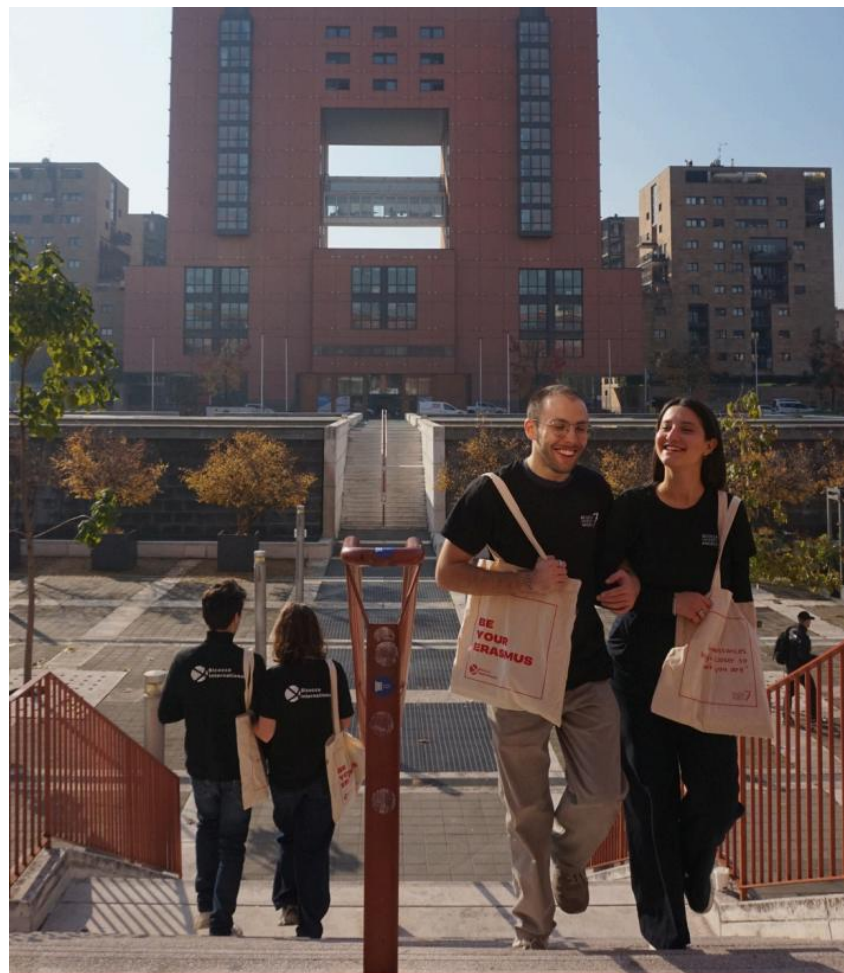




23  
July  
2026

Il informative webinar for students - Erasmus Study mobility

a.a. 2026/27

by International Mobility Office

(REV 22\_07\_26)



# Webinar's Agenda

## Introduction

- a) Contacts: International Mobility Office and Erasmus Coordinators
- b) Nominations for the second semester 2026/2027
- c) Student's application

## Session I – Prior to departure

- 1. Exchange period; start and end dates of mobility
- 2. Mobility grant agreement;
- 3. Erasmus Study funds a.a.2026/2027;
- 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

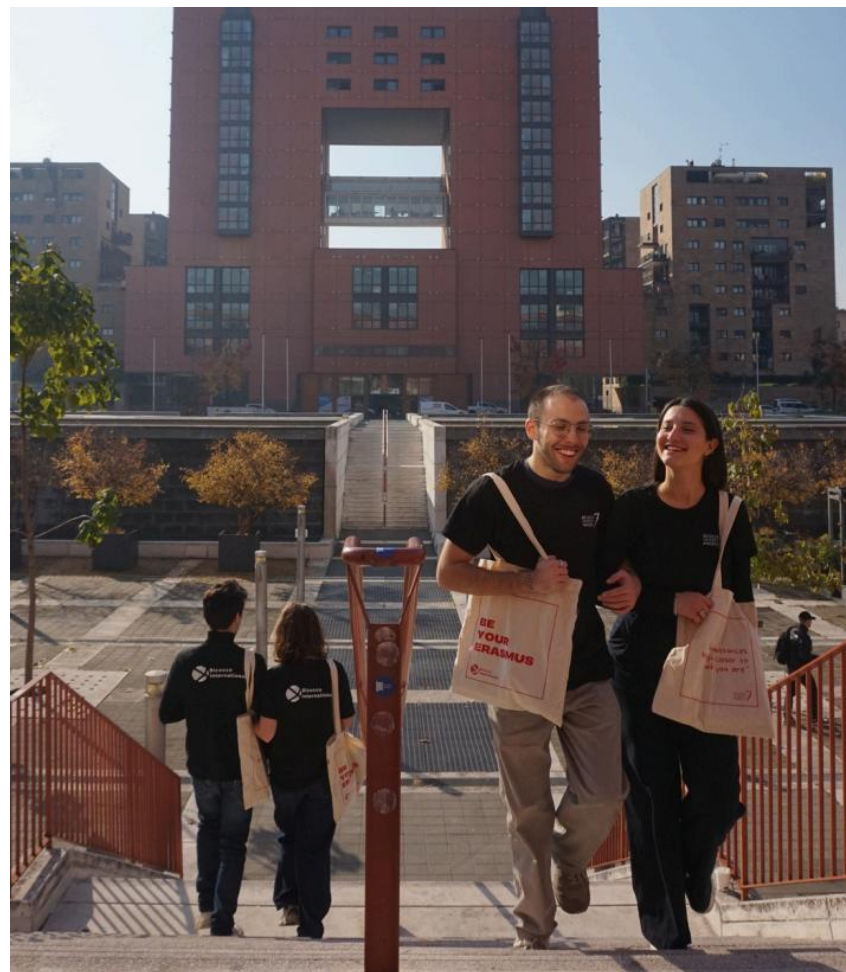
## Session III – Steps during the mobility

