



09  
November  
2023

## 2° informative webinar - Erasmus Study mobility a.a. 2023/24

by Erasmus Office - EO

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## Diapositiva 1

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emanuela.locatelli@unimib.it; 28/01/2022

# Webinar's agenda

## **Session I - Documents and steps prior to departure**

1. Mobility period;
2. Erasmus Study funds a.a.2023/2024;
3. Mobility grant agreement;
4. Grant payment;
5. Top-up grants

## **Session II – Safety during mobility**

6. UniMiB Safety protocol for international mobility;
7. Insurance cover and health policy;
8. Documents and visas

## **Session III – Steps during the mobility**

9. Arrival certificate
10. Upload of first Learning Agreement
11. Amendments to the Learning Agreement
12. Period extension/Anticipated end of mobility
13. Suspension of mobility – DOs and DONTs





## Session I- Documents and steps prior to departure

# 1. Mobility period

*EU general rule: a single Erasmus mobility can last between 2 and 12 months*

- ❖ **Bilateral agreements between UniMiB and each Partner University state the duration of students' mobility**, as specified in the list of destinations issued yearly at the time of the Erasmus call: <https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/selezioni-erasmus-studio>. There may be agreements for 2/3 months, for 5/6 months or for 9/12 months, depending on the duration of academic terms at the Host Institution: terms' duration may vary from Country to Country and is often different from UniMiB semesters.
- ❖ **Students can choose the semester of departure: first semester, second semester** (full year if covered by the specific bilateral agreement), **but the actual duration in months/days will depend on the organization of the Host Institution**, as explained above.
- ❖ **Students can end their mobility in advance if they have passed all the exams scheduled in their Learning agreement** (e.g.: the exam session ends on 30 June 2024, but if you have finished your specific examinations on 15 June, you can close your mobility)
- ❖ **Viceversa, students can ask for an extension period** if necessary to finish their exams (slide 12.1)
- ❖ **Students who carry out their mobility in the second semester 2023/2024 shall end their Erasmus programme on 30 September 2024 at the latest.**

## 2. Erasmus funding a.a. 2023/24

- On 18th July 2023 the Board of Administration of the University of Milano-Bicocca (priorly authorized by the Senate and the Students' Board) has deliberated the funding and the relevant criteria for the allocation of Erasmus grants 2023/24.
- The global funding for Erasmus study 2023/24 grants will be **€. 2.556.150,00**
- **A 5 months' grant will be awarded to students who have chosen a mobility of one semester**
- **A 9 months' grant will be awarded to students who have chosen a mobility of one year**
- ***The scholarship can be paid only for periods spent abroad. Any remote learning period carried out from Italy or from any location other than the Host University will NOT be covered by any scholarship***

## 2.1. Erasmus funding a.a. 2023/24 in detail

- **The Erasmus study grant 2023/24 will include 2 parts + 2 bonuses:**
  1. EU grant – fixed monthly amount depending on the host country's cost of living;
  2. Bicocca top-up grant - proportional to the student's economic situation («ISEE» 2022);
  3. Health bonus meant for supplementary health insurance cover;
  4. “Green bonus” as a contribution for sustainable travel (environment-conscious, climate-conscious travel)

Grants are paid automatically to students who follow the Erasmus call procedures and deadlines; **no request /form/application is needed**

## 2.2. Erasmus EU grant a.a. 2023/24

1. EU grant is a fixed monthly amount depending on the host country's cost of living as shown in the following table:

Group	Countries	Monthly amount/30 days
<b>1</b> High cost of living	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden	<b>€. 350,00</b>
<b>2</b> "Medium" cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Holland, Portugal, Spain	<b>€. 300,00</b>
<b>3</b> Low cost of living	Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Slovakia, Slovenia, Hungary	<b>€. 250,00</b>



