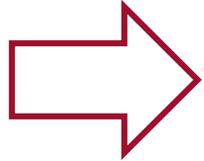


1st info meeting for «Erasmus+ for studies» students,  
exchange programme a.y.2026/2027  
International Mobility Office – rev 11-03-2026 FO

12  
March  
2026

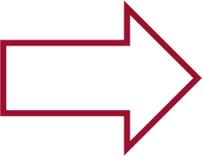
# Contacts



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

**BUA- Bicocca University Angels**

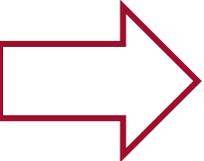
[info.erasmus@unimib.it](mailto:info.erasmus@unimib.it); [Tik Tok](#); [Instagram](#)



Administrative procedures:

**Ufficio International Mobility (International Mobility office)**

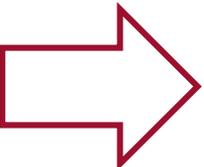
[outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)



Online Learning Agreement and didactic issues:

**International Mobility coordinators**

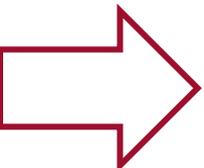
<https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0>



Support for accommodation search and tutoring abroad:

**ESN- Erasmus students network**

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



Information on UniMiB language courses:

**Segreterie lingue**

[segreteria.lingue@unimib.it](mailto:segreteria.lingue@unimib.it)

# How to contact UniMiB

1. Always use your institutional email account: @campus.unimib.it;
2. Email subject: please state your request clearly (e.g.: «Trouble with OLA/DLA» / «Info on Erasmus grant»)
3. Always specify your first name, last name, registration number (*matricola*) and study course;
4. Before writing, make sure you gather all the information already available: browse UnimiB website, go through the guides, slides and informative emails sent by The International Mobility Office
5. If you are properly informed, there will be no (or few) urgencies;
6. Identify the correct email address among the ones listed in the previous slide and write to the institutional address (not the personal email of staff members): emails are centrally managed
7. The International Mobility Office, BUAs and Coordinators are available during working hours; do not expect an answer on weekends or on national/local/religious holidays;
8. Remember that we cannot give information related to you or your career to your parents or family;
9. Feedback from the International Mobility Office may take a few days or even longer, especially for complex issues that require evaluation, checks, Coordinators' advice or technical support on IT problems (e.g. EWP); do not forward the same email again and again, since it will fill up the mailbox and cause delays in response.

# Getting ready – before departure

## Checklist – March/June 2026

### Topics

1. Re-assignment of Erasmus destinations
2. Withdrawal from the Erasmus programme
3. Mobility period/duration
4. Updates about/from Host Universities
5. Nomination and application to Host Universities
6. Language requirements
7. Online Learning Agreement/Digital Learning Agreement-OLA/DLA
8. Mobility fundings
9. Safety Protocol for International Mobility
10. Students from extraEU Countries
11. Accommodation
12. Next webinar

# 1.1 Reassignments

## ***Will there be any reassignments?***

There will be reassignments for departures exclusively in the second semester!

By 24 March 2026 the Erasmus Commissions will reassign the Erasmus destinations

- not assigned in the first place;
- assigned but not accepted by eligible students by 26 February 2026;
- accepted by eligible students who on second thought decided to retire (by 16 March 2026)

## ***Who can be reassigned?***

- ❖ Students who have not been assigned to any destination in the first place;
- ❖ Students who have been assigned to a destination different from the one(s) requested in the «Progetto di mobilita»

## 1.2 Reassignments

### *How does reassignment work?*

Erasmus Commissions and the International Mobility Office will reassign automatically the destinations available.

If necessary, students involved will be contacted by email.

From 24 March 2026 at 12h00 to 26 March 2026 at 23h00, students will have to login to Segreteria Online in order to:

- ❖ Confirm acceptance of the assigned destination;
- ❖ Choose SECOND SEMESTER as mobility period;
- ❖ Indicate start and end dates of exchange, based on the academic calendar of the destination assigned

*Before accepting the reassigned destination, make sure you have evaluated the didactic offer of the proposed Host University, the relevant language requirements, etc.  
Coordinators and BUAs can support you in the evaluation*

## 1.3 Reassignments

On 10 April 2026 at 16h00 the official definitive ranking with reassignments for the second semester will be published on Unimib website:

<https://www.unimib.it/studiare/focus-erasmus/erasmus-studio/selezioni-erasmus-studio>

Students who had already accepted the assignment in February (ranking published on 6 March) are not involved in this process! Their destination is already confirmed.

