



## ERASMUS FOR LONG MOBILITY USEFUL INFORMATION FOR ERASMUS OUTGOING A.Y. 2022/2023 BEFORE THE 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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### FOREWARD

For information and guidance on lessons and admin issues to be completed before the start of your Erasmus long mobility for study a.y. 2022/2023 (UG, PG, PhD cycle) you should:

- read this document addressed to **all those who will start an Erasmus study long mobility during the a.y. 22/23**. Make sure you know about any changes because it may be updated regularly (make a note of the number and date of the published version);
- **keep up-to-date** with all steps of the procedure for outgoing students which are on the University portal here: [Instructions for UniTo students \(outgoing\)](#);
- read this document for information and guidance on lessons and admin issues **if your Erasmus for Studies a.y. 22/23 application was successful**;
- **check your university email regularly** for updates: all communication about Erasmus Mobility for Studies 2022/2023 will ONLY be sent to your university email account (@edu.unito.it).



## 1. ORIENTATION MEETINGS

These meetings serve to explain what admin you'll need to do before, during and after your Erasmus Mobility for Studies and help you better organise your Mobility period. You can register and download info slides from the University portal here: [Instructions for UniTo students \(outgoing\)](#);

## 2. SPECIAL COVID-19 MEASURES

Before starting your Mobility programme, you must:

- check the admission procedure and any constraints related to COVID-19 at the host university;
- find out the risks associated with international Mobility before leaving;
- check the admission procedure and any COVID-19 constraints at the Host University as well as:
  - A. how lessons and exams take place at the Host University (online or in-person);
  - B. refund conditions or vouchers should your departure be postponed or cancelled;
  - C. conditions for booking or renting on campus or private accommodation;
  - D. conditions for having your deposit returned should your departure be postponed or cancelled.

## 3. ERASMUS STUDY MOBILITY AGREEMENT



If you have won the Call for Erasmus study a.y. 2022/2023 and intend to start it, you must fill in the Erasmus Study Mobility Agreement 2022/2023 using the online procedure.

The Agreement for Erasmus Study Mobility regulates the disbursement of Erasmus contributions and allows you to supply the university with your IBAN in order to receive your contributions. The payment will be made by crediting a bank account (including "Bancoposta") **in your name or in a joint name**, in a single payment and according to the Mobility Agreement deadlines. Your IBAN code must refer to an **Italian/European Bank**.

## 4. GOOGLE MOBILITY FORM

Once you have accepted the Erasmus Study Mobility Agreement a.y. 2022/2023 you must self-certify the start date and the hypothetical end date using the Google form.

**N.B.:**

- The mobility start-date and the expected mobility end-date entered in the Gform are a fundamental part of the Erasmus financial contract for study 2022/2023, and will be used to calculate the contributions due. The timing of the payment is indicated in the Erasmus Mobility Agreement;
- It will not be possible to change the dates entered in the Gform. In this regard it is specified that the University of Turin will verify, **at the end of the mobility**, the actual duration of the period of mobility ABROAD on the basis of the Declaration of Mobility which will be issued by the University/Host Institution and will calculate the amount due, which may be a credit or debit.

In brief, in order to receive the 2022/2023 Erasmus mobility study grants, you must:

1. sign the **Erasmus Study Mobility Agreement** online (see point n°3 of this document);
2. fill in **the Google Form** above.

## **ATTENTION!**

UniTo does not require any certificate of arrival. If the host University requests it, please use the format provided by them.



**NB** On the basis of the dates indicated in the Declaration of the Mobility, at the end of the mobility will be verified the duration of your mobility and the scholarship amount could be also recalculated compared to what was initially received.

## **5. ERASMUS MOBILITY GRANTS FOR STUDY A.Y. 2022/2023**

On the basis of the provisions of Art. 7 of [the Erasmus Call for Studies 2022/2023](#), the Erasmus *Long Mobility* grants are composed of the following items:

- **ITEM A - Country Contribution**
- **ITEM B - Additional contribution for students in economically disadvantaged situations**
- **ITEM C - Additional EU contribution for students and students with special needs**

Please read art. 7 of [Erasmus mobility Call for study a.y. 22/23](#) carefully for the amounts relating to each contribution item.

## **6. TRAVEL CONTRIBUTIONS**

The University of Turin, in implementing the provisions of the Erasmus 2021-2027 programme, provides specific travel grants, not cumulative, to help with travel expenses incurred for Erasmus+ mobility.