## 2.3. UniMiB top-up grant a.a. 2023/24

2. UniMiB top-up grant is proportional to the student's economic situation («ISEE»):

ISEE (student's economic situation) 2022	Monthly top-up
Up to € 13.000,00	€ 500,00
Up to € 21.000,00	€ 450,00
Up to € 26.000,00	€ 400,00
Up to € 30.000,00	€ 350,00
Up to € 40.000,00	€ 300,00
Up to € 50.000,00	€ 250,00
Up to € 70.000,00	€ 100,00
above € 70.000,00 or not declared	– (zero)

## 2.4. Health bonus

### 3. "Health bonus"

An additional amount of € 240, irrespective of host country and ISEE, will be granted to all students as a one-time contribution to the purchase of a supplementary health insurance to cover medical costs that are not (fully) covered by the basic Health Insurance (see slide 7.4).

- **The receipt of the insurance policy shall be uploaded to the following form:**  
<https://forms.gle/U7pmhEeyvxKyW5fx9>

**within the deadline below:**

- before 30 September 2023 for the first semester and full year mobilities;
- **before 30 January 2024 for the second semester mobilities**

- The Health bonus shall be returned if not used to stipulate a health insurance
- The bonus can either be spent on a new health insurance policy or meant as a (partial or full) refund in case of an existing insurance (e.g. a family policy signed by the student's family including the student among the beneficiaries)

## 2.5 “Green bonus”

4. The European Union will recognize a “**Green bonus**” as a contribution to sustainable travel

In order to be eligible for the Green bonus, students must travel to and from their Erasmus destination by:

- ✓ **bus**
- ✓ **train;**
- ✓ **shared rental car.**

To obtain the bonus, students must:

- ✓ **keep their registered travel documents** (tickets or receipt of payment bearing the student’s name; shared rental car contract bearing the student’s name, payment details and specification of other travellers, if any).  
Travel documents shall be uploaded upon return from the mobility
- ✓ **Use the same vehicle** for both outward and return journeys;
- ✓ **Use only the means of transport above specified.**

## 3.1 Mobility grant agreement

As per the deliberation of UniMiB Board of Administration, on the basis of the departure dates declared by students, the **Erasmus Office - EO** will issue the “**Erasmus mobility grant agreements**” that will be signed by the students and UniMiB.

The mobility grant agreement is a contract between UniMiB and the student that regulates:

- Purpose of the mobility and financial benefits;
- Entry into force and duration of the agreement;
- Funding and payment terms;
- Details of the insurances offered by Unimib;
- Cases of refund of the grant

Along with the mobility grant agreement, students will sign the "**Declaration of Responsibility**" to confirm that they have received and understood all the information provided in the agreement, the informative webinars and the Erasmus call.



## 3.2 Mobility grant agreement

### MEMO - email sent by Erasmus Office on 5 October 2023

Students are asked to declare their **mobility start date** before 6 December by filling in the form:

<https://forms.gle/1YVK7eJ8Z2JZ4vNMA>

**The Erasmus start date is fixed by the host university** and can be:

- the day on which students are expressly asked to go to the Erasmus Office for registration;
- the first day of lessons, laboratory, internship;
- the welcome day or the first day of the welcome week;
- the first day of the preparatory language course organised by the host university.

**The Erasmus start date is NOT:**

- The date on which students leave Italy or arrive in the host country;
- The day on which the rental contract begins.



**If students reach their destination a few days before the start of the Erasmus period to settle in, this period is NOT covered by any grant and should not be declared as start date.**

## 3.3 Mobility grant agreement

Mobility grant agreements will be issued by the Erasmus Office by 15 January 2024.

Mobility agreements specify the financial coverage for each student, within the funds deliberated by the Board of Administration, based on departure declarations as follows:

- **5 months' grant** for students who have declared a **one-semester mobility** (for example, if mobility starts on 15 January 2024, the agreement will be valid from 15/01/2024 to 14/06/2024);
- **9 months' grant** for students who have declared a **full year mobility** (for example, if mobility starts on 20 September, the agreement will be valid from 20/09/2023 to 19/06/2024)

### **PAY ATTENTION!**

- Students who wish to extend their mobility period - with or without financial support - must apply for an extension (slide 12.1).
- Students wishing to reduce the mobility period can do so, provided they have passed all the examinations, just following the mobility closure procedure (slide 12.2).

