



23
July
2025

Il informative webinar for students - Erasmus Study mobility



a.a. 2025/26
by Erasmus Office - EO
(REV 22_07_25)

Webinar's Agenda

Session I – Prior to departure

1. Mobility period; start and end dates of mobility
2. Mobility grant agreement;
3. Erasmus Study funds a.a.2025/2026;
4. Top-up grants;
5. Timing and method of payment of Erasmus grants

Session II – Safety during mobility

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

Session III – Steps during the mobility

9. Arrival certificate;
10. Period extension/Anticipated end of mobility;
11. Upload of first Learning Agreement and amendments to the LA
12. DOs and DONTs during the exchange period; suspension of mobility

Session IV – Graduand students

13. Graduand students before and after the exchange period



Session I - Prior to departure

1.a- Mobility period

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

- ❖ Bilateral agreements between UniMiB and each Partner University state the duration of students' **mobility**, as specified in the list of destinations issued yearly at the time of the Erasmus call:
<https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/selezioni-erasmus-studio>.
There may be agreements for 2/3 months, for 5/6 months or for 9/12 months, depending on the duration of academic terms at the Host Institution: terms' duration may vary from Country to Country and is often different from UniMiB semesters.
- ❖ **Students can choose the semester of departure: first semester, second semester** (full year if covered by the specific bilateral agreement), **but the actual duration in months/days will depend on the organization of the Host Institution**, as explained above.

1.b- How to confirm the exchange period

By 25 July 2025 at 23h00 students will confirm the start and end date of their exchange program through the Google form:

<https://docs.google.com/forms/d/e/1FAIpQLSeup-YFgxcaovjh4tTVfSffsmlgXmXNrFk7M7dtQYA2LERnhA/viewform?pli=1>

IMPORTANT:

- Login with your email address @campus.unimib.it
- The form can be filled in only once
- If you have filled in the form correctly, you will receive an acknowledgement email

1.c- Exchange start date

The start date is set by the Host University, being:

- the registration day;
- the first day of courses, laboratory, internship;
- the Welcome Day or the first day of the Welcome Week;
- the start of the preliminary language course held by the Host University.

The start date is NOT:

- the day you arrive in the host city;
- the day on which your dormitory/flat rental contract starts.

If you reach your destination a few days in advance to settle in before the courses begin, those days will not be considered part of the Erasmus period and will not be declared nor funded.

1.d - Exchange end date

The Erasmus end date is generally communicated by the Host University

If you have not been informed by your Host University, you can declare:

- the date of ending of the semester
- the last day of examination

The above information is usually available in the Institutional info-sheet.

1.e - Exchange period must be precise!

Exchange dates must be precise and cannot be amended after 25 July, since the grant agreement will be issued based on the dates declared, and the scholarship and insurance policy will cover the exact declared period

Example

If you have declared 15 October as start date and later you are informed that courses begin on 1 October, you can start your mobility under your responsibility, but there will be no grant or insurance cover for the first 15 days.

.... PLEASE PAY ATTENTION IN FILLING IN THE GOOGLE FORM !

2.a- Mobility Grant Agreement

The **Erasmus Office - EO** will issue the “**Erasmus mobility grant agreements**”, that will be signed by the students and UniMiB.

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

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

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

2.b- Mobility Grant Agreement

Mobility grant agreements will be issued by the Erasmus Office and sent to the students' campus email address along with the instructions for signature according to the following timeschedule:

	<i>EO issues the agreement</i>	<i>The student signs the agreement</i>	<i>UniMiB countersigns the agreement</i>
First semester and full year mobility	By 07/08/2025	By 10/09/2025	By 30/09/2025
Second semester mobility	By 15/01/2026	By 30/01/2026	By 14/02/2026

2.c- Mobility Grant Agreement

Instructions to sign the Mobility Grant Agreement (full instructions will be sent via email):

