1\textsuperscript{st} meeting for Outgoing Erasmus+ Studio students, mobility year 2023/2024

Produced by Ufficio Mobilità Internazionale-UMI

(REV 16_mar_23)
### Before you leave

**Check list for the months between March and June**

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<th>Topics</th>
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<td>1. Health and geopolitical situation</td>
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<td>2. Updates from the foreign university</td>
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<td>3. Safety protocol for the International Mobility</td>
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<td>8. Language requirements and OLS</td>
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<td>9. Looking for a place to stay</td>
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1.1 Updates on the health situation

The COVID emergency is over... BUT

Although the UE considers the COVID emergency over, each member state may still have different laws to monitor the situation. The foreign universities may:

❖ modify the didactic offer (in person vs. online teaching) in order favour social distancing
❖ still require the green pass
1.2 Geopolitical news

There are NO specific guidelines for the Erasmus mobility AY 2023/2024 concerning the Russia-Ukraine conflict.

All international mobilities must take place safely

In order to guarantee a transparent and equal management of the mobility, UMI follows:

❖ Directives from MUR e del Ministry of Foreign Affairs and International;
❖ Directives from the EU Commission UE and the National Erasmus+ Agency Italy;
❖ Directives from the CRUI;
❖ Directives from the UniMiB Governance di Ateneo and the Protocol for international mobility safety;
❖ Directives from other EU member states and host universities.
European universities, encouraged by the EU, are reorganizing:

❖ **the type of didactic offer** (next slide);

❖ **the didactic offer for Erasmus students** (the didactic offer for AY 2023/2024 will be published by the host universities between March and July 2023 and may include limited enrollment for some subjects and/or an initial assessment and/or change of semester);

❖ **change in the period** included in the bilateral Erasmus Agreement for any reason
Foreign universities may offer one of two types of mobility:

- **Physical mobility** (whole program takes place in person);
- **Blended mobility** (part of the program takes place via e-learning part in person)

The type of mobility is decided by the foreign university NOT BY THE STUDENTS.
3.1 Safety protocol for international mobility

All international mobility activities must be carried out safely

Only the mobilities towards countries deemed safe by the Ministry of Foreign Affairs and International Cooperation.
UniMiB may ask you to return from your mobility in case of unsafe circumstances.

If necessary, there will be periodic webinars to monitor the situation.

https://www.unimib.it/internazionalizzazione/sicurezza-mobilita-internazionale
3.2 Safety protocol for international mobility

- Research the safety level of your destination country

  [Image: Viaggiare Sicuri](http://www.viaggiaresicuri.it/)

- Visit the website of the Ministry of Foreign Affairs to have the latest safety updates

  [Image: Ministry of Foreign Affairs](https://www.esteri.it/mae/it/)

- Sign up to the “DoveSiamoNelMondo” website powered by the Ministry of Foreign Affairs stating the dates of your mobility and your mobile contacts. Also, download the App

  [Image: Dove siamo nel Mondo](https://www.dovesiamonelmondo.it/home.html#)
4.1 Funds for the mobility

Erasmus funding has **two components**:

1. **the Erasmus Scholarship** funded by the EU and UniMiB and depends on the destination:

<table>
<thead>
<tr>
<th>Country groups</th>
<th>Mensile/30days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danimarca, Finlandia, Irlanda, Islanda, Lichtenstein, Lussemburgo, Norvegia e Svezia</td>
<td>€.350,00</td>
</tr>
<tr>
<td>Austria, Belgio, Cipro, Francia, Germania, Grecia, Italia, Malta, Olanda, Portogallo e Spagna</td>
<td>€. 300,00</td>
</tr>
<tr>
<td>Bulgaria, Croazia, Estonia, Lettonia, Lituania, Polonia, Repubblica Ceca, Repubblica della Macedonia del Nord, Romania, Slovacchia, Slovenia, Ungheria</td>
<td>€. 250,00</td>
</tr>
</tbody>
</table>

1. **the Erasmus Scholarship Support** funded by UniMiB and the MUR.