- 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
- 13. Suspension of the Erasmus exchange period

## Session IV – Graduated students

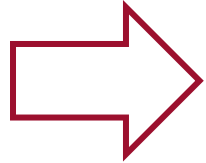
- 14. Graduated students before and after the exchange period

Final memo: Pre-departure check list and next webinar

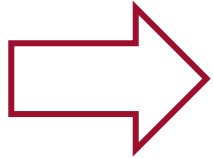


## Introduction

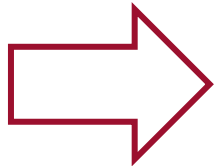
# a) Contacts



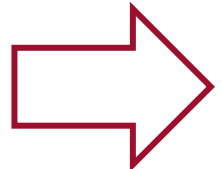
**Administrative** procedures:  
**International Mobility office**  
[outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)



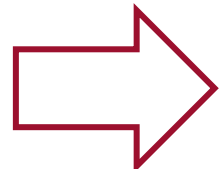
General info, coordination with the International Mobility Office and Erasmus Coordinators:  
**BUA- Bicocca University Angels**  
[info.erasmus@unimib.it](mailto:info.erasmus@unimib.it); [Tik Tok](#); [Instagram](#)



Online/Digital Learning Agreement and **didactic** issues:  
**Erasmus Coordinators**  
<https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0>



Information on UniMiB language courses:  
**Segreteria lingue**  
[segreteria.lingue@unimib.it](mailto:segreteria.lingue@unimib.it)



Support for accommodation search and tutoring abroad:  
**ESN- Erasmus students network**  
<https://milano-bicocca.esn.it/>

# How to contact UniMiB

1. Before contacting us, 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:  
<https://www.unimib.it/studiare/focus-erasmus/erasmus-studio>  
<https://www.unimib.it/studiare/focus-erasmus/erasmus-studio/preparare-lerasmus>
2. Always use your institutional email account: @campus.unimib.it;
3. 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
4. Email subject: please state your request clearly (e.g.: «Trouble with OLA/DLA» / «Info on Erasmus grant»)
5. Always specify your first name, last name, registration number (*matricola*) and study course;
6. If you are properly informed, there will be no (or few) urgencies;
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. 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 email box and cause delays in response;
9. Remember that we cannot give information related to you or your career to your parents or family

# Our social channels



[https://www.instagram.com/bicoccainternational?igsh=MTA4ZnEzZjN3eG16bQ%3D%3D&utm\\_source=qr](https://www.instagram.com/bicoccainternational?igsh=MTA4ZnEzZjN3eG16bQ%3D%3D&utm_source=qr)



[https://www.tiktok.com/@bicoccainternational?\\_t=ZN-8yF1SCs6gY2&\\_r=1](https://www.tiktok.com/@bicoccainternational?_t=ZN-8yF1SCs6gY2&_r=1)



<https://t.me/+KW7Vl5F23s02ZTgo>



## b) Nomination at the Host University (second semester)

### ***What is a nomination?***

**The International Mobility Office** sends each Host University the data of the students assigned along with the relevant semester and study area.

### ***When are nominations sent?***

Nominations are sent according to the deadlines fixed by each Host University. **The nomination period for the second semester is generally between September and November.**

### ***How do I get a nomination confirmation?***

**The International Mobility Office will notify students via email after sending their nomination** (occasionally we may need to reach you before the nomination, when additional information is requested by the nomination form; e.g. an emergency contact)

**Then the Host University will email you the instructions to fill out the application, information on the course catalogue, learning agreement, accommodation, etc.** This may take a few days up to a few weeks after the nomination.

