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PART I - GENERAL RULES AND ADMISSION CRITERIA

Art.1- Erasmus Study Program

The Erasmus Program is aimed at the acquisition of educational credits during a European experience for a maximum of 12 months for each cycle of study (cycle I: Degree; cycle II: Master's Degree; cycle III: PhD/Specialisation Schools). For single-cycle Master's degree courses, the maximum is 24 months.

The Erasmus Study Program (*hereinafter: Program*) has a minimum duration of 2 months (a full academic period of not less than 62 actual days) to a maximum of 12 months (360 days) and shall take place between 1 August 2024 and 30 September 2025. For those enrolled in a Specialisation School or in a PhD Course, the program has a minimum duration of 3 months (90 actual days).

The experience may take place in the following ways:

- **Traditional Mobility** (the entire Erasmus period is carried out abroad, in presence or in e-learning; therefore, students who are abroad, with the authorization of their destination, even if the activity is carried out in e-learning, are considered in traditional mobility);
- **Blended Learning** (the Erasmus period is composed of a period in Italy in e-learning and of a period abroad of at least 62 days in presence and/or in e-learning).

The way in which the Program will be carried out is not a choice of the mobility student, but is established annually by the host University, according to its teaching planning for Erasmus students.

Art.2 - Erasmus Study Eligible Activities

During the Program, the activities foreseen in the Teaching Regulations of each course of study are eligible, including the preparation of the thesis. The Program may also include a period of traineeship or internship, provided:

- they are managed entirely by the foreign institution and are certified by it;
- they are an integral part of the student's study plan;
- they are not funded by other EU programs;
- a traineeship for the acquisition of the same CFU and for the same period has not already been activated with the University Internship Office.

The teaching activities carried out profitably during the Program are fully recognized in the student's study plan. The teaching activities acquired during the Program may not be included in the plan as extra ones.

Art.3 - Erasmus Study Destinations

The Program is carried out in cooperation with Higher Education Institutions holding an ECHE-Erasmus Charter for Higher Education (*hereinafter: Erasmus Destinations*), with which the University of Milano-Bicocca (*hereinafter: University*) has stipulated a specific **Erasmus Inter-Institutional Agreement** (*hereinafter: IIA*).

The list of Erasmus destinations (attachment 1 to this contest) is published on the **University** website at: <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>.

Following the digitalization process of the Erasmus Program (Erasmus Without Paper-EWP), all IIAs for the mobility of the academic year 2024/2025 must be restated. In the published list of Erasmus destinations, it is possible to view all IIAs undergoing renewal. The University does not assume responsibility following the unilateral decision by Erasmus destinations not to renew an IIA. Moreover, the University does not guarantee the reassignment of suitable candidates to other destinations.

Art.4 - International Mobility Lecturers Coordinators

During the Program, students will be supervised by an International Mobility Coordinator lecturer (*hereinafter: Erasmus Coordinator*).

Erasmus Coordinators have the following tasks:

- they agree and approve with the students the Online Learning Agreement-OLA (*hereinafter: OLA*), i.e. the study plan of the teaching activities to be carried out during the Program and any subsequent modification, respecting the timetable set out in article 17 of the contest herewith;
- they are responsible for the full recognition of the teaching activities carried out profitably abroad; they monitor the conversion of the foreign vote;
- they authorize the extension of the Program if it is necessary for the student in order to complete the OLA.

The complete list of Erasmus Coordinators is published on the **University** website at the link:

<https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0>

Art.5 - Eligibility Criteria of the Contest

In order to access the Erasmus selection, students must:

1. **be enrolled in course for the 2023/2024 academic year** in a Bachelor Degree Course (first cycle of studies), in a Master's Degree Program and in a single-cycle Master's Degree Program (second cycle of studies) or in a Specialisation School or in a PhD Course (third cycle of studies);
2. not have access at the same time to other scholarships financed by the European Union for the 2024/2025 academic year (e.g. Erasmus Traineeship scholarship, Marie Skłodowska Curie scholarship, EIT Raw Materials funding, etc.);
3. not have already benefited from the Erasmus scholarship for 12 months in the same cycle of studies (24 months for single-cycle Master's Degrees courses);
4. **comply with the rules of the teaching Regulation of their Study Course;**
5. not have their career suspended for any reason or be on a break in their studies;

6. not be enrolled in an academic year as a remedial student, not be enrolled in credits, not be enrolled part time.

Out-of-course students cannot be admitted to the Program.

All the requirements of this article must be fulfilled until the Program is completed.

Art. 6 - Eligibility Criteria for Erasmus Study for PhD Students

In order to access the Program, those enrolled in a PhD Course must first obtain the authorization of the Board of Lecturers of their PhD Course before applying for this contest and comply with the procedures laid down for mobility by the PhD School Office (dottorati@unimib.it). The Program must necessarily have a minimum duration of at least 3 continuous months (90 actual days) spent entirely abroad; PhD student mobility must therefore take place exclusively in the traditional way.

Art. 7 - Eligibility Criteria for Erasmus Study for Dual Enrolment Students

For students enrolled in two Study Courses at the University, it is possible to access the Program to carry out both the activities common to the two study courses and the activities pertaining to only one of them.

For students enrolled in a Study Course at the University of Milano-Bicocca and in a Study Course at another University, it will be possible to access the Program even if the student has used or intends to use mobility also at the other University.