   The exact amount will be decided by the University CdA during its first setting, after the UE e MUR are announced (between July and September). The CdA Support received by the students will be based on the ISEE declaration presented by the student **before November 22nd 2022**

   (info su ISEE 2022/2023: https://www.unimib.it/servizi/studenti-e-laureati/segreterie-studenti/immatricolazione/tasse)
## 4.2 Funds for the mobility

**JUST AS AN EXAMPLE**
For the mobilities taking place during AY 2022/2023

<table>
<thead>
<tr>
<th>ISEE</th>
<th>Mensile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to €. 13.000,00</td>
<td>€. 500,00</td>
</tr>
<tr>
<td>Up to €. 21.000,00</td>
<td>€. 450,00</td>
</tr>
<tr>
<td>Up to €. 26.000,00</td>
<td>€. 400,00</td>
</tr>
<tr>
<td>Up to €. 30.000,00</td>
<td>€. 350,00</td>
</tr>
<tr>
<td>Up to €. 40.000,00</td>
<td>€. 300,00</td>
</tr>
<tr>
<td>Up to €. 50.000,00</td>
<td>€. 250,00</td>
</tr>
<tr>
<td>Up to €. 70.000,00</td>
<td>€. 100,00</td>
</tr>
<tr>
<td>Over €. 70.000,00</td>
<td>-</td>
</tr>
<tr>
<td>Not declared</td>
<td>-</td>
</tr>
</tbody>
</table>

**ATTENTION!**
The University CdA may modify these amounts based on availability of funds.
4.3 Funds for the mobility

❖ **How to receive the Erasmus grant and the University integration**: funding for Erasmus mobility is assigned automatically by UMI. After the resolution of the CdA, UMI draws up the Mobility Agreements in which the financial coverage is assigned.

❖ **How many months of funding are assigned**: normally the CdA provides for 5 months of scholarship coverage for mobility students for one semester and 9 months for mobility students for the entire academic year. During the year, according to the budget available, UMI will communicate the coverage of further months of scholarship.

❖ **When will I receive the funds**: UMI will provide:

❖ up to 80% of the Erasmus scholarship funding by 30 September 2023 to students who have met the deadlines established by the Erasmus call for the academic year 2022/23, mobility a.y. 2023/24;

❖ up to 80% of the integration of the Erasmus scholarship by 30 October 2023 after the verification of the signature of the Mobility Agreement;

❖ an adjustment at the end of the international mobility (UMI verifies the effective duration of the mobility period and provides for the financing still due or requests a refund for the periods not actually completed);

Cda may also intervene on methods and timing.
4.4 Funds for the mobility

- Only the mobility periods taking place PHYSICALLY abroad will be funded (e-learning not included).

- The CdA may include additional bonuses (Health Bonus, Green Travel Bonus, etc).

- The students may also apply for the DS Scholarship AY 2023/2024, in July 2023, funded by Settore Diritto allo Studio (info sulle Borse DS al link: https://www.unimib.it/servizi/studenti-e-laureati/diritto-allo-studio-tasse-150-ore ).
5.1 Mobility period

Geneal rule:
The Erasmus Program lasts between 2 and 12 months...

So, basically...

❖ For each destination the duration of the mobility is indicated in the bilateral agreement. You may find this information at the following link https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/selezioni-erasmus-studio; the agreements may last one semester (5 o 6 months), half a semester (2-3 months) or a full year (9-12 months).

❖ The students are allowed to choose the semester of their mobility: first, second or full year. The semesters in the foreign universities may have different duration and/or beginnings.

❖ The students may return earlier from their mobilities if they finish their exams earlier, or later if they need more time to take their exam.
6.1 Online Learning Agreement-OLA

❖ The **OLA** is the document containing the **study plan** that the student will have abroad.

❖ The **OLA** must be approved by the Erasmus Coordinator **BEFORE** the mobility and then by the host university.

❖ The **OLA** will include the exams that will be taken abroad and to which UniMiB exams are associated.