1. Read, print out and sign the Agreement (by hand or digitally) on all the pages where requested;
2. Add in the end of the agreement a copy of your identity document (passport, national ID). Non-EU students must attach also their residence permit to the Mobility Agreement, valid for the whole mobility period.
3. Scan all documents in a single file (agreement + identity document + residence permit) and save it in pdf/a;
4. Send the pdf/A file from your email @campus to: accordo.mobilita@unimib.it

PLEASE NOTE:

*The email account accordo.mobilita@unimib.it
is just a repository to store documents; do not send messages since they will not be read*

3.a- Erasmus funding a.a. 2025/26

On 22nd July 2025 the Board of Administration of the University of Milano-Bicocca has deliberated the funding and the relevant criteria for the allocation of Erasmus grants 2025/26

The scholarship can be paid only for periods spent abroad. Any remote learning period carried out from Italy or from any location other than the Host University will NOT be covered by any scholarship

3.b- Erasmus funding a.a. 2025/26 in detail

The Erasmus study grant 2025/26 will include 2 parts + 2 bonuses:

- ❖ **EU grant** – fixed monthly amount depending on the host country's cost of living;
- ❖ **Bicocca top-up grant** – proportional to the student's economic situation («ISEE» submitted by 15 November, 2024 for the academic year 2024/2025);
- ❖ **Health bonus** – contribution for supplementary health insurance cover;
- ❖ **Travel bonus/Green travel bonus** – contribution to travel expenses

EU grant , Bicocca top-up grant and the Travel bonus are paid automatically to students who follow the Erasmus call procedures and deadlines.
Students do not need to submit any application

3.c- Erasmus EU grant a.a.2025/26

1. EU grant is a fixed monthly amount depending on the host country's cost of living as shown in the following table (updated for the a.a. 2025/26)

Group	Countries	Monthly amount/30 days
1 High cost of living	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Holland, Sweden	€. 400,00
2 "Medium" cost of living	Cyprus, , Czech Republic, Estonia, Greece, Italy, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	€. 350,00
3 Low cost of living	Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Hungary, Turkey	

3.d- UniMiB top-up grant a.a.2025/26

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

ISEE (student's economic situation) 2024	Monthly top-up (30 days)
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
above € 50.000,00 or not declared	– (zero)

3.e- Health bonus

Students who purchase a supplementary health insurance policy to cover medical costs that are not (fully) covered by the basic Health Insurance will receive a refund of the actual cost incurred **up to a maximum of € 240**. The relevant sum will be reimbursed **at the end of the exchange period, upon presentation of the insurance certificate and payment receipt**, that must be uploaded in the following google form:

<https://forms.gle/7HqoRSeNJ9CqU9gg8> by the following deadlines:

Exchange period	Upload of documentation
First semester	By 20 March 2026
Second semester/full year	By 20 October 2026

Examples:

- *Cost of insurance policy € 160 – refund € 160*
- *Cost of insurance policy € 270 – refund **€ 240***

3.f- Health bonus

Health bonus documentation

The documents to be uploaded must contain at least the following data:

1. student's first and last name;
2. duration of the policy, according to the exchange period declared;
3. clear statement of validity in the host country / all over Europe;
4. premium paid

Pay attention


- ✓ Please check carefully the certificate issued by the Insurance company. In case any of the above data is missing, ask for the necessary supplementary documentation
- ✓ In case you pay the insurance premium by instalments (e.g. monthly), please upload all payment receipts
- ✓ Students are responsible for uploading the correct documents; an incorrect document will not entitle to reimbursement;
- ✓ Erasmus Office will not contact students who have submitted wrong or incomplete documentation

Example of CORRECT Health Insurance receipt

AON

Aon Student Insurance - Insurance policy

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

**YES**

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

Emergency assistance

Example of payment receipt

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



Missing information:

- 1-Name Surname???
- 2-Coverage eriod ????
- 3-Validity abroad?????

