



Erasmus+



UNIVERSITÀ
DI TORINO

ERASMUS+ FOR STUDIES PROGRAMME A.Y. 2024/2025 USEFUL INFORMATION FOR OUTGOING ERASMUS+ STUDENTS BEFORE THE MOBILITY PROCEDURE

Version 03, 2024-09-23

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

Table of contents

INTRODUCTION	2
1. ORIENTATION MEETINGS	2
2. ERASMUS+ FOR STUDIES MOBILITY AGREEMENT	2
3. COMMUNICATION OF THE PLANNED MOBILITY PERIOD	2
4. FINANCIAL CONTRIBUTIONS FOR THE ERASMUS+ FOR STUDIES MOBILITY A.Y. 2024/2025	3
5. TRAVEL GRANTS	4
6. MOBILITY PERIOD PLANNING	5
7. TYPE OF MOBILITY	5
8. NOMINATIONS AND CHOICE OF SEMESTER	6
10. APPLICATION FORM/ADMISSION PROCESS AT THE HOST UNIVERSITY	7
11. LEARNING AGREEMENT (LA)	8
12. ACCOMMODATION	9
13. ERASMUS+ SCHOLARSHIP AWARD STATEMENT	9
14. INSURANCE COVERAGE	10
15. GLOSSARY	10



INTRODUCTION

For information and guidance on the administrative steps to be completed before the start of your Erasmus+ mobility for studies a.y. 2024/2025, you are required to:

- read this document addressed to **all those who have won a scholarship of the Erasmus+ for studies a.y. 2024/2025 and will start an Erasmus+ for studies mobility** in the frame of bi-national, UG, PG, single-cycle and PhD degree programmes;
- **keep up-to-date regularly** with all the steps of the procedure for outgoing students 2024/2025. They are published gradually on the UniTo website on the page [Istruzioni per studenti Unito \(outgoing\)](#) and might be subjected to change. For this reason, you need to get informed yourself by periodically checking the above-mentioned page (**pay attention to the number and date of the published version!**);
- **check your university email regularly** for updates.

N.B. All communication related to the Erasmus+ Mobility for Studies 2024/2025 will ONLY be sent to your university email account (@edu.unito.it).

1. ORIENTATION MEETINGS

During the two orientation meetings (on-line on May 28th, 2024 and in-person on June 12th, 2024), all the administrative procedures to be followed before, during and after the mobility were explained. Moreover, useful information to organize your Erasmus+ mobility better was provided. You can find the recording and information slides on the page [Istruzioni per studenti Unito \(outgoing\)](#).

2. ERASMUS+ FOR STUDIES MOBILITY AGREEMENT

If you have been awarded an Erasmus+ mobility in the frame of the [Erasmus+ Call for studies 2024/2025](#), (and you intend to start it), you must fill in the Erasmus+ for studies Mobility Agreement 2024/2025 using the online procedure.

The Erasmus+ for studies Mobility Agreement regulates the payment of the Erasmus+ grants and it allows you to provide the University of Turin with your IBAN in order to get your Erasmus+ scholarship. The payment will be credited on a bank account (including "Bancoposta") **in your name (or joint names)**, in a single payment and according to the Mobility Agreement deadlines. Your IBAN must refer to an **Italian/European Bank**.

The opening of this procedure were notified by e-mail on August 27th, 2024.

3. COMMUNICATION OF THE PLANNED MOBILITY PERIOD

If you have been awarded an Erasmus+ mobility in the frame of the [Erasmus+ Call for studies 2024/2025](#), within the deadlines provided by International Mobility Office, you have to communicate the **planned start and end dates** of your mobility abroad at the Host University. You can do so at the following path: MyUniTo > iscrizioni > Bandi di Mobilità Internazionale > Erasmus+ studio 2024/2025. **The opening of this procedure were notified by e-mail on August 27th, 2024.**

N.B.: The communicates planned period to spend abroad is an integral part of the Grant Agreement, and it is aimed at calculating the due Erasmus+ mobility scholarship, based on the provisions of art. **5.7. Time of payment** is described in the Grant Agreement.



To sum up, in order to get the Erasmus+ for Studies scholarship a.y. 2024/2025 you must:

1. sign the Erasmus+ for Studies Grant Agreement (cf. section No 2 of this document);
2. communicate the planned start and end dates of your mobility via the above-mentioned procedure.

PLEASE NOTE!

