



1st info meeting for «Erasmus+ for studies» students, mobility a.y.2024/2025

12
March
2024

Getting ready – before departure

Checklist – March/June 2024

Topics

1. Safety Protocol for International Mobility
2. Updates about/from partner Universities
3. Mobility fundings
4. Mobility period/duration
5. Online Learning Agreement-OLA
6. Nomination and application to Host Universities
7. Language requirements
8. Accommodation

1.1 Safety Protocol for International Mobility

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

All the international mobility experiences must be fulfilled in complete safety.

Mobility experiences are authorised **only towards destinations allowed by the Ministry of Foreign Affairs**

Viceversa, Bicocca University may ask you to return back to Italy for your safety if necessary.

If necessary, periodic webinars will be offered to supervise the situation.

1.2 Safety Protocol for International Mobility

- ❖ **Inquire about the safety** of the destination country and the presence of facilities (e.g. Hospitals, etc.):



- ❖ **Check the website of the Ministry of Foreign Affairs and International Cooperation** in order to keep up to date with the directives of the Italian State related to travelling:



- ❖ **Register on the website "DoveSiamoNelMondo"** of the Ministry of Foreign Affairs declaring the dates of your travel and your data, address and phone numbers and **download the App**:



1.3 Safety Protocol for International Mobility

Travel documents:

- ❖ Check the validity / expiry date of your ID / passport / visa
- ❖ Some countries may require an entry visa (e.g. Republic of Macedonia)
- ❖ Students with non Italian/extraEU citizenship should contact as early as possible Consulates/Ambassades in order to prepare all the documents required in due time

2.1 Updates from Host Universities

Host Universities are currently updating their didactic organization:

- ❖ **Academic offer for Erasmus students:** the information on courses available for 2024/2025 is generally made available between March and July. Some courses may have a limited number of places, on a «first come, first served» basis, make sure you enrol in time
- ❖ **Extension or reduction of places and/or periods** stipulated in the Bilateral Agreements , depending on the didactic organization and accommodation capacity foreseen for 2024/25
- ❖ **Teaching methods** (please see next slide)

2.2 Updates from Host Universities

Foreign Universities can adopt 2 types of mobility:

- Physical mobility** (Erasmus programme is carried out in person);
- Blended mobility** (Erasmus programme is carried out partly through e-learning and partly in person)

The teaching modalities depend on the organization of the host Institution and cannot be chosen individually by students: some Universities may not offer e-learning, while some others may plan to offer mainly e-learning.

3.1 Mobility funding

❖ The Erasmus mobility funding is made of **two parts**:

1) The Erasmus grant (UE fixed amount according to the destination country)

Groups of States	Monthly/30 days
Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Lichtenstein, Luxembourg, Norway, Holland and Sweden	€ .350,00
Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia and Spain	€ . 300,00
Bulgaria, Croatia, Lithuania, Poland, Republic of Macedonia, Romania, Serbia and Hungary	€ . 250,00

2) A top-up to the Erasmus grant (University fundings and Ministry of University and Research fundings). The specific amount will be approved in the first meeting of UniMiB Board of Administration after the allocation of EU and MUR funding (usually between July and September). The top-up can be assigned to those students with a determined economic status (ISEE referred to the year 2023, for further info please visit: <https://www.unimib.it/servizi/studenti-e-laureati/segreteria-studenti/immatricolazione/tasse>)

3.2 Mobility funding

Top-up referred to the a.y. 2023/2024 (subject to amendments)

ISEE	Top up monthly amount 2023/24
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	-
ISEE not submitted	-

UniMiB Board of Administration will deliberate on actual funds 2024/2025 between July and Sept. 2024

3.3 Mobility funding

- ❖ **EU Erasmus scholarship and UniMiB top-up (if assignable)** will be granted automatically: **no request /form/application is needed**. After the deliberation of UniMiB Board of Administration, funds will be assigned and an Erasmus grant agreement will be issued to students.
- ❖ **How many months can be funded?** UniMiB Board of Administration generally estimates a scholarship of 5 months for a semester and 9 months for a full-year mobility. If further funds become available at later time, additional months of mobility will be covered (e.g. period extensions).
- ❖ **When is the scholarship paid?** Generally:
 - ✓ an advance payment of 80% of EU Erasmus scholarship by 30 September 2024, provided students comply with procedures and deadlines of the Erasmus call;
 - ✓ an advance payment of 80% of UniMiB top-up by 30 October 2024, provided students sign their grant agreement;
 - ✓ the balance after closure of the mobility procedures; the amount will be calculated on the actual mobility period carried out, as certified by the Host University in the Confirmation of period. If the period is shorter than foreseen, UniMiB will ask the student for reimbursement of the grant days already paid but not due.