3.g- Travel bonus

The travel bonus is awarded to all eligible students thanks to EU funds (subject to availability). The amount of the individual bonus depends on the distance to be covered to reach the Host Institution as follows:

Distance	«Green» (ecologic) journey (exclusive use of train, bus or car pooling- return travel, same means of transport)	Non ecologic journey
10-99 km	€. 56,00	€. 28,00
100-499 km	€. 285,00	€. 211,00
500- 1.999 km	€. 417,00	€. 309,00
2.000- 2.999 km	€. 535,00	€. 395,00
3.000- 3.999 km	€. 785,00	€. 580,00
4.000- 7.999 km	€. 1.188,00	€. 1.188,00
8.000 km or over	€. 1.735,00	€. 1.735,00

The distance will be calculated through the EU tool *Distance calculator*:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

The University of Milano-Bicocca will be considered as the starting point for all students.

The arrival point will be the Host University city (main premises)

The bonus will be paid in advance. Students must keep their travel documents and send them to EO if requested

3.h- Travel bonus – Green travel top-up

The green travel bonus is a top-up allowance only for those students who will present travel documents proving the use of the following means of transport:

- 1) Bus
- 2) Train
- 3) Shared rental car

The Green Travel Bonus supplement will be paid at the end of mobility, as a balance of the Erasmus grant. To request the bonus, students shall upload travel documents on the following Google form:

<https://forms.gle/ZrqAoDeuh2pcodnG7>

Before 20 March, 2026 - first semester exchanges

Before 20 October, 2026 – second semester and full year exchanges

3.i- Travel bonus – Green travel top-up

Travel documents to be uploaded must show clearly:

1. Student's first and last name
2. Date of journey
3. Itinerary
4. Price paid

PLEASE NOTE:

- ✓ Make sure the documentation is correct and complete. Upload all documents in a single file
- ✓ Each student is responsible for the accuracy of the documentation submitted.
- ✓ Erasmus office will NOT contact students whose documents are incomplete or incorrect

Example of CORRECT Green Bonus receipt



Pagina 1 di 1

Partita IVA: 05403151003

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



DETTAGLIO BIGLIETTO

Valido per 4 ore dalle ore 13:12 del giorno 25/04/2013					John Smith	
Data partenza	Ora	Da	A	Data arrivo	Ora	Servizio
25/04/2013	13:12	Milan	Vienna	25/04/2013	13:43	2° Classe
Canale: Internet B2C				Codice biglietto: 26948483		

* Importo pagato totale: 3.30 EUR

* Il corrispettivo pagato è relativo ad operazioni assoggettate ad I.V.A.

DETTAGLIO VIAGGIO

Treno	Partenza	Arrivo
[REDACTED]	[REDACTED]	Pisa Centrale 13:43

DETTAGLIO OFFERTE

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

Biglietto acquistato da John Smith
Codice Fedelta': 10
Codice Azienda: -

Example of WRONG Green Bonus receipt

TRENITALIA
GRUPPO FERROVIE DELLO STATO ITALIANE

SELF SERVICEBIGLIETTO
TRENO ORDINARIO
DA CONVALIDARE

UTILIZZABILE IL 22/04/17

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

Data	Ora	Partenza	->Arrivo	Data	Ora

*
*
*
*

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

EUR [REDACTED]
POS
P.IVA 05403151003

0741KB5938500
220417 17:38 33002-586
NON FISCALE

603809453 [REDACTED] NI
RMSS0489

06/04/2016 17:38

ANONYMOUS
TICKET!

N. 1 ADULTI



4.a Additional economic benefits

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

Expense reimbursement for students with disability, learning disability or other serious health issues

Students can claim for reimbursement of extra expenses borne during the exchange period in relation to their medical condition, upon presentation of the relevant receipts/invoices

How to apply?

Erasmus National Agency issues a specific call every year (generally in August/September) with the available funding and the procedures to applyl.

Erasmus Office will inform students about the application procedure and deadlines via email ; we suggest you check your inbox regularly.