## 3.4 Mobility grant agreement - signature process

1. **EO** sends the Mobility Agreement to the students on their @campus email with all the instructions;
1. **Students** read the instructions carefully, sign the Mobility Agreement, scan it in pdf/a format and forward it from their @campus email to the automatic account [accordo.mobilita@unimib.it](mailto:accordo.mobilita@unimib.it)  
(please note: this account is not managed by EO staff: it only receives documents, all other messages will be deleted);
1. **UniMiB's inbound documents registration system, linked with the account [accordo.mobilita@unimib.it](mailto:accordo.mobilita@unimib.it)** automatically accepts only the mobility agreements sent by students in the correct format. Incorrect agreements are sent an error message;
1. **Correct agreements will be forwarded to EO** for verification and signature.
1. **UniMiB's registration system** automatically sends back the signed Agreement to the student's @campus e-mail in PAdES p7m format

## 3.5 Mobility grant agreement - deadlines

	<b><i>EO issues the agreement</i></b>	<b><i>The student signs the agreement</i></b>	<b><i>UniMiB countersigns the agreement</i></b>
First semester and full year mobility	By 04/08/2023	By 11/09/2023	By 29/09/2023
<b>Second semester mobility</b>	<b>By 15/01/2024</b>	<b>By 29/01/2024</b>	<b>By 14/02/2024</b>



- Students starting their mobility before 15 January 2024 will be sent the grant agreement in time for departure



## 4.1. Grant payment schedule

Grants will be paid according to the following schedule:

<b><i>Advance payment</i></b>	<b>When</b>
<ul style="list-style-type: none"><li>• Erasmus grant: 4 months for one-semester mobilities, 8 months for full year mobilities;</li><li>• UniMib top-up: 4 months for one-semester mobilities, 8 months for full year mobilities;</li><li>• Health bonus: € 240 (lump sum)</li></ul>	By 28 February 2024 (Students who have declared the date of departure after 6 December, or have requested changes to the dates already declared, will receive the advance in March 2024)

<b><i>Balance of payment</i></b>	<b>When</b>
<ul style="list-style-type: none"><li>• Erasmus grant: 1 month if due;</li><li>• UniMiB top-up: 1 month if due;</li><li>• Green bonus: € 50 if due</li></ul>	After the return and closure of mobility



### **Pay attention:**

- ✓ *Full months are all considered to be 30 days, so you will receive the monthly payment as per slide 2.2 and 2.3*
- ✓ *Remaining days, on the other hand, are paid daily by dividing the monthly payment by 30 and multiplying it by the days due.*



# Example of correct health insurance receipt

**AON**

Aon Student Insurance - Insurance policy

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Insurance policy No.  
Insured name **NOME E COGNOME**  
Date of Birth **data di nascita**  
Nationality Italy  
Home country Italy  
Start date insurance  
End date insurance **INIZIO VALIDITA' (= inizio mobilità)**  
**FINE VALIDITA' (= fine mobilità)**  
Country of destination **PAESE DI DESTINAZIONE**  
Group scheme University of Milano-Bicocca  
Address of residence

**YES**

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Insurance Coverage		Premium & Payment	
Insurance package	ICS Start+	Insurance premium	Eur 126,16 (For the entire insured period)
Policy terms & conditions	no. 1.22	Payment method	Invoice
Area of coverage	Worldwide <b>ESTENSIONE TERRITORIALE</b>	Emergency assistance	

# Example of WRONG health insurance receipt

<b>Bonifico Estero</b>	
Stato	Autorizzato
Rapporto:	
Ordinante	
Data e ora di stampa:	
<i>DATI DEL BENEFICIARIO</i>	
Ragione sociale	Aon - International People Mobility
Indirizzo	
Localita	P.O. Box 17100, 3500 HG UTRECHT, Th
Paese	PAESI BASSI OLANDA
BIC	RABONL2U
IBAN-conto	NL83RABO0633007951
<i>DATI DEL PAGAMENTO</i>	
Importo	EUR 159,82
Causale	523155-03590977
Data/ora inserimento	30/11/2022 18:20