❖ For each month spent abroad the student must indicate 5 CFU in their LA, the Erasmus Coordinator **may approve** an **OLA** with less than 30 CFU/semester, but never less than 20 %. **Attention!** Some destination require a minimal amount of CFU in the **OLA**.

❖ The total amount of CFU acquired in the Erasmus destination is normally **equal to that of the exams that will be validated in Italy**, the Erasmus Coordinator may approve OLA’s with up to a 5% CFU discrepancy.

❖ **UMI** will publish the upgraded **OLA presentation Guide** at the following link: [https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus](https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus)
6.2 Online Learning Agreement-OLA

The **OLA’s** must be presented on **Segreterie Online** according to the following deadlines:

<table>
<thead>
<tr>
<th>Departure semester</th>
<th>Presentation (by the student)</th>
<th>Approvement (by the coordinator)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I° semester (and full year)</td>
<td>From <strong>01/04/2023 (*) to 10/07/2023</strong></td>
<td>By 14/07/2023</td>
</tr>
<tr>
<td>II° semester</td>
<td>From 01/09/2023 to 24/11/2023</td>
<td>By 30/11/2023</td>
</tr>
</tbody>
</table>

The Erasmus destination may have different deadlines: they must be followed!

If the Erasmus destination required the **OLA** before the procedure is available on **Segreterie Online**, the students may use the EU format which can be found at the following link: https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-erasmus

**ATTENTION!**

Carefully consider the activities you want to include in your OLA. Verify the updates of the didactic offer on the destination’s website.
6.3 Online Learning Agreement-OLA and EWP

(*) The OLA procedure opening on Segreterie Online has been postponed compared to what was originally indicated in the E+ call, in order to allow the upgrading of the EWP network.

EWP (Erasmus Without Paper) is the network used to digitalize the Erasmus procedure, specifically the OLA. Segreterie Online is directly connected to the EWP network. The OLA approved by the UniMiB Erasmus Coordinator will be sent via EWP directly to the host university.

We’re still experimenting! We need your collaboration!
Not all universities are 100% integrated in the EWP network. Problems in the sending and reception of the OLA may happen.

In order to allow you to present the OLA to Segreterie Online UMI will indicate by default as your mobility dates UniMiB semester dates:
- I semester: 01/10/2023 - 28/02/2024
- II semester: 01/03/2023 - 30/07/2024
- Full year: 01/10/2023 - 30/07/2024

YOU WILL HAVE TO MODIFY THESE DATES BEFORE YOU LEAVE.
6.4 Online Learning Agreement-OLA ed EWP

You will present your OLA via Segreterie online.
It will be evaluated by the UniMiB Erasmus Coordinator, who will either accept or not (explaining why).
OLA not accepted, you will produce a new one according to the Coordinator’s suggestions.
OLA accepted, the Coordinator will digitally sign it on Segreterie online.

After your OLA is approved by the UniMiB coordinator it will be automatically sent to the host university:

❖ Host university connected to the EWP network, foreign Coordinator will sign the OLA digitally and you will see it approved on Segreterie Online; The student doesn’t need to do anything.
❖ Host university not connected to the EWP network or general problems, you may be asked to send via email the EU OLA form from the link: https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus
In case of generic problems, any «on paper» modifications will be uploaded to the Segreterie Online once the problems are fixed.

ATTENZION!
By April 1st 2023 we will publish on : https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus
the OLA guide
7.1 Erasmus nomination

WHAT IS IT?
UMI tells your data to the host University, your mobility period and your department

WHEN?
The nomination procedure will be carried out based on the university dates: first semester between March and July, second semester between July and November.
The same University may have different deadlines depending on the faculty.

How can I know if I have been nominated?
You will receive a confirmation email.
In some cases, we may ask for additional information based on the requests of the foreign university (es.: emergency contact, pictures).