UniTo does not require a certificate of arrival. In case your Host University asks you to have one, you can use the form they provide or UniTo's Mobility Declaration form that you can find in this [Istruzioni per studenti Unito \(outgoing\)](#) > Istruzioni a.a. 2024/2025 > Modulistica > Dichiarazione di mobilità 2024-2025.

N.B. The actual start and end dates of your mobility will be confirmed once your mobility is officially over. Based on these dates, the actual amount of the grant due will be recalculated, compared to what was initially paid.

4. FINANCIAL CONTRIBUTIONS FOR THE ERASMUS+ FOR STUDIES MOBILITY A.Y. 2024/2025

The Erasmus+ Mobility contribution consists of the following items:

- **PART A – Country Contribution**
- **PART B – Supplementary contribution for students in disadvantaged economic situations and/ or holding a “fewer opportunities” status**
- **PART C – Supplementary EU funding for students with special needs**

N.B. The Erasmus+ Mobility contributions are explained in art. 7 of the [Erasmus+ Call for studies 2024/2025](#). However, following recent updates received from the Erasmus+ National Agency Indire, please note that compared to the amounts of the **PART A-Country Contribution** indicated on the [Erasmus+ Call for studies 2024/2025](#) there have been some changes. Table No. 3 published in Article 7 of the [Erasmus+ Call for studies 2024/2025](#) **is to be considered replaced by the following one:**

TABLE No. 3: Part A – MOBILITY for Studies EU contribution Erasmus+	
Destinations: PROGRAMME COUNTRIES	Amount Part A
GROUP 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. N.B. these include the following Partner Countries: United Kingdom, Switzerland, Faroe Islands.	€ 350.00 per month
GROUP 2: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Lithuania, Latvia, Malta, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey.	€ 300.00 per month
Destinations: PARTNER COUNTRIES	Amount Part A
All Partner Countries (except United Kingdom, Switzerland, Faroe Islands Group 1)	€ 700.00 per month
PLEASE NOTE <ul style="list-style-type: none"> • Highlighted in red are the countries whose monthly amount has increased based on the new guidelines received from the Erasmus+ National Agency Indire; • Students going to Switzerland on Erasmus+ Mobility will not receive the Part A amount if financed directly by the Swiss Government and in this case, the Host Universities will define methods and timing of Mobility scholarships. If, however, the Swiss Government does not grant Mobility contributions for the a.y. 2024/2025, the University of Turin will pay a monthly contribution equal to the amount due for Group 1 countries. 	



5. TRAVEL GRANTS

In implementation of the provisions of the Erasmus+ programme 2021-2027, The University of Turin provides for the recognition of specific travel contributions. These contributions, in contrast to what is described on the [Erasmus+ Mobility Call for Studies a.y. 2024/2025](#), have been revised by Italy National Agency INDIRE. Find below the changes introduced by the new guidelines.



❖ TRAVEL GRANT – PART D

It's a one-time payment for those who carry out an Erasmus+ mobility for Studies **in a Country associated to the PARTNER COUNTRIES group, with the exception of the following Countries: the United Kingdom, Switzerland and Faroe Islands.**

The contribution is to be considered **in total for the round trip** (journey to the destination and back again) and takes into consideration the distance in kilometers to your Erasmus+ destination, based on the [Erasmus+ Distance Calculator](#).

The amount varies depending on the **kilometric area** of reference and the type of travel (standard or green), as explained in the table below:

Kilometric area	STANDARD Travel – amount for the round trip (“Travel Grant Standard”)	GREEN Travel – amount for the round trip (“Travel Grant Green”)
Between 0 and 99 KMs:	28 € per participant	56 € per participant
Between 100 and 499 KMs:	211 € per participant	285 € per participant
Between 500 and 1999 KMs:	309 € per participant	417 € per participant
Between 2000 and 2999 KMs:	395 € per participant	535 € per participant
Between 3000 and 3999 KMs:	580 € per participant	785 € per participant
Between 4000 and 7999 KMs:	1188 € per participant	1188 € per participant
8000 KMs and more:	1735 € per participant	1735 € per participant

In order to calculate the kilometric distance for the Travel Grant, **the place of departure will always be the University of Turin**. Please, note that for the calculation of the kilometric area, **it is necessary to refer to only one leg of the trip** (e.g. from Turin to Madrid only and not the way back too).