# Example of correct Green Bonus receipt



Pagina 1 di 1

Partita IVA:05403151003

Ricevuta n.15666621 del giorno 22/04/2013-12:15

## DETTAGLIO BIGLIETTO

Valido per 4 ore dalle ore 13:12 del giorno 25/04/2013				FRANCESCA CAMPIGLI		
Data partenza	Ora	Da	A	Data arrivo	Ora	Servizio
25/04/2013	13:12			25/04/2013	13:43	2° Classe
Canale: Internet B2C				Codice biglietto: 26048482		

\* Importo pagato totale: 6,00 EUR

\* Il corrispettivo pagato è relativo

## DETTAGLIO VIAGGIO

Treno	Partenza	Arrivo
	13:12	13:43

## DETTAGLIO OFFERTE

Offerta	Carrozza	Posto	Nome	Dati Aggiuntivi	Codice Fedelta'	Codice CP
ORDINARIA-ADULTO 2° CLASSE	---	---	FRANCESCA CAMPIGLI	---	109367074	---

Biglietto acquistato da:

Codice Fedelta'

Codice Azienda



## Example of WRONG Green Bonus receipt

**TRENITALIA**  
GRUPPO FERROVIE DELLO STATO ITALIANE

SELF SERVICEBIGLIETTO  
TRENO ORDINARIO  
DA CONVALIDARE

UTILIZZABILE IL 22/04/17

104752742 0 50

mit 0083 Vett 0083 TRENITALIA S.P.A. VALGONO LE CONDIZIONI DEL VE

Data	Ora	Partenza	->Arrivo	Data	Ora

\*\*\*\*\*  
\*  
\* KM 12  
\* TARIFFA 14RM ZONA ANELLO  
\* VALE 90M DA CONVALIDA IN TUTTE LE STAZ DELLA ZONA  
\*  
\*\*\*\*\*  
NO CAMBIO NO RIMBORSO  
TOT.BIGL.N. 1

EUR [REDACTED]  
POS  
P.IVA 05403151003

0741kB5938500  
603809453 [REDACTED] NI 220417 17:38 33002-586 NON FISCALE  
[REDACTED] RMSS0489

Ordine di stampa 13/2016  
99 2006  
09 17 33 TRENITALIA

Student's name missing

N. 1 ADULTI



## 4.3 University student's card (student's badge)

Grants will be paid exclusively on the University student's card. Students are responsible for activating the "prepaid card" function in order to receive payments.

*Grants can be paid on a different bank account only in the following cases:*

- *Students who are already receiving university grants on a different bank account*
- *Students whose badge will expire during the Erasmus period*

*The relevant request must be sent to: [pagamenti.dott-spec@unimib.it](mailto:pagamenti.dott-spec@unimib.it)*

**To activate the "prepaid card" function with Banca Popolare di Sondrio follow the instructions at the link:**

**<https://servizi.popso.it/cartaAteneo/>**

**Contact [popso@unimib.it](mailto:popso@unimib.it)**

**Please DO NOT write to [outgoing.erasmus@unimib](mailto:outgoing.erasmus@unimib)**

## 5.1 Additional economic benefits

Additional benefits can be requested by students in relation to specific conditions:

❖ ***Expense reimbursement for students with disability, learning disability or celiac disease***

Students with disability, learning disability or celiac disease can claim for reimbursement of extra expenses borne during the mobility period for: transfers, carers, wheelchair accessible accommodation, day and night assistance, medical expenses, didactic support, specific software, also incurred in during preliminary visits to the host city.