4.b Additional economic benefits

DSU Incentive programme scholarship (Borse Diritto allo Studio)

Please visit the page:

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

Contact: dsu@unimib.it

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

5.a- Grant payment schedule

Grants will be paid according to the following schedule:

<i>Advance payment</i>	<i>Schedule</i>
<ul style="list-style-type: none">• Erasmus grant: number of declared months minus 1 (e.g. 4 months and 13 days of mobility -> 3 months' advance payment)• UniMib top-up: number of declared months minus 1 (e.g. 4 months and 13 days of mobility -> 3 months' advance payment)• Travel bonus	By 30 September 2025 (students who have declared their departure dates after the deadline of 25 July, or have request changes to the dates already declared, will receive the advance payment only in October 2025)
<i>Balance of payment</i>	<i>Schedule</i>
<ul style="list-style-type: none">• Erasmus grant: remaining month if due;• UniMiB top-up: remaining month if due;• Health bonus reimbursement of expenses if due• Green bonus: top-up to travel bonus if due	After the return and closure of mobility (from March 2026 onwards), in order of priority

Pay attention:

- ✓ *Full months are all considered to be 30 days*
- ✓ *Remaining days, on the other hand, are paid daily by dividing the monthly payment by 30 and multiplying it by the days due.*

5.b Grants' means of payment

Grants will be paid exclusively on the University student's card/badge.

Students are responsible for activating their badge as "prepaid card" in order to receive payments, by contacting **Banca Popolare di Sondrio**: popso@unimib.it (NOT outgoing.erasmus@unimib).

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

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

To request payment on a different bank account please contact: pagamenti.dott-spec@unimib.it (NOT outgoing.erasmus@unimib).

Any question?

Link Slido:

<https://app.sli.do/event/4uVLRvQkbbk4x2fQ1oy7qay>





Session II – Safety during mobility

6.a-UniMiB Safety protocol for international mobility

All international mobility experiences must be carried out safely

https://www.unimib.it/sites/default/files/PROTOCOLLO_PER_LA_SICUREZZA_PER_LA_MOBILITA_INTERNAZIONALE_cr.pdf

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

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

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

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

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

6.b-UniMiB Safety protocol for international mobility

- Get information on the safety of the destination country and the availability of hospitals / clinics/Accident and Emergency Units (E.R.):
- Check the website of the Ministry of Foreign Affairs and International Cooperation in order to keep up to date with the Italian government's travel policy:
https://www.esteri.it/en/sportello_info/do_mandefrequenti/sezione_viaggiare/
- Register on the Ministry of Foreign Affairs "DoveSiamoNelMondo" website/app, enter your contact data, travel dates and destination. [Download the App](#)



7.a- Insurance Cover

UniMiB has stipulated two insurance policies for students, valid also during Erasmus stays:

- 1) **accident insurance** (accidents occurring during didactic activities)
- 2) **third-party liability insurance.**

The above policies will expire on 30/09/2025 and 31/12/2025 respectively; the Legal Office, responsible for insurance coverage, will renew and publish the details of the new coverage on the University website at the link:

<https://www.unimib.it/ateneo/opportunita-e-facilities/assicurazioni>

- More information on:
<https://www.unimib.it/ateneo/opportunita-e-facilities/assicurazioni>

For coverage certificates please contact: assicurazioni@unimib.it

7.b- Health insurance

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

Health insurance coverage is a student's responsibility!

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

"Se parto per..." is an interactive guide to get information about health care during a stay in any country in the world (EU and extraEU countries) :

<https://www.salute.gov.it/new/it/tema/assistenza-sanitaria-paesi-extra-ue/se-parto-perguida-interattiva/?tema=Assistenza+sanitaria+paesi+extra+UE>

7.c Health insurance cover

Students are responsible for their health and healthcare during the Erasmus stay.