***PLEASE DO NOT CONTACT YOUR HOST INSTITUTION BEFORE THE NOMINATION!***

you are likely to get a generic reply or no reply at all

## c) Student's application

### Check your email regularly:

- **After the nomination, the Host University will email you the instructions to fill out the application.** This may take a few days up to a few weeks after the nomination. If you don't receive any communication, check the Host University's website for information.

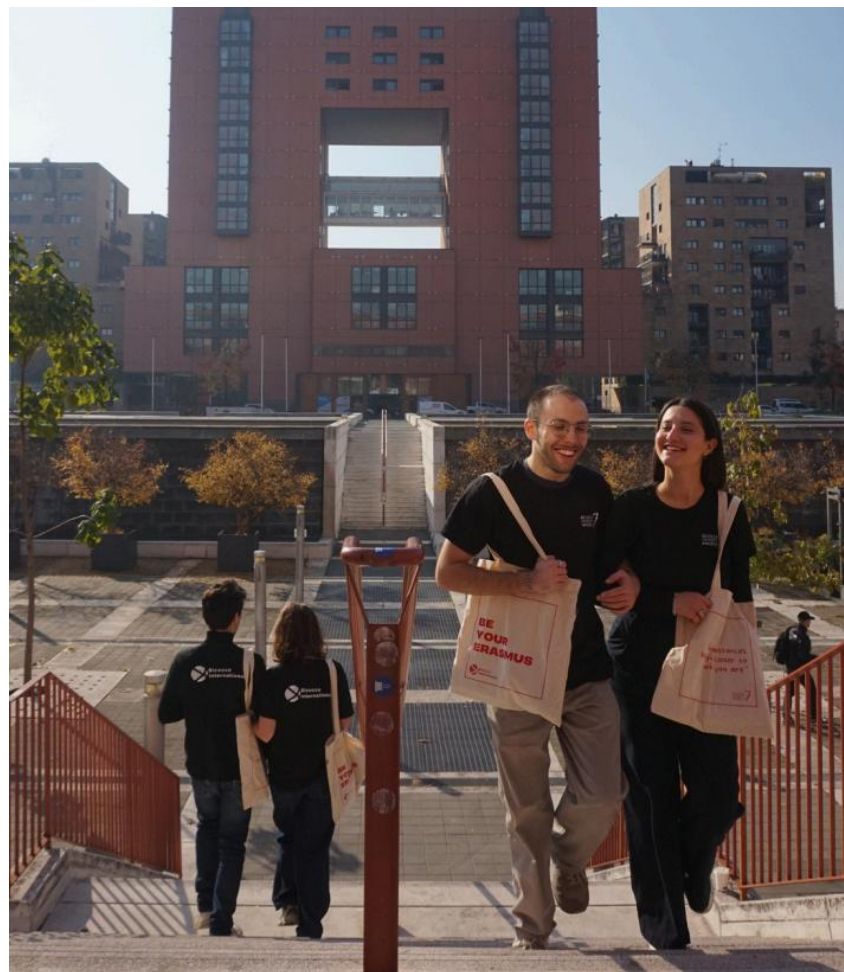
### APPLICATION – strictly stick to deadlines and procedures requested by the Host University!

- **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):





## Session I - Prior to departure

## 1.a- Exchange 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- 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.c - 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.d - Exchange period must be precise!

Exchange dates must be precise and cannot be amended after 24 July (4 December for departures in the second semester), 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, 2026 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, as explained in the following slide !

# 1.e- How to confirm the exchange period

Students shall confirm the start and end date of their exchange program through the Google form:

<https://forms.gle/WGZ8wHxG4ypuPm6g7>

before 24 July, 2026 at 23h00 FOR EXCHANGES IN THE FIRST SEMESTER AND FULL YEAR

before 4 December, 2026 at 23h00 FOR EXCHANGES IN THE SECOND SEMESTER

(students starting in the second semester DO NOT need to confirm the dates in July)

## IMPORTANT:

- Login with your email address [@campus.unimib.it](mailto:@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

## 2.a- Mobility Grant Agreement

The **International Mobility Office** 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 a **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 International Mobility Office and sent to the students' **campus email** along with the instructions for signature according to the following timeschedule:

|                                               | Agreement reaches students | Students sign the agreement | UniMiB countersigns the agreement |
|-----------------------------------------------|----------------------------|-----------------------------|-----------------------------------|
| Exchanges in the first semester and full year | Before 07 August, 2026     | Before 10 September, 2026   | Before 30 September, 2026         |
| Exchanges in the second semester              | Before 15 January, 2027    | Before 29 January, 2027     | Before 15 February, 2027          |

The Grant Agreement is not to be signed by the Host Institution.