Erasmus National Agency issues a specific call every year with the available funding. Erasmus office has informed students about the application procedure and deadlines on 11/08/2023 via email “**Programma ERASMUS+ a.a. 2023/2024 - Fondi comunitari destinati a studenti con esigenze relative a condizioni fisiche, mentali o sanitarie in mobilità**”

Please note that, before applying, students shall contact the B.Inclusion office [info.binclusion@unimib.it](mailto:info.binclusion@unimib.it) to draw up an Individualized University Project outlining the specific needs and the relevant supports.

❖ ***DSU Incentive programme scholarship (Borse Diritto allo Studio)***

Please visit the page:

<https://en.unimib.it/services/offices-and-facilities/fees-and-funding>

Contact: [dsu@unimib.it](mailto:dsu@unimib.it)

Erasmus students who benefit from a DSU scholarship can apply for additional funding for their mobility period (please refer to the above mentioned call)







## Session II – Safety during mobility

## 6.1 UniMiB Safety protocol for international mobility

### *Geopolitical situation update*

At present there are no directives regarding the Russian-Ukrainian situation likely to impact on 2023/24 Erasmus mobilities

#### **All international mobility experiences must be carried out safely**

To guarantee transparent and equal treatment for all participants, **EO** acts according to:

- ❖ directives from the Ministry of University and Research and the Ministry of Foreign Affairs and International Cooperation;
- ❖ directives from the EU Commission and the Erasmus+ Italy National Agency;
- ❖ directives from CRUI (Conference of Rectors of Italian Universities);
- ❖ directives from the University Governance;
- ❖ Safety Protocol for International Mobility;
- ❖ directives from destination countries and partner universities.

## 6.2 UniMiB Safety protocol for international mobility

<https://www.unimib.it/internazionalizzazione/sicurezza-mobilita-internazionale>

### All international mobility experiences must be carried out safely

UniMiB will authorize Erasmus mobilities only towards destinations considered safe by the Ministry of Foreign Affairs and International Cooperation;

UNIMIB may ask students to return to Italy should circumstances make it advisable;

Periodic webinars will be held to monitor the situation if necessary.





## 6.3 UniMiB Safety protocol for international mobility

- Get information on the safety of the destination country and the availability of hospitals / clinics/Accident and Emergency Units (E.R.)
- Check the website of the Ministry of Foreign Affairs and International Cooperation in order to keep up to date with the geopolitical situation:  
<https://www.viaggiasesicuri.it/aggiornamenti>
- Register on the Ministry of Foreign Affairs "DoveSiamoNelMondo" website/app, enter your contact data, travel dates and destination:
- <https://www.dovesiamonelmondo.it/home.html>



**Viaggiare Sicuri**  
informatevi

<http://www.viaggiasesicuri.it/>



informateci  
**Dove siamo nel Mondo**

<https://www.dovesiamonelmondo.it/home.html#>

## 6.4 UniMiB Safety protocol for international mobility

### **Adopt appropriate behaviors:**

\* Always respects religion and local customs and traditions. Adopt suitable clothing with regard to the socio-cultural context, in order not to offend the sensitivity of the local population.

\* Participation in demonstrations and cultural events can be part of the mobility experience, however the perception of risk can be very different from country to country. In culturally different states, some situations that are relatively non-dangerous for the local population may present be potentially risky for a foreigner. For this reason, it is advisable to carefully evaluate the socio-political-health situation of the country when deciding whether to participate in the aforementioned events.

\* Avoid overcrowded places

\* Communicate to you Host University any change of accommodation or address, maintaining a cautious attitude for the entire period of mobility. Keep yourself updated on current events and the political and health situation of the country you are in, both through local news and by consulting the website of the Italian Ministry of Foreign Affairs <https://www.viaggiasesicuri.it/aggiornamenti>

\* If you need to travel within the host country, consider being accompanied by reliable people, not alone. Do not travel, even for short periods or days, without first notifying your local contacts.

