ERASMUS FOR STUDIES PROGRAMME A.Y. 2022/2023
INFORMATION FOR OUTGOING ERASMUS STUDENTS
CURRENT PROCEDURE FOR MOBILITY
Version 01. Dated 2022-04-08

The present English version is provided just for information purposes.
In the case of conflicting meanings between language versions, the Italian version prevails.

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1. ARRIVAL AT THE HOST UNIVERSITY
Once you have arrived and registered at the Host University, you MUST get the Host University lecturer/office to sign and stamp the previously approved Learning Agreement .pdf, using the online Learning Agreement procedure, by the UniTo’s Admin Office (for more details read the Vademecum online Learning Agreement).

2. CHANGES TO LEARNING AGREEMENT
Your study plan was ratified before you left, but sometimes you need to make changes to the Learning Agreement once your Mobility has started. This could be, for example, because the Host University has made changes to their programmes, so in this case, you must make your request to change the Learning Agreement:

- within 5 weeks of each semester starting;
- as soon as possible if changes to the Learning Agreement are due to the extension of Mobility stay.

You should use the online procedure to submit a "New Learning Agreement" if you make any changes to the original one.

The procedure is similar to the one you used previously and allows you to eliminate and/or add coursework to/from the last approved Learning Agreement.

! Both UniTo and the Host University must approve the Learning Agreement - Before Mobility before any changes are made to the Learning Agreement.

! Students should limit the use of the Change Learning Agreement procedure, agreeing the overall list of changes required at the beginning of each semester and therefore making only one change per semester.

! Make sure that all coursework in the Learning Agreement is added to your Career Plan.

PLEASE NOTE:

During the mobility abroad it is not possible to:

- take exams at the University of Turin (both face-to-face and remote mode);
- register exams at the University of Turin (both face-to-face and remote mode);
- complete your course of study (graduate) at the University of Turin.

Only if you are carrying out a virtual mobility in the frame of blended mobility you:

- could take exams/register at the University of Turin (both face-to-face and remote mode);
- but you cannot complete your course of study (graduate) at the University of Turin.

3. REQUEST TO EXTEND ERASMUS STAY
Any extension to your Mobility stay must be both agreed and authorised by the Host University and Italian teacher overseeing the Bilateral Agreement before your initial Erasmus stay expires.
You must do the following in order to complete your extension application:
• Send by email to Sezione UNITA e Mobilità Internazionale (internationalexchange@unito.it), at least 30 days before the Erasmus stay expires as indicated in the Agreement. You must attach the document "Request for Extension" which is published on the UniTo portal Instructions for students (UniTo (outgoing)) complete with the overseeing teachers/office’s signature;

• Use the expected duration on the bilateral Agreement and not the dates in the Google form Self-declaration of duration of Mobility abroad indicated in point 1 of this document; Example: You put 01/02/2023 as being your Mobility end date on the Google Form. However, Mobility officially ends on 01/03/2023 according to the bilateral Agreement, so you will need to consider the latter as the date your extension request starts.

PLEASE NOTE:

! Erasmus Mobility must be continuous, even when it includes an extension. Please note that your Mobility cannot exceed a total of 12 months for each study cycle considering all Mobility for studies and (24 months for single cycle degrees) and must end by 30 September 2023.

! No economic contribution is available for authorised extensions. Any balance relating to the grant due will be calculated based on the actual time the student spent on Mobility (confirmed by the Mobility Declaration form) and duration on the bilateral Agreement naming them as grant holders;

! The student’s request for extension must specify whether the extended Mobility will be online from Italy or abroad from the destination country.

4. MOBILITY DECLARATION

Before you come home, the Host University must certify your actual Mobility dates on the "Mobility Declaration" form which shows your recorded start and end Mobility dates. It must specify the period of physical Mobility COMPLETED ABROAD and, if necessary, the online period COMPLETED IN ITALY.

You can download the "Mobility Declaration" form from UniTo’s portal here "Instructions for students UniTo (outgoing)" which will have to be filled in and approved by the Host University at the end of your Mobility.

The actual period spent abroad will ONLY be counted according to the actual start and end dates recorded in this document. Travel documents, rental contracts, etc., will not be taken into consideration. Please note that the document’s date of issue must be the same or later than the date indicated as the end of the Erasmus period, or the document will not be valid.

If the document is signed earlier, the date of signature will be considered the actual date Mobility ended.

Please:

• note that the minimum period of physical Mobility is two months (60 days);

• be careful with the criteria that are used by the host University in order to fill the mobility declaration. The semester duration doesn’t always correspond with the bilateral agreement duration!

PLEASE NOTE:

Only periods of physical Mobility will be financed under the new Erasmus+ programme, so:

• Physical Mobility: the participant receives contributions for their entire Mobility period in the host country;
• Blended Mobility: the participant only receives contributions for the actual days of Mobility in the host country;

5. FINAL DOCUMENTATION CHECK

Before returning to Italy, you should complete any procedures which are required by the Host University and check that you have the following documents relating to the original Erasmus stay. More details are in the document "Phase 3: the end of Mobility" which will be published here Instructions for students (UniTo (outgoing):

• The Mobility Declaration form should have been signed and stamped by the Host University (scans, photocopies or documents with changes/deletions are not accepted);
• Learning Agreement complete with any changes to the original Learning Agreement in the final version which has been countersigned and stamped by the Host University and overseeing Italian teacher;
• Transcript of Records (certificate of exams taken at Host University). However, many Host Universities send this document directly to our office at a later stage. In that case, receiving this document does not depend on you, although you are required to chase the Host University asking them to send the Transcript of Records. if the Host University does not use the ECTS system for credits and course marks taken during Mobility, you should ask them for a table they use to convert local grades and credits into the ECTS system. This will facilitate the procedure for recognising exams which you have passed;
• where students have completed thesis research and/or internships, they should obtain a thesis research and/or internship certificate that the Host Institution has stamped and signed together with an indication of the hours spent on each activity. Please contact internationalexchange@unito.it for more information.
• Recognition of coursework form;
• Career plan.