

Erasmus+ Call for Applications

for Study Mobility to be carried out in A.Y. 2027/2028

University of Milano-Bicocca

Annex to Rectoral Decree No. 3864/2026 of 23/11/2026

PART I – GENERAL PROVISIONS

Article 1 – Erasmus Study Programme

The Erasmus Programme is aimed at the acquisition of academic credits during a European experience for a maximum of 12 months for each cycle of study (1st cycle: Laurea [Bachelor's degree]; 2nd cycle: Laurea Magistrale [Master's degree]; 3rd cycle: PhD / Specialisation Schools). For single-cycle Master's degree programmes (Laurea Magistrale a ciclo unico) the maximum is 24 months.

The Erasmus Study Programme (hereinafter: Programme) has a **minimum duration of 2 months** (a complete academic period of not less than 62 effective days) **up to a maximum of 12 months** (360 days) and must take place between **1 August 2027** and **30 September 2028**. For students enrolled in a Specialisation School or a PhD programme, the minimum duration of the Programme is 3 months (90 effective days).

The experience may take place in the following modes:

- **Traditional Mobility** (the entire Erasmus period takes place at the host institution, either in person or through e-learning; therefore, students who are abroad at the host institution are considered to be in traditional mobility even if the activity is delivered through e-learning);
- **Blended Learning** (the Erasmus period consists of a period in Italy through e-learning and a period abroad at the host institution of at least 62 days, in person and/or through e-learning).

The mode in which the Programme will take place is not chosen by the students on mobility but is established annually by the host university on the basis of its own teaching schedule for Erasmus students.

Article 2 – Eligible activities under Erasmus Study

During the Programme, **the activities provided for in the Teaching Regulations of each degree programme are permitted, including the preparation of the thesis.** In the latter case, foreign universities accept students for thesis research only after an initial period of study. Foreign universities do not accept thesis-only mobility unless it has been agreed in advance through the Erasmus Coordinators of the two universities.

The Programme may also include a traineeship or internship period, provided that it:

- is managed entirely by the foreign institution and certified by it in the Transcript of Records;
- is an integral part of the students' study plan;
- is not funded by other EU programmes;
- has not already been activated with the University Internships and Placement Office (Ufficio Tirocini e Placement di Ateneo) as a traineeship for the acquisition of the same CFU and for the same period.

Teaching activities successfully completed during the Programme, provided that they are authorised by the Academic Coordinators for International Mobility:

- are fully recognised in the students' study plan;

- cannot be included in the study plan as extra-curricular credits;
- cannot be rejected and/or retaken at UniMiB.

Article 3 – Erasmus Study destinations

The Programme is carried out in collaboration with Higher Education Institutions holding an ECHE – Erasmus Charter for Higher Education (hereinafter: host institution) with which the University of Milano-Bicocca (hereinafter: the University) **signs a specific Erasmus Inter-Institutional Agreement** (hereinafter: IIA).

Following the digitalisation of the Erasmus+ Programme (Erasmus Without Paper – EWP), the University renews all IIAs every year; all destinations are therefore to be considered as being finalised. **The list of Erasmus host institutions whose agreements are being renewed is published on the University website.**

Following internal assessments on the balance of mobility flows, host institutions may unilaterally decide to reduce the places provided for in the IIAs, even after the publication of this Call for Applications. **Destinations are** therefore **considered confirmed only when the host institution sends formal acceptance to the students**. The University accepts no responsibility for the unilateral decision of host institutions not to renew or to amend an IIA.

In such cases, the **International Mobility Office (Ufficio International Mobility – IMO)** will, where possible, reallocate students to another available destination. The University does not, however, guarantee reallocation.

Article 4 – Academic Coordinators for International Mobility

During the Programme, students will be supported by an Academic Coordinator for International Mobility (hereinafter: Erasmus Coordinator).

The Erasmus Coordinators have the following duties:

- they agree on and approve with the students the Learning Agreement (hereinafter: LA), i.e. the study plan of the teaching activities to be carried out during the Programme, and any subsequent amendment to it, in compliance with the deadlines of this Call for Applications and of the Erasmus Study Mobility Guidelines for academic year 2027/2028;
- they are responsible for the full recognition, within the study plan and not as extra-curricular credits, of the teaching activities successfully completed abroad;
- they monitor the conversion of foreign grades;
- they authorise an extension of the mobility where this is necessary for students to complete their LA.