The implementation of the Program and the formulation of the OLA for students with dual enrollment is in any case bound to the acceptance by the Erasmus Destination and its availability to prepare an OLA on different disciplinary areas.

Art. 8 - Language Requirements

Students participating in the program must meet both of the following requirements:

1. Language requirement of the Erasmus destination

Selected students are expected to meet the language requirements of the Erasmus destinations within the timetable dictated by the destination institutions. Foreign destinations can apply for specific CEFR-Common European Framework of Reference for Languages certifications, e.g. IELTS, TOEFL, DELF, DELE, GOETHE Zertifikat; they can also request delivery of certifications as early as February and March 2024. **It is the responsibility of the students to check on the websites of the Erasmus destinations, before applying to this contest, the level, the timetable and the possible type of certification of the requirements.** In the event that the language requirement of the Erasmus destination is lower than that of the University, students will still be required to meet the requirement of point 2 of this article.

2. University language requirement

Selected students are required to acquire, by the date of their of departure, level B2 of English or of the language of the host country, even if the language requirement of the Erasmus destination is lower.

The following are valid for the acquisition of the requirement:

- Passing the exam of the University's online language courses (Rosetta Stone);
- A certification of the appropriate level of the CEFR-Common European Framework of Reference for Languages, e.g. IELTS, TOEFL, DELF, DELE, GOETHE Zertifikat, recognized by the University's language secretariat.

Information on the language courses made available by the University can be found on the **University** website at the following link: https://www.unimib.it/didattica/lingue-unimib/language_courses-rosetta-stone or you can write to segreteria.lingue@unimib.it

Art.9 - Incompatibility with the Erasmus Study Program

During the Program, students may not:

- a) apply for a transfer to another University or a change of course;
- b) discuss the thesis and/or be proclaimed;
- c) carry out any activity that requires their presence at the University of Milano-Bicocca, except as provided in article 27 of this contest.

The Program must be continuous and not include any suspension other than as foreseen by the destination.

PART II - SELECTION OF CANDIDATES

Art.10 - Erasmus Study Mobility Project

In order to be admitted to the selection process, students must prepare an “Erasmus Mobility Project” independently, using the form published on the **University** website at the link:

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>

In the Erasmus Mobility Project form, students must indicate:

- **the preference for 5 Erasmus destinations;**
- **a list of teaching activities** that could be pursued at each of the 5 Erasmus destinations indicated with the relative proposal of association to the teaching activities of the **University**.

The Erasmus Mobility Project will be assessed by the Department Erasmus Committees and it is aimed at verifying the students' ability to identify autonomously the destinations, estimating their adequacy to their study plan.

The Erasmus Mobility Project form, duly filled in and saved in PDF/A format, must be compulsorily included in the application form to the Online Secretariats. **Failure to include the Erasmus Mobility Project will result in automatic exclusion from the selection.**

The Erasmus Mobility Project is only valid for selection purposes. Students who will be eligible will have to fill in the OLA as per article 17 of this contest.

Art.11 - Submission of the Erasmus Study Application

The application must be filled in at the Online Secretariats from 12 to 26 January 2024, 12 noon, as follows:

- log in and enter the personal page of the Online Secretariats;
- in the right menu select “**Mobility Contest**”;
- select the mobility “**Exchange Program**” mobility area and confirm;
- select the 2022/2023 a. y Erasmus contest of reference;

- follow the procedure and enter the choice of **5 Erasmus destinations**, indicating the order of preference; it is not allowed to select destinations expressly reserved for another Study course;
- select “**REGISTER**”;
- attach the **Erasmus Mobility Project** in PDF/A format;
- for those in possession of it, attach a copy of a certificate of language level equal to or higher than B2 according to the CEFR (Common European Framework of Reference for Languages);
- for recent graduate students from other Universities who have not yet communicated their final mark to the Career Management Secretariats, please attach a self-certification; those who do not have a self-certification from their University of origin can use the form at the following link: <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus> ;
- select compulsorily “**print receipt of contest registration**”.

The application is only complete with a printed receipt.

The application is null and void without uploading the Erasmus Mobility Project and printing the receipt. Applications submitted with attachments that do not comply with the requirements of this contest or that are illegible will not be automatically admitted to the selection process.

It is the students' responsibility to verify the correctness and completeness of annexes included in the application.

Students enrolled in the third year of the Bachelor degree course for the 2023/2024 a.y. and who will therefore complete Erasmus after enrolling in the first year of the Master's degree course in 2024/2025 a.y. must register for the contest of the Department to which the Master's Degree course they intend to enrol in pertains. Participation in only one contest is allowed.

Graduate and undergraduate students not enrolled in 2023/2024 a.y., who, at the time of publication of this contest, have been selected for admission to a Master's degree course or to a PhD at the **University**, may submit a paper application by writing to the Erasmus Office (*hereinafter: EO*) to the structure e-mail outgoing.erasmus@unimib.it .

Students enrolled in inter-departmental study courses may apply to the offices of only one of the Departments to which their course of study belongs, agreeing this in advance with the relevant Erasmus Coordinators.

Art.12 - Selection of the Candidates and Assignment of the Erasmus Study Destinations

Candidates will be selected as follows:

1. **The Online Secretariats system will generate provisional rankings by Department, assigning a score in fiftieths for the academic curriculum**, in accordance with article 11 of the University Regulation for the implementation of international student mobility.

The scoring formula will take into account the weighted average of the marks acquired in the exams passed and the number of credits acquired out of the total of those that can be potentially acquired by applying the following algorithm: $\text{weighted average} \times (\text{credits acquired/due}) \times 5/3$.