## 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](mailto:accordo.mobilita@unimib.it)

### *PLEASE NOTE:*

*The email account [accordo.mobilita@unimib.it](mailto: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. 2026/27

On 21st July 2026 the Board of Administration of the University of Milano-Bicocca has deliberated the funding and the relevant criteria for the allocation of Erasmus grants 2026/2027

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. 2026/2027 in detail

*The Erasmus study grant 2026/2027 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 14 November, 2025 for the academic year 2025/2026);
- ❖ **Travel bonus/Green travel bonus** – contribution to travel expenses
- ❖ **Health bonus** – contribution for supplementary health insurance cover;

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.

Instead, the green travel bonus and the health bonus can be paid on presentation of the relevant documentation, as shown in the following slides

## 3.c- Erasmus EU grant a.a.2026/2027

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. 2026/27)

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

## 3.d- UniMiB top-up grant a.a.2026/2027

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

| ISEE (student's economic situation) 2025 | 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- 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<br>(exclusive use of train, bus or car pooling- return<br>travel, same means of transport)* | Non ecologic<br>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 ship is considered a «green» means of transport only if combined with train, bus or car pooling.

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 travel bonus applies only to the journeys to and from the Host Institution, not to the transport expenses incurred during the exchange (e.g. daily commutes to the Host University)*

The bonus will be paid at the end of the exchange.



## 3.f- Travel bonus – Green travel top-up

The travel bonus is granted to all students, whereas the green travel bonus is a top-up allowance only for those students who will submit travel documents proving the use of the following means of transport for the return trip:

- 1) Bus
- 2) Train
- 3) Shared rental car
- 4) Ship ONLY IF combined with train, bus or car pooling.

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 following the instructions that the International Mobility Office will send via email, withing the deadlines below:

Before 20 March, 2027 - first semester exchanges

Before 20 October, 2027 – second semester and full year exchanges

## 3.g- Travel bonus – Green travel top-up

Travel documents to request the green bonus supplement 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.
- ✓ The International Mobility 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

104752742 0 50

| Data | Ora | Partenza | ->Arrivo | Data | Ora |
|------|-----|----------|----------|------|-----|
|      |     |          |          |      |     |

\*\*\*\*\*  
\*  
\*  
\*  
\*  
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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



## 3.h- 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 as per the instructions and deadlines that the International Mobility office will communicate by email later on.**

The University is exempt from liability for any medical expenses incurred should students fail to take out a supplementary health insurance policy.

## 3.i- 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;
- ✓ The International Mobility Office will not contact students who have submitted wrong or incomplete documentation or have submitted it incorrectly



# Example of CORRECT Health Insurance receipt



## Aon Student Insurance - Insurance policy

Insurance policy No.

Insured name

Date of Birth

Nationality

Home country

Start date insurance

End date insurance

Country of destination

Group scheme

University of Milano-Bicocca

Address of residence



### Insurance Coverage

Insurance package ICS Start+

Policy terms & conditions no. 1.22

Area of coverage Worldwide

### Premium & Payment

Insurance premium Eur 126,16 (For the entire insured period)

Payment method Invoice

Emergency assistance

# Example of payment receipt

| Bonifico Estero              |                                     |
|------------------------------|-------------------------------------|
| Stato                        | Autorizzato                         |
| Rapporto:                    |                                     |
| Ordinante                    | First name and last name            |
| Data e ora di stampa:        |                                     |
| <i>DATI DEL BENEFICIARIO</i> |                                     |
| 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                  |
| <i>DATI DEL PAGAMENTO</i>    |                                     |
| Importo                      | EUR 159,82                          |
| Causale                      | 523155-03590977                     |
| Data/ora inserimento         | 30/11/2022 18:20                    |



## 4.a Additional economic benefits

Additional benefits can be requested by students in relation to specific certified 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?*

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

The International Mobility 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: [contribuzione@unimib.it](mailto:contribuzione@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:

| Advance payment                                                                                                                                      | Exchange period      | Payment period                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Erasmus EU grant: up to 90%</li> <li>UniMib top-up: up to 80%</li> </ul>                                      | I semester/full year | <ul style="list-style-type: none"> <li>By 30 September, 2026 (students who have declared their departure dates after the deadline, or have requested changes to the dates already declared, will receive the advance payment in October 2026)</li> </ul> |
| <hr/> <ul style="list-style-type: none"> <li>Erasmus EU grant: up to 90%</li> <li>UniMib top-up: up to 80%</li> </ul>                                | II semester          | <ul style="list-style-type: none"> <li>By 28 February, 2027 (students who have declared their departure dates after the deadline, or have requested changes to the dates already declared, will receive the advance payment in March 2027)</li> </ul>    |
| Balance payment                                                                                                                                      | Exchange period      | Payment period                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>Erasmus grant: remaining months/days if due;</li> <li>UniMiB top-up: remaining months/days if due;</li> </ul> | All exchange periods | After the return and closure of mobility ( <u>from April 2027 onwards</u> ), in order of priority                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>Green bonus: top-up to travel bonus if due</li> <li>Health bonus if due</li> </ul>                            | All exchange periods | After the return and closure of mobility                                                                                                                                                                                                                 |