UniMiB Board of Administration can modify the percentages and timing of payment.

3.4 Mobility funding

- ❖ **The scholarship can be paid only for periods spent abroad (at the Host University).** Any remote learning period carried out from Italy or from any location other than the Host University will NOT be covered by any scholarship
- ❖ UniMiB Board of Administration may grant additional bonuses, depending on the availability of further funds (Health bonus, Green travel bonus...).
- ❖ **Dedicated funds for special needs (disabilities, learning disabilities...)** are allocated yearly by the Erasmus National Agency. Erasmus Office will inform students when the relevant call is published (generally in August).
- ❖ Students with lower income (ISEE) can apply for «Borsa diritto allo studio» (a specific scholarship to support students, irrespective of their participation in the Erasmus programme), managed by Settore Diritto allo studio: for information <https://en.unimib.it/services/offices-and-facilities/fees-and-funding>.

4.1 Mobility period/duration

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 2025, 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

4.2 Mobility period/duration

Start and end dates of mobility

- ❖ On confirming the destination in February/March 2024 students were requested to indicate tentative dates of start and end of mobility, in order to access «Segreteria online» to submit the OLA-Online Learning Agreement
- ❖ **Dates can be amended according to the didactic calendar of the Host University**
- ❖ **By 22 July students will have to confirm the definitive dates** in order to receive the grant advance payment and the mobility grant agreement.

5.1 Online Learning Agreement-OLA

The **OLA** is a document that certifies the study program students will carry out at the Host Institution. It has to be agreed with the Bicocca Erasmus Coordinator **before** the start of the Programme and must be approved by the Host University Coordinator.

The OLA shall list the exams to be taken at the Host Institution and the corresponding UniMib exams. **Only full exams can be included in the OLA, modules are not allowed.**

Please consider approximately 30 ECTS for a semester of mobility / 5 ECTS for each month. The Erasmus Coordinator can approve an OLA with less ECTS (20% less as a maximum). **Some partner universities may require a minimum and/or maximum number of ECTS, please check on the application instructions/host website.**

The total ECTS of the foreign subjects shall equal the total ECTS of the UniMiB subjects, with a possible slight gap of no more than 5%

A guide to the submission of OLA is published and regularly updated on:

<https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus>

5.2 Online Learning Agreement-OLA

The OLA shall be submitted in «Segreteria online» according to the following timeschedule:

Mobility period	OLA presentation	Approval by Unimib Coordinator
1 st semester (or full year)	From 18/03/2024 to 12/07/2024	Within 16/07/2024
2 nd semester	From 01/09/2024 to 25/11/2024	Within 29/11/2024

Please note that the Host University might have different deadlines, even anticipated. Remember to stick to them, too.

Take your time and think carefully before submitting the OLA in Segreteria online.

Check the updated didactic offer on the Host University website.

Send a draft OLA to your UniMib Erasmus Coordinator in order to have a feedback before the official submission.

5.3 Online Learning Agreement-OLA and EWP

EWP (Erasmus without paper) is the network for the digitalization of Erasmus data flow, especially the OLA and the Inter-Institutional Agreements between partner Universities.

«Segreterie Online» is connected to the EWP network. OLAs approved by UniMiB Erasmus Coordinators are sent to the student's Host University through EWP for digital signature at their end.

The EWP network is still in a testing phase .

Not all partner Universities are fully connected, so the data flow may not be smooth as expected. Be patient!

The guide to the submission of OLA

<https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus>

will lead you step by step and instruct you on how to proceed in case of system errors

5.4 Online Learning Agreement-OLA ed EWP

The OLA must be submitted through «**Segreteria online**».