For students enrolled in the first year of a degree, without exams in their record, the final exam grade will be taken into consideration, set out of 50.

For students enrolled in the first year of a Master's Degree, without exams in their record, the grade of the previous degree will be taken into consideration, set out of 50.

For students enrolled in the third cycle, the score will be calculated on the previous Degree grade.

For the formulation of the score of the academic curriculum of the candidates, **the Online Secretariats system will take into consideration only the teaching activities passed and recorded within the publication of this contest.**

2. **The Department Erasmus Committees will assign an additional score in fiftieths.** Selections by Department Erasmus Committees will take place in one of the following ways:

- **Assessment of the content of Erasmus Mobility Projects**, without the convocation of the students;
- **Convocation of student candidates for an interview** on aptitude and/or verification of initial language skills.

Students who have obtained a **score of 0/50** by the Department Erasmus Committees will be included in the ranking as **"ineligible"** and will be excluded from the program, regardless of the score referred to in point 1 of this article.

The dates of any convocation of students for interviews, established by individual Departments, will be communicated by 31 January 2024, exclusively through publication on the University website at the following link:
<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>.

The Department Erasmus Committees may assign destinations other than those indicated by students in the following cases:

- students are not in a position to obtain at least one of the chosen destinations;
- students have indicated destinations unsuitable for their study course.

Students who will have declared a number of destinations less than 5 and who were not in a useful position for the assignment of one of the destinations indicated by them will not have another Erasmus destination assigned.

Art.13 - Acceptance of the Erasmus Study Destination and Program Start Declaration

Starting from 12 noon on 22 February 2024, the Erasmus destinations assigned by the Department Erasmus Committees will be visible on the Online Secretariats in the page of the Erasmus Mobility contest they participated in.

From 12 noon on 22 February 2024 to 11 pm on 26 February 2024, by accessing the Online Secretariats, students must:

1. **confirm acceptance of the assigned Erasmus destination.**
2. **indicate the semester chosen for the beginning of the experience:** first semester (S1), second semester (S2), single year (A1) i.e. entire academic year (the latter option is eligible only if the IIA includes a period of at least 9 months);
3. **enter the start and end dates of the chosen semester of the Erasmus destination** (the start and end dates of the semesters are published on the websites of the Erasmus destinations); these dates must then be modified or confirmed as per article 18 of this call (for tenders).

Upon completion of the procedure, students who will have refused the assignment of one of the 5 destinations indicated in the Erasmus Mobility Project and those who will not have confirmed it will be considered renounced without application of delay.

Destinations that become free as a result of the renunciation and/or non-confirmation will, where possible, be reassigned in order of ranking only:

- to eligible students who were not assigned any destination in the first instance;
- to students who have been assigned a destination they did not indicate in the Erasmus Mobility Project and refused or not confirmed by 11 pm on 24 February 2023.

Il **26 febbraio 2024** alla chiusura della procedura **saranno ritenuti rinunciatari d'ufficio senza applicazione di mora:**

- gli studenti che avranno rifiutato l'assegnazione di una tra le 5 mete indicate nel Progetto di mobilità Erasmus;
- gli studenti che non avranno provveduto ad accedere alle Segreterie Online per portar a termine la procedura.

Dal **27 febbraio al 1° marzo 2024 EO** provvederà a segnalare le mete rese disponibili in ordine di graduatoria:

- agli studenti idonei che in prima istanza non hanno avuto l'assegnazione di nessuna meta;
- agli studenti che hanno rifiutato l'assegnazione di una meta non tra quelle indicate nel proprio Progetto di Mobilità.

Gli studenti prima di accettare la meta riassegnata d'ufficio sono tenuti a verificare l'adeguatezza dell'assegnazione al proprio percorso di studio contattando il proprio Coordinatore alla Mobilità.

Art.14 - Definitive Rankings

Students who have accepted their assigned destination as per article 13 of this contest will be able to view the final rankings that will be published on the Official Register and on the University website at the link: <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus> by 4 pm on 8 March 2024.

Art.15 - Renunciation of the Erasmus Study Program

After the publication of the final rankings, students who submit renunciation of the program will be charged a penalty of € 200.00.

These students must submit renunciation of the program to the **Online Secretariats** as follows:

1. log in and enter the personal page;
2. in the right menu select "Questionnaires";
3. fill in the questionnaire "Declaration of renouncement of International mobility";
4. when finished, confirm the questionnaire;
5. renunciation is irrevocable from the moment in which the sending of the questionnaire is confirmed.

Students who, despite not having submitted renunciation, do not respect the procedures and the deadlines laid down in this contest, will be deemed to have renounced automatically with the application of a penalty of € 200.00 and they will not be able to participate in any other international program of the University.

Students who have not accepted the destination with the Online Secretariats are not required to fill in the declaration of renunciation.

PART III - BEFORE THE ERASMUS STUDY PROGRAM

Art.16 - Appointment of Students to Erasmus Study Destinations

After the publication of the final rankings for each department, **EO** will contact the foreign Universities to inform them of the names of the students assigned to them; at the same time, the semester in which the students will start the program, which they indicated when they accepted the Erasmus destination, will be communicated. Appointments will be made according to the timetables of foreign Universities. **Students will receive confirmation of their appointment by EO and then they will have to contact their Erasmus destination for the completion of the enrolment procedures.** Foreign Universities may request a Transcript of records (Certificate of enrolment with exams taken at Unimib) to be sent in English; in order to obtain this document, students must contact the Career Management Secretariats in due time.