DO NOT CONTACT THE FOREIGN UNIVERSITY BEFORE YOU ARE NOMINATED!
7.2 Erasmus nomination

- Requests to change the mobility semester for health or geopolitical reasons **WILL NOT** be taken into account; only UMI will change the semesters in case of danger or for directives;

- Requests to change the mobility semester **WILL NOT** be taken into account unless backed by grave didactic reasons; even in this case, the modifications can only be done if host university allows them.

- **UMI** too has to abide to the deadlines of the host university, so requests outside of the foreign deadlines will not be considered.
7.3 Student application

Keep an eye on your university email:

• After you get nominated you will receive an email from the foreign university with the information about what to do. If you don’t get any email, check the host university’s website.

APPLICATION TO THE HOST UNIVERSITY—mind their deadlines

• The foreign university may deny your admission if your application is incomplete, not correct, late, or missing some specific requirements (e.g., language certification)

Transcript of records UniMiB:

• For their application some foreign universities ask for this document. It is a summary of the exams you have already taken with the corresponding CFU and marks.
• You will have to ask for it to SEGRETERIE STUDENTI/UFFICIO GESTIONE CARRIERE
  https://www.unimib.it/servizi/segreterie-studenti/certificati-e-autocertificazioni
  (NOT to Ufficio Mobilità Internazionale, NOR to the Erasmus Coordinator):
8.1 Language requirements

1) Requirements of the host university

It is the student’s responsibility to check:
- the language level required by the host university;
- if a specific certification is required;
- the relative deadlines.

Attention! The foreign universities often ask for the certification when you apply.

- UMI can not ask for waivers, or give any language certifications;
- The Erasmus Coordinator may sign any required documents to certify the language level;
- The Economics students who have taken the English/French/German/Spanish exam corresponding to the B2 level will receive their certification from their language teacher

If the host university’s requirement is lower than UniMiB’s, students will still be expected to meet UniMiB’s requirement.
8.2 Language requirement

2) UniMiB’s requirement

- English or host country’s language B2 by the beginning of the mobility
- Accepted certifications:
  • passing the online Rosetta Stone exams;
  • official CEFR (Common European Framework of Reference for Languages) certification

Look it up at the following link
https://www.unimib.it/didattica/lingue-unimib/idoneita-ateneo-e-accertamento-linguistico

al paragrafo «Come ottenere l'idoneità di Ateneo»

The Rosetta Stone exams are organized by the Ufficio per la Promozione Internazionale e la Formazione Linguistica.
https://www.unimib.it/didattica/lingue-unimib/corsi-lingua-rosetta-stone

For any clarification: segreteria.lingue@unimib.it

Requisito linguistico d’Ateneo
8.3 Online Language Support

From AY 2022/23 EU offers to Erasmus students the voluntary «Online Language Support» EU ACADEMY: https://academy.europa.eu/

- The OLS consists in a test at the beginning and study materials, grouped by topic and level.

- To take the test at the beginning, type «English/French.... placement test » and take a screenshot of the level you obtain!!

- The Erasmus destination MAY accept this as language certification, but you will have to verify it on their website.

- The is no minimal amount of hours.

- There is no final test, it is possible to take self-assessment whenever you want.

ATTENTION!
UMI does not have access to the Online Language Support.
Students must autonomously do it.
9. Looking for a house

❖ Some foreign universities may allow access to their students residences. There may be few places, so you should start to look for a house as soon as you get nominated.

❖ The Erasmus Students Network- ESN has a service to look fot rooms. You can contact the UniMiB brench (sito: https://milano-bicocca.esn.it/; mail: erasmus.network@esnbicocca.it) that will give you the contact of the brench of your Erasmus destination.

ATTENTION!
After COVID the housing situation has become more difficult. Don’t do it last minute.
Who should you ask...

General information, UMI and Coordinators
BUA- Bicocca University Angel
info.erasmus@unimib.it; Tik Tok; Instagram

Bureaucracy:
UMI- Ufficio Mobilità Internazionale
outgoing.erasmus@unimib.it

Learning Agreement and didactic matters
International mobility Coordinators
https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0

Housing and social life abroad
ESN- Erasmus students network
https://milano-bicocca.esn.it/