Please read carefully art.7 of [Erasmus mobility Call for study a.y. 22/23](#) for the amounts related to each item of travel grants. These are:

### **TYPE 1: TRAVEL GRANT (no need to keep travel documents)**



A one-off grant awarded for a return trip to those who:

- are carrying out an Erasmus LONG MOBILITY in PARTNER COUNTRIES excluding mobility in the United Kingdom, Switzerland and the Faroe Islands;
- are considered, on the basis of the values defined by the Ministerial Provisions, to be economically disadvantaged and have an ISEE value for the year 2021 of between 0 and 24.335,11euros;

This grant it will be paid to the beneficiaries jointly with the first payment relating to the Erasmus scholarship.

### **TYPE 2: "GREEN" TRAVEL GRANT (documentation of travel expenses must be kept)**

A one-off grant awarded for one outward and/or return journey, following the submission of travel expense documents to the UNIT and International Mobility Section, to those who:

- undertake LONG Erasmus MOBILITY in PARTNER COUNTRIES excluding mobility in the United Kingdom, Switzerland and the Faroe Islands;
- choose to use a low-carbon means of transport to reach and/or return from their Erasmus destination;
- are considered, on the basis of the values defined by the Ministerial Provisions, to be economically disadvantaged and have an ISEE value for the year 2021 of between 0 and 24.335,11euros;

This grant will be paid at the end of the mobility by presenting the green travel documents. The amount that will be recognized it will be calculated by subtracting the amount initially received as **Travel Grant**;

### **TYPE 3: TOP UP TRAVEL GREEN (documentation of travel expenses must be kept)**

Travel contribution intended for those who travel green to their Erasmus LONG MOBILITY destination towards PARTNERS OR PROGRAMME COUNTRIES and who do NOT receive TRAVEL GRANT/TRAVEL GRANT "GREEN" contributions.

The contribution is provided for distances up to 4,000 km and consists of:



- a one-off travel contribution of EUR 50.00 (the amount does not vary according to distance);
- a daily allowance corresponding to the daily amount related to the monthly grant (i.e. ITEM A/30GG + possible ITEM B/30GG= per diem amount due). The daily allowance will be paid for each day of green travel (both outward and return) necessary to reach the destination, up to a maximum of 4 days.

The TOP-UP Travel Green amount will be recognised at the end of the mobility, when you present your documentation of expenses incurred proving the green travel and the time needed to reach the destination, and after verification by the Sezione UNITA e Mobilità Internazionale office.

## 7. MOBILITY PERIOD PLANNING



On the basis of the Erasmus+ Programme Guide the Erasmus study mobility a.y. 2022/2023

- can be started, and will be grant-funded, from 1 June 2022;
- must last at least **2 months**, i.e. **60 days**, based on Erasmus Plus programme counting methods (and subject to COVID-19 developments). Should you decide to return earlier than agreed you must have your Host University's approval;
- cannot last more than **12 months** (respecting the maximum length of courses and Art.2 of the Erasmus Study Call a.y. 2022/2023);
- must end by **30/09/2023**. **It will not be possible to start a mobility after 1 August 2023.**

## 8. TYPE OF MOBILITY

Based on the new Erasmus+ Programme Guide and in accordance with Host University programmes, you can choose between:

### Mobility abroad:

This type of mobility means your grant will cover you while studying abroad. There is no minimum ECTS required, except:

- For beneficiaries of supplementary contribution (Grant Part B);
- And must be according to the [Study Abroad Guidelines](#) and/or those of your Course.

**In the event that the host Institute provides online lessons but you are still in the foreign country, the mobility will be considered mobility abroad.**

Consequently, the participant will receive the contributions due for the entire mobility period spent in the host country.

### Blended Mobility:

Blended Mobility combines your presence abroad, with some activities online.

It must comprise these characteristics:

- the **mobility abroad** part must last a minimum of 60 days and be 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 done in **Italy** before, during or after the abroad mobility part. This is not covered by funding or taken into account when calculating the maximum Erasmus monthly payments in each cycle of studies (Art.2 Erasmus Call);
- must be worth at least **3 ECTS credits**.



If you intend to carry out a "blended" Mobility, you must fill in the Google form indicated in point 4 of this document, also specifying the start and end dates of the online mobility.

## ATTENTION!

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.

## 9. 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 Study Call a.y. 22/23. This should be done before the hosts' deadlines and the end of the selection process (ie the publishing of the first and second rankings) as per Art. 9 in the [Erasmus mobility Call for study a.y. 22/23](#).