It is only permitted to change the starting semester in the following cases:

- reprogramming of the teaching program by the Erasmus Destination;
- serious personal reasons that have arisen.

Students who fall into one of the above-mentioned cases should discuss with their Erasmus Coordinator of Unimib and promptly inform **EO** at the following e-mail address: outgoing.erasmus@unimib.it.

Appointed students will be fully enrolled at the foreign University and will be required to comply with its regulations. In the event that students engage in misconduct reported by the Erasmus destinations, the incident will be reported to the attention of the Rector for the necessary disciplinary measures.

Art.17 - Online Learning Agreement - OLA

The **OLA** is a document certifying the study program that students will undertake at the Erasmus Destination; as such, it must always be agreed **before** the start of the Program with **the Erasmus Coordinator** and it must be approved by the Erasmus Destination.

Students may submit the **OLA** by accessing the Online Secretariats on the page of the Erasmus Mobility contest they participated in. The **OLA** shall include all the teaching activities to be completed and their associations with those of the **University**. The Mobility Project presented for selection is not valid as OLA.

In the **OLA**, it is only possible to include whole courses at the **University** (modules cannot be included). Each teaching of the **University** must be associated with one or more foreign teaching activities: if there are more than one, if students do not pass one of the foreign profit exams foreseen by the association, they will have to modify the **OLA**, as per article 33 of this contest, or they will lose recognition of the whole exam. Finally, it is also possible to associate a group of **University** courses with a single foreign teaching activity.

Students may submit the **OLA** according to the following timetable:

<i>Starting semester</i>	<i>Submission</i>	<i>Approval</i>

I semester (including full year)	From 18/03/2024 to 12/07/2024	By 16 July 2024
II semester	From 01/09/2024 to 25/11/2024	By 29 November 2024

Students who must complete their enrolment in the Master's Degree course for the 2024/2025 academic year, when submitting their **OLA**, must use the European Learning Agreement form published at the following link on the University website <https://www.unimib.it/internazionalizzazione/erasmus-studio/preparare-lerasmus>, respecting the deadlines under point I. These students must compulsorily submit the **OLA** to the Online Secretariats once they have regularized their enrolment for the new academic year and once their study plan has been approved.

The OLA, in order to be valid, will have to obtain also the approval of the Erasmus Destination, according to the new ways foreseen by the Erasmus digitalization process (Erasmus Without Paper-EWP). EO will provide students with the necessary instructions during the 1st information webinar for students eligible for the Program, which will be held on March 12, 2024 at 2:30 pm. EO will send the link for participation to eligible students to the email @campus.unimib.it (to eligible students). Participation in the webinar is mandatory.

Students will be able to change their OLA once they have started the experience as per article 29 of this contest.

Art.18 - Declaration of Scheduled Program Start and End Dates

Students must declare **the scheduled Program start and end dates, following the method that will be communicated by EO to the email @campus.unimib.it to eligible students**, according to the following timetable:

- **by 22 July 2024**, for experiences to be completed in the first semester (including those choosing the full academic year);
- **by 06 December 2024**, for experiences to be completed in the second semester.

After these deadlines, the declared dates cannot be changed. Students who fail to declare the dates of the Program will be deemed to have renounced, with the application of the penalty as per article 15 of this contest.

The scheduled start date of the Program must coincide with the first day on which the students start the teaching activities of the Erasmus Destination.

Students who must complete their enrolment in a Master's Degree or PhD course for the 2024/2025 academic year, and who therefore have not been able to submit the **OLA**, may declare their scheduled start and end dates by writing to outgoing.erasmus@unimib.it. For these students, the Program start date cannot be earlier than the date of enrolment for the 2024/2025 a.y. .

Art.19 - 2024/2025 a.y. Enrolment Renewal

By 22 July 2024, students starting the Program in the first semester (including those who are in the Program for the entire academic year) **must renew their enrolment for the 2024/2025 academic year**; the enrolment fee may instead be paid by the deadlines set by the **University**. Students starting the Program in the second semester will need to renew their enrolment for the 2024/2025 academic year and be up to date with the fees by the deadlines set by the **University**.

Students who must complete their enrolment in the Master's Degree or in the PhD course, and who therefore cannot renew their enrolment for the 2024/2025 a.y until the publication of the admission rankings, will be able to start the Program after the finalization of their enrolment.

Art.20 - Signing of the Erasmus Study Mobility Agreement

Prior to the start of the Program, the students and the **University** sign an agreement, known as the “**Erasmus Mobility Agreement**”, which governs financial coverage, where applicable, and insurance coverage during the Program. The Program start and end dates confirmed by the students, as per article 18 of this contest, are required for the stipulation of this agreement. **Without the signing of the Erasmus Mobility Agreement, students are not authorized to start the Program and they will not receive any financial coverage, if any, and insurance coverage.**

The text of the Erasmus Mobility Agreement and the instructions for signing it will be sent by e-mail by **EO** to students who have complied with the provisions of article 18 of this contest, according to the following timetable:

- **by 5 August 2024**, for experiences to be completed in the first semester (including those choosing the full academic year);
- **by 15 January 2025**, for experiences to be completed in the second semester.