*Erasmus office will email instructions on how to confirm the start and end dates of the Erasmus mobility in July 2026 for exchanges in the first semester, and November 2026 for exchanges in the second semester*

## 2. Withdrawal from the Erasmus programme

Students can withdraw from the Erasmus study programme 2026/2027 by filling out the questionnaire «Questionario di rinuncia» in «Segreteria Online»

Students who have not accepted the assigned destination do not need to fill out the «Questionario di rinuncia».

Students who withdraw after the definitive ranking (10 April 2026) will be subject to the payment of a penalty of € 200

# 3.1 Erasmus exchange period/duration

*EU general rule: a single Erasmus exchange period 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 2026, 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

## 3.2 Erasmus exchange period/duration

### *Start and end dates of mobility*

- ❖ On confirming the destination in February/March 2026 students are requested to indicate tentative dates of start and end of mobility, in order to access «Segreteria online» to submit the OLA/DLA-Online Learning Agreement
- ❖ **Dates can be amended according to the didactic calendar of the Host University**
- ❖ **By July 2026 (departure in the first semester) or November 2026 (departure in the second semester) students will have to confirm the definitive dates** in order to receive the grant advance payment and the mobility grant agreement.

## 3.3 Erasmus exchange period

### Please note

- ❖ Students enrolled in the first year of the three-year degree program for the academic year 2025/2026 can go on exchange ONLY in the second semester of the academic year 2026/2027.
- ❖ Students enrolled in the first year of the three-year degree program for the academic year 2025/2026 can start their mobility ONLY after having acquired all the ECTS of the first year.
- ❖ Students enrolled in the third year of the three-year degree program for the academic year 2025/2026 can start their mobility ONLY after having completed the enrollment in the master's degree.
- ❖ Students who will enroll in the first year of the master's degree program for the academic year 2026/2027 with a three-year degree acquired in another University can carry out their mobility ONLY in the second semester of the academic year 2026/2027.

# 4.1 Updates from Host Universities

Host Universities are currently updating their didactic organization:

- ❖ **Academic offer for Erasmus students:** the information on courses available for 2026/2027 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 on time
- ❖ **Extension or reduction of places and/or periods** stipulated in the Bilateral Agreements , depending on the didactic organization and accommodation capacity foreseen for 2026/27
- ❖ **Teaching methods** (please see next slide)

## 4.2 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.

# 5.1 Nomination at the Host 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 HAVE 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.

## 5.2 Nomination at the Host University

The International Mobility Office is processing the nominations for the a.y. 2026/2027 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

## 5.3 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):

## 6.1 Language requirements

University	Level	Timing
Host Institution	<b>Check on the Host Institution website</b>	<b>Check on the Host Institution website</b>
UniMiB	B2 in English or the language of the host Country	Before 30 January, 2026 for both semesters

**Both requirements must be met!!!**

**Students are expected to meet the B2 Bicocca University requirement even if the language level requested by the Host University is below B2**

## 6.2 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.

**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.**

## 6.3 Language requirements

### 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:**

- Bicocca University language learning platform «Altissia» (former 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
- **For students (typically in the Economics area)** who have in their curriculum the exam of English, French, German and Spanish of at least 6 ECTS corresponding to the B2 level, the certificate is issued by the language teacher.

Bicocca University online language courses («**Altissia**») are administered by **the Office for Language Training**. For requests about courses and exams please refer to:

[segreteria.lingue@unimib.it](mailto:segreteria.lingue@unimib.it)

# 7.1 Online Learning Agreement-OLA/DLA

The **OLA (or DLA – Digital Learning Agreement)** 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/DLA 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/DLA, 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/DLA 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/DLA is published and regularly updated on:**

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

## 7.2 Online Learning Agreement-OLA/DLA

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

---

Mobility period	OLA/DLA presentation
1 st semester (or full year)	From <b>01/04/2026</b> to 12/07/2026
2 nd semester	From 01/09/2026 to 25/11/2026

---

**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/DLA in Segreteria online.  
Check the updated didactic offer on the Host University website.  
Send a draft OLA/DLA to your UniMib Erasmus Coordinator in order to have a feedback before the official submission.