> **The full list of Erasmus Coordinators is published on the University website**.



PART II – ELIGIBILITY CRITERIA

Article 5 – Eligibility criteria for this Call for Applications

To access the Erasmus selection, students must:

1. **be regularly enrolled (in corso) for academic year 2026/2027 in a Bachelor's Degree programme** (Corso di Laurea, first cycle), **a Master's Degree programme or a single-cycle Master's Degree programme** (Laurea Magistrale and Laurea Magistrale a ciclo unico, second cycle), or be enrolled in **a Specialisation School or a PhD programme** (Corso di Dottorato di Ricerca, third cycle).
2. **not receive, at the same time, other scholarships funded by the European Union for academic year 2027/2028** (for example: Erasmus Traineeship grant, Marie Sklodowska Curie fellowship, EIT Raw Materials funding, PON (National Operational Programme) and PNRR (National Recovery and Resilience Plan) scholarships, etc.);
3. **not have already benefited from an Erasmus grant for 12 months in the same cycle of study** (24 months for single-cycle Master's degrees);
4. **comply with the rules of the Teaching Regulations of their Degree Programme**;
5. **not have their academic career suspended** for any reason or be on a study interruption;
6. not be enrolled for a year as repeating students, not be enrolled on a credit-by-credit basis, not be enrolled part-time.

> **Students who have exceeded the normal duration of their degree programme (fuori corso) cannot be admitted to the Programme.**

> **All the requirements of this article must be met until the end of the Programme.**

Article 6 – Eligibility criteria for Erasmus Study for students enrolled in the third year of a three-year Bachelor's degree, academic year 2026/2027

Students enrolled in the third year of a three-year Bachelor's degree (Laurea triennale) for academic year 2026/2027 may apply to the Programme provided that, before departure for mobility, they enrol in the first year of a Master's Degree (Laurea Magistrale) in academic year 2027/2028.

Such students must apply under the Call for Applications of the Department to which the Master's Degree they intend to enrol in belongs, and must apply for second-level Erasmus host institutions (unless otherwise specified in the list of destinations); such students may apply for the host institutions of one Department only, under penalty of exclusion from the selection.

Students who do not obtain their three-year Bachelor's degree and do not complete their enrolment in the Master's Degree will not be authorised to depart. Students from another university who intend to enrol in a Master's degree programme may apply under this Call for Applications subject to authorisation by the Erasmus Coordinators.

Article 7 – Eligibility criteria for Erasmus Study for PhD students

To access the Programme, students enrolled in a PhD programme must first obtain authorisation from the Academic Board (Collegio dei Docenti) of their PhD programme before applying under this Call for Applications, and comply with the rules and procedures for mobility set by the Doctoral School Office (Ufficio Scuola di Dottorato) (dottorati@unimib.it).

The Programme must necessarily have a minimum duration of 3 continuous months (90 effective days) spent entirely abroad; PhD students' mobility must therefore take place exclusively in traditional mode. Foreign universities with which the University of Milano-Bicocca has a specific agreement for PhD students are indicated in the list of destinations. Students are in any case advised to check with the foreign destination of interest the feasibility of the specific research programme they wish to carry out.

Article 8 – Eligibility criteria for Erasmus Study for students with dual enrolment

Students enrolled in two Degree Programmes of the University may access the Programme to carry out both the activities common to the two programmes and the activities relating to only one of them.

The implementation of the Programme and the drawing up of the LA for students with dual enrolment are in any case subject to acceptance by the host institution and to its willingness to draw up an LA covering different subject areas.

Students enrolled in a Degree Programme at the University of Milano-Bicocca and in a Degree Programme at another university may access the Programme by applying at only one of the universities in which they are enrolled and by taking the activities of the degree programme of the university at which they applied.

Article 9 – Minimum eligibility requirement for access to Erasmus Study

By 31 July 2027, in order to be admitted to departure, students who are found eligible for the Programme must have earned a minimum number of credits. The requirement differs for each degree programme and for each year of enrolment.

Students can check the requirement they must meet by consulting the table attached to this Call for Applications.

To meet the requirement, the credits must be recorded in the student record (libretto). All credits in the study plan are counted, including pass/fail assessments (idoneità), traineeships and internships. Remedial credit requirements (debiti formativi) recorded in the student record, exams outside the study plan and/or extra-curricular exams, and exam modules are not counted.