Once the Erasmus Mobility Agreement has been signed, students must send it from their account n.cognome@campus to the e-mail accordo.mobilita@unimib.it, following the instructions received, according to the following timetable:

- **by 11 September 2024**, for experiences started in the first semester (including those choosing the full academic year);
- **by 30 January 2025**, for experience started in the second semester.

The signature of the University delegate will take place according to the following timetable:

- **by 30 September 2024**, for experiences started in the first semester (including those students leaving for the entire academic year);
- **by 14 February 2025**, for experience started in the second semester.

Students who have submitted a non-compliant Erasmus Mobility Agreement will receive an automatic e-mail requesting the submission of a new correct document within 10 days of receipt of the e-mail, under penalty of suspension of financial coverage, where applicable, and insurance coverage. Failure to meet the deadlines indicated in this article and in article 18 above will result in delays in the disbursement of the Erasmus economic benefit, where applicable.

Art.21 - University and National Health Insurance Coverage

The **University** has the following insurance policies in place for its regularly enrolled students:

- Policy no. 406376720 “Third Party Liability - TPL” with AXA Assicurazioni S.p.A. (valid from 31 December 2020 to 31 December 2025);

- Policy no. 400260064 “Student Accident” with Generali Italia S.p.a. (valid from 1 October 2020 to 30 September 2025).

These coverages also apply to mobility students and have worldwide territorial validity.

In any case, students must comply with the regulations relating to the prevention and safety of the Erasmus destination and inform the **University** immediately in the event of an accident occurring during activities relating to the Program by contacting the relevant office at the e-mail address: assicurazioni@unimib.it or on the **University** website at the link: <https://www.unimib.it/servizi/opportunit%C3%A0-e-facility/assicurazioni>.

The University does not offer health coverage. Students are directly responsible for the procedure for their own health coverage abroad in accordance with current regulations. The University, subject to verification of budget availability, may award eligible students a Health Bonus as a contribution towards the cost of additional health insurance. The Bonus, if approved, will be paid together with the advance disbursement of the Erasmus Scholarship. The University is exonerated from any intervening health expenses in the event that students do not take out a supplementary health policy.

Students should also inquire before departure about the extent of National Health Care in the country of destination as follows:

- By consulting the **Interactive Guide: “If I leave for...”** published on the website of the Ministry of Health http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria;
- By going to the local Azienda Socio Sanitaria Territoriale (A.S.S.T.).

Art.22 - Authorization for Mobility at the Foreign Destination

The start of mobility periods at the foreign destination is bound by:

- acceptance of the foreign destination, after the student's successful completion of the enrolment procedures; **foreign destinations may reject candidates who have not complied with the enrolment deadlines and procedures or who do not meet the language and basic preparation requirements;**
- compliance with the rules set out in the University Teaching Regulations (DR no. 3260/2023 of 29 September 2023), in the Teaching Regulations of the Study Courses,
- upon passing all the exams of the first year of the course by the date of departure for mobility for students who will enrol in the second year of the Bachelor's degree for the 2024/2025 academic year;
- compliance with the rules set out in the Regulations for the Implementation of International Student Mobility (DR no. 769/2019 - No. 0010763 of 7 February 2019),
- compliance with the rules set out in this Contest;
- enrollment in a current year for the academic year 2024/2025;
- the ability to perform the Program activities safely.

The mobility of eligible students is authorized unless otherwise prescribed by the Italian State. Students can find information on the destination countries on the website of the Italian Ministry of Foreign Affairs <http://www.viaggiasesicuri.it/home>; if the Ministry of Foreign Affairs advises against departures to a given country,

mobility to that country is not authorized. In such cases, students should immediately contact **EO**, who will take the appropriate measures. Students are also required to register in the Ministry of Foreign Affairs database at the following link: <https://www.dovesiamonelmondo.it/home.html>

PART IV - ECONOMIC BENEFIT FOR ERASMUS STUDY MOBILITY

Art.23 - Erasmus Mobility Scholarship and Additional University Contribution

Eligible students will receive funding in order of ranking for the periods actually spent abroad until the available funds are exhausted. The funding is provided as a contribution to the costs abroad: it is therefore not intended to cover the entire cost incurred by the student.

The funding is as follows:

– Erasmus Mobility Scholarship

The Erasmus National Agency/Indire assigns European funding to the **University** every year, in order to cover Erasmus mobility scholarships. The **University** awards a contribution to all eligible students until the European funding is exhausted. As part of the Erasmus EU Program, the European Commission has established that the mobility scholarship is modulated according to the country of destination, on a daily basis, as provided for by the national provisions attached to the Erasmus 2023 Program Guide, as follows:

GROUP 1 Countries with higher cost of living	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Lichtenstein, Luxembourg, Norway, the Netherlands and Sweden	€ 350,00
GROUP 2 Countries with average cost of living	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, , Portugal, Slovakia, Slovenia and Spain	€ 300,00
GROUP 3 Countries with lower cost of living	Bulgaria, Croatia, Lithuania, Poland, North Macedonia, Romania, Serbia, Hungary	€ 250.00

– Additional University Contribution

The integration to the Erasmus Mobility scholarship is modulated on the basis of ISEE data with reference to the year in which the contest is published, as per DPCM (Prime Ministerial Decree) no. 159/2013. The amount of the integration to the Erasmus Mobility scholarship is disbursed on the basis of the ISEE declaration for the calendar year 2023 according to the amounts that will be decided by the Board of Directors of the University in the first meeting after the allocation of the EU funding for the 2024/25 a.y. Students who have not provided the ISEE or who have produced the maximum band declaration will not be entitled to any integration. **EO** will extract the data from the Online Secretariats on 31 January 2024.

