



ERASMUS FOR STUDIES

USEFUL INFORMATION FOR ERASMUS OUTGOING A.Y. 2021/2022

STEP 1- BEFORE STARTING MOBILITY

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FORWARD

The new Erasmus Programme Guide 2021-2027, National Provisions and new Erasmus Programme Regulations 2021-2027 have now been published, but we are still waiting for the National Authority-MUR's guidelines for students with fewer opportunities. The University will publish this information on its website as soon as it is available.

Before starting an Erasmus+ Mobility for Studies programme a.y. 2021/2022, students should:

- read this document for information and guidance on lessons and admin issues **if your Erasmus for Studies a.y. 21/22 application was successful**. You must complete it before starting your Erasmus Mobility for Studies programme, so make sure you know about any changes because it may be updated regularly (make a note of the number and date of the published version);
- **keep up-to-date** with all steps of the procedure for outgoing students which are on the University portal here: [Instructions for UniTo students \(outgoing\)](#);



- **check your university email regularly** for updates: all communication about Erasmus Mobility for Studies 2021/2022 will ONLY be sent to your university email account (@edu.unito.it).

1. ORIENTATION MEETINGS

These meetings serve to explain what admin you'll need to do before, during and after your Erasmus Mobility for Studies and help you better organise your Mobility period. You can register and download info slides from the University portal here: [Instructions for UniTo students \(outgoing\)](#);

2. SPECIAL COVID-19 MEASURES

Before starting your Mobility programme you must:

- check [International Student Mobility Guidelines for a.y. 2021/2022](#);
- read [UniTo students \(outgoing\)](#) closely;
- find out the risks associated with international Mobility before leaving. See [Vademecum COVID-19 for outgoing students](#);
- check the admission procedure and any COVID-19 constraints at the Host University as well as:
 - A. how lessons and exams take place at the Host University (online or in-person);
 - B. refund conditions or vouchers should your departure be postponed or cancelled;
 - C. conditions for booking or renting on campus or private accommodation;
 - D. conditions for having your deposit returned should your departure be postponed or cancelled.

3. GREEN TRAVEL CONTRIBUTION

The new Erasmus+ programme guide **focuses** on **green** issues and **environmental sustainability**, so you can apply for financial contribution if you use **environmentally sustainable** means of transport that emit less Co². This is part of the programme policy to promote and encourage **environmentally friendly travel**.

You can apply for the international Mobility contribution of up to 4,000 Km + 4 days of travel. Only one contribution will be made of **50 euro** + 4 days of any additional individual support to cover the days necessary for the outward and return (only if applicable). So keep your tickets etc as evidence of travel expenses you incurred during your **environmentally friendly travel**. More information will be available later.

4. PLANNING YOUR MOBILITY

Based on the new Erasmus+ programme Guide, Erasmus Studies for Mobility a.y. 2021/2022:

- can be started and financed by student grants from **1 June 2021** (as per the previous Erasmus+ programme and Erasmus Study Call a.y. 2021/2022);
- must last at least **2 months**, ie **60 days**, based on Erasmus Plus programme counting methods (and subject to COVID-19 developments). Should you decide to return earlier than agreed you must have your Host University's approval;
- cannot last more than **12 months** (respecting the maximum length of courses and Art.2 of the Erasmus Study Call a.y. 2021/2022);
- must finish before 30/09/2022.



5. TYPES OF MOBILITY

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

Mobility abroad:

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

- Beneficiaries supplementary contribution (Grant Part B);
- [Guidelines for recognising studies abroad](#) and/or Course.

The length of this:

- is taken into account while calculating the maximum Erasmus monthly payments for each course (Article 2 Erasmus Call for Proposals);
- must comply with Art. 4 of this document.

If you are already abroad and following Host University lessons online, Mobility will be considered Mobility abroad, so you will receive all contributions for the entire Mobility programme in the host country.

Blended Mobility:

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

It must comprise these characteristics:

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

If you intend to carry out a "blended" Mobility, you must fill the Google form indicated in the previous point, only when you will be ABROAD and will start your physical mobility.

6. GOOGLE FORM TO FILL WHEN YOU START YOUR MOBILITY AT THE HOST UNIVERSITY

After your physical arrival at the host Institution abroad, you must self-certify the start date and the hypothetical end date using the Google Form at the following link: <https://forms.gle/psPESbANGsL9gUh3A>

The Google Form must be filled only AFTER YOUR ARRIVAL at the Host University/Institution abroad, even if you will follow online lessons / educational activities in the host country.