Note:

- ✓ *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 BPER**:

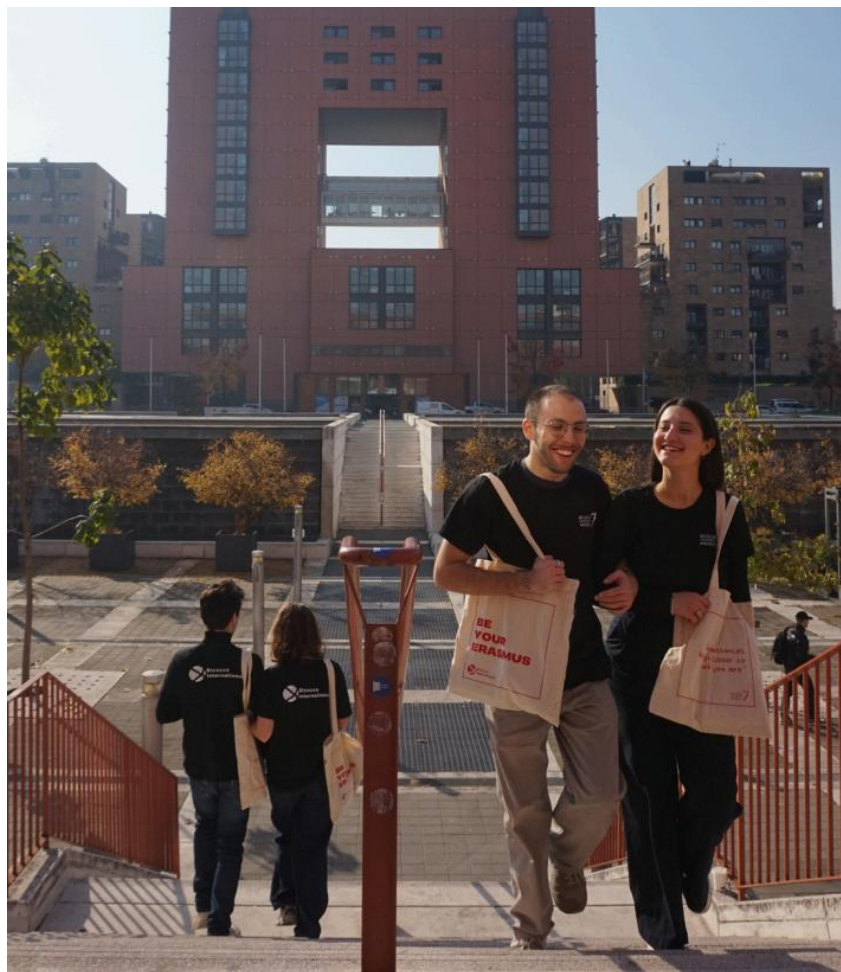
<https://www.unimib.it/studiare/servizi-studenti-e-laureati/service-desk/badge-ateneo>

<https://www.bper.it/privati/carte/carte-iban/carta-ateneo>

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;
- Students who have lost their badge or have had it stolen and have not received the new one yet

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



## Session II – Safety during mobility

## 6.a-UniMiB Safety protocol for international mobility

### All international mobility experiences must be carried out safely

To guarantee **transparent** and **equal treatment for all participants**, **International Mobility Office** 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.

PLEASE DOWNLOAD AND READ CAREFULLY THE UNIVERSITY PROTOCOL FOR SAFETY DURING EXCHANGES:

<https://www.unimib.it/studiare/bicocca-international/mobilita-internazionale/protocollo-sicurezza>

## 6.b-UniMiB Safety protocol for international mobility

- Get information on the safety of the destination country , the availability of hospitals / clinics/Accident and Emergency Units (E.R.), the documents and visas requested, the geopolitical situation

- Check the website of the Ministry of Health:

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

"Se parto per..." is an interactive guide to get information about health care during a stay in any country in the world



- Check the website of the Ministry of Foreign Affairs:

<https://www.viaggiare Sicuri.it/home>



- Register on the website "Dove Siamo Nel Mondo":

<https://www.dovesiamonelmundo.it/home.html>,

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*): policy n° 460317954 "Infortuni studenti" - GENERALI ITALIA ASSICURAZIONI, valid until 31.12.2030.
- 2) **third-party liability insurance**: policy n° 414423731 "Responsabilità Civile verso Terzi – R.C.T." – AXA ASSICURAZIONI, valid until 31.12.2030

- More information on:

<https://www.unimib.it/servizi/studenti-e-laureati/opportunita-e-facilities/assicurazioni>

For coverage certificates please contact: [assicurazioni@unimib.it](mailto:assicurazioni@unimib.it)

The University of Milano-Bicocca

**does not**

provide health insurance coverage to students.