Art. 24 - Economic Benefit Disbursement Ways

The economic benefit is assigned by Rectoral Decree for the periods actually spent abroad and the disbursement is conditional upon the signing of the Erasmus Mobility Agreement. The economic benefit of mobility is determined on the basis of the dates declared to the Online Secretariats as provided for in article 18 of this contest and of the budget funds in accordance with the procedures decided by the Board of Directors of the University.

The duration of the mobility will be calculated by the EU Mobility Tool based on the DAYS360 Excel function, according to the business year of 360 days (therefore each month, regardless of its duration, will be considered as [30 days](#)).

The economic benefit is disbursed in two instalments (an advance and a settlement balance), as follows:

1. Students who will have respected the deadlines established in articles 17 and 18 of this contest will receive an advance of the economic benefit assigned equal to all the months minus one (for example, for a declaration of effective mobility of 5 months and 20 days the advance will be of 4 months) by the end of the month following the signing of the Erasmus Mobility Agreement by both parties.
2. Students will receive the settlement balance, if due, upon completion of the program according to the dates certified from the Erasmus destination. The balance is calculated on the days actually spent abroad in the receiving organization.

Art.25 - University Multifunctional Card

The economic benefit is disbursed exclusively on the University multifunctional card. Students are responsible for activating the “prepaid card” function at the Banca Popolare di Sondrio (building U6 ground floor) and checking the period of validity of the card. If the card is lost or stolen, students must file a report and request the issue of a new card with the teaching and student services departments responsible for the subject area and interface directly with Banca Popolare di Sondrio (popso@unimib.it) in order to collect and activate the new card. The issuance of the new card and the cost of shipping it abroad are the responsibility of the student. Upon activation of the new card, students will find disbursed the monthly payments due. For further information on the devices on which the economic benefit is disbursed, please write to the Economic Benefits Department at pagementi.dott-spec@unimib.it.

PART V - DURING THE ERASMUS STUDY PROGRAM

Art.26 - Compatibility with the Erasmus Study Program

During the program, students will be able to:

- submit the Study Plan;
- apply for graduation, as long as the discussion occurs after the program is completed;
- apply for University scholarships and scholarships for the Right to Study;
- pay the contributions and submit the ISEE declaration.

During the mobility abroad, students may not carry out any action that requires their presence on site at the University, otherwise the economic benefit will be deducted according to EU rules, except as provided for in article 27 below.

Art.27 - Interruption of Erasmus Study Mobility

Students who need to interrupt their mobility in order to take exams must be authorized by the foreign destination. It is allowed to book exams at the University for activities that are formally present in the plan, with the exception of teaching activities included in the **OLA**. Booking for each exam session, even partial, will result in an automatic reduction of three days of scholarship. The reduction applies to each booking, even for exam sessions fixed on consecutive days, regardless of the outcome of the exam session and the detection of absence. Only the cancellation of the booking shall not lead to a reduction of the scholarship days. Interruptions are allowed only for exams or partial tests that require booking through the Online Secretariats system. Students are required to keep their travel documents (boarding passes/train tickets, etc.) and submit them, if requested, to **EO**.

Art.28 - Extension of the Erasmus Study Program

Students may request authorization from the Erasmus Coordinators to extend the program for study purposes only; to this end, they must fill in the Extension mobility form published on the **University** website at the link: <https://www.unimib.it/international-mobility/erasmus-study/during-mobility>.

The Extension mobility form must be submitted, complete with signatures, to outgoing.erasmus@unimib.it at least one month before the end of the Program and in any case no later than 20 June 2025; otherwise, the extension periods will not be covered by economic benefits, where applicable. Funding for extensions, subject to verification of budget availability, will be allocated following the order of the rankings. The allocation will be made by Rectoral Decree, and the economic benefit will be paid in a single instalment upon completion of the Program. Extensions can be requested up to a maximum of 12 months (24 months for single cycles) of total mobility for each study cycle as indicated by the EU and in accordance with the rules laid down in this contest. It is the students' responsibility to send to outgoing.erasmus@unimib.it the Extension mobility form complete with all the necessary signatures within the timetable required by this article.

Students who have obtained the signatures of both Coordinators on the Extension mobility form are authorized to extend. Confirmation of financial coverage will be communicated by **EO**, after verifying the funds available, before the conclusion of the mobility.

Art.29 - Modification to the Online Learning Agreement - OLA

During the Program, it is possible to request the modification of the OLA from the first day of the program start or from the confirmation of the acceptance of the extension by **EO**, according to the Erasmus rules. The modified **OLA** must correspond to the teaching activities attended and completed during the Program, always in compliance with the criteria of association between the activities of the **University** and the foreign activities set out in article 17 of this contest.

Students may submit the modification to **OLA** according to the following timetable:

Modifications for experiences started in the first semester	from 01/09/2024
Modifications for experiences started in the second semester	from 08/01/2025

Students can submit the change to **OLA** by logging in to the Online Secretariats. **EO** will notify any further fulfilment required by the EWP.