They must carry their National Health Service card (T.E.A.M.) and show it at First Aid /Hospital /General Practitioner to have access to medical care. It can be used in the EU + Norway, Iceland, Liechtenstein and Switzerland

ATTENTION! The NHS card is compulsory, but does not guarantee free medical care - students may be asked to pay for medical services then they can claim for reimbursement according to the rules of the host country.



It is strongly advisable to purchase a **supplementary health insurance** coverage to cover medical expenses that are not included in the basic Health Insurance. The University of Milano-Bicocca has an agreement with AON, which provides convenient conditions for the stipulation of the "AON Student Insurance" policy:

<https://www.unimib.it/servizi/opportunita-e-facility/assicurazioni/polizza-assicurativa-studenti-del-programma-mobilita-internazionale>

<https://www.aonstudentinsurance.com/students/it>

8.a Documents and visas

ID CARD OR PASSPORT?

Check the website of the Ministry of Foreign Affairs:

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

Check the **validity/expiry date** of your current ID / passport
Apply on time for issue or renewal!

DO YOU NEED A VISA?

A visa might also be required – enquire at Embassies / Consulates of the host country.
Given the complexity and variety of individual situations, UniMiB does not have a visa support service,
but can issue a declaration confirming that a student has been selected for an exchange programme for visa purposes

8.b- Travel and Accommodation

TRAVEL ARRANGEMENTS

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

ACCOMMODATION

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

Any question?

Link Slido:

<https://app.sli.do/event/4uVLRvQkbbk4x2fQ1oy7qay>





Session III – Steps during the mobility

9.a- Arrival certificate

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

UNIMIB DOES NOT REQUIRE THE ARRIVAL CERTIFICATE

Hence, there is no «Arrival certificate» format

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

10.a Request for period extension

Students may wish / need to extend their exchange period once it has started, in order to:

- complete their exam session;
- add one semester (*if applicable*: all exchange programs 2025/2026 must be concluded before 30 September, 2026)

- Should this be the case, students shall request the **authorization** to both Academic Coordinators by filling in the **Extension mobility form** available at the following link:

<https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/durante-mobilità>

- The extension form signed shall then be uploaded on the google form:

<https://forms.gle/wM7Nk2hV3GhyqB5b6>

- Extension must be requested not later than one month before the expected end of the Erasmus period and must reach the International mobility office not later than **20 June, 2026**

10.b Request for period extension

Once the Extension Mobility form has been uploaded with all the required signatures, the mobility extension is considered as approved; students will receive an automatic acknowledgement email, whereas the Erasmus Office will not contact students individually.

Funding for extensions, subject to budget availability, will be awarded based on the rankings. The Erasmus Office will notify the scholarship extension via email at @campus.unimib.it.

Extensions of less than 15 days are not covered by the scholarship.

Funding for extensions is not guaranteed; students are strongly advised to submit their applications early.

Extension forms submitted correctly by the 30th of each month will be processed by the 30th of the following month (for example, if a form is submitted on February 15, 2026, the funding may be awarded as of March 30, 2026).

Requests not submitted via google form will not be accepted .

10.c Early termination of mobility

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

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

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

11.a - Upload of first approved Learning Agreement

The original Learning Agreement, signed by both the UniMiB Coordinator and the Host Institution Coordinator by EWP or via email, must be uploaded in Segreterie online as « Primo LA firmato dalla meta Erasmus+ » within one month after the start of the exchange period.

Which is the correct document to be uploaded?

- If the Learning Agreement has been approved and signed through the EWP , it's the European format available for printing on the Approved Learning Agreement page («Stampa standard europeo»);
- If the Learning Agreement has been approved and signed using the European form published on the website due to EWP technical issues, it's the European form signed in PDF format

For further reference please see the *Guide to the Learning agreement on*

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

11.b - Amendments to the Learning Agreement

After arriving at your Erasmus destination, you can modify your Learning Agreement, no later than one month after the start of your mobility period, before requesting an extension for the second semester.