We specify that:

- **Travel Grant Standard**: it is paid to the Participant who uses **standard means of transportation** (flight, etc...) to get to their Erasmus+ **PARTNER COUNTRY** destination (with the exception of the UK, Switzerland and Faroe Islands). In order to get it, you don't need to send us any ticket or travel proof. It is paid automatically to those who are entitled to, together with the first installment of your Erasmus+ scholarship.
- **Travel Grant “Green”**: it is paid to the Participant who chooses to get to their Erasmus+ **PARTNER COUNTRY** destination (with the exception of the UK, Switzerland and Faroe Islands) travelling by **means of transportation with a low carbon footprint**, as indicated in the [“Green Mobility Guidelines”](#) uploaded on the University website page. **The trip will be considered “green” only if the majority of it is done with sustainable means of transport** (more information are provided in art. 5 of the Grant Agreement). In order to get it you need to provide all the travel proof requested; these must



be sent to the International Mobility Office at the end of your mobility, according to the procedure described on the University website page [Istruzioni per studenti Unito \(outgoing\)](#).

❖ TOP-UP TRAVEL GREEN – PART E

It is the travel contribution for those who will travel by **means of transportation with a low carbon footprint** to get to their **PROGRAMME COUNTRY** Erasmus+ for Studies destination or to the UK, Switzerland and Faroe Islands.

The grant consists of:

- ✓ **One-time travel payment** of € 50,00 (there are no differences based on the kilometeric distance);
- ✓ A **daily allowance** corresponding to the daily amount of the monthly grant (i.e. PART A/30days + PART B/30days IF DUE= daily amount due). This daily allowance will be paid for each day of your trip made by using sustainable means of transport that were necessary to reach the destination for a **maximum of a total of 4 days**. The travel days must not be part of the period certified in the Mobility Declaration issued by your Host University.

The amount of the **TOP-UP Travel Green** will be paid upon the submission of all the travel proofs requested that will confirm that the travel was in fact “green” and only after the administrative and didactic closure of your Mobility (more information available in art. 5 of the Grant Agreement).

6. MOBILITY PERIOD PLANNING

On the basis of the Erasmus+ Programme Guide, the Erasmus+ for studies mobility a.y. 2024/2025:

- can be started, and will be grant-funded, from **June 1st 2024**;
- must have a **minimum duration of 2 months, i.e. 60 days**, in accordance with the counting method provided by the Erasmus+ programme. Should you decide to return earlier than the planned duration of your Agreement, you just need to make arrangements with your Host University;
- must have a **maximum duration of 12 months** (always respecting the maximum duration constraints provided for by each study cycle and specified in Article 2 of the [Erasmus+ Call for studies 2024/2025](#));
- must end by **September 30th 2025**. **It will not be possible to start a mobility after August 1st 2025.**

7. TYPE OF MOBILITY

Based on the new Erasmus+ Programme Guide and in accordance with the Host University programmes, **you can choose between these two kinds of mobilities:**

Mobility abroad:

A mobility abroad is defined as the mobility carried out entirely at the Host University and that is covered by the Erasmus+ scholarship for its actual duration. For this type of mobility, there is no minimum ECTS limit except for:

- the beneficiaries of the PART B - Supplementary contributions;
- what is provided for in the [Guidelines for recognising study activities abroad](#) and/or those of your Degree Programme.

In the event that the Host University provides online classes but the student is still in the foreign country, the mobility will be considered as a mobility abroad. Therefore, the participant will receive the contributions due for the entire mobility period spent in the host country.



Blended Mobility:

A Blended mobility is a mixed mobility that combines a part of mobility carried out abroad with a virtual component carried out from Italy. Find below the characteristics that it must have:

- the **mobility abroad part** must last a minimum of 60 days and it is covered by the grant on the basis of the dates attested in the Mobility Declaration (issued at the end of the Erasmus+ period by the Host University);
- the **online part** can be carried out **from Italy** before, during or after the abroad mobility part, with no interruption from the latter. This is not covered by any grant or taken into account when calculating the maximum number of months set by the Erasmus+ programme for each study cycle (Art.2 of the Erasmus+ Call for studies);
- must be worth at least **3 ECTS credits**.

PLEASE NOTE!

During the mobility abroad it is not possible to:

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

8. NOMINATIONS AND CHOICE OF SEMESTER

The Sezione UNITA e Mobilità Internazionale office send the Host Universities the names of all candidates who have been awarded a grant for the [Erasmus+ Call for studies a.y. 2024/2025](#). The nomination can be sent only once the selection process is completed (i.e. the publishing of the first and second rankings) as per Art. 9 in the [Erasmus+ Call for studies a.y. 2024/2025](#) and in compliance with the Host Universities' deadlines, if possible.

Through the nomination, Host Universities are informed about the semester of arrival and, therefore, the start of mobility which is chosen by the student when they accept the destination through their MyUnito page.