PART VI - COMPLETION OF THE ERASMUS STUDY PROGRAM

Art.30 - Completion of the Erasmus Study Program

Upon completion of the Program, students will be required to:

- **check** that their **OLA** is in accordance with what was actually done abroad profitably;
- have **filled in the “Confirmation of Period” certificate** containing the actual dates of the mobility. These dates will be taken into account for the recognition of the period and of the Erasmus economic benefit, if due;
- fill in the **Program completion questionnaire at the Online Secretariats** in the following way:
 1. log in and enter the personal page;
 2. in the left menu select **“Questionnaires”**;
 3. fill in the questionnaire **“Declaration of International Program Completion”**;
 4. when finished, confirm and send the questionnaire.

Without the completion of the questionnaire, SAI does not receive notice of the end of the Program; thus, both the procedure of recognition and that of the balance will remain suspended.

Art.31 - Participant Survey

Upon completion of the Program, students will have to fill in the EU Participant Survey, which is an online questionnaire about their Erasmus experience. **The Beneficiary Module European platform will send the notification for completion of the Participant Survey to students who have successfully completed the Program.** Students must fill in the Participant Survey by the date communicated by the Beneficiary Module and in any case no later than 31 January 2026.

Art.32 - Transcript of Records - TOR

Upon completion of the Program, the Erasmus Destinations will provide for each student the Transcript of Records -TOR (*hereinafter TOR*), i.e. the certificate of the exams taken with the relative mark during the Erasmus Study. All the activities that have been passed profitably and included in the **OLA** must be recognized in the student's career plan. Students may **only** refuse grades for exams taken and passed abroad before they are registered in the **TOR** and only if this option is provided for in the university regulations of Erasmus Destinations.

If the Erasmus Destination has not completed the digitalization process, the **TOR** has to be sent directly from the Erasmus destination to **EO** in the following ways:

- by e-mail to outgoing.erasmus@unimib.it;
- via the online platform;
- by regular mail to the address:
Settore Affari internazionali

University of Milano-Bicocca
Piazza dell'Ateneo Nuovo 1
20126 Milan IT

TOR submitted not in accordance with the procedures laid down in this article will not be taken into consideration.

Teaching activities recorded in the TOR under no circumstances may:

- be completed again at the **University** if passed abroad;
- be rejected when grades are converted;
- be recorded out of plan and/or if supernumerary.

Art.33 - Recognition of the Erasmus Study Program

Upon successful completion of the Program and receipt of the **OLA of TOR compliant**, **EO** will recognize the educational credits with priority given to undergraduates. .

Students who have failed a teaching activity included in the OLA during the Program can proceed as follows:

- **ask the Erasmus Coordinators for permission to repeat the exam outside the Erasmus Study period**; the authorization form with signatures must be sent promptly to the following e-mail address: outgoing.erasmus@unimib.it;
- **rectify with their Erasmus Coordinator the associations contained in the OLA**. In this case, the approval of the foreign Erasmus Coordinator will not be necessary.

No partial recognition or further changes to the associations between foreign and Italian exams are allowed once the recognition procedure has started. The conversion of grades is done through the table approved by the Academic Senate (issued by Dr. no. 0016198 of 8/3/2018).

Art.34 - Settlement Balance of Economic Benefit for Actual Mobility Periods

Upon successful completion of the Program and receipt of the **OLA of TOR compliant**, **EO** will recognize the educational credits.

If the actual mobility does not correspond to a whole number of monthly payments, the contribution for the remaining days will be calculated by multiplying the number of days by **1/30 of the monthly contribution** due.

In the event of a negative balance, a communication will be sent to the students' @campus e-mail requesting the repayment of the economic benefit already received and not due. Students who have not returned the debt by the deadline indicated in the communication will have their careers suspended; this measure will continue until the students have proceeded with returning the debt.

Starting from **27 March 2025**, **EO** will disburse balances to students who will have successfully completed the Program.

Art.35 - Repayment of the Economic Benefit

Upon completion of the final program report to the Erasmus National Agency/Indire, **EO** will send students the request for:

- repayment of the economic benefit not due and possibly disbursed for days not actually spent abroad;
- repayment of the health bonus in the event of non-appropriate use of the contribution, where applicable;

- full repayment of the economic benefit in the following cases for students who:
 - have not acquired at least 12 CFU of the activities foreseen in the LA and recorded in the career plan and not supernumerary;
 - have not correctly completed the program as required by this contest;
 - have not submitted the **Participant Report** required as set out in the Erasmus Program within the deadlines required for **EO** to forward the final mobility report.

In the event of a request for total repayment, the procedure shall be the same as that set out in article 35 above.

Art.36 - “Bicocca International Students” Open Badge

All Erasmus experiences will be recorded in the “Bicocca International Students” Open Badge. Open Badges are digital certifications, internationally recognized and usable in electronic curricula vitae.

At the time of the completion of the program, students will receive an e-mail communication from BESTR from which it will be possible to download the “Bicocca International Students” Open Badge. The Open Badge will later be integrated with the number of credits acquired during the program.

PART VII - CANDIDATES WITH SPECIAL NEEDS

Art.37 - Candidates with Special Needs

The Erasmus Program pays particular attention to students whose physical, psychological or, more generally, health conditions are such that they cannot participate in the program without an additional economic benefit for the extra costs incurred linked to support, accommodation and pedagogical and technical support services. Students with disabilities (DIS) or Specific Learning Disorders (DSA), who at the time of enrolment have presented regular certifying documentation, may apply for an additional contribution funded by the EU. Anyone requiring further information or any logistical support to assess the logistical/organizational aspects of the experience abroad, can request an appointment with the Disability and DSA Service by sending an e-mail to info.binclusion@unimib.it.