## 7.3 Online Learning Agreement-OLA/DLA and EWP

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

**«Segreterie Online» is connected to the EWP network.** OLA/DLAs 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/DLA**

**<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**

Before 1 April, 2026 a specific webinar on OLA/DLA will be held – please check your inbox for further notice on the date and timing!

# 7.4 Online Learning Agreement- OLA/DLA - EWP

The OLA/DLA must be submitted through «**Segreterie online**».

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

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

If the OLA/DLA is approved, the Coordinator will sign it digitally in «Segreterie 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/DLA, sends it digitally to the Host University.

If the procedure works correctly, the foreign Coordinator countersigns the OLA/DLA 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/DLA is not transmitted correctly, or the Host University is not able to visualize or sign it), the student shall email the OLA/DLA 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/DLA shall be entered in Segreterie online**

# 8.1 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	€.400,00
Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia and Spain	€. 350,00
Bulgaria, Croatia, Lithuania, Poland, Republic of Macedonia, Romania, Serbia, Hungary and Turkey	€. 350,00

2) A **top-up to the Erasmus grant** (University fundings and Ministry of University fundings). The specific amount will be approved in the first meeting of UniMiB Board of Administration after the allocation of EU and MUR funding (between July and September 2026). The top-up can be assigned to those students with a determined economic status (ISEE referred to the year 2024, for further info on ISEE 2025/2026 please visit: <https://en.unimib.it/study/services-students-and-graduates/fees-and-funding>)

## 8.2 Mobility funding – UniMiB top up

Top-up referred to the a.y. 2025/2026 (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 2026/2027 between July and Sept. 2026

## 8.3 Mobility funding – Travel bonus

For the academic year 2026/2027, the EU will allocate funding to Universities aimed at providing a contribution to the travel expenses of students. The International Mobility Office will, in turn, allow a contribution to all eligible students in order of ranking, according to the table below, based on the distance (in kilometers) between UniMiB and the Host University location. The amount of the contribution also depends on the type of journey: “green” (ecological, non-polluting) means of transport or “non green” means of transport used.

<i>Distance</i>	<i>«Green» journey by train, bus, coach, carpooling, both ways (return ticket)</i>	<i>«Non green» journey</i>
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 o più	€. 1.735,00	€. 1.735,00

The contribution will be paid at the end of the mobility upon presentation of the nominative return travel documents. The distance will be calculated by the EU tool [Distance calculator](#).

## 8.4 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 2026 for exchanges in the first semester/full year / by 28 February 2027 for exchanges in the second semester**, provided students comply with procedures and deadlines of the Erasmus call;
  - ✓ an advance payment of 80% of UniMiB top-up by 30 October 2026 **for exchanges in the first semester/full year / by 31 March 2027 for exchanges in the second semester**, 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. In addition to the scholarship balance, the Travel Bonus and (if due) the Health Bonus will be paid. Balance will be calculated starting **from March 2027**

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

## 8.5 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 (e.g. Health bonus).
- ❖ **Dedicated funds for special needs (disabilities, learning disabilities...)** are allocated yearly by the Erasmus National Agency. The International Mobility 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>.

# 9.1 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.

## 9.2 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**:



## 9.3 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): enquire in advance
- ❖ **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.**  
**UniMiB does not provide support for the above procedures.**

## 10. Students from ExtraEU countries

- To take part in International Mobility Programs, students with non-EU citizenship must have the required documentation for residence in Italy.
- **Only students holding a residence permit valid for the entire exchange period will be admitted.** These students must plan an exchange period that does not require suspension for documents renewal
- Exchange programs to the countries of origin or habitual residence of students with foreign citizenship is not permitted

# 11. 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 Bicocca can also support in the search for accommodation: <https://milano-bicocca.esn.it/> ; [erasmus.network@esnbicocca.it](mailto:erasmus.network@esnbicocca.it) as well as the ESN of your Host University.**

## 12. About next webinar

**On 23 July 2026 The International Mobility Office will hold a further informative webinar, for all students (starting in the first and second semester).** Timing and link will be emailed a few days before the event

**The webinar is compulsory!**

Agenda:

1. Confirmation of start and end dates of mobility;
2. Updates on the funding for Erasmus grants, following up UniMiB Board of Administration's deliberation;
3. Mobility Grant Agreement;
4. Insurance policies and health cover;
5. Requests for period extension and relevant funding
6. OLA/DLA amendments;
7. Updates from Host University or the EU