## 6.5 UniMiB Safety protocol for international mobility

### In case of emergency:

\* In the event of a serious environmental, political or health emergency, the Ministry of Foreign Affairs will send alerts, updates and instructions via the app ***DoveSiamoNelMondo***

\* In the event of a terrorist attack or other serious event (civil unrest, riots, natural disasters, etc.) it is necessary to avoid the affected area. If you are in the area and out in the open, it is essential to move away and find shelter as soon as possible. If you are indoors when an emergency occurs, you must carefully evaluate the possible risks of moving (to your residence, to the Embassy, to the airport). In some circumstances, it is preferable to move away quickly while in others it is safer to stay indoors and assess the situation while remaining calm. Before deciding, try to get information about developments in the situation through the media, including social networks. In many countries, the local police issues information through their official account. As soon as media/networks allow it, communicate your position to the Embassy, Consulate, and via the App ***DoveSiamoNelMondo*** Stay in touch with Unimib International Affairs (outgoing.erasmus@unimib.it) and with family and friends in Italy.

## 7.1 Insurance cover

UniMiB provides for **accident insurance** and **third-party liability insurance** for all students, extended to Erasmus periods.

- More information at:  
<https://www.unimib.it/servizi/studenti-e-laureati/opportunita-e-facilities/assicurazioni>
- Contact [assicurazioni@unimib.it](mailto:assicurazioni@unimib.it)

## 7.2 Insurance cover and health policy

The University of Milano-Bicocca  
**does not**  
provide health insurance coverage to students.

**Health insurance coverage is a student's responsibility**

Please check  
<http://www.salute.gov.it>

**"Se parto per..."** is an interactive guide to get information about health care during a stay in any country in the world:

<https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=vuoto>



## 7.3 Health insurance cover

Students are responsible for their health and healthcare during the Erasmus. University of Milano-Bicocca **does not** provide for **health insurance**.

- **Students must carry their National Health Service card (T.E.A.M.) and show it at First Aid /Hospital /General Practitioner to have access to medical care.**
- **The NHS card is compulsory, but does not guarantee free medical care** – students may be asked to pay for medical services and then claim for reimbursement according to the rules of the host country.



- **It is strongly advisable to purchase a supplementary health insurance coverage** to cover medical expenses that are not included in the basic Health Insurance.

## 7.4 Health insurance cover

The University of Milano-Bicocca has an agreement with AON, which provides convenient conditions for the stipulation of the "AON Student Insurance" policy:

<https://en.unimib.it/services/offices-and-facilities/bicocca-campus-opportunities-and-facilities/insurance-services>  
<https://www.aonstudentinsurance.com/en/home/>

### **Supplementary Health Insurance bonus**

Unimib will grant a Health bonus of €240 for all Erasmus students 2023/2024, irrespective of the income status, to support the purchase of a supplementary health insurance policy. (see slide 2.4)

The purchase of the supplementary health insurance will not be made automatically by UniMiB, but by students, who can choose the solution that best suits their personal needs.





## 8.1 Documents and Visas

### **ID CARD OR PASSPORT?**

Check the website of the Ministry of Foreign Affairs:

<http://www.viaggiasesicuri.it/approfondimenti-insights/documentidiviaggio>

Check the **validity/expiry date** of your current ID / passport  
Apply for timely emission and/or renewal!

### **DO YOU NEED A VISA?**

A visa might also be required – enquiry at Embassies / Consulates of the host country.

## 8.2 Travel and Accommodation

### TRAVEL

- ❖ Book **refundable** (cancelable or changeable) air/rail/bus tickets;
- ❖ Choose a reliable airline / railway / bus company that offers guarantees

### ACCOMODATION

- ❖ Be careful when choosing a landlord/owner!
- ❖ Refer to the guidelines of the host Universities; if possible, give priority to university residences;
- ❖ Get in touch with ESN Bicocca: <https://milano-bicocca.esn.it/> - [milano\\_bicocca@esn.it](mailto:milano_bicocca@esn.it) or ESN at the host university.
- ❖ Look for flexible/refundable options.





