



Erasmus+



UNIVERSITÀ
DI TORINO

ERASMUS FOR STUDIES PROGRAMME A.Y. 2022/2023

INFORMATION FOR OUTGOING ERASMUS STUDENTS

PROCEDURE FOR ONGOING MOBILITY

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

Sommario

1. ARRIVAL AT THE HOST UNIVERSITY	2
2. CHANGES TO LEARNING AGREEMENT	2
3. REQUEST TO EXTEND ERASMUS STAY.....	3
4. MOBILITY DECLARATION	3
5. FINAL DOCUMENTATION CHECK.....	4



1. ARRIVAL AT THE HOST UNIVERSITY

Once your mobility has started, the Learning Agreement must have been approved by both Institutions. If you have started your mobility and, **due to extraordinary and exceptional conditions** that you have already notified to internationalexchange@unito.it, you are not in possession of the Learning Agreement approved both by UniTo, through the online procedure of UniTo and by your Host University, **you MUST immediately get the pdf of the previously approved Learning Agreement**, which has been signed through the online Learning Agreement procedure by your UniTo professor, countersigned by the teacher/office responsible of the Host University (for further details see the [Vademecum online Learning Agreement](#)).

We recommend you find out in advance, and also once you arrive at your Host University, how to fill in the Mobility Declaration (Dichiarazione di Mobilità). At the end of your mobility your Host University will fill in the document with mobility start and end dates and, on your return to Italy, your total Erasmus+ grant will be based on them.

Please note, that the duration of the semester abroad may not correspond with the duration of the Agreement you were awarded.

For example:

- Number of months under the Bilateral Agreement: 6 months;
- Grant received by the student on the basis of the dates entered on the Gform: 6 months;
- Duration of academic semester attested in the Mobility Declaration: 5 months;

This example shows you that you will have to return a month of the grant because the duration of your academic semester was only 5 months and not 6.

2. CHANGES TO LEARNING AGREEMENT

Your study plan (Learning Agreement) 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 UniTo 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), in compliance with the Erasmus Programme regulation;
- the semester duration doesn't always correspond with the bilateral agreement duration! Be careful with the criteria that are used by the host University in order to fill the mobility declaration.

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 and by the end of your mobility, please remember to complete any procedures required by your Host University and to check that you have the following documents (for further details see ""Phase 3: the end of Mobility" which will be published here [Instructions for students \(UniTo outgoing\)](#)):

- **Declaration of Mobility** should have been signed and, if possible, stamped by the Host University;
- **Learning Agreement** including any Changes to your original Learning Agreement in the final version, which has been approved through the Online Learning Agreement procedure by the UniTo professor and countersigned/stamped by the Host University;
- **Transcript of Records**, or the certificate of exams taken at the Host University. Please note that many Host Universities send this document directly to our office at a later stage: in this case, the timing of the delivery of the document does not depend on you; you are, however, required to request the release of the Transcript of Records by e-mail. If the Host University does not use the ECTS system for the credits and grades of the courses taken during the mobility, we recommend that you ask the Host University for a table converting local grades and credits into the ECTS system;
- If you carried out **thesis research and/or work placement**, you must obtain a certificate of thesis research and/or work placement on unstamped paper which the Host University has signed and/or stamped, with an indication of the **number of hours** spent on each activity (for any problems write to internationalexchange@unito.it);
- **Recognition of Coursework Form**: the model for 2022/2023 mobility is available on the Instructions for UniTO students (outgoing) page;
- **Career plan**, in pdf format, downloadable from your MyUniTo.