**Health insurance coverage is a student's responsibility!**



## 7.b 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.

Obtaining or renewing visas and residence permits is the sole responsibility of the student.

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 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

**Obtaining or renewing visas and residence permits is the sole responsibility of the student.**  
Given the complexity and variety of individual situations, UniMiB does not have a support service for permit of stay renewal.

- Exchange programs to the countries of origin or habitual residence of students with foreign

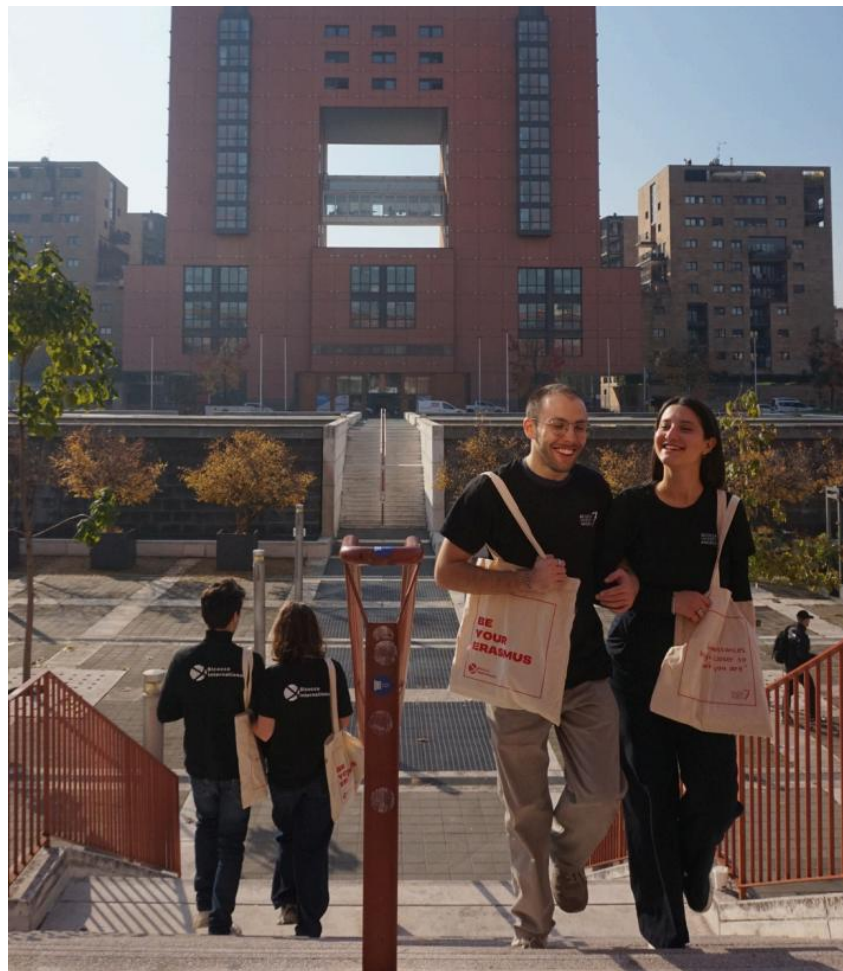
## 8.c- Travel and Accommodation

### TRAVEL ARRANGEMENTS

- ❖ It is strongly recommended to book **refundable** (cancelable or changeable) air/rail/bus tickets and 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](mailto:milano_bicocca@esn.it) or ESN at the host university;
- ❖ Choose **flexible/refundable** options.



## 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 International Mobility 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 2026/2027 must be concluded before 30 September, 2027)

- 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 that will be provided by the International Mobility Office
- The extension must be requested not later than one month before the expected end of the Erasmus period and in any case not later than **20 June, 2027**, otherwise no grant can be awarded

## 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 International Mobility Office will not contact students individually.

- **PLEASE NOTE**: The maximum mobility period is 12 months (360 days) and, in any case, cannot be extended beyond September 30, 2027. If you begin your mobility in the second semester, you may only extend it until September 30, 2027.

Requests for extensions—even if correctly submitted—cannot authorize extensions beyond September 30, 2027, or the 12-month limit.

**Funding for extensions**, subject to budget availability, **will be awarded based on the rankings**. The International Mobility 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, 2027, the funding may be awarded as of March 30, 2027).