The proposed study plan abroad is evaluated by the Coordinator, who can approve or reject it.

If the OLA is rejected, a new one must be submitted following up the Coordinator's remarks.

If the OLA is approved, the Coordinator will sign it digitally in «Segreteria online».

After the Coordinator's approval, two different hypotheses can arise:

1) UniMiB and the Host Institution are connected through the EWP (Erasmus without paper) network

The UniMiB Coordinator, after signing the OLA, sends it digitally to the Host University.

If the procedure works correctly, the foreign Coordinator countersigns the OLA via EWP and no action is required from the student.

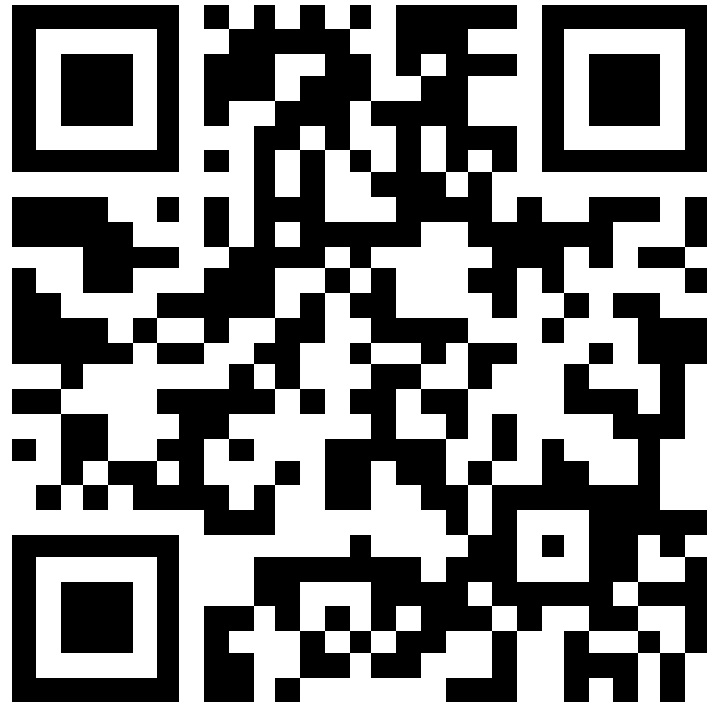
2) UniMiB and the Host Institution are NOT connected through the EWP (Erasmus without paper) network

Should the procedure gets stuck (e.g., if the OLA is not transmitted correctly, or the Host University is not able to visualize or sign it), the student shall email the OLA in pdf filled in on the EU format available on:

<https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus>

If/when the EWP connection becomes available, the «paper» /pdf OLA shall be entered in Segreteria online

QR code for questions



6.1 Nomination at the foreign University

WHAT IS A «NOMINATION»? The International Mobility Office communicates to the Host University the students' data, mobility period and study area for which they have been selected.

WHEN IS NOMINATION MADE? Nominations are made according to the partner Universities deadlines. First semester mobilities: between **March and July**; second semester mobilities between **September to November**. A same university may have different deadlines for its different Faculties.

HOW DO I KNOW THAT I'VE BEEN NOMINATED?

The International mobility office will send you a confirmation by email.

In some cases you may be asked to provide additional information requested by the foreign destination to complete the nomination process (ex. emergency contact, photo).

DO NOT CONTACT THE DESTINATION BEFORE NOMINATION!

You will probably get no answer or the answer will not be appropriate.

6.2 Nomination at the foreign University

The International Mobility Office is processing the nominations for the a.y. 2024/2025 according to the period preferences expressed by students at the acceptance of their destination (1° or 2° semester / full year).

- ❖ Any requests for a change of semester due to the sanitary or geo-political situation will NOT be taken into consideration. As for the past academic years, the International Mobility Office will proceed *ex officio* to changes in case of concrete risk or upon specific directives.
- ❖ Only semester changes related to motivated didactic reasons may be exceptionally accepted (e.g. the host University has scheduled some specific courses/programmes in a different semester than originally planned)
- ❖ Any possible change will necessarily take into account the deadlines fixed by Host Universities; no delays can be requested to Partners

6.3 Student's application

Check your email regularly:

- **After nomination, the Host University will email you the instructions to fill out the application.** If you don't receive any communication, check the destination's website for information.