From 1 September, 2025 for first semester / full year exchanges

From 8 January, 2026 for second semester exchanges

For further reference please see the *Guide to the Learning agreement on*
[/https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus](https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus)

Minimize changes to your Learning Agreement! First discuss changes with your Erasmus Coordinators, then submit the change, either through Segreterie online/ EWP or using the Learning Agreement European format.

12.a DON'Ts during the Erasmus mobility

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

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

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

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

13.b Suspension of the Erasmus mobility

- ✓ Erasmus students are allowed to return to Italy temporarily in order to sit for a Unimib exam during their mobility period;
- ✓ **Students are required to prior inform their Host Institution of their absence;**
- ✓ Only exams that require to sign up through “Segreterie online” can be taken;
- ✓ **For each exam a standard range of 3 days will be deducted from the Erasmus period, and the grant will not be paid consequently;** only the cancellation of the exam registration in «Segreterie online» avoids the 3-day deduction
- ✓ Students are requested to keep their travel documents (air / train ticket, boarding card) and present them on request of EO.

Any question?

Link Slido:

<https://app.sli.do/event/4uVLRvQkbbk4x2fQ1oy7qay>





Session IV- Graduated students

12.a Graduated students – Graduation prior to the exchange

Students who applied for Erasmus during the three-year degree course with the aim of carrying out their mobility in the first year of the master's degree, planning to defend their thesis between July and December 2025, can start their mobility only after the enrollment on the master course has been completed.

The master's Erasmus profile can be activated by the Erasmus Office only after the enrollment has been completed. Please inform EO (outgoing.erasmus@unimib.it) soon after graduation.

PLEASE NOTE: students who do not graduate in July or September 2025 and enrol for the a.y. 2025/2026 as «fuori corso», and students who will graduate in March, 2026 ARE NOT ELIGIBLE for Erasmus+study exchanges in the a.y. 2025/2026

If you are NOT admitted to the master's degree (test not passed), report to: outgoing.erasmus@unimib.it, since it will not be possible to carry out the mobility, we will have to proceed with the withdrawal from the Erasmus programme (no penalty will be applied)

If you are admitted to the master's degree but you decide not to enroll, it will still be necessary to notify us for withdrawal, and in this case the €200 penalty will be due.

12.b Graduand students – Graduation prior to the exchange

The Learning agreement can be submitted in “Segreterie online” after the activation of the new Erasmus profile.

Prior to that, students are requested to use the learning agreement EU format in PDF available on:

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

Once the Erasmus profile is available, and the exams of the study plan have been uploaded in the student’s career («libretto»), the learning agreement has to be resubmitted in «Segreterie online”

12.c Graduand students – Graduation soon after the exchange

- Erasmus recognition procedures require numerous checks and verifications, namely:
- **The Learning Agreement** must be coherent with the exams passed and the didactic activities successfully accomplished abroad, complete with signatures and consistent associations;
- **The Transcript of Records (TOR)**, sent by the foreign university, must be definitive (not provisional, no mid-term TOR) and include all exam results;
- **The study plan** must be updated.

Students who plan to graduate upon return from Erasmus must have completed the final procedure by March 2026, or at least three months before the graduation expected date.

Any question?

Link Slido:

<https://app.sli.do/event/4uVLRvQkbbk4x2fQ1oy7qay>



Contacts

For further assistance:

Administrative issues and technical problems with Learning Agreement:

Ufficio Erasmus (Erasmus Office)

outgoing.erasmus@unimib.it

General information:

Bicocca University Angels - BUA

info.erasmus@unimib.it

Learning agreement - didactic support:

Coordinatori Erasmus (Erasmus Academic Coordinators)

<https://www.unimib.it/internazionalizzazione/organizzazione/docenti-coordinatori-alla-mobilita-internazionale>

Advice on accommodation and tutorship abroad:

ESN- Erasmus students network

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

Social media