> **In addition to the University eligibility requirement, students are required to check any minimum access requirements that may be set by the host institutions.**

Article 10 – Language requirements for access to Erasmus Study

Students taking part in the Programme must meet both of the following requirements:

1. Language requirement of the host institution

Selected students are required to meet the language requirements set by the host institutions, within the deadlines set by the destination institutions. Host institutions may require:

- specific Common European Framework of Reference for Languages (CEFR) certificates, for example IELTS, TOEFL, DELF, DELE, GOETHE Zertifikat;
- the submission of certificates as early as February and March 2027.

It is the students' responsibility to check on the host institutions' websites, before applying under this Call for Applications, the level, the deadlines and any type of certification of the requirements requested. Where the language requirement of the host institution is lower than that of the University, students will in any case be required to meet the requirement under point 2 of this article.

2. University language requirement

Selected students are required to obtain, by 29 January 2027, level B2 in English or in another European language. If the language is other than English, students are required to include in their preferences at least two host institutions requiring that language (for example: students who have obtained B2 in French must indicate at least two French-speaking destinations).

The following are valid for meeting the requirement:

- passing the University language assessment test;
- a certificate of the appropriate level of the Common European Framework of Reference for Languages (CEFR), recognised by the University:

  - For English: https://www.unimib.it/sites/default/files/2026-03/Certificazioni_INGLESE_nov2025_UNIMIB_0.pdf
  - For French, Spanish and German: https://www.unimib.it/sites/default/files/2026-03/Certificazioni_FRA-SPA-TED-ITA_nov2025_UNIMIB_0.pdf
- passing the 6-CFU exam in English, French, Spanish or German of their own degree programme, equivalent to B2, for the degree programmes that provide for it.

Students can check the requirement for their own degree programme by consulting the summary table attached to this Call for Applications.

For all students who have not already achieved language level B2, the University Language Office (Segreteria Lingue di Ateneo) offers self-study courses in English, French, Spanish and German on the Altissia platform to prepare for the B2-level University language assessment: https://www.unimib.it/studiare/opportunita-studio/lingue-unimib/corsi-lingua-autoformazione

Between 25 and 29 January 2027, upon request to the email address segreteria.lingue@unimib.it, students may take a B2-level test in the language of interest. The test date will be announced in January on the University website at the link: https://www.unimib.it/studiare/opportunita-studio/lingue-unimib/idoneita-ateneo-e-accertamento-linguistico.

After publication of the final ranking, the Language Office will contact students, offering further courses in English, French, German, Spanish or Portuguese to further improve the language level of eligible students.

> For further information, please consult the website and contact the Language Office by writing to segreteria.lingue@unimib.it.

Article 11 – Incompatibility with Erasmus Study

Throughout the Programme, students may not:

1. submit an application for transfer to another university or for a change of degree programme;
2. defend their thesis and/or have their degree conferred (proclamation);
3. carry out any activity that requires their presence at the University of Milano-Bicocca, except as provided for in this Call for Applications and in the Erasmus Study Mobility Guidelines for academic year 2027/2028.

The Programme must be continuous and must not include suspensions other than those provided for by the host institutions.



PART III – SELECTION OF CANDIDATES

Article 12 – Erasmus Study Mobility Project

To be admitted to the selection, students must independently prepare an "Erasmus Mobility Project" using exclusively the form published on the University website at the link:

https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus

In the Erasmus Mobility Project form, students must indicate:

- **their preference for 5 Erasmus host institutions;**
- **a list of teaching activities** that could be taken at each of the 5 host institutions, with the proposed correspondence to the teaching activities of the University; Mobility Projects that do not contain the list of teaching activities for each host institution indicated will be automatically excluded.

The Erasmus Mobility Project will be assessed by the Departmental Erasmus Committees and is intended to verify the students' ability to identify host institutions independently, assessing their suitability with respect to their own study plan. The duly completed Erasmus Mobility Project form, saved in PDF/A format, must be uploaded to the application on the Segreterie Online portal. **Failure to upload the Erasmus Mobility Project, or failure to complete each of its sections, will result in automatic exclusion from the selection.**

The Erasmus Mobility Project is valid exclusively for the purposes of the selection; students who are found eligible must then complete the LA as set out in this Call for Applications and in the Erasmus Study Mobility Guidelines for academic year 2027/2028.

Students are required to check the updated list of destinations on the University website before confirming their Erasmus Mobility Project.