Please note that:

- The start date and the expected end date of mobility declared in this form are a fundamental part of the Erasmus+ for Study Mobility Contract 2021/2022 signed by you, and the amount of the contribution will initially be based on the MOBILITY PERIOD ABROAD hereby declared. For this reason it will not be possible to change the dates, once this form is completed.
- At the end of the mobility and once the recognition of the learning activities is completed, the University of Turin will verify the actual period of the MOBILITY ABROAD and the amount of the



contribution will be recalculated based on the MOBILITY ABROAD period declared in the Statement of Stay issued by the Host University/Institution. The amount due may be a credit or debit.

7. STUDYING AT UNITO

We would also like **students to know that you can take** both Host University and **University of Turin** courses, although **only during a.y. 2021/2022**. This is in compliance with teaching methods and examination support detailed on the Course pages.

This option, however, is a **complementary solution** that can only be used if your chosen courses abroad are cancelled and/or are not available either remotely or in-presence due to COVID-19.

So we would like to invite you to make the most of your host's online or/and in-presence facilities by doing as many of their activities as possible that can be included in your Learning Agreement. See [Guidelines for recognising studies abroad](#).

However, if your Host University does not offer courses which are equivalent to those in your Career Plan, you can take UniTo courses. This means:

- exams taken at UniTo during your Mobility programme cannot be included in the Learning Agreement, although they can obviously be added to your Career Plan;
- you can attend courses and take UniTo exams online, if you are abroad.

8. APPLICATIONS AND CHOICE OF SEMESTER

UniTo's International Mobility and Study Section sends the Host Universities the names of all candidates who have been awarded a grant for the Erasmus Study Call a.y. 21/22. This should be done before the hosts' deadlines and the end of the selection process (ie publishing first and second rankings) as per Art. 8 in the [Erasmus Study Call a.y. 21/22](#).

Consequently, the Host Universities know which semester you chose when your application was accepted on My UniTo, so you should take the following points into account when choosing the semester for your Mobility experience:

- when Host University courses of interest will be held;
- Host University semester start and end dates;
- Host University COVID-19 restrictions.

9. PASSPORT FOR EUROPE: ERASMUS FOR STUDIES LANGUAGE CERTIFICATES A.Y. 2021/2022

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

The University of Turin and [CLA - University Language Centre](#) offer all successful Erasmus students a.y. 21/22 the opportunity to obtain a certificate free of charge which proves their skills in the foreign destination language, but this does not include specific language certificates like DELF, DELE, etc.,

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



UNIVERSITÀ DEGLI STUDI DI TORINO



Erasmus+

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

Check out the detailed schedule of sessions, procedures for taking the tests and enrolment here:

<https://www.cla.unito.it/it/notizie/iscrizioni-maggio-2021-attestazione-di-competenza-linguistica-2021-22-passaporto-leuropa>

10. APPLYING TO HOST UNIVERSITIES

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

N.B.

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

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

It is very important to remember:

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

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

- University of Turin Erasmus code: **IT-TORINO01**
- The University of Turin **Institutional Coordinator**: Prof.ssa Alessandra Fiorio Pla
Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione
Università degli Studi di Torino
Complesso Aldo Moro, Palazzina D
Via Sant'Ottavio 12 - 10124 Torino
Tel: +39 011/670.4425 - E-mail: internationalexchange@unito.it
- The **Department Coordinator** is the successful candidate's reference professor and named as the "Italian reference" on the Agreement. See here: "[Current Mobility a.y. 2021/2022](#)".

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

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



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

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

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

1. Print a self-certification from your personal MyUniTo page in Italian or have it translated into English or another language if the Host University requires it.
2. Go to your Student office and ask for an official certificate in Italian or English. Remember that you will need to pay stamp duty as the University is obliged by law to charge for issuing certificates. Remember to book your appointment at the Student office via your course *Campusnet* calendar, see [book by consulting the relevant University portal page](#).

11. LEARNING AGREEMENT (L.A.)

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

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

The new Erasmus programme provisions focuses on green and environmental sustainability, so the Learning Agreement must be completed online via UniTo online platform. For more information, read the "Online Vademecum Learning Agreement-UniTo", published on the webpage [Instructions for UniTo students \(outgoing\)](#)"



N.B. In order to recognize the didactical activities carried out during your Erasmus mobility, will be considered only the Learning Agreement filled and approved by **UniTo online platform**.

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

Read the "Before Mobility" Section before completing the L.A.

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



Read the "Before Mobility" Section before completing the L.A.

