



ERASMUS+ FOR STUDIES PROGRAMME A.Y. 2024/2025 USEFUL 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.**

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1. ARRIVAL AT THE HOST UNIVERSITY

Once your mobility has started:

- you **MUST** have your **Learning Agreement approved by both Universities** (Sending and Receiving Institution). If you have already started your mobility and you do not have a Learning Agreement signed **due to extraordinary and exceptional conditions** that you have already reported to internationalexchange@unito.it, you **MUST** get it approved as soon as possible (for further information, please read the [Vademecum online Learning Agreement](#));
- you have to check with your Host University the criteria they use to fill in the Mobility Declaration- *Dichiarazione di mobilità* (which dates will be certified as the actual beginning and ending of your mobility?). **Please note that the duration of the semester abroad may not correspond to the duration of the Agreement you were awarded.** **N.B.** The final calculation of the grant will be made solely on the basis of the dates written on the Mobility Declaration.

For example:

- Number of months under the Bilateral Agreement: 6 months;
- Grant you received on the basis of the dates communicated via the MyUniTo procedure: 6 months;
- Duration of the academic semester **certified in the Mobility Declaration**: 5 months.

In this case, you will be asked to return 1 monthly instalment of the grant because of the difference between the scholarship received (6 months) and the period certified by the Mobility Declaration (5 months).

2. CHANGES TO THE LEARNING AGREEMENT

After you started your Erasmus+ Mobility, in case you need to make some changes to the study plan previously approved, **you have to change your Learning Agreement**. This procedure has to be carried out:

- **within 5 weeks from the beginning of each semester**;
- **as soon as possible** if the changes to the Learning Agreement are due to an extension of your mobility stay (see Section 3 – [How to request an extension of your Erasmus+ stay](#)).

In order to make these changes, you should use the **UniTo online procedure** to submit a "**New Learning Agreement**". The procedure is similar to the one you previously followed and it allows you to delete and/or add coursework from/to the latest Learning Agreement approved.

- ! Before making any change to your Learning Agreement, you must make sure that both UniTo and the Host University have approved your "Learning Agreement – Before the Mobility".
- ! Students **should limit** the use of the "Change Learning Agreement" procedure, by agreeing the overall list of changes required at the beginning of each semester and therefore making only one "Change" per semester.
- ! Make sure that the coursework included in your Learning Agreement is already part of your UniTo Study Plan (*Piano Carriera*).

PLEASE NOTE:

During the mobility abroad it is **NOT** possible to:

- take exams at the University of Turin (both in-person and online mode);
- register exams and activities at the University of Turin (both in-person and online mode);
- complete your course of study (graduate) at the University of Turin while on Erasmus+.



Only during the virtual programme in the frame of a blended mobility you:

- can take/register exams at the University of Turin (both in-person and online mode);
- however **you still cannot** complete your course of study (graduate) at the University of Turin while on Erasmus+.

3. HOW TO REQUEST AN EXTENSION OF YOUR ERASMUS+ STAY

Any extension to your Mobility stay must be agreed and authorised **by both the Host University and [the International Mobility Coordinator of your Course of Study](#)**. The authorization must be obtained **30 days before the end of the mobility stay** covered by the Bilateral Agreement or **in any case before the hypothetical end of your mobility**.

In order to complete the procedure to request an extension of your Erasmus+ mobility stay you need to:

- check the **official Erasmus+ National Agency's calculator** in order to calculate correctly the number of days of your mobility. You will find it on the UniTo website, by clicking [here](#));
- **take into consideration the duration of the Bilateral Agreement** you have been awarded and **NOT the dates you previously communicated via the MyUniTo procedure**.
N.B. There's no need to ask for an extension if the mobility ends within the deadline of the Bilateral Agreement you were awarded;
- fill in and send by email to Sezione Mobilità Internazionale (internationalexchange@unito.it) the form "**Richiesta di proroga**" ("Extension of mobility request" form). You will find it on the UniTo website page [Istruzioni per student UniTo \(outgoing\)](#).

The "**Extension of mobility request**" form has to be sent to the Sezione Mobilità Internazionale **before the end of your mobility period initially established by the Agreement** and it must:

- ✓ already be **complete with the signatures** of the reference professors/responsible offices of both UniTo and the Host University.
N.B.
 - As far as UniTo is concerned, the person responsible for the approval is [the International Mobility Coordinator of your Course of Study](#), namely the professor who signs your Learning Agreement;
 - If the Host University is **not** willing to accept the extension, **you will not be authorized to carry it out**.
- ✓ **display the dates of signature**. These dates must be obtained **no later than 30 days before the end of your Erasmus+ mobility established by the Agreement** or in any case before the hypothetical end of your mobility. **N.B.** In case of delays attested in the dates of signature, the extension will not be authorized.
- ✓ **display clearly how the extended period will be carried out: virtually** from Italy (*blended mobility*) or **in-person** from the Country where your Host University is.

PLEASE NOTE:

- ! The extension of your stay can be requested for **up to the maximum number of months dictated by your study cycle**, taking also into account all the Erasmus+ mobilities (Erasmus+ for studies and Traineeship) carried out within the same study cycle (see Art. 2 of the [Erasmus+ Mobility Call for Studies a.y. 24/25](#));
- ! Even in the case of authorized extension, your Erasmus+ mobility for studies **must end by September 30th, 2025** and **it must be carried out continuously**;



- ! If funds are available, the financial coverage for the extended period is guaranteed for:
 - ✓ Extended periods carried out **in-person** from your Host Country;
 - ✓ Mobility periods that have been authorized in conformity with the rules previously mentioned (e.g. extensions requested for a period that would go beyond the duration of the Agreement);
- ! If funds are available, the extension of your stay period will only be paid after all the closure procedures of your Erasmus+ mobility are completed. The calculation will be made on the basis of the actual duration of the mobility undertaken and, if you benefit from the supplementary contribution, the CFUs obtained abroad and recognized in your academic career.