Article 13 – Submitting the Erasmus Study application

The application must be completed on the Segreterie Online portal from 12 to 29 January 2027, by 12:00 noon, as follows:

1. log in and access your personal page on the Segreterie Online;
2. in the menu on the right, select "Bandi di Mobilità" (Mobility Calls);
3. select the mobility area "Exchange Program" and confirm;
4. select the relevant Erasmus Call for Applications for academic year 2027/2028;
5. follow the procedure and **enter your choice of 5 Erasmus host institutions** in order of preference; destinations expressly reserved for another Degree Programme may not be selected;
6. click the "ISCRIVI" (ENROL) button;
7. **attach the Erasmus Mobility Project in PDF/A format**;
8. if available, **attach a copy of a language certificate at level B2 or higher** according to the Common European Framework of Reference for Languages (CEFR) classification, which is still valid;
9. **recent graduates from another university must attach a self-declaration stating their degree grade**; those who do not have the self-declaration from their previous university may use the form published on the University website; if the required self-declaration stating the degree grade is not submitted, the application will be automatically struck out;
10. **students with non-European citizenship must upload a valid residence permit or the document showing the date of the appointment for its renewal; receipts for registered mail that do not indicate the date of the appointment for renewal are not considered valid;**
11. mandatorily select "stampa ricevuta iscrizione al bando" (print the call enrolment receipt);
12. **complete the Language Level Questionnaire (Questionario sul livello di lingua)**.

> The application is complete only once the receipt has been printed.
>
> **The application is null and void without the upload of the Erasmus Mobility Project and the printing of the receipt**. Applications submitted with attachments that do not comply with the requirements of this Call for Applications will be automatically excluded. It is the students' responsibility to check the correctness and completeness of the attachments uploaded with their application.

Graduates and students about to graduate who are not enrolled in academic year 2026/2027 and who, at the time of publication of this Call for Applications, are unable to access the Segreterie Online may submit a paper application by writing to the International Mobility Office (IMO) at the office email address outgoing.erasmus@unimib.it.

Students enrolled in interdepartmental degree programmes may apply for the host institutions of only one of the Departments to which their degree programme belongs, after agreeing this in advance with the relevant Erasmus Coordinators.

Article 14 – Selection of candidates and allocation of Erasmus Study host institutions

Candidates will be selected as follows:

1. **The Segreterie Online system will generate provisional rankings by Department, assigning a score out of fifty for the academic curriculum**, pursuant to the University Regulations for the Implementation of International Student Mobility.

   The score formula will take into account the weighted average of the grades obtained in the exams passed and the number of CFU earned out of the total potentially obtainable, applying the following algorithm: **weighted average x (CFU earned/due) x 5/3**.

   For students enrolled in the first year of a three-year Bachelor's degree (Laurea triennale) with no exams recorded in their student record, the upper secondary school leaving grade (voto di maturità), scaled to 50, will be taken into account.

   For students enrolled in the first year of a Master's Degree (Laurea Magistrale) with no exams recorded in their student record, the grade of their previous degree, scaled to 50, will be taken into account.

   For students enrolled in the third cycle, the score will be calculated on the grade of the previous Master's degree or single-cycle Master's degree.

   It is the students' responsibility to check that their upper secondary school leaving grade or previous degree grade is recorded on their personal page on the Segreterie Online, reporting any omission to the Student Records Offices (Uffici Gestione Carriera) or attaching a self-declaration to their application.

> **To calculate the score for the candidates' academic curriculum, the Segreterie Online system will take into account only the teaching activities passed and recorded as of the date of publication of this Call for Applications.**

2. **The Departmental Erasmus Committees will assign an additional score out of fifty**. The Departmental Erasmus Committees will carry out the selection in one of the following ways:
   - assessment of the content of the Erasmus Mobility Projects and of the language certificates, without calling candidates for an interview;
   - calling candidates for an aptitude interview and/or an assessment of their initial language skills.

Students who obtain a score of 0/50 from the Departmental Erasmus Committees will be included in the rankings as "not eligible" and will be excluded from the Programme, regardless of the score referred to in point 1 of this article.

The dates on which students may be called for the interviews set by each Department will be communicated by 29 January 2027, exclusively by publication on the University website at the link https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus. Failure to attend the interviews, where required, will be considered a withdrawal from the Programme.

