <strong>ONLY</strong> after enrolment at the new academic year 2020/2021 taking into account the timeline for re-enrolment set out for each degree course. Should you need to leave before the enrolment period for 2020/2021 starts, your enrolment to 2019/2020 will be considered as valid. However, you will need to enrol to the new academic year 2020/2021 as soon as the enrolment session reopens. The enrolment is confirmed by the payment of the first instalment of your tuition fees within the deadlines set out by Unito.</td>
</tr>
<tr>
<td>Mobility of students who are planning to graduate during the «sessione straordinaria» (extraordinary graduating session) a.y. 2019/2020</td>
<td>Your enrolment to 2019/2020 will be considered as valid. However, your mobility period must end before graduation. Should you not graduate during the «sessione straordinaria» (extraordinary graduating session) a.y. 2019/2020, you will need to enrol to the new academic year 2020/2021.</td>
</tr>
</tbody>
</table>
Art. 2 – ELIGIBILITY CRITERIA

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

- I cycle degree (Bachelor’s): maximum 12 months
- II cycle degree (Master’s degree, Specializing masters level 1): maximum 12 months
- One long cycle degree (laurea a ciclo unico): maximum 24 months
- III cycle degree (PhD, Specialisation courses or Specializing masters level 2): maximum 12 months

PLEASE NOTE: To calculate the actual duration of your mobility period we will ONLY consider the dates on your “Dichiarazione di Permanenza”
ART. 3 – DURATION OF MOBILITY

• **minimum** 3 months - **maximum** 12 months

• Duration of mobility is set out in the bilateral agreement

• Your mobility period can be carried out by **30/09/2021** (including students who spend only the Second Semester abroad)

• Early return **only** for mobility periods longer than 90 days
ART. 3 – DURATION OF MOBILITY

• **An extension of the mobility period** beyond the number of months outlined in the agreement (ATTN. to max number of months for each study cycle) is possible.

• **Financial support for the extended period is not guaranteed!**

• The mobility period, including the extension period, **must not exceed 12 months in total.**

• Holiday periods **do not count** as an interruption of your stay.
You CAN:
✓ take exams at UNITO before and after your mobility period (according to the dates in your final «Dichiarazione di Permanenza”)

During your mobility you CAN:
✓ attend courses,
✓ do research for your final thesis ("Ricerca Tesi")*
✓ do an internship ("Tirocinio Curricolare")*
✓ Combine the previous mentioned activities (Combined mobility)

*PLEASE NOTE: not all Host Universities allow students to carry out a research activity and/or internship; please verify with them well in advance.
YOU CAN’T:
✓ register exams at Unito
✓ graduate at Unito

If Unito should allow different options regarding courses and exams due to the Covid-19 Emergency, you will be informed well in advance.
### Benefits of Erasmus at Unito

- Recognition of academic activities carried out abroad

### Benefits of Erasmus at Host University

- Exemption from paying Enrolment fees at the Host university (some universities may charge additional administrative fees)
- Extension of University coverage for third party liability and accident insurance during University activities – **IT IS NOT A MEDICAL INSURANCE**. Further details are available at [www.unito.it](http://www.unito.it) - Services – Insurance
- Access to free services available to students at the Host University (e.g.: language courses, accommodation guidance, tutoring).

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**ART. 6 – EQUAL ACADEMIC TREATMENT AND ACCESS TO SERVICES**
• **Amount A.** Erasmus monthly grant (based on destination).

• **Amount B.** Supplementary funding for low-income students.

• **Additional funding** is available for students with an officially recognised disability and/or exceptional special needs. For further information write to internationalexchange@unito.it.

• **IF ADDITIONAL FUNDING IS AVAILABLE,** students might receive a TOP-UP contribution of 200,00 Euro per months according to their household income and assets (MODELLO ISEE); if you receive an EDISU grant for international mobility you DO NOT qualify for this TOP-UP contribution.