Consequently, the Host Universities know which semester you chose when your application was accepted on My UniTo, so you should take the following points into account when choosing the semester for your Mobility experience:

- the dates of the courses that interest you at your Host University;
- your Host University semester start and end dates; (which may not coincide with the duration of the agreement you are assigned to);
- the number of months of mobility won and defined by the Bilateral Agreement of reference (e.g.: if your mobility provides for a maximum of 9 months of mobility, then an annual duration of mobility is envisaged and you must start your mobility in the first semester);
- Host University COVID-19 restrictions (especially for non-EU destinations!).

## 10. PASSPORT FOR EUROPE: ERASMUS FOR STUDIES LANGUAGE CERTIFICATES A.Y. 2022/2023

The Host University might need you to have a *language certificate* when you submit your application form.

The University of Turin and [CLA - University Language Centre](#) offer all successful Erasmus students a.y. 22/23 the opportunity to obtain a certificate free of charge which proves their skills in the foreign destination language, but this does not include specific language certificates like DELF, DELE, etc.,

You are strongly advised to obtain this certificate so you will have a clear idea of your current language level for when you start studying abroad and it is also useful to have, as a foreign university might request it.

You can take a test in one of the following languages French, English, Portuguese, Spanish and German. There are two exam sessions – one in May and one in September, **but** you can only take **one** language test and in **one** session.



Check out the detailed schedule of sessions, procedures for taking the tests and enrolment are published on the [CLA - University Language Centre website](#)

## 11. APPLYING TO HOST UNIVERSITIES

Once the Host Universities have received the successful candidates' names and contact info, they might contact you about what admin you need to complete before arriving.

### **N.B.**

Not all Host Universities contact candidates directly, so you should **find out about the Host University's admission procedures and deadlines**, including:

- any deadlines relating to you notifying Host University of your chosen semester;
- an obligation for you to fill in an application form before your arrival.

### **It is very important to remember:**

- Host Universities could decide not to accept a student who fails to respect their deadlines;
- Host Universities evaluate the student based on their application form and all documents attached to it i.e. language certificates, Learning Agreement, etc.

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

- University of Turin Erasmus code: **IT-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](mailto:internationalexchange@unito.it)*
- The **Department Coordinator** is the successful candidate's reference professor and named as the "Italian reference" on the Agreement. See here: "[Current Mobility a.y. 2022/2023](#)".

The [Responsabile Didattico per la mobilità internazionale](#) related to your course of study must sign the Host University application form if approval is required concerning courses that the student intends to do during Mobility ie their language level and/or other information relevant to the student's career path.

The UniTo Institutional Coordinator might also have to sign the application form, but **ONLY** if the student's [Responsabile Didattico per la mobilità internazionale](#) has already signed it.

If the application form requires the number of ECTS credits you have to obtain during your Mobility, then you should put as many ECTS as possible which correspond to the Learning Agreement, ie:

- 30 ECTS Mobility for one semester;
- 60 ECTS Mobility for one year.

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





1. Print a self-certification from your personal MyUniTo page in Italian or have it translated into English or another language if the Host University requires it.
2. Go to your Student office and ask for an official certificate in Italian or English. Remember that you will need to pay stamp duty as the University is obliged by law to charge for issuing certificates.

## 12. LEARNING AGREEMENT (L.A.)

The Host University application form might need the Learning Agreement (study contract) to show which course activities you have chosen to do during your Mobility (*Table A*) as well as the course activities which will need credit recognition at the end of 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 new Erasmus programme provisions focuses on **green and environmental sustainability**, so the **Learning Agreement must be completed via UniTo online platform**. For more information, read the "Online Vademecum Learning Agreement-UniTo", published on the webpage [Instructions for UniTo students \(outgoing\)](#)"

**N.B.** In order to recognize the teaching activities carried out during your Erasmus mobility, only the Learning Agreement filled in and approved using the **UniTo online platform** will be considered.

The Host University application form might need the Learning Agreement (study contract) to show which course activities you have chosen to do during your Mobility (*Table A*) as well as the course activities which will need credit recognition at the end of Mobility (*Table B*).

**When preparing the L.A., you should remember the principle of recognising one or more exams taken during Mobility which replace one or more exams/course activities from your profile.**

**Read the "Before Mobility" Section before completing the L.A.**

- check with UniTo about any restrictions and/or specific provisions regarding your Degree Programme (see your Degree Course regulations and contact your [Responsabile Didattico per la mobilità internazionale](#)) and/or the Host University;
- should you be awarded a grant in a disciplinary area which you had not applied for and/or at a different study level (UG/PG) on the date you are scheduled to leave the University of Turin, you should ask the Host University about its available courses and if there are any restrictions;
- should you decide to do an internship or thesis research during your Mobility which would be worth credits, you will have to obtain the Host University's approval, before departure;
- see [Guidelines for recognising studies abroad](#).

