



ERASMUS STUDY PROGRAMME A.Y. 2021/2022

USEFUL INFORMATION ERASMUS STUDENTS (OUTGOING)

END OF MOBILITY PROCEDURE

Version 01 of 2021-10-11

The following information helps with administrative duties at the end of Erasmus+ Study mobility a.y. 2021/2022. It is intended for those who have won the Erasmus+ call for proposals for academic studies 2021/2022, including those enrolled in doctoral and master's courses and/or on specific projects such as double degree mobility.

We generally recommend you

- **CAREFULLY** read the procedure for outgoing students on the page ["Instructions for outgoing UniTO students"](#) on the University website;
- periodically check your institutional mail account for updates.

1. CLOSING THE ERASMUS PERIOD

Within 20 calendar days of your return to Italy you must close your mobility administration and have your study activities abroad recognised by handing in the documentation relating to your mobility to the International Mobility and Didactics Section.

The documentation, listed below, can be sent by email to internationalexchange@unito.it:

1. **Declaration of Mobility** signed and if possible stamped by the host university (or sent by email directly from the same to Unito).
N.B. Please use the Dichiarazione di Mobilità form which can be downloaded from the Unito page "Instructions for UniTO (outgoing) students" dedicated to outgoing students 2021/22;
2. **Learning Agreement** in its final version, filled in through the UniTO online procedure, and signed and stamped in all its sections ("Before the Mobility" and possibly "During the Mobility") by the Italian supervisor and by the host university;
3. **Transcript of Records/After Mobility** (certificate of exams passed at the foreign university). If the host university does not use the ECTS system for the credits and grades of the courses taken in the mobility, it is advisable to ask the host university for a conversion table of the local grades and credits into the ECTS system;
4. If the student did **thesis research and/or an internship**, this must be **certified** on unstamped signed paper forwarded or sent directly to internationalexchange@unito.it. The document must indicate the number of hours worked, a brief description of the activities and the total number of credits obtained;
5. **Form for the recognition of educational activities**, published on the Unito portal in the section ["Instructions for UniTO \(outgoing\) students"](#) for outgoing students 2021/22. It must be filled in electronically and sent by email in odt. or .doc format (no PDF) to the International Mobility and Didactics Section (internationalexchange@unito.it). The document must indicate the didactic activities carried out during the mobility, complete with ECTS, and the corresponding didactic activities for which recognition in the Unito career is requested.



- N.B.** In this last table, the last three columns concerning "Grade", "Integration" and "ERSTU" should not be filled in, while the AD and SSD codes of the exams related to UniTo should be inserted. These codes can be found in the information sheet of each course on the UniTO website;
6. Updated **Career Plan** downloadable in .pdf from MyUnito.

ATTENTION:

The paper originals of:

- Stay Declaration;
- Transcript of records;
- Attestation for thesis or internship research,

must be kept as the office may carry out checks.

However, if the documents have been sent by the host university as an attachment to an email, please forward it to internationalexchange@unito.it.

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

2. EXAM RECOGNITION

Once the International Mobility and Didactics Section has received all the mobility documentation and the procedure for the closure of the Erasmus+ study period has been completed, it will then send the didactic documents to the competent offices in order to initiate mobility credit recognition.

On the basis of the credits actually recognised in the student's career as activities carried out in mobility under the Erasmus for study programme, it will be verified whether the student has the right to receive the remaining 30% Erasmus grant integrative contributions (item B specified in the [Erasmus Call for Proposals 2021/22](#)).

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

3. POSSIBLE BALANCE OR REFUND OF CONTRIBUTIONS ITEM A AND/OR ITEM B

At the end of the mobility and of the recognition of the didactic activities carried out abroad, the **International Mobility and Didactics Section will verify the effective duration of the mobility period and the number of CFUs registered in the career for international mobility in order to calculate the amount due relative to item A and eventual item B of the grant initially paid, which may be a credit or a debit.**

If part or all of the Erasmus grant must be returned, the International Mobility and Teaching Section will send a specific communication indicating how and when to return it.

N.B.:

- According to the provisions of the European Commission and of the National Agency Erasmus Plus INDIRE, **ONLY physical mobility will be financed** and therefore: if you have carried out a



blended mobility, you will only receive contributions for your physical mobility abroad; if you have carried out a fully physical mobility, you will receive the contributions due for the entire period spent abroad. If the host university/institution has provided for online lessons, but you have decided to go to the foreign country anyway, the mobility will be considered as **physical mobility**. Consequently, you will be entitled to receive the grant for the entire mobility period spent in the host country.

- If you do not repay the amount of the grant you are not eligible for within the deadlines communicated by the office, **your career will be blocked**.