- **Table A:**
In English or another language, add course activities (exams, internships and/or thesis research) that you intend signing up for during your Mobility and the corresponding ECTS credits (European Credit Transfer System). If the Host University's course activities are shown in local credits, you should check the equivalent ECTS credits with the Host University;
- **In the space between Table A and Table B:**
specify the language level skills the Host University requires you to have or undertake to reach before starting your Mobility;
- **Table B:**
add course activity names in accordance with individual and University of Turin study plans which you will then put forward for recognition at the end of Mobility (N.B. contact the lecturer [Responsabile Didattico per la mobilità internazionale](#)) for credits to be included as thesis research in the L.A.
- If you do not successfully complete some course activities, see:
https://www.unito.it/sites/default/files/linee_guida_riconoscimento_attivita_formative_estero.pdf
and [Guidelines for recognising studies abroad](#)

Any changes to the Learning Agreement can be made once you have arrived at the Host University, via the appropriate section "*During Mobility*" on the L.A. form.

The L.A. will have to be approved, ie **signed**, by your [Responsabile Didattico per la mobilità internazionale del corso di studi](#) at UniTo and the Host University. All digital signature formats are accepted. Once UniTo's L.A. procedure online has been initiated it can only be signed online. The L.A. does not have to be completed and/or approved by a certain date, unless of course your UniTo or Host University Degree Programmes have specific deadlines.

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

12. ACCOMMODATION

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

Given the constantly evolving COVID-19 situation, you are strongly advised to find out about accommodation booking conditions in residences, renting an apartment as well as any conditions concerning refunding the deposit should your departure be delayed/cancelled.

13. GRANT WINNER AWARD STATEMENT



The grant winner award statement was sent to students' university email addresses in June/July 2021. It summarises the Mobility terms (destination, ISCED area, duration) and it can be used for scholarships, contributions, residence permits, accommodation forms, etc.

14. ERASMUS MOBILITY FOR STUDIES GRANTS A.Y. 2021/2022 CONTRIBUTIONS



Mobility contributions are made up of the following based on [Erasmus Study Call a.y. 21/22](#) Art. 7 provisions:

- **PART A – Country contribution**
- **PART B – Additional contribution for economically disadvantaged students**
- **PART C – Additional EU contribution for special needs students**

The **updated amounts** relating to **PART A – Country contribution** are shown below following the publication of the Erasmus Programme Guide 2021-2027 by the European Commission and the National Provisions and published by INDIRE, the National Agency Erasmus Plus and MUR.

Amount PART A – Country contribution		
1. EU CONTRIBUTION FOR ERASMUS 2021-2027 PROGRAMME COUNTRIES		
Destination country		PART A – Country contribution
GROUP 1 (HIGH cost of living)	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	€350.00 per month → EU contribution for Erasmus 2021-2027
GROUP 2 (MEDIUM cost of living)	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain	€300.00 per month → EU contribution for Erasmus 2021-2027
GROUP 3 (LOW cost of living)	Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary	€250.00 per month → EU contribution for Erasmus 2021-2027
2. SWISS GOVERNMENT CONTRIBUTION		
Switzerland: The Swiss Federal Council defines the contribution value annually and the University of Turin will contribute to Part B if the student meets requirements.		Must be checked with Host University
3. CONTRIBUTION FOR UK		
United Kingdom		€350.00 per month EU contribution for Erasmus 2021-2027



Lastly, you should **keep all supporting documents (e.g.: invoices) of any Covid tests/swabs** carried out for reasons related to a physical presence/Mobility in the host country, so you can obtain refunds from the European Commission. More information will be available soon.

15. ERASMUS MOBILITY FOR STUDIES AGREEMENT

All Erasmus Study Call a.y. 21/22 grant holders must fill in the Erasmus Mobility for Studies Agreement 2021/2022 online.

The Mobility contract regulates how Erasmus contributions are made and where grant holders give their IBAN codes to their reference University so they can make the payments. The payment(s) will be made into a bank account (ie "Bancoposta") in the student's name according to Mobility Agreement conditions. The grant holder's IBAN code must correspond to an Italian/European Banking Institution.

The Erasmus for Studies 2021/2022 Mobility Agreement procedure is online at the following link:
<https://mobint.unito.it/>

In order to facilitate the understanding of the contract even for non-native Italian speakers, a translation of the contract in English is available on the "[Istruzioni per studenti Unito - 2021/2022](#)" page. The translation is provided just for information purposes. Do not sign or fill in this document. To accept Erasmus Mobility Contract, please refer to Italian online procedure available at the webpage "[Servizi online outgoing](#)".

In the case of conflicting meanings between language versions, the Italian version prevails.

16. INSURANCE COVER

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

UniTo recommends students carefully check the destination country's COVID-19 situation.

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