**Read the "Before Mobility" Section before completing the L.A.**

- **Table A:**  
In English or another language, add course activities (exams, internships and/or thesis research) that you intend signing up for during your Mobility and the corresponding ECTS credits (European Credit Transfer System). If the Host University's course activities are shown in local credits, you should check the equivalent ECTS credits with the Host University;
- **Table B:**  
add course activity names in accordance with individual and University of Turin study plans which you will then put forward for recognition at the end of Mobility (N.B. contact the lecturer



Responsabile Didattico per la mobilità internazionale) for credits to be included as thesis research in the L.A.

**Any changes to the Learning Agreement can be made once you have arrived at the Host University, via the appropriate section "*During Mobility*" on the L.A. form.**

The L.A. will have to be approved, i.e. **signed**, by your Responsabile Didattico per la mobilità internazionale del corso di studi at UniTo and the Host University. All digital signature formats are accepted. Once UniTo's L.A. procedure online has been initiated, it can only be signed online. The L.A. does not have to be completed and/or approved by a certain date, unless of course your UniTo or Host University Degree Programmes have specific deadlines.

**However, both UniTo and the Host University MUST approve it AT LEAST TWO WEEKS BEFORE DEPARTURE.**

### 13. ACCOMMODATION

You must find your own accommodation, although each local and Host University provides different housing solutions, sometimes, offering support to students. The University of Turin however will not be able to provide this information. So, you are advised to find out if Host University accommodation is available on campus or in student halls, and fill in the accommodation form being careful to meet any deadlines.

**Given the constantly evolving COVID-19 situation, you are strongly advised to find out about accommodation booking conditions in residences, renting an apartment as well as any conditions concerning refunding the deposit should your departure be delayed/cancelled.**

### 14. GRANT WINNER AWARD STATEMENT

The grant winner award statement for the first rankings was sent to students' university email addresses in April 2022. Once the second rankings are defined the grant winner award statement will also be sent to those shortlisted or reselected through the second rankings. It summarises the Mobility terms (destination, ISCED area, duration) and it can be used for scholarships, contributions, residence permits, accommodation forms, etc.

### 15. INSURANCE COVER

University of Turin students doing international Mobility enjoy the same insurance coverage as those in Italy regarding accidents and third-party damage although you must take out private insurance for any additional coverage beyond University interests during your Erasmus for Studies Mobility programme.

**UniTo recommends students carefully check the destination country's COVID-19 situation.**

**Students can download the insurance policy** from the University portal [www.unito.it](http://www.unito.it) at: *Home - University and Work - Protection, safety and health* – [Insurance](#) Students can give their Host University a copy, if necessary.

### 16. 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).





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**Partner Countries:** All countries in the world that do not belong to the group of Programme Countries. ATTENTION: United Kingdom and Switzerland are included in this group!

**Long Mobility:** Minimum duration 2 months (60 days), maximum duration 12 months (360 days). Can be taken at Partner Universities in Programme Countries and Partner Countries.

**Green Travel:** "Green" travel is defined as travel with a low level of CO2 emissions (all means except air).

**ISEE:** The ISEE submitted to the University for student contribution for the academic year 2021/2022 will be considered for the disbursement of supplementary contributions. Those who have not presented their ISEE to the University for the academic year 2021/2022 and are the winners of Erasmus study mobility may receive the grant on the basis of which host country it is (Item A) but will not receive the supplementary contributions (Item B).

The only exceptions are:

- EXCEPTION 1: associated students,
- EXCEPTION 2: students exempted from paying tuition fees on the basis of Article 3.3 and Article 15 of the 2021/2022 Academic Year Fees and Contributions Regulations,
- EXCEPTION 3: recipients of EDISU scholarships for the academic year 2021/2022.

Only those who fall into the categories indicated in EXCEPTIONS no. 2 OR no. 3 have been able to send to the Sezione UNITA e Mobilità Internazionale office a copy of their ISEE/ISEE parity for the year 2022 by 31 May 2022 (regardless of the outcome of the rankings). For further clarifications please read carefully art. 7.4 of the [Erasmus mobility Call for study a.y. 22/23](#).