

ERASMUS STUDY PROGRAMME A.Y. 2022/2023

USEFUL INFORMATION ERASMUS STUDENTS (OUTGOING)

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 Erasmus+ Study mobility** a.y. 2022/2023. It is intended for those who have won the Erasmus+ call for proposals for academic studies 2022/2023, including those enrolled in doctoral and master's courses and/or on specific projects such as double degree mobility.

We generally recommend you to:

- CAREFULLY read the procedure for outgoing students on the page ["Instructions for outgoing UniTO students"](#) on the University website;
- periodically check your institutional email account for updates.

1. CLOSING THE ERASMUS PERIOD

Within the first month of your return to Italy you must close your mobility administration and have your study activities abroad recognised by handing in the documentation relating to your mobility to the Sezione UNITA e Mobilità Internazionale (internationalexchange@unito.it). If your Host University should take more time to send you the necessary documents (i.e.: Transcript of Records), you are required to send them to the Sezione UNITA e Mobilità Internazionale as soon as you receive them.

List of the required documents:

- A. Declaration of Mobility
- B. Learning Agreement
- C. Transcript of Records/After the mobility
- D. Certificate of thesis research and/or an internship (if applicable)
- E. Form for the recognition of educational activities
- F. Career Plan
- G. **Green Travel** supporting documents if applicable (send it by Gform-more details in page n°2)

- A. **Declaration of Mobility** signed and if possible stamped by the Host university (or sent by email directly from the same to UniTo).
- a. **N.B.** Please use the **Dichiarazione di Mobilità form** which can be downloaded from the UniTo page "[Instructions for UniTO \(outgoing\) students](#)", section *Modulistica*, dedicated to outgoing students 2022/23. If the document has been sent by the Host university as an attachment to an email, please **forward** it to internationalexchange@unito.it;
- B. **Learning Agreement** in its final version, filled in through the UniTo online procedure, and signed and stamped in all its sections ("Before the Mobility" and possibly "During the Mobility", if filled in) by the Italian supervisor and by the host university. Refer to the [Vademecum](#) for more information. **ATTENTION!** You CANNOT sign the Learning Agreement after the end of your mobility! Please make sure you have a Learning Agreement signed by both the Universities before your mobility ends.
- C. **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 in the mobility, it is advisable to ask the Host university for a conversion table of the local grades and credits into the ECTS system. If the documents have been sent by the Host university as an attachment to an email, please **forward** it to internationalexchange@unito.it;
- D. If the student did **thesis research and/or an internship**, this must be **certified** on unstamped signed paper **forwarded or sent directly** to internationalexchange@unito.it. The document must indicate the **number of hours** worked, a **brief description** of the activities and the **total number of credits obtained (ECTS)**;
- E. **Form for the recognition of educational activities**, published on the UniTo portal in the section *Modulistica* of "[Instructions for UniTO \(outgoing\) students](#)" for outgoing students 2022/23. It must **be filled in electronically** and sent by email in **odt. or .doc format (no PDF)** to the Sezione UNITA e Mobilità Internazionale (internationalexchange@unito.it). The document must indicate the didactic activities carried out during the mobility, complete with ECTS, and the corresponding didactic activities for which recognition in the UniTO career is requested.
- a. **ATTENTION!** In this last table, the last three blue columns concerning "Grade", "Integration" and "ERSTU" **should not be filled in**, while 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;
- F. UniTo **Career Plan** downloadable in .pdf from MyUnito.
- G. **Green travel:** in order to receive the reimbursement costs for the Green travel for those who use means of transport with low environmental impact (e.g. train, car sharing, bus, etc.) to reach their Erasmus destination (outward and / or between Italy and the Erasmus mobility return destination), it is necessary to send the proof of expenses incurred for the ecological trip by filling in the Google Form.