The Departmental Erasmus Committees may assign destinations other than those indicated by the students in the following cases:

- the students are not in a ranking position that allows them to obtain at least one of the chosen destinations;
- the students have indicated destinations that are not suitable for their course of study or their level of language proficiency;
- the Committee considers it appropriate to assign a destination that is more relevant to the student's course of study and better suited to their language skills.

Students who have indicated fewer than 5 host institutions and who are not in a ranking position that allows them to be assigned one of the host institutions they indicated will not be assigned any other Erasmus host institution.

Article 15 – Acceptance of the Erasmus host institution and declaration of the start of the Programme

From 12:00 noon on 22 February 2027, the host institutions assigned by the Committees will be visible to students on the Segreterie Online, on the page of the Erasmus Mobility Call for Applications under which they applied.

From 12:00 noon on 22 February 2027 to 23:00 on 26 February 2027, students must access the Segreterie Online and:

1. **confirm their acceptance** of the assigned host institution;
2. **indicate the semester chosen for the start of the experience:** first semester (S1), second semester (S2), single academic year (A1), i.e. the entire academic year (the latter option is permitted only if the IIA provides for a period of at least 9 months); **for non-EU students, the choice of mobility period depends on the validity of their residence permit**; the International Mobility Office (IMO) will independently change the semester if it is not compatible with the residence permit documents, informing students at their @campus.unimib.it email address; **students departing in the first year of a Master's Degree may depart only in the second semester of academic year 2027/2028, unless specifically authorised by the Erasmus Coordinator**, who must notify the International Mobility Office (IMO) accordingly;
3. **enter the start and end dates of the chosen semester at the host institution** (the start and end dates of semesters are published on the host institutions' websites in their Erasmus infosheets/factsheets); these dates must subsequently be amended or confirmed as set out in this Call for Applications and in the Erasmus Study Mobility Guidelines for academic year 2027/2028.

On 26 February 2027, at the close of the procedure, the following will be considered to have withdrawn ex officio, without application of the penalty:

- students who have refused the allocation of one of the 5 host institutions indicated in their Erasmus Mobility Project;
- students who have not accessed the Segreterie Online to complete the procedure.

From 1 to 4 March 2027, the International Mobility Office (IMO) will notify the host institutions that have become available, in ranking order:

- to eligible students who were not initially allocated any host institution;
- to students who refused the allocation of a host institution not included among those indicated in their Mobility Project.

Before accepting a host institution reallocated ex officio, students are required to check that the allocation is suitable for their course of study by contacting their Erasmus Coordinator.

Article 16 – Final ranking

Students who have accepted the destinations assigned as set out in this Call for Applications may view the final ranking, which will be published on the Official Notice Board (Albo Ufficiale) and on the University website at the link https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus **from 16:00 on 9 March 2027.**

Article 17 – Withdrawal from Erasmus Study

After publication of the final ranking, a penalty of €200.00 will be applied to students who withdraw from the Programme.

Such students must withdraw from the Programme on the Segreterie Online portal as follows:

1. log in and access your personal page;
2. in the menu on the right, select "Questionari" (Questionnaires);
3. complete the questionnaire "Dichiarazione di rinuncia alla mobilità Internazionale" (Declaration of withdrawal from international mobility);
4. at the end, confirm the questionnaire;
5. withdrawal is irrevocable from the moment the submission of the questionnaire is confirmed.

Students who, although they have not withdrawn, do not comply with the procedures and deadlines set out in this Call for Applications will be considered to have withdrawn ex officio, and the €200.00 penalty will be applied.

Students who have not accepted the host institution on the Segreterie Online page are not required to complete the declaration of withdrawal.

Withdrawal from the Programme due to failure to reach the language level required by the host institution, failure to comply with the rules of the student's own Teaching Regulations or of this Call for Applications, or failure to enrol in the Master's Degree does not entitle students to exemption from the penalty.