Art.38 - Additional Contribution for Erasmus Study Students with Special Needs

Students with special needs who have been successful in the Erasmus selection process may apply for the additional contribution. The Erasmus National Agency/Indire will communicate the opening of the assessment procedure for the allocation of the contribution to the University, which will contact students directly to inform them about how to submit the application. In order to qualify for the contribution, students must provide an estimate of the additional costs they will incur during the Program. The additional contribution is based exclusively on **real costs actually incurred**: students are therefore required to keep all payment receipts.

Upon completion of the assessment, the Erasmus National Agency/Indire will send a communication to the **University**, which will disburse the additional contribution, subject to verification of the payment receipts.

PART VIII - DOUBLE MASTER'S DEGREE PROGRAMS

Art.39 - Double Master's Degree Programs with Erasmus Study Destinations

The Double Master's Degree Program allows students to gain two qualifications: one from the **University** and one from an Erasmus Destination University.

Following a specific agreement, the **University** and an Erasmus Destination University establish a shared study plan based on which the selected students spend part of their career at the Erasmus Destination. Upon completion of the study course, both Universities will issue their qualification. Each Double Degree Program has a Scientific Coordinator responsible for the study plan of mobility students.

The **University** has stipulated agreements of Double Master's Degree with the following Erasmus Destinations:

- Université de Paris, France, reserved for students enrolled in the Master's Degree courses in Industrial Biotechnologies (F0802Q), Biotechnology in Medicine (F0901D), Biology (F0601Q) -
Scientific Coordinator Prof. Raffaella Meneveri;
- Université Nice Sophia Antipolis, France, reserved for students enrolled in the Master's Degree course in Computer Science (F1801Q)-
Scientific Coordinator Prof. Rizzi Raffaella;
- Université de Savoie, France, reserved for students enrolled in the Master's Degree course in Tourism, Territory and Social Development (F4901N)-
Ad interim Scientific Coordinator Prof. Daconto Luca.;

The Erasmus Destinations of Double Master's Degree for mobility for the 2024/2025 a.y. that are "under renewal", will be allocated subject to the signing of the Agreement.

For all that is not explicitly provided for in "Part VIII - Double Master's Degree Programs", the articles of the previous parts of this contest shall apply.

Art.40 - Selection of Candidates for a Double Master's Degree

In order to be admitted to the Double Master's Degree program, students enrolled in the courses described in article 40 above must pass the Erasmus selection. These students must apply to the Online Secretariats as per article 11 of this contest by selecting the "Erasmus Contest for the 2024/2025 a.y. Double Master's Degree". **For the selection of the Double Master's Degree Erasmus students, an interview is mandatory** by the Department Erasmus Committees integrated by the Scientific Coordinators who will assign an additional score as per article 12 of this contest.

Students interested in both the Double Master's Degree opportunity and Erasmus for study purposes may also apply for the Erasmus Study contest for their department. The position in the ranking, suitable for the departure for the Erasmus destination of the Double Master's Degree, is considered automatically confirmed by the student and makes the application to the Erasmus contest void.

Art.41 - Scholarships and University Fee Exemption

The disbursement of the scholarship follows the ways foreseen for the Erasmus for study program. The economic benefit for the Double Master's Degree is guaranteed up to a maximum of 9 months without prejudice to the provisions of the respective agreements. Double Master's Degree students, in addition to the economic benefit as per article 24 of this contest, are entitled to exemption from the payment of university fees for the 2024/2025 a.y. with the sole exclusion of regional tax and stamp duty.

PART IX - FINAL PROVISIONS

Art.42 - Erasmus without Paper-EWP Digitalization Process

The rules laid down in this contest may be modified, even substantially, as a result of the Erasmus Without Paper-EWP digitalization process. EO will provide appropriate and timely communication to all eligible students via the service email outgoing.erasmus@unimib.it and/or during the dedicated meetings and/or webinars that will be held in the months of March, July and November 2024.

Art.43 - Communications

According to article 26 paragraph 1 of the Student Regulation, **the only official channel of communication between students and the University** is the **university e-mail address** (*nomeutente@campus.unimib.it*).

For general information on this contest, students should write to the following e-mail address info.erasmus@unimib.it managed by **Bicocca University Angels-BUA**. After the publication of the final rankings, communication to Erasmus students will take place exclusively via the e-mail address outgoing.erasmus@unimib.it.

Students are required to update their personal **Online Secretariats** page. The Administration takes no responsibility for the loss of communications due to inaccurate information of the address by the candidate or to lack of or late communication of the change of address.

Art.44 - Person in Charge of Proceedings

Pursuant to Law no. 241 of 7 August 1990, the Person in Charge of Proceedings is Agnese Cofler, Head of International Affairs Division, University of Milano-Bicocca.

Art.45 - Final Provisions

Applications to participate in this contest will be handled in accordance with the requirements of Legislative Decree no. 196 of 30 June 2003 - “Personal Data Protection Code” and EU Regulation 2016/679 (General Data Protection Regulation).

Please note that, pursuant to article 71 of Presidential Decree 445 of 28 December 2000, the Administration will carry out appropriate verifications, including randomly, and in all cases in which there are reasonable doubts regarding the truthfulness of the self-declarations.

For all the matters not covered by this contest, the laws and regulations in force regarding public contests and university study awards shall apply.

THE RECTOR

Prof. Giovanna Iannantuoni

(digitally signed pursuant to article 24 of Legislative Decree 82/05)

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