



# Erasmus+



UNIVERSITÀ  
DI TORINO

## ERASMUS+ FOR STUDIES PROGRAMME A.Y. 2024/2025 USEFUL INFORMATION FOR OUTGOING ERASMUS+ STUDENTS END OF MOBILITY PROCEDURE

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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.**

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The following information helps with **administrative duties at the end of your Erasmus+ mobility for studies a.y. 2024/2025**. It is intended for **those who have won the Erasmus+ Call for studies 2024/2025**, including those enrolled in doctoral and master's courses and/or in specific projects such as the Double Degree mobility.

We generally recommend you to:

- read **CAREFULLY** the procedure for outgoing students on the UniTo webpage [Istruzioni per studenti UniTo \(outgoing\)](#);
- regularly check your institutional email account for any update.

## 1. HOW TO CLOSE YOUR ERASMUS+ MOBILITY

Within the first month of your return to Italy you must take care of the administrative and didactic closure of your Erasmus+ mobility by handing in the related documentation to the International Mobility Office-Sezione Mobilità Internazionale ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)). If your Host University requires more time to send you the necessary documents (i.e.: Transcript of Records), then you can hand them over by email to our office as soon as they send them to you.

### PLEASE NOTE! – art. 4 of the Grant Agreement

- ✓ It won't be possible to make any change to the documents submitted after the administrative closure of your Erasmus+ file (art. 4.2);
- ✓ For the mobilities that will **end after September 15<sup>th</sup> 2025**, the student will still have to **send the final documentation** to the International Mobility Office **by the final date of October 15<sup>th</sup>, 2025** (art. 4.3);
- ✓ The “**Declaration of mobility**” e the “**Learning Agreement for Studies**”, in the last useful version approved by the University of Turin before the end of the mobility, must be submitted to the International Mobility Office **by October 15<sup>th</sup>, 2025**. **Otherwise, the mobility will be cancelled and it will be necessary to return the full amount disbursed** (Art. 4.4 of the Contract);
- ✓ All the documentation referred to in art. 4.1 must, in any case, be submitted to the International Mobility Office **no later than March 31<sup>st</sup> 2026**, under penalty of full refund of the amount related to PART B that may have been disbursed. Furthermore, after this date, the International Mobility Office will consider the file closed as by official rule and will not proceed to the recognition of the activities carried out abroad as part of Erasmus+ mobility (art. 4.5).

List of the required documents:

- A. Mobility Declaration (\*)
- B. Learning Agreement (LA) (\*)
- C. Summary (*Riepilogo*) of your Learning Agreement
- D. Transcript of Records/After the mobility (ToR)
- E. Certificate of thesis research and/or internship (if you carried out those activities) (\*)
- F. Form for the recognition of educational activities-*Modulo riconoscimento crediti 2023-2024* (DR)
- G. Career Plan – *Piano Carriera* (PC)
- H. **Green Travel** supporting documents, if applicable.  
(submit them via Gform-more details on p. 3) (\*)

(\*) Documents to be submitted by PhD STUDENTS. **N.B.** For PhD students the Erasmus+ file won't be sent to the Department of reference.

A. Mobility Declaration: signed and, if possible, stamped by the Host University.



We ask you to **check very carefully that the dates certified on the document by your Host University are correct**. We remind you that the recalculation of your Erasmus+ grant will be made based on the actual dates of mobility written on this document. **PLEASE NOTE: Once you sent it to our Office, it won't be possible to modify the dates certified in it.**

**N.B.** The “**Dichiarazione di Mobilità**” form can be downloaded from the UniTo webpage “[Istruzioni per studenti UniTo \(outgoing\)](#)” > *Istruzioni a.a. 2024-2025 > Modulistica*. This form can be filled in by the Host University at the end of your mobility. It is not compulsory to use the UniTo form; if your Host University provides you with another one, we will accept it as long as it contains all the information requested by the UniTo form.

- B. Learning Agreement** in its **final version**, filled in through the UniTo online procedure, and signed in all its sections ("Before the Mobility" and "During the Mobility", if filled in) by both the Italian supervisor and the Host University's.

### ATTENTION!



- You **CANNOT** sign the Learning Agreement after the end of your mobility. Please make sure that your Learning Agreement is signed by both Universities before your mobility ends;
- If at the end of the mobility your Learning Agreement is not compliant with the guidelines, this may result in the failed recognition of the educational activities carried out during your Erasmus+, as well as the loss of all the protections related to the Erasmus+ student status.