## Session III – Steps during the mobility

## 9. Arrival certificate

The Host University usually issues an «Arrival certificate» with the arrival date (first day of Erasmus mobility).

**UNIMIB DOES NOT REQUIRE THE ARRIVAL CERTIFICATE**

Hence, there is no «Arrival certificate» format

In case the Host Institution issues the certificate on their own format, students DO NOT need to send it UniMiB Erasmus Office.

**Erasmus office, instead, will request the CONFIRMATION OF PERIOD/CERTIFICATE OF PERIOD at the end of the Erasmus period, stating the start and end dates (day/month/year)**



## 10.1 Upload of first Learning Agreement

The original Learning Agreement, signed by both the UniMiB Coordinator and the Host Institution Coordinator, must be uploaded in Segreterie online as « Primo LA firmato dalla meta Erasmus+»

***PAY ATTENTION! There are two pages almost identical! To upload the LA, go to the second page:***

Titolo	Tipo	Apri
LA finale a chiusura della mobilità (completo di firme e certificato di periodo)	● obbligatorio	
Primo LA firmato dalla meta Erasmus+ (inserire una sola volta)	● obbligatorio	
TOR (verrà caricato da UMI, NON dallo studente)	● obbligatorio	
ALTRO	● opzionale	

[vai al learning agreement](#)

Titolo	Tipo	Azioni
LA finale a chiusura della mobilità (completo di firme e certificato di periodo)	● Obbligatorio	6
Primo LA firmato dalla meta Erasmus+ (inserire una sola volta)	● Obbligatorio	6
TOR (verrà caricato da UMI, NON dallo studente)	● Obbligatorio	
ALTRO	Opzionale	6

The upload has to be done within one month after the start of mobility.

***The following intermediate versions (amendments) DO NOT require upload***

## 11.1 Amendments to the Learning Agreement

A tutorial on how to submit and amend the OLA, and the OLA European format, are available at: <https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus>

Host Institutions may still be updating their course offer. Sometimes Universities establish that only a limited number of students can be admitted to some courses, subject to the adequacy of their academic transcript.

**Students should check regularly any update on the Host Institution didactic offer and course access rules.**

If, as a consequence of the above, OLA needs adjustments, students will proceed as follows:

- ✓ If the OLA has been approved by both Coordinators through EWP, amendments shall be made by submitting a new OLA in Segreteria Online;
- ✓ If the OLA has been submitted and signed on the European format, a new OLA shall be drawn up and signed by using the same format.

# 11.2 Amendments to the Learning Agreement (EU format)



## Learning Agreement Student Mobility for Studies International Mobility

### General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
	The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>				
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
Receiving Institution	Name	Faculty/Department	City	Country	Administrative contact person name; email; phone

ESI= student's registration number (Numero di Matricola) Unimib

Erasmus Code Unimib= I MILANO 16

### Mobility type and duration

<b>Mobility type (select one)</b> <ul style="list-style-type: none"> <li>Semester(s) <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/></li> <li>Blended mobility with short-term physical mobility <input type="checkbox"/></li> <li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/></li> </ul>	<b>Estimated duration (to be confirmed by the Receiving Institution)</b> Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] .....</li> <li>to [day (optional)/month/year] .....</li> </ul>
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# 11.4 Amendments to the Learning Agreement (EU format)

**Amendments** (replacements, added activities, deleted activities) must be indicated in tables A2 and B2 as follows:

**Table A2: foreign exams**

**Table B2: UniMiB exams**

## Changes to the learning agreement

*Mobility type: Semester(s)*

Exceptional changes to Table A (to be approved by the student, the responsible person in the Sending institution and the responsible person in the Receiving Institution)						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by the student and the responsible person in the Sending Institution)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

## 11.5 Amendments to the Learning Agreement

- Changes can be made **within 30 days after the beginning of Erasmus** (e.g. arrival date 15 January, deadline for OLA changes 15 February);
- Exams successfully passed abroad cannot be removed from the OLA;
- Only exams that will not be taken at the host Institution, as well as failed exams, must be removed from the OLA.
- The exams included in the OLA cannot be taken at Milano-Bicocca;
- No exams/credits exceeding the study plan can be included in the OLA;
- The OLA must be updated regularly, but uploading of amendments to Segreteria online of intermediate versions is not requested.
- At the end of the Erasmus period, students have to update the final OLA if further changes have been made in the expected study programme abroad.