*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 Segreterie 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 Segreterie online;

**PLEASE NOTE:** The «questionario di rientro dalla mobilità internazionale» is the only means by which the International Mobility 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](https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/preparare-lerasmus)

**Monitor the approval status of your OLA/LA;** if a long time has passed since you submitted it, contact the coordinator to check if there is an issue.

**Make sure to upload the correct document to the online student portal.**

## 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.

Please note that some Host University may fix an earlier deadline for amendments, e.g. no later than 3 weeks!

Amendments can be made:

From 1 September, 2026 for first semester / full year exchanges

From 1 March, 2027 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>

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.

**Monitor the approval status of your OLA/LA;** if a long time has passed since you submitted it, contact the coordinator to check if there is an issue.

**Make sure your OLA/LA is approved in order to have your exams validated**

## 12.a DON'Ts during the Erasmus mobility

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

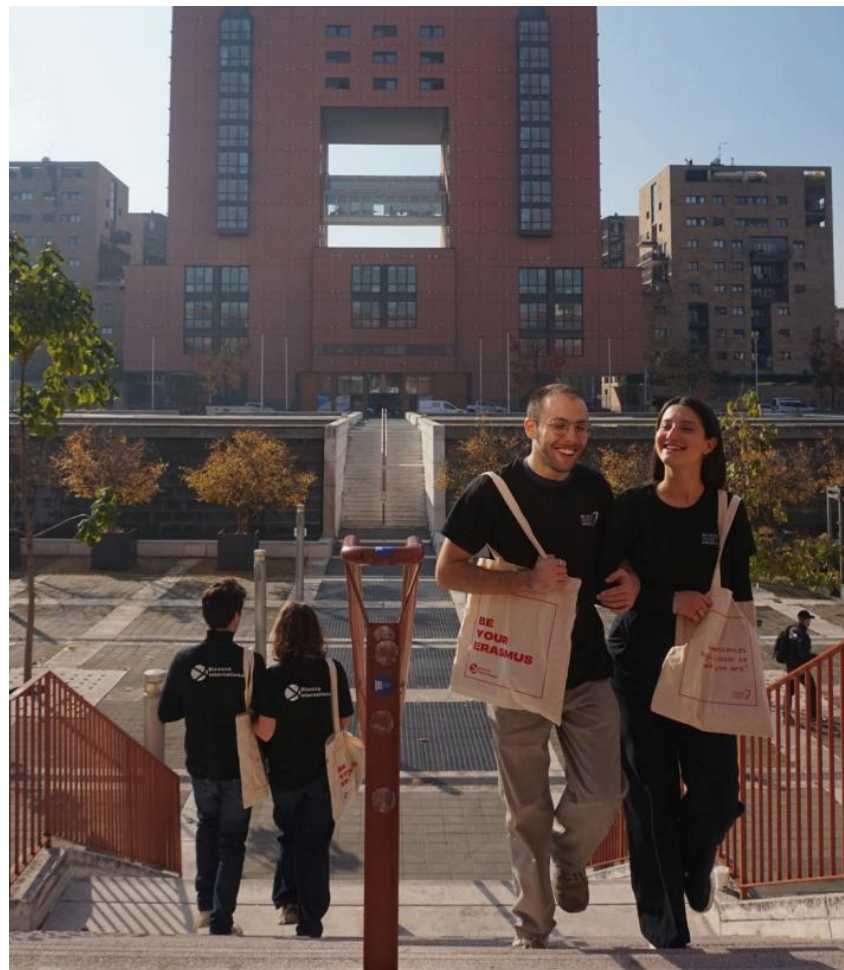
- ✓ Move to another University or to a different Bicocca course;
- ✓ Present their dissertation thesis;
- ✓ Take any action that implies the physical presence at Milano-Bicocca University (except for the exams, if authorized as above specified).

**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. Make sure you have a copy of the academic calendar of the Host Institution; you may be requested to send it to UniMiB International Mobility Office

## 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 International Mobility Office.



## Session IV- Graduand students

## 14.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 exchange in the first year of the master's degree, planning to defend their thesis between July and December 2026, 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 International Mobility Office only after the enrollment has been completed. Please inform the International Mobility Office ([outgoing.erasmus@unimib.it](mailto:outgoing.erasmus@unimib.it)) soon after graduation.

**PLEASE NOTE:** students who do not graduate in July or September 2026 and enrol for the a.y. 2026/2027 as «fuori corso», and students who will graduate in March, 2027 ARE NOT ELIGIBLE for Erasmus+study exchanges in the a.y. 2026/2027

If you are NOT admitted to the master's degree (test not passed), report to: [outgoing.erasmus@unimib.it](mailto: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.

## 14.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”



## 14.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.

## 14.c Graduand students – Graduation soon after the exchange

Students who plan to graduate upon return from Erasmus must have completed the final procedure by March 2027, or at least three months before the graduation expected date.