- C. Summary (*Riepilogo*) of your Learning Agreement**, you can download it from your MyUniTo page.
- D. Transcript of Records/After Mobility** (certificate of exams passed at the Host University). If the Host university does not use the ECTS system for the credits and grades of the courses taken during the mobility, it is advisable to ask them for a conversion table of the local grades and credits into the ECTS system.
- E.** If you carried out **thesis research and/or an internship**, this must be **certified by the Host University** on unstamped and signed paper. This certificate must be **forwarded or sent directly** to [internationalexchange@unito.it](mailto:internationalexchange@unito.it) by the Host University. The document must indicate the **number of hours** worked, a **brief description** of the activities and **the total number of credits obtained (ECTS)**. However, if the thesis/internship activity is certified on the ToR, it is not necessary to ask for further certificates, unless the Department you belong to requires otherwise.
- F. Form for the recognition of educational activities:** you can find it on the UniTo webpage “[Istruzioni per studenti UniTo \(outgoing\)](#)” > *Istruzioni a.aa 2024-2025 > Modulistica*. It must be filled in electronically and sent by email in **odt. or .doc format (no PDF)** to the Sezione Mobilità Internazionale ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)). On this document you must write the academic activities carried out during your mobility, including the ECTS acquired, and the corresponding academic UniTo activities you are asking the recognition for. **The association of exams must be written clearly. N.B.** You can only ask for the recognition of those exams/activities that you passed and that are attested by the ToR and/or by the above-mentioned Certificates. All these exams/activities must have been previously agreed and therefore included in your LA.



**ATTENTION!** In the above-mentioned form, the last three blue columns of the table (*Voto/Grade*, *Integrazione/Integration* and *\*ERSTU/RIC BIN*) **should not be filled in**, whereas 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.

G. UniTo **Career Plan** that you can download in .pdf from your MyUnito.

H. **Green travel supporting documents:** if you opted to travel by using sustainable means of transport (e.g. train, car sharing, bus, etc.) to reach your Erasmus+ destination and/or come back to Italy, you can send a request for an additional grant. In order to get it (if due), it is necessary to send the evidence (e.g. tickets, etc.) of costs incurred for the ecological trip by filling in the following Google Form.

To fill in the "Form Travel Green – Erasmus+ per Studio a.a. 24/25" you have to:

- Use a PC, avoiding tablets or smartphones;
- Use Google Chrome as browser;
- Log into your MyUniTo and open your institutional e-mail account;
- Open a new tab and click on the following link: <https://forms.gle/Swufu3boVw1h8aZCA>

**N.B.:**



1. **Green Travel supporting documents sent by email WILL NOT be taken into consideration;**
2. with the only exception of the certified start and end dates of mobility, **travel days must not be included in the Mobility Declaration** issued by the Host Institution. If this happens, it would result in the **total ineligibility** of the grant application.



**ATTENTION!**

The Green Travel Form:

- can be submitted only by those who were awarded with an Erasmus+ mobility for studies a.y. 24/25;
- has to be used in order to request the "Top UP Travel Green" grant or the "Travel Grant Green";
- **It is not possible to modify your submission;**
- **must be submitted at the end of your mobility (and in any case NO LATER THAN the 35<sup>th</sup> day after the end of your mobility certified by the Mobility Declaration, end date included).**

**Example:**

- ✓ **15/06/2025:** end date certified in the Mobility Declaration;
- ✓ **19/07/2025:** 35<sup>th</sup> day after the end of your mobility, end date included (calculation made on the basis of the official mobility period calculator published on page [Istruzioni per studenti UniTo \(outgoing\)](#));
- ✓ **15/06/2025-19/07/2025 (both included):** period by which you have to submit the receipts. **If this doesn't happen, it would result in the total ineligibility of the grant application.**



The conformity of these documents will be evaluated:

- in accordance with the **Green Mobility Guidelines** ([Linee Guida per la mobilità Green](#));
- when the amount of the Erasmus+ scholarship actually due will be calculated, taking into account the duration of the mobility undertaken and in CFUs obtained abroad and recognised in your academic career.

The grant can cover only the “green travel” expenses paid in order to reach the Erasmus+ destination at the beginning of your mobility and Italy at the end of it, **within 30 calendar days** from the start and end dates of your Erasmus+, as certified by the **Mobility Declaration** (*Dichiarazione di Mobilità*). “Green Travel” expenses related to occasional travels will not be considered (i.e. Christmas, Easter, weekends...).

The Sezione Mobilità Internazionale Office may request by email additions to the documentation sent ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)).

We 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. HOW TO SEND THE REQUIRED DOCUMENTS

The documents listed in **point n° 1** must be sent to the following email address [internationalexchange@unito.it](mailto:internationalexchange@unito.it).

**In order to simplify the procedure, it is recommended to send the **complete** documentation attaching it in a single email. Therefore, it is not necessary to anticipate any document if the documentation is not complete yet.** In case of graduation, it is necessary to specify the urgency in the email and in its subject line.