3.1 HOW TO FILL IN THE EXTENSION OF MOBILITY REQUEST FORM

Example:

Bilateral Agreement of your Mobility: 150 days/5 months

Beginning of your mobility: 01/09/2024 (September 1st)

N.B. If on the MyUniTo page you inserted the following planned dates **01/09/2024 – 31/12/2024 (120 days/4 months)**, but the Bilateral Agreement includes up to **150 days/5 months**, **your mobility will officially end on 31/01/2025**, because you must take into consideration the total number of months covered by the **Bilateral Agreement**. The extended period will start from the 151st day after the beginning of your mobility (01/02/2025).

Therefore, if:

- ! You stay on Erasmus+ **until 31/01/2025**, you **don't** need to submit an extension request. In this scenario, your Erasmus+ scholarship will be recalculated at the end of your mobility and you will be paid the difference (if due) on the basis of the duration covered by your Bilateral Agreement.
- ! You plan to stay on Erasmus+ **beyond 31/01/2025**, you **must** ask for an extension of your mobility period. So, assuming that you are now planning to stay on Erasmus+ until 15/06/2025, you should consider the following dates:
 - **01/09/2024 - 31/01/2025 = 150 days covered** by the Agreement;
 - The extension of your mobility will start on **01/02/2025** (151st day of mobility);
 - **01/02/2025 - 15/06/2025 = 135 days of extension of your stay requested.**

4. MOBILITY DECLARATION (*Dichiarazione di mobilità*)

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. **This form must state clearly the period of in-person Mobility CARRIED OUT ABROAD and, if necessary, the online period CARRIED OUT IN ITALY.**

You can download the "Mobility Declaration" form from UniTo website on this page "[Istruzioni per studenti UniTo \(outgoing\)](#)" which will have to be filled in and approved by the Host University at the end of your Mobility. You can also use the form recommended by the Host University, **as long as it provides CLEARLY the same information as the UniTo form.**

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 date of issue of the “Mobility declaration” form must **be the same as or after** the date certified as the end of your Erasmus+ stay, or the document will not be valid. **If the document is signed earlier, the date of signature will be considered as the actual end date of your mobility.**

In addition to that, **you must not send your the Mobility Declaration before the certified mobility end date** (Example: mobility period from 04/09/2024 to 03/02/2025. A Mobility Declaration sent to our email address on 02/02/2025 WON'T be considered valid).

We remind you that, according to the Erasmus+ mobility Programme, **your Erasmus+ stay must last a minimum of 2 months (60 days).**

PLEASE NOTE:

According to the new Erasmus+ mobility programme, **ONLY** in-person mobility periods will be funded, therefore in case of:

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

5. END OF MOBILITY DOCUMENTS CHECK

Before you come back 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 "Useful information a.y. 2024-2025 - End of mobility" which will be published here [Instructions for students UniTo \(outgoing\)](#)):

- **Mobility Declaration**: signed and, if possible, stamped by the Host University. **PLEASE NOTE!** The Mobility Declaration serves as **self-declaration**. Therefore, before sending us these documents, **CHECK WELL** the dates written in it.
- **Learning Agreement (LA) including any *Changes to the original Learning Agreement*** in its **final version**, which must be **approved** through the [Online Learning Agreement procedure](#) by both Universities or countersigned/stamped by the Host University if your LA is not managed by the EWP platform. It is crucial to have an approved LA by both Universities before the end of your mobility, according the timelines outlined by the [vademecum online Learning Agreement](#).
- **Summary (Riepilogo) of your Learning Agreement.**
- **Transcript of Records (ToR – or the certificate of exams taken at the Host University).** Please note that many Host Universities send this document directly to our office after the end of your mobility: in this case, the timing of the delivery of the document does not depend on you. However, you are required to request by email the release of the Transcript of Records. 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 that converts the local grades and credits into the ECTS system;



- If you carried out **thesis research and/or traineeship**, you must obtain a **certificate of thesis research and/or traineeship 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). If such activities are certified by the ToR, it won't be necessary to ask for another certification.
- **Recognition of Coursework Form (DR)**: the form for 2024/2025 mobility is available on the [Istruzioni per studenti UniTo \(outgoing\)](#) page;
- **Piano Carriera - Career plan (PC)**, in pdf format, that you can download from your MyUniTo.
- **Green Travel supporting documents, if applicable**. You'll have to submit them via a specific Gform. Link and instructions available on the *End of mobility procedure (Useful information a.y. 2024-2025 - End of mobility)* on the [Istruzioni per studenti UniTo \(outgoing\)](#) page. **PLEASE NOTE**: Remember to keep all the travel tickets!

As per art. 4.2 of the Grant Agreement, we remind you that the transmission of the documents related to your Erasmus+ serves as a self-declaration on your part as to the actual truthfulness and originality of what you've sent.

It is your responsibility to verify that all the information on the documents that you have sent are in fact correct.

It will not be possible to make changes to the submitted documentation following the administrative closure of your mobility file.

N.B. By "administrative closure of your mobility file", we mean: sending the Erasmus+ documentation to your Department, the CFU recognition in your career and recalculation of the final grant if due (the balance might be a credit, debit or zero).

6. 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:

- 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 (Artt. 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. For further details please read again Article 5 of Grant Agreement;
- 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. As far as the days of extension, please read art. 3;
- 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 ($€ 1.100 - 1.200 = € -100$).