APPLICATION – strictly stick to deadlines and procedures requested by the Host University!

- **THE HOST UNIVERSITY MAY REFUSE ADMISSION IN CASE OF INCOMPLETE, INCORRECT OR LATE APPLICATION OR IF A STUDENT DOES NOT HAVE ONE OR MORE NECESSARY REQUISITES (e.g. language level, credits/ECTS already acquired, adequate academic background).**

Transcript of records UNIMIB:

- **Some universities require this document during the application procedure** to evaluate the student's academic background prior to mobility. It certifies the exams passed with the relevant marks and credits/ECTS.
- It has to be **REQUESTED TO THE STUDENT SECRETARIATS/CAREER MANAGEMENT OFFICE** <https://www.unimib.it/servizi/segreterie-studenti/certificati-e-autocertificazioni> (NOT to the International Mobility Office, NOT to the Erasmus Coordinator):

7.1 Language requirements

1) Language requirements of the Host University

It is the responsibility of the student to check:

- the level required by the Host University;
- any certification to be submitted;
- the time frame to achieve the level and/or submit certifications.

Please note: Host Institutions often request language certifications at the time of application (approximately from March to July for the first semester, from September to November for the second semester).

The International Office cannot ask partner Universities any delay/exemption, nor issue language certifications.

For students in the Economics area who have in their curriculum the exam of English, French, German and Spanish corresponding to the B2 level, the certificate is issued by the language teacher.

Please note: students are expected to meet the B2 Bicocca University requirement even if the language level requested by the Host University is below B2.

7.2 Language requirements

2) Language requirements of Bicocca University

B2 in English or B2 in the language of the host country, to be acquired before the start of mobility.

- **Valid certifications:**

- Rosetta Stone successful examination
- Certification of the appropriate level of the CEFR (Common European Framework of Reference for Languages) recognised by the University's Language Secretariat.

Valid certifications are specified at the page:

<https://www.unimib.it/didattica/lingue-unimib/idoneita-ateneo-e-accertamento-linguistico>

Come ottenere l'idoneità di Ateneo

The University online language courses (**Rosetta Stone**) are administered by **the Office for International Promotion and Language Training**.

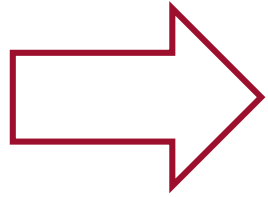
<https://www.unimib.it/didattica/lingue-unimib/corsi-lingua-rosetta-stone>

For requests about courses and exams: segreteria.lingue@unimib.it

8. Accommodation

- ❖ **Some Partner Universities have a student housing service. It is recommended to apply to it as a first choice if possible. Consider that the places available will probably not cover all the requests, so it is advisable to enquire as early as possible after being nominated.**
- ❖ **ESN – Erasmus student network can also support in the search for accommodation: <https://milano-bicocca.esn.it/> ; erasmus.network@esnbicocca.it)**

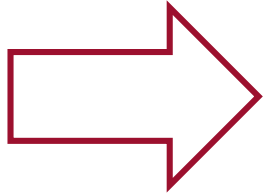
Contacts



General info, coordination with the International Mobility Office and Mobility Coordinators:

BUA- Bicocca University Angels

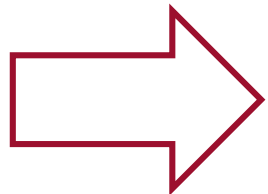
info.erasmus@unimib.it; Tik Tok; Instagram



Administrative procedures:

UMI- Ufficio Mobilità Internazionale (International Mobility office)

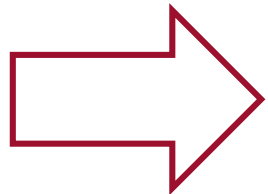
outgoing.erasmus@unimib.it



Online Learning Agreement and didactic issues:

International Mobility coordinators

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



Support for accommodation search and tutoring abroad:

ESN- Erasmus students network

<https://milano-bicocca.esn.it/>