## 12.1 Request for mobility extension

- Students may want / need to extend their mobility period in order to:
  - add one or more subjects to the Learning Agreement;
  - complete their exam session.
- Should this be the case, students shall request the authorization to both Academic Coordinators by filling in the form available at the following link:  
<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/durante-mobilità>
- **The request form must specify the number of days/months of extension and, after being authorized, it must be sent by email to the Erasmus office: [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)**
- **! Extension should be requested not later than one month before the expected end of the Erasmus period and must reach the International mobility office not later than 31<sup>st</sup> May, 2024**
- **! The grant corresponding to the extension period will be paid at the end of the mobility, if funds are available**
- **! The total duration of mobility, including extension, cannot exceed 12 months (24 months for single-cycle courses)**

## 12.2 Early termination of mobility

Should students finish all the didactic activities and examinations scheduled in their OLA earlier than planned, they can get back to Italy and close the mobility, simply by following the ordinary closure procedure:

- ✓ **Fill in the «questionario di rientro dalla mobilità internazionale»** in Segreteria online;
- ✓ **Get the Confirmation of period** (clearly stating the mobility start and end date: dd/mm/yyyy) **from the International Mobility Office of the Host Institution.** This document is essential to receive the balance of the Erasmus grant;
- ✓ **Upload the final OLA in pdf/a format in Segreteria Online.** The final OLA must include all sections and must correspond to the actual study plan carried out abroad. Failed exams shall be removed in order to be able to take them at UniMib.

**PLEASE NOTE:** The «questionario di rientro dalla mobilità internazionale» is the only means by which the Erasmus office is notified the student's return. There is no automatic connection with the Host University!



## 13.1 DON'Ts during the Erasmus mobility

**During the Erasmus stay students are **not** allowed to:**

- Move to another University or to a different Bicocca course;
- Present their dissertation thesis;
- Take any action that implies the physical presence at Milano-Bicocca University (except for the exams, if authorized)

**RETURN HOME IS NOT PERMITTED, WITH THE EXCEPTION OF THE FOLLOWING CASES:**

- Suspension motivated by UniMiB exams (see slide 13.2);
- Host Institution temporary closure, e.g. due to season's holidays, public holidays etc.

## 13.2 Suspension of the Erasmus mobility

- ❖ Erasmus students are allowed to return to Italy temporarily in order to sit for a Unimib exam (not included in the OLA) during their mobility period;
- ❖ The host University must be informed of the student's absence in advance;
- ❖ Students should be aware that for each exam a standard range of 3 days will be deducted from the Erasmus period, and the grant will not be paid consequently, in compliance with the "Regulations for the Implementation of International Student Mobility of the University of Milan–Bicocca";
- ❖ Only exams that require to sign up through "Segreterie online" can be taken;
- ❖ Students are requested to keep their travel documents (air / train ticket, boarding card) and present them on request.



# Contacts

**CHECK INBOX REGULARLY FOR UPDATES FROM THE INTERNATIONAL MOBILITY OFFICE AND THE HOST UNIVERSITY !**

For further assistance:

- **General information**
- Bicocca UniversityAngels-BUA:
- [info.erasmus@unimib.it](mailto:info.erasmus@unimib.it)
  
- **Administrative issues**
- Ufficio Erasmus (Erasmus Office)
- [outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)
  
- **Learning agreement and didactic support**
- Coordinatori Erasmus: (Erasmus Academic Coordinators)
- <https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0>
  
- **Advice on accommodation and tutorship abroad**
- **ESN- Erasmus students network**
- <https://milano-bicocca.esn.it/>