PART IV – REQUIREMENTS FOR DEPARTURE AND SAFETY CRITERIA

Article 18 – Requirements for departure for Erasmus Study mobility

Authorisation to start the Programme at the host institution is subject to:

- **acceptance by the host institution, following the successful completion of the enrolment procedures by the students;** host institutions may reject candidates who have not complied with the enrolment deadlines and procedures or who do not meet the language and basic preparation requirements requested; host institutions may also reject students as a result of internal teaching management issues; in the latter case, the International Mobility Office (IMO) will, where possible, reallocate students to another available destination; the University does not, however, guarantee reallocation;
- **compliance with the rules and prerequisites (propedeuticità) set out in the University Teaching Regulations (Regolamento Didattico di Ateneo)** (Rectoral Decree no. 3260/2023 of 29 September 2023) and in the Teaching Regulations of the Degree Programmes;
- **meeting the eligibility requirement** by 31 July 2027, as set out in this Call for Applications;
- **meeting the language requirements** by the dates set out in this Call for Applications and the dates required by the host institution;
- compliance with the rules set out in the Regulations for the Implementation of International Student Mobility (Rectoral Decree no. 769/2019 – No. 0010763 of 7 February 2019);
- **renewal of enrolment in a regular year of study (anno in corso) for academic year 2027/2028 before departure for the Programme.**

Article 19 – Mobility authorisation for students with non-EU citizenship

To access the Programme, students with non-EU citizenship must have their documentation for residence in Italy in order. It is the students' responsibility to obtain the renewal of their residence permit by going to the Police Headquarters (Questura) of their province of residence in good time; the

University accepts no responsibility for any delays in the issue of the residence permit by the competent Questura.

Only students holding a residence permit valid for the entire mobility period will be admitted to departure. Only the residence permit card is considered valid for departure. Such students must plan a mobility period that does not involve suspending the Programme for the renewal of documents. The International Mobility Office may intervene ex officio on the departure semester in the event of irregularities in the residence permit documentation.

Article 20 – Safety criteria for international mobility

The University considers safety during the Programme to be of the utmost importance; **the start of mobility periods at the host institution is therefore subject to the possibility of carrying out the Programme activities safely.** Student mobility is deemed authorised unless otherwise indicated by the Italian State on safety grounds. **Students can find information on destination countries on the website of the Ministry of Foreign Affairs and International Cooperation (MAECI)**. Should MAECI advise against travel to a given country, mobility to its host institutions is not authorised. **Students must register in the MAECI database.**

Article 21 – University Insurance Coverage and National Health Assistance

- **The University has in force the following insurance policies for its regularly enrolled students:**
  - Policy no. 414423731 "Responsabilità Civile verso Terzi – R.C.T." (Third-Party Civil Liability) – AXA ASSICURAZIONI, expiring on 31.12.2030;
  - Policy no. 460317954 "Infortuni studenti" (Student Accidents) – GENERALI ITALIA ASSICURAZIONI, expiring on 31.12.2030.

These policies also cover students on mobility and have worldwide territorial validity.

In any case, students must comply with the regulations on prevention and safety of the host institution. In the event of an accident occurring in the course of activities relating to the Programme, students must immediately inform the University Legal Affairs Unit (Settore Legale di Ateneo) at the email address assicurazioni@unimib.it.

> Students can find all the information on the coverage offered on the dedicated page of the University website.

The University Legal Affairs Unit, upon request submitted in good time to the email address assicurazioni@unimib.it, issues the certificate of insurance coverage.

- **The University does not provide health insurance. Students are directly responsible for the procedure for their own health coverage abroad in accordance with the regulations in force.** For health insurance coverage during a stay abroad in European Union countries and in Iceland, Liechtenstein and Norway, it is generally sufficient to carry the European Health Insurance Card (Tessera Europea di Assistenza Malattia – TEAM) issued by the Ministry of Health.

Before departure, students must find out about the extent of National Health Assistance coverage in the destination country as follows:

- Consulting the Interactive Guide: **"Se parto per..." ("If I travel to...") published on the website of the Ministry of Health;**
- Contacting their competent local health authority (Azienda Socio Sanitaria Territoriale – A.S.S.T.).

> The University also urges students to take out additional health insurance. The University is exempt from any medical expenses incurred in the event that students fail to take out supplementary health insurance.

Non-EU citizens:

- **enrolled with and covered by the Italian National Health Service (SSN)** cannot use the TEAM in Iceland, Norway and Liechtenstein, as this is not provided for by the EU legislation in force (Regulation (EC) No 859/2003). They are therefore advised in any case to contact their local health authority (A.S.S.T.) to find out about the extent of their coverage;
- **NOT enrolled with and covered by the Italian National Health Service (SSN)** must obtain adequate health coverage.



PART V – FUNDING FOR ERASMUS STUDY MOBILITY

Article 22 – Erasmus Mobility Grant and income-based University supplementary contribution

Eligible students will receive funding, in ranking order, for the periods actually spent abroad at the host institution until the available funds are exhausted. The funding is provided as a contribution towards costs abroad: it is therefore not intended to cover the entire cost incurred by students. The funding is made up as follows:

Erasmus Mobility Grant

Every year, the Erasmus+ National Agency Indire allocates European funding to the University to cover Erasmus Mobility Grants. The University assigns a contribution to all eligible students in ranking order until the funding is exhausted. Within the Programme, **the European Commission has established that the mobility grant is to be modulated according to the destination country**, on a daily basis, as provided for in the national provisions annexed to the Erasmus+ Programme Guide, as follows:

Countries	Erasmus grant
GROUP 1 – Countries with higher living costs: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	€400.00/30 days
GROUP 2 – Countries with medium living costs: Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	€350.00/30 days
GROUP 3 – Countries with lower living costs: Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye	€350.00/30 days

Should the Erasmus+ National Agency Indire, following an increase in the budget for the Programme, communicate a change in the amount of the grants, the International Mobility Office (IMO) will inform eligible students of the new amounts by the end of July 2027.

Income-based University supplementary contribution

The supplement to the Erasmus Mobility Grant is modulated according to ISEE (Equivalent Economic Situation Indicator) data for the year in which this Call for Applications is published, as provided for by Prime Ministerial Decree (DPCM) no. 159/2013 and subsequent amendments. The amount of the supplement to the Erasmus Mobility Grant is paid on the basis of the ISEE declaration for academic year 2026/2027 (as defined in the ISEE Guide for academic year 2026/2027 issued by the Student Fees Office), according to the following amounts approved by the University Board of Governors at its meeting of 21 July 2026:

ISEE	Monthly/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**
over €50,000.00	-

These amounts will be confirmed or adjusted by the University Board of Governors at its first available meeting after the allocation of EU funding for academic year 2027/2028.

The University supplementary contribution is subject to IRPEF (personal income tax) and is relevant for the determination of the taxable base for IRAP (regional tax on productive activities); it therefore counts towards total income.

> Students who have not submitted an ISEE declaration, or who have submitted a declaration in the highest bracket, will not be entitled to any supplement. Non-EU students are in any case required to submit the ISEE declaration.

The International Mobility Office (IMO) will extract the data on the Segreterie Online portal as of 29 January 2027. ISEE declarations not on the portal by that date will not be taken into consideration.

It is the students' responsibility to check in good time that their ISEE is correctly recorded on their personal page on the Segreterie Online and, if necessary, to request an update from the University Student Fees Office (Ufficio Contribuzione Studentesca) at the email address: contribuzione@unimib.it.

Subject to verification of budget funds, the Governing Bodies of the University reserve the right to allocate further funding to support students in disadvantaged circumstances (fewer opportunities), defining the cases and the methods of allocation.

The Erasmus Mobility Grant and the income-based University Supplementary Contribution may be combined with the PhD scholarship and its supplement for international mobility. Students enrolled in a PhD programme or a Specialisation School funded, even partially, by PON and/or PNRR funds may not receive the EU Erasmus grant, as it is incompatible; they will, however, be entitled to the "University Supplementary Contribution", subject to verification of the availability of the budget funds earmarked for this purpose.

Article 23 – Travel Bonus (Contribution towards travel)

Every year, the Erasmus+ National Agency Indire allocates funding to the University to contribute towards travel expenses: the Travel Bonus (Bonus viaggio).

The University assigns the contribution to all students, in ranking order, until the funding is exhausted. Within the Programme, the European Commission has established that the travel contribution is to be modulated according to the distance to the host institution, as provided for in the national provisions annexed to the Erasmus+ Programme Guide, as follows:

Travel distance	Green travel (exclusive use of train, bus or car pooling for the outward and return journeys)	Standard travel
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 more	€1,735.00	€1,735.00

The distance band is calculated using the EU **Distance calculator.** The University of Milano-Bicocca is taken as the place of origin of the journey and the Erasmus host institution as the place of arrival.

The contribution will be paid together with the advance.

The green supplement of the Travel Bonus will be granted to students who have travelled, both on the outward and on the return journey, exclusively by the following means: train, bus, car pooling. The green supplement will be paid at the end of all mobility periods of academic year 2027/2028, upon submission of outward and return travel documents in the student's name. Students who wish to apply for the green supplement are required to upload supporting documents (tickets in their name and payment receipts) by completing, **by 30 September 2028**, the Google form "Bonus viaggio: Upload ricevute a.a. 2027/2028" (Travel Bonus: upload of receipts, A.Y. 2027/2028) made available by the International Mobility Office (IMO).