• **If you receive additional grants from other Institutions ALWAYS verify** that they can be combined with your «Borsa Erasmus»
### Amount A: Erasmus monthly grant

<table>
<thead>
<tr>
<th>Erasmus grant</th>
<th>Host country</th>
</tr>
</thead>
<tbody>
<tr>
<td>250,00 € per month</td>
<td>Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, former Yugoslav Republic of Macedonia</td>
</tr>
<tr>
<td>300,00 € per month</td>
<td>Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden</td>
</tr>
</tbody>
</table>

For mobilities towards Switzerland the AMOUNT A as shown in table 1 will be granted directly by the Swiss government, according to the criteria established yearly by the Swiss government. If eligible, you will be granted the relevant AMOUNT B.
• **Amount B**: Supplementary funding for low-income students

*household income and assets (ISEE) checked before the mobility* +

*merit requirements checked after the mobility*
Household income and assets Indicator (ISEE)

ISEE indicator must be between 0 € to a maximum of 50.000,00 €

Which ISEE indicator will be considered?

• The ISEE 2019/2020 (or the ISEE «parificato») that you submitted to the UniTo Tax Office when enrolling for the a. y. 2019/2020

• The ISEE indicator will be automatically acquired by our Office and used to calculate Amount B (except for the cases listed in «Bando Erasmus 20/21, Art. 7.1»)

• No extra application procedure is required on your side!
**Household income and assets (calculated before departure)**

If eligible, amount A will be added to amount B according to the ISEE indicator as listed in the table below.

<table>
<thead>
<tr>
<th>ISEE INDICATOR</th>
<th>MONTHLY FINANCIAL SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISEE ≤ 13.000</td>
<td>€ 450</td>
</tr>
<tr>
<td>13.000 &lt; ISEE ≤ 21.000</td>
<td>€ 400</td>
</tr>
<tr>
<td>21.000 &lt; ISEE ≤ 26.000</td>
<td>€ 350</td>
</tr>
<tr>
<td>26.000 &lt; ISEE ≤ 30.000</td>
<td>€ 300</td>
</tr>
<tr>
<td>30.000 &lt; ISEE ≤ 40.000</td>
<td>€ 200</td>
</tr>
<tr>
<td>40.000 &lt; ISEE ≤ 50.000</td>
<td>€ 150</td>
</tr>
<tr>
<td>ISEE &gt; 50.000</td>
<td>€ 0</td>
</tr>
</tbody>
</table>
Art. 7 - FINANCIAL SUPPORT – AMOUNT B

Students who are classed as follows have the same benefits as students classed under the 13,000 € ISEE threshold (known as “studenti equiparati”):

1. Students with a disability equal or greater than 50%;
2. Refugee students;
3. Students classed as beneficiaries of subsidiary protection;
4. Students classed as refugees;
5. Students with a scholarship awarded by the Italian government;
6. Children of beneficiaries of disability pensions, war orphans, blind civilian, disabled or invalids as a result of war, accidents at work, civil service and their children;
Merit requirements  
*(as resulting on your “libretto” after your mobility)*:

You must meet at least one of the following criteria:

• recognition in your “carriera” of at least 2 credits (CFU) per month

• 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
<table>
<thead>
<tr>
<th>Type of financial support</th>
<th>Monthly payment</th>
<th>Beneficiary</th>
<th>Merit requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Erasmus monthly grant</td>
<td>250,00 or 300,00 € per month on the basis of Host Country (see table 2)</td>
<td>All students selected for an Erasmus mobility except for students who'll study in Switzerland</td>
<td></td>
</tr>
<tr>
<td>B Supplementary funding for low-income students</td>
<td>ISEE VALUE</td>
<td>AMOUNT PER MONTH</td>
<td>Students with ISEE/ISEE parificato up to 50,000,00 € + “studenti equiparati” (see page 7)</td>
</tr>
<tr>
<td></td>
<td>ISEE ≤ 13.000</td>
<td>€ 450</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>30.000 &lt; ISEE ≤ 40.000</td>
<td>€ 200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40.000 &lt; ISEE ≤ 50.000</td>
<td>€ 150</td>
<td></td>
</tr>
</tbody>
</table>
How and when will you receive the grant:

- Erasmus grant (amount A): 100% within September 2020
- Supplementary funding (amount B): 70% within September 2020
- If applicable, the remaining 30% of the supplementary grant (amount B) will be paid at the end of the recognition process after the mobility

✈️ The **first payment** is made according to your **estimated dates of attendance** as set in the bilateral agreement

✈️ The **total final payment** will be calculated in accordance with the **actual dates of attendance**

✈️ Extension of mobility will be paid only in case of availability of funds
Art. 7 - FINANCIAL SUPPORT

Repayment of grant - TOTAL:

Amount A (Borsa Erasmus) + Amount B (Contributo Integrativo) - If applicable

- Withdrawal from the Erasmus programme
- Returning before 3 months (90 days) – unless the Erasmus National Agency confirms that the reason for returning can be considered «force majeure»
- If your «Dichiarazione di Permanenza» is not submitted by 31st October 2021

Amount B: Contributo Integrativo

- If after the recognition of your activities is completed, you did not obtain a minimum of 2 credits (CFU) per month;
- If after the recognition of your activities is completed, the thesis research and/or internship is not validated.
Repayment of grant - PARTIAL:

• Early return: If the total period of stay (calculated in DAYS according to the dates on your «Dichiarazione di Permanenza») is inferior to the period set out in the Bilateral Agreement, you will have to return part of the grant accordingly (unless different dispositions are in place due to the COVID-19 emergency).

• If your Enrolment at UniTo for the academic year 2020/2021 is not finalized by the time of your departure for your Erasmus destination.
Extra support for students with disabilities

• Please contact the International Mobility Office at internationalexchange@unito.it to make an appointment so that you can be directly informed about the procedure.
Getting organised

1) Before you leave

2) While you are abroad

3) Returning to Turin
1) Before you leave

→ UniTO International Mobility Office sends your NOMINATION (name and contact e-mail) to the Host University

• We are currently sending out the nominations of all students in the «Prima Graduatoria», according to the deadlines that the Host Universities have set.

• We send the nominations together with the approximate date of departure that you have selected.

• If you change your day of departure AFTER your nomination has been sent, you will have to contact the Host University and arrange the change with them directly.
1) Before you leave

APPLICATION FORM for the Host University

➔ It is your responsibility to gather information regarding the application procedure at the Host University

✓ Do not wait to receive information from the Host University
✓ Verify the deadline for sending your Application and documents required NOW
✓ Our office WILL NOT supervise this process
✓ Extra EU citizens will need to verify the procedure to obtain a visa and if there is any restriction in place due to the COVID-19 emergency
✓ Transcript of records = Lists of exams passed so far at UniTo
  ➔ It is available in Italian on your MyUnito
  ➔ Make sure the Host University can accept a non-official translation
1) Before you leave

- It is your responsibility to find accommodation
- Some Home Universities can offer support
- Verify if you can apply for accommodation on campus while submitting your Application Form
- In some cases students associations can offer support
1) Before you leave

ATTESTAZIONE VINCITA BORSA – CONFIRMATION OF GRANT AWARD

• The «Attestazione Vincita Borsa» (confirmation of grant award) will be sent around the end of May to your UniTo email account. If you need it before then, please contact internationalexchange@unito.it

• It could be necessary if you apply for additional grants, visa etc.
1) Before you leave

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 at CLA (Centro Linguistico di Ateneo)
• The test is usually available for English, French, Portuguese, Spanish and German
• Due to the Covid-19 restrictions the CLA is currently working on alternative assessment solutions
• Many Universities accept it as Proof of Language Skills to submit together with your application: we requested flexibility from our Partner Universities and many of them agreed that you can submit Proof of Language Skills later during the year or upon arrival. Please verify with the host Institution if this is possible in your case.
• Please check the website Centro Linguistico di Ateneo (CLA) for any update
1) Before you leave

ONLINE LINGUISTIC SUPPORT (OLS)

• Online language courses offered in the language spoken in the Host Country or in the language your courses at the Host University will be held in.

• **Attending the course and doing the Final Evaluation Test is MANDATORY!**

• Initial evaluation of your language skills and interactive course based on your level + Final Evaluation Test at the end of your mobility

• OLS supported languages: Bulgarian, Estonian, Czech, Croatian, Danish, Finnish, French, Greek, English, Irish, Latvian, Lithuanian, Dutch, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, German and Hungarian

• Native speaker cannot attend the course

• You will receive the credentials to access the platform around June
1) Before you leave

LEARNING AGREEMENT

- Before departure please consult with the responsabile didattico per la mobilità internazionale (study programme coordinator for mobility programmes) of your study programme and with your tutor at the Host University regarding the Learning Agreement: the list of courses and/or other learning activities you will be taking while abroad.

- On the UniTo website, at the page «Istruzioni per studenti outgoing», you can find the LA form and the List of Study Programmes Coordinators.

- Table A must be completed in the source language of the host institution (ex. French).