In this regard, please note that **the choice of the semester of departure is individual** and it is necessary to be informed about:

- the semester when the courses you are interested in are offered at the Host university;
- the start and end dates of the semester scheduled by the Host University (which may not coincide with the duration of the agreement you have been assigned to);
- the number of months of mobility awarded and defined by the Bilateral Agreement of reference (e.g.: if your scholarship provides for a maximum of 9 months of mobility, then it is expected an annual duration of mobility and you must start it in the first semester);
- possible Host University emergency restrictions.

9. PASSPORT FOR EUROPE: ERASMUS+ FOR STUDIES LANGUAGE CERTIFICATES A.Y. 2024/2025

The Host University might need you to have an **official language certification or a certificate that assesses your knowledge of a language** when you submit your application form.



Except when the Host University requires an official language certification (DELTA, DELE, etc.) – the attainment of which is total responsibility of the student –, the University of Turin in collaboration with the [CLA - Centro Linguistico di Ateneo](#), offers all students who have been awarded a scholarship from the [Erasmus+ Call for studies a.y. 2024/2025](#) the **opportunity to obtain free of charge a language certificate** of their level of proficiency in the foreign language of the country of destination.

The test is strongly recommended as it allows both to verify the actual knowledge of the language that will be used during the study abroad period and to provide proof of language proficiency to foreign universities, should it be required.

The test will be taken in one of the following languages: French, English, Portuguese, Spanish and German. Three exam sessions are planned, the first will take place by the end of March, the second will be held by the end of April, and the third one will take place indicatively in September.

ATTENTION! Each student can attend one session only and can take only one language test.

The detailed schedule of sessions, how to conduct the tests and instructions for registering will be posted on the [CLA website](#).

10. APPLICATION FORM/ADMISSION PROCESS AT THE HOST UNIVERSITY

Once the Host Universities have received the nominations, they might contact you to give you information about the administrative process to be followed prior to your arrival.

ATTENTION! Not all Host Universities contact students directly!

Therefore, you should **find out about the Host University's admission procedures and deadlines autonomously**, verifying:

- any deadlines and procedures related to the semester you chose to start your mobility;
- the requirement to complete, prior to arrival, an application form (registration procedure).



It is also very important to remember that:

- the Host University could decide not to accept a student who fails to respect their deadlines;
- the Host University evaluates the student based on their application form and all the documents attached to it (i.e. language certificates, Learning Agreement, etc.). Therefore, the ultimate decision on the actual admission of the nominated students is on the Host University itself.

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

- University of Turin Erasmus code: **I-TORINO01**
- The University of Turin **Institutional Coordinator:**

Prof.ssa Alessandra Fiorio Pla

Direzione Innovazione e Internazionalizzazione

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 **Departmental Coordinator** is the professor who supervises the Agreement you have been awarded.

In the event that the application form of the Host University requires the indication and/or approval of the educational activities that you intend to carry out during the mobility, the level of language proficiency and/or information related to your personal academic career, this must be signed by the [Didactic Responsible for International Mobility](#) of your Degree Programme. Subsequently, if the form provides for it, the signature of the UniTo Institutional Coordinator may be requested, ONLY if the signature of the [Didactic Responsible for International Mobility](#) of your Degree Programme has already been acquired.

If the application form requires the number of ECTS you plan to obtain during your Mobility, it is recommended to indicate a number of ECTS as close as possible to the Learning Agreement you intend to submit, considering approximately:

- (max) 30 ECTS for one semester's mobilities;
- (max) 60 ECTS for one year's mobilities.

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

- Print a self-certification from your personal MyUniTo page in Italian. Any translation of the document into English or the language required by the Host University is the student's responsibility.
- Go to your Student Office and ask for an official certificate in Italian or English.

11. LEARNING AGREEMENT (LA)

The Host University application form might need the Learning Agreement (study contract) to show which course activities you have chosen to attend during your Mobility (*Table A*) as well as the course activities which will need credit recognition at the end of the 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 principle upon which the compilation of the LA is based is the so-called "package recognition," namely, the substitution of one or more exams/educational activities included in your Career Plan, with one or more exams to be taken during the mobility period.

N.B.

Only if your Host University requires you to submit the Learning Agreement **before** the Online Learning Agreement (OLA) procedure is activated on your MyUnito, you can use the editable Learning Agreement template uploaded in the “*Modulistica*” section (paperwork) of the [Istruzioni per studenti Unito \(outgoing\)](#) page. After that, once the OLA procedure is activated, you will still need to complete your OLA and get it approved via such procedure.