Please note that sending by e-mail the documentation related to the mobility is considered as a self-declaration by the sender on the truthfulness and originality of what has been sent.

In this regard, the Sezione Mobilità Internazionale reserves the right to carry out checks in order to verify the originality of the following documents delivered by the beneficiaries:

- Mobility Declaration;
- Transcript of records;
- Certificate of thesis research and/or internship.

If these documents:

- are sent by email from the Host University, it is necessary to keep the email they were attached to;
- have been downloaded from any of the Host University platforms, it will be necessary to keep the download instructions provided by the latter;
- have been delivered in paper format, it will be necessary to keep the originals.

### 3. EXAM RECOGNITION

After the Sezione Mobilità Internazionale has received **all** the mobility documentation, the administrative procedure for the closure of the Erasmus+ study period has been completed. After that, they will send the documents related to the academic activities to the competent offices in order for them initiate the process of credit recognition.

Following the administrative and didactic checks, the International Mobility Office will proceed to pay the balance (second payment) **if due**.

The checks will focus on:

- comparison between the planned mobility period (previously paid) and the actual mobility period, certified by the Mobility declaration;
- number of CFUs registered in your career as credits for International Mobility and acquired during your Erasmus+ experience (from the Receiving Country or in the frame of a Blended mobility) on the basis of the total number of months of mobility. The result will be rounded down.

**NB:** This check is carried out only for students who benefit from the supplementary contribution (PART B).

The balance – if due – will be paid according to the instructions and timelines communicated by the International Mobility Office. It will be the result of the possible **compensation** between the different parts of the scholarship.

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 fully signed.

### 4. SIMULATOR TOOL OF THE ERASMUS+ FOR STUDIES SCHOLARSHIP A.Y. 2024/2025

Before you come back to Italy and send us the documents to initiate the closure procedure of your mobility, you can use the "*Simulatore borsa Erasmus+ studio a.a. 2024-2025*" (Simulator of the Erasmus+ for studies scholarship a.y. 2024/2025). This useful tool gives you an idea of the final, actual grant due of your Erasmus+ scholarship. You can find it on the [Istruzioni per studenti UniTo \(outgoing\)](#) webpage.

However, pay the utmost attention to the following points:

- 1- This simulator is a **reference tool**. **The calculation of the actual Erasmus+ grant due will ultimately be carried out by the International Mobility Office**. Use it carefully;
- 2- You'll enter the data yourself. **Tip:** when selecting the information, pay close attention to get an idea of the final grant due. For further information on the grant, please read **the Grant Agreement (Articles 5 and 6) and/or the Erasmus+ Call for studies a.y. 24/25 Article 7)** first;
- 3- The final calculation made by the simulator **DOES NOT INCLUDE** the amounts of the following grants (**IF DUE**): Travel Grant, Top Up Travel Green;
- 4- **Please note:** for the purpose of calculating the actual period of your Erasmus+ mobility, only the dates certified by the host university on the Mobility Declaration will be taken into account;
- 5- **Please note:** only the Erasmus+ stay period carried out in-person will be paid. The simulator **does not** consider virtual mobility intervals;
- 6- Take into account the amount of the Erasmus+ scholarship that you have already got in order to calculate the balance (if due) or the amount you'll have to return at the end of your mobility:



## EXAMPLES:

- ! You got € 1.200 as first payment of your Erasmus+ grant. The simulator tells you that the total amount of the scholarship is € 1.500. You have a **positive balance** (you'll get more money) of € 300,00 ( $€ 1.500 - 1.200 = € 300$ ).
- ! You got € 1.200 as first payment of your Erasmus+ grant. The simulator tells you that the total amount of the scholarship is € 1.100. You have a **negative balance** (you'll have to return money) of € 100,00 ( $€ 1.100 - 1.200 = € -100$ ).

## 5. POSSIBLE BALANCE OR REFUND OF ERASMUS SCHOLARSHIP (PART A AND/OR PART B)

At the end of the recognition of the academic activities carried out abroad, in order to calculate the final, actual amount of the Erasmus+ scholarship due, the International Mobility Office will verify:

- ! the actual duration of the mobility period;
- ! the number of CFUs registered in the student's career obtained and recognised during the international mobility.

**IF due**, the balance of the Erasmus+ grant, and/or the **Top Up Travel Green grant** and/or the contribution related to the extension Erasmus+ period, may be paid:

- by the end of April 2025;
- by the end of July 2025;
- by the end of October 2025;
- by the end of December 2025.

*Additional payment windows are provided in the following months for late mobility closures.*

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



## ATTENTION!

If you do not return the amount of the grant you were not eligible for within the deadlines communicated by the office, **your academic career will be BLOCKED.**