- The Table B must be completed in with the Unito exams you wish to substitute with exams taken abroad.

- The recognition will be carried out according to the following guidelines: CFR Linee Guida per il riconoscimento delle attività didattiche svolte all’estero

- If you insert «Ricerca tesi» or «Tirocinio» in your LA, please make sure that the Host University can provide you with a certificate of the hours and the ECTS obtained.
1) Before you leave

LEARNING AGREEMENT

Responsible persons according to activity:

→ Professor «responsabile didattico per la mobilità internazionale»
  of your study programme at Unito: approves and signs your Learning Agreement

→ Professor «referente dell’accordo» (professor who signed the Bilateral Agreement with the Host Institution): approves your extension and gives you information regarding the Host University
1) Before you leave

- We will send you instruction on how to fill in the form correctly (in June)
- Once we send you the form, we will let you know the deadline to return it
- You will need to have an Italian or European bank account registered in your name
- You will need to share the IBAN code of your bank account with us
- Please fill in the form within the deadline if you want to receive your grant on time
- The total amount will be the sum of two different kind of financial support (see slide n. 21)
1) Before you leave

**ENROLMENT at UNITO and other procedures**

• You must complete your re-enrolment procedure at UniTo and pay your enrolment fee **BEFORE your departure**

• Please mind ALL UniTo deadlines

• You must update your «Piano Carriera» according to the usual deadlines for UniTo students
1) Before you leave

**MEDICAL CARE WHILE ABROAD**

- **In European 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 some EU countries requires all visitors to get a private insurance, please check before departure. More Info here: [https://europa.eu/european-union/life/healthcare_it](https://europa.eu/european-union/life/healthcare_it)

- **Non-UE citizens**: 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 non-EU countries**: get a private insurance (make sure you are covered in case of pandemic!)
2) While you are abroad

ARRIVAL AT HOST UNIVERSITY

 ✓ Arrival at the Host University:
   - fill in the relevant Google Form to confirm your arrival at destination
   - we will not provide and will not request from you any “Certificate of Arrival”

 ✓ Have the Learning Agreement signed by your tutor at the host University.

Keep your original copy of the Learning Agreement to submit to our office
2) While you are abroad

Change to your LEARNING AGREEMENT

• Every change to your Learning Agreement ("During the Mobility" section) must be agreed on by the «responsabile didattico» at UniTo and by your tutor abroad.

• In case you add or cancel any course after your arrival, fill in the During the mobility part on the form that you can download from the UniTO website: (https://www.unito.it/internazionalita/studiare-lavorare-allestero/mobilita-studenti/erasmus-studio/studenti-outgoing)
2) While you are abroad

- An extension of your period abroad must be authorized by the Host University and by the «referente» of the Bilateral Agreement.

- More information regarding “during the mobility procedures” will be published in the next months at this link: (https://www.unito.it/internazionalita/studiare-lavorare-allestero/mobilita-studenti/erasmus-studio/studenti-outgoing)

- The whole Erasmus + period (including extension) has to be uninterrupted and cannot be longer than 12 months in total and must be carried out by 30th of September 2021.

- Please mind the max amount of months of mobility according to your study cycle
2) While you are abroad

**EARLY RETURN**

- If you have completed the minimum required period of mobility (90 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 «Dichiarazione di Permanenza». Different provisions may be put in place in regards to the Covid-19 emergency.

- You can find the Erasmus+ Mobility Calculator at the page [Istruzioni per studenti Unito (outgoing)](mailto:istruzioni@unito.it).
2) While you are abroad

- You must have it signed **BEFORE leaving the Host University**

- Verify that the dates are correct **BEFORE leaving the Host University**

- To be returned to our Office by 31st October 2021
2) While you are abroad

- Make sure you have followed all necessary procedures to end your mobility at the Host University

- Make sure you have with you all the necessary documentation to have your mobility recognized at UniTO
3) Returning to Turin

FINAL DOCUMENTS

- Complete definite version of your Learning Agreement, signed and stamped
- ORIGINAL Transcript of records (stamped and signed by the Host University with all the exams that you passed)
- ORIGINAL «Dichiarazione di permanenza»
- If you did any «Tirocinio» or «Ricerca Tesi» a 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.

→ More information and useful links at: [Istruzioni per studenti Unito (outgoing)]
Grazie per l’attenzione