On the contrary, if you do not need to submit the Learning in a short time, you will need to wait for the online procedure to open on MyUnito to complete it. For instructions on how to use the online procedure, you may refer to the [OLA Vademecum](#).

Before the submission of your LA – “Before the mobility” section:



- check with UniTo about any restrictions and/or specific provisions regarding your Degree Programme/CdS – *Corso di Studi* (see your CdS regulations and contact your [Didactic Responsible for International Mobility](#) and/or the Host University;
- should you be awarded a grant in a different disciplinary area from the one you are not enrolled in and/or at a different study level (UG/PG) than the one resulting at UniTo at the time of your departure, we suggest you ask the Host University about its available courses for your Degree Programme and if there are any restrictions;
- should you decide to carry out an **internship** or a **thesis research** during your Mobility that involves the recognition of CFUs in your career at UniTo, you must:
 1. before the mobility, make sure to obtain the host university's approval to recognize and/or carry out such activities;
 2. in case of conducting a thesis research, stick to the didactic constraints stipulated by the Host University.
- read the [Guidelines for recognising study activities abroad](#).

For the correct completion of the **LA – “Before Mobility” Section of the LA**, please note that:

- ❖ **Table A:** in English or another foreign language, add the educational activities (exams, internship and/or thesis research) that you intend to carry out during the mobility at the Host University and the corresponding ECTS (European Credit Transfer System) credits. In case the educational activities at the Host University are listed with its local credits, the equivalent ECTS credits should be verified with the Host University;
- ❖ **Table B:** add the names of the educational activities provided for in your Career Plan at the University of Turin which you will request the recognition for at the end of the mobility (**N.B.** for credits to be included in the LA as research activities for thesis, please contact the professor in charge of your Degree Programme, namely the [Didactic Responsible for International Mobility](#)).

Any changes to the Learning Agreement can be made once you have arrived at the Host University, within the first 5 weeks from the beginning of each semester.

The LA must be approved by the [Didactic Responsible for International Mobility](#) of your Degree Programme at UniTo and by the Host University. Please refer to the [OLA Vademecum](#) to know how to get approval from the Host University.

Unless there are specific deadlines dictated by your Degree Programme at UniTo or by the Host University, the LA does not have to be completed and/or approved by a set date. **However, this MUST be approved by both UniTo and the Host University AT LEAST 15 DAYS PRIOR TO DEPARTURE.**

12. ACCOMMODATION

You must find your own accommodation, each destination and Host University provide different housing solutions. Sometimes the Host University offers its support, and in this regard, it is recommended to check as soon as possible whether the Host University has accommodation and/or beds available at campuses or student halls of residence, for which it might be necessary to fill out an "accommodation form" according to specific deadlines.

13. ERASMUS+ SCHOLARSHIP AWARD STATEMENT



The Erasmus+ scholarship award statement will be sent to the institutional email address of the winners of the first and second rankings.

This will summarize the terms of the mobility (destination, ISCED area, duration of mobility) and can be used for any scholarships, grants, residence permit, accommodation form, etc.

14. INSURANCE COVERAGE

The students of the University of Turin who carry out periods of international mobility maintain throughout the whole period of the mobility stay the same insurance coverage they enjoy in Italy with regard to **accidents and damages to third parties (RCT)**. Any additional coverage to protect the students outside the academic activity related to the Erasmus+ mobility for studies must be drawn up with private insurance companies directly by the students.

We point out that these insurance policies are not health insurances.

In the EU countries (or in Iceland, Liechtenstein, Norway and Switzerland), citizens of the European Community need the European Health Insurance Card (EHIC) and can access the national health care system. Whether the health care system is free of charge depends on how the service is provided in the country of destination (for more information: https://european-union.europa.eu/live-work-study/living-eu_en).

Those with non-EU citizenship should check with their local health authority (ASL) for any other procedure to be completed regarding health coverage. Whereas, for mobilities to Partner countries, it is mandatory to draw up a specific health insurance.

Students can download the UniTo insurance policy from the University website www.unito.it at: Home - Ateneo – Salute e Sicurezza – [Assicurazioni](#). Students can give their Host University a copy, if necessary.

15. GLOSSARY

- **Programme Countries:** European Union Member States; European Economic Area Countries (Iceland, Liechtenstein, Norway); EU candidate countries (Turkey, Serbia and the Republic of North Macedonia).
- **Partner Countries:** All countries in the world that do not belong to the group of Programme Countries. **ATTENTION:** The United Kingdom and Switzerland belongs to this group!