To fill in the "**Form Travel Green** - Erasmus per Studio a.a. 22/23" you have to:

- Use a PC, avoiding tablet or smartphone;
- Use Google Chrome as browser;
- Log-in in your MyUnito and open the email app;
- Open a new tab and open the following link: <https://forms.gle/Qa5pvXtpLQ827XoM7>

Please note that **only green travel documents received via Google Form** will be considered.

ATTENTION!

- The Google Form **has to be filled in when handing in the mobility closing documents** to the International Mobility Office (internationalexchange@unito.it) and **no later than 31/10/2023**;
- The Google Form can be filled in only by those who were awarded with an Erasmus for Study Mobility 22/23 and already finished the Erasmus mobility;
- The Google Form has to be used in order to request the "Top up Travel Green" o "Travel Grant Green";
- **It is not possible to modify the Google Form.**

The conformity of these documents will be evaluated by the Sezione UNITA e Mobilità Internazionale considering the Erasmus Mobility duration and the total of the CFU recognized in career at the end of mobility. The contribution can cover only the "green travel" expenses paid in order to reach the Erasmus destination (outward and / or between Italy and the Erasmus mobility return destination), **within 30 calendar days** from the start and end dates of the mobility, as certified by the **Declaration of Mobility** (*Dichiarazione di Mobilità*). "Green Travel" expenses related to occasional travel will not be considered (i.e. Christmas, Easter, weekend...).

The Sezione UNITA e Mobilità Internazionale may request additions to the documentation presented (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 via email to the Sezione UNITA e Mobilità Internazionale (internationalexchange@unito.it) within a month from the end of your mobility. 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 documents if the documentation is not complete**. In case of graduation, it is necessary to specify the urgency it in the email and in the subject of this.

Please note that the sending by e-mail of the documentation related to the mobility, it is considered as a self-declaration by the sender on the truthfulness and originality of this. In this regard, the Sezione UNITA e Mobilità Internazionale will carry out checks in order to verify the originality of the following documents delivered by the beneficiaries:

- Declaration of mobility;
- Transcript of records;
- Possible certificate for thesis research or internship

3. EXAM RECOGNITION

Once the Sezione UNITA e Mobilità Internazionale has received all the mobility documentation and the procedure for the closure of the Erasmus+ study period has been completed, it will then send the didactic documents to the competent offices in order to initiate mobility credit recognition.

On the basis of the credits actually recognised in the student's career as activities carried out in mobility under the Erasmus for study programme, it will be verified whether the student has the right to receive the remaining 30% Erasmus grant integrative contributions (*VOCE B* specified in the [Erasmus Call for Proposals 2022/23](#)).

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. POSSIBLE BALANCE OR REFUND OF ERASMUS SCHOLARSHIP (*VOCE A* OR *VOCE B*)

At the end of the mobility and of the recognition of the didactic activities carried out abroad, **the Sezione UNITA e Mobilità Internazionale will verify the effective duration of the mobility period and the number of CFUs registered in the career for international mobility in order to calculate the amount due relative to *Voce A* and eventual *Voce B* of the grant initially paid, which may be a credit or a debit.**

The Green Travel contribution, if applicable, will be paid at the end of the academic year 2022/2023 providing that the submitted documents are acceptable.

If part or all of the Erasmus grant must be returned, the Sezione UNITA e Mobilità Internazionale will send a specific communication indicating how and when to return it.

ATTENTION!



- The Erasmus grant will be recalculated once the mobility has ended on the basis of the mobility period certified by your Host University.
- If you do not repay the amount of the grant you are not eligible for within the deadlines communicated by the office, **your career will be blocked**.
- According to the provisions of the European Commission and of the National Agency Erasmus Plus INDIRE, **ONLY physical mobility will be financed** and therefore: if you have carried out a blended mobility, you will only receive contributions for your physical mobility abroad; if you have carried out a fully physical mobility, you will receive the contributions due for the entire period spent abroad. If the Host university/institution has provided for online lessons, but you have decided to go to the foreign country anyway, the mobility will be considered as **physical mobility**. Consequently, you will be entitled to receive the grant for the entire mobility period spent in the host country.