PART VI – CANDIDATES WITH SPECIAL NEEDS

Article 24 – Candidates with special needs

The Erasmus Programme pays particular attention to students whose physical, mental or, more generally, health conditions are such that they could not take part in the Programme without additional financial support for the extra costs incurred in relation to support, accommodation and educational and technical support services. **Students with disabilities (DIS) or Specific Learning Disorders (DSA) who, at the time of enrolment, submitted the required documentation certifying their condition may apply for an additional EU-funded contribution**. Students who need support in assessing the logistical/organisational aspects of their experience abroad may request an appointment with the B.Inclusion Office (Spazio B.Inclusion) by sending an email to info.binclusion@unimib.it

Article 25 – Additional contribution for Erasmus Study students with special needs

Students with special needs who have been found eligible in the Erasmus selection may apply for the additional contribution. The International Mobility Office (IMO), usually in October, informs all students of the opening, by the Erasmus+ National Agency Indire, of the assessment procedure for the allocation of the additional contribution.

To apply for the contribution, students must provide an estimate of the additional costs they will incur during the Programme. The additional contribution is based on actual costs incurred and on unit costs, in accordance with the guidelines set by the Erasmus+ National Agency Indire: **students are therefore required to keep all payment receipts**. The International Mobility Office (IMO) will inform students of the application procedure. At the end of the assessment, the Erasmus+ National Agency Indire will send a communication to the University, which will pay the additional contribution, after verifying the payment receipts, at the end of the mobility. To benefit from the reimbursement, students must submit a medical certificate in support of their application.



PART VII – DOUBLE MASTER'S DEGREE PROGRAMMES

Article 26 – Double Master's Degree Programmes with Erasmus Study host institutions

The Double Master's Degree Programme provides for the award of two qualifications: one issued by the University and one by an Erasmus host university.

Following a specific agreement, the University and the Erasmus host university establish a common study plan under which the selected students will carry out part of their academic career at the host institution. At the end of the course of study, both universities will award their degree. Each Double Degree programme has a Scientific Coordinator responsible for the study plan of the students on mobility.

The University has signed Double Master's Degree agreements with the following Erasmus host institutions:

- **Université Paris Cité, France,** reserved for students enrolled in the Master's Degree programmes in Biotecnologie Industriali (Industrial Biotechnology) (F0802Q), Biotecnologie Mediche (Medical Biotechnology) (F0901D), Biologia (Biology) (F0601Q) – Scientific Coordinator Prof. Raffaella Meneveri;
- **Université Côte d'Azur, France,** reserved for students enrolled in the Master's Degree programme in Informatica (Computer Science) (F1801Q) – Scientific Coordinator Prof. Raffaella Rizzi;
- **Université de Savoie Mont Blanc, France,** reserved for students enrolled in the Master's Degree programme in Turismo, Territorio e Sviluppo Sociale (Tourism, Territory and Social Development) (F4901N) – Scientific Coordinator Prof. Luca Daconto;
- **Stockholm University, Sweden,** reserved for students enrolled in the Master's Degree programme in Astrophysics and Space Physics (F5803) – Scientific Coordinator Prof. Monica Colpi;
- **Riga Technical University (RTU), Latvia,** reserved for students enrolled in the Master's Degree programme in Scienze e Tecnologie per l'Ambiente (Environmental Sciences and Technologies) (F7503Q) – Scientific Coordinator Prof. Andrea Franzetti.

For anything not expressly provided for in "Part VII – Double Master's Degree Programmes", the rules contained in this Call for Applications and in the Erasmus Study Mobility Guidelines for academic year 2027/2028 shall apply.

Article 27 – Selection of candidates for the Double Master's Degree

To be admitted to the Double Master's Degree programme, students enrolled in the courses referred to in the previous article must pass the Erasmus selection. Such students must apply on the Segreterie Online portal as set out in this Call for Applications, selecting the "Bando Erasmus per la Doppia Laurea Magistrale a.a. 2027/2028" (Erasmus Call for Applications for the Double Master's Degree, academic year 2027/2028). **For the selection of Erasmus Double Master's Degree students, an interview