# Next webinar – SAVE THE DATE!

On 10 December, 2026 the International Mobility Office will hold the next Webinar for ALL students: I semester, full year, II semester.

During the webinar, we will go through the administrative steps and provide instructions for closing your exchange program and make possible the recognition of the exams taken abroad

The webinar is compulsory

A few days before 10 December, you will receive an email with the time and the link.

LAST BUT NOT LEAST...

In the next slides a recap of the upcoming steps and deadlines

# PRE-DEPARTURE CHECK LIST:



**Confirm the start and end date of your Erasmus exchange** by filling in the google form provided by the International Mobility Office

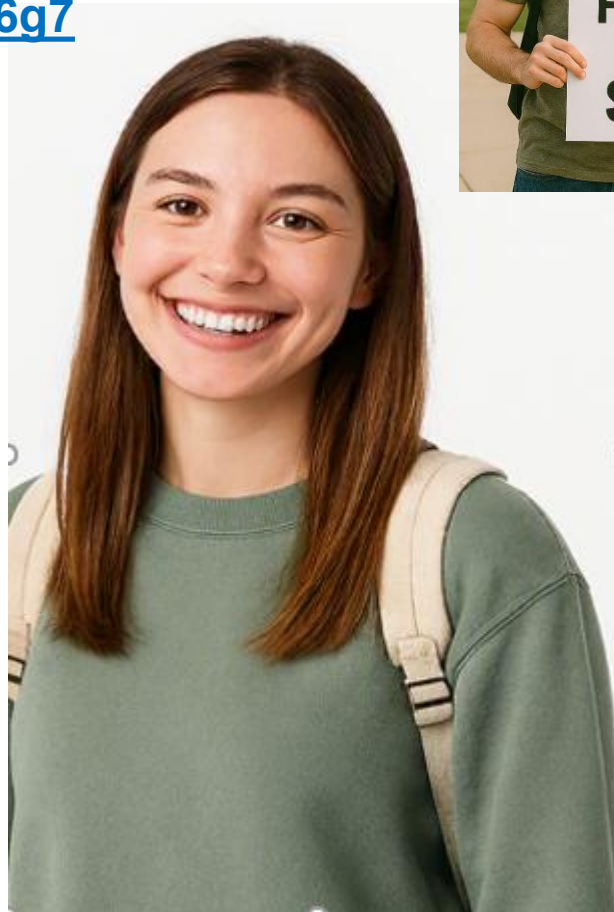
<https://forms.gle/WGZ8wHxG4ypuPm6g7>

By the following deadlines:

**FOR EXCHANGES IN THE FIRST SEMESTER/FULL YEAR: BEFORE 24 JULY AT 23h00**



**FOR EXCHANGES IN THE SECOND SEMESTER: BEFORE 4 DECEMBER AT 23h00**

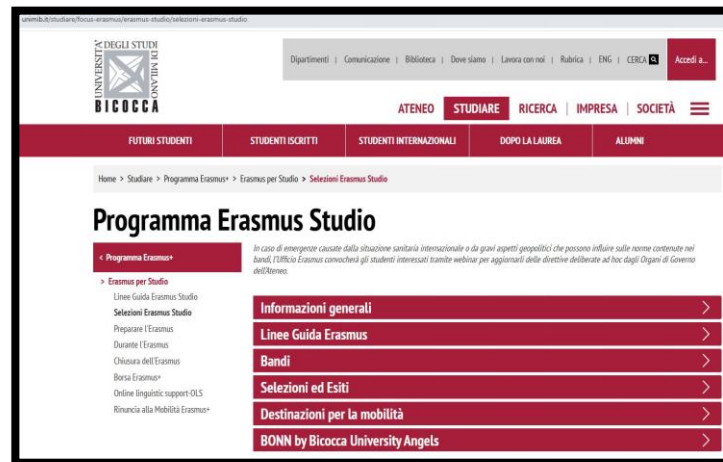


# PRE-DEPARTURE CHECK LIST :



Before starting your exchange, read carefully the information available on UniMib website – section «Erasmus Study:

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





# PRE-DEPARTURE CHECK LIST:



**Check the validity and expiry date of your documents:**

- ✓ ID card
- ✓ passport
- ✓ NHS card
- ✓ permit of stay
- ✓ Visa
- ✓ Insurance policies
- ✓ Health coverage



# PRE-DEPARTURE CHECK LIST:



## **Book your travel and accommodation**

- ✓ Give priority to host university dorms
- ✓ Choose flexible options that allow changes or cancellation



# PRE-DEPARTURE CHECK LIST:



Renew your enrolment for the  
2026/2027 academic year  
**by 24 July** (renewal procedure available  
from 15 July)

<https://en.unimib.it/study/services-students-and-graduates/fees-and-funding>

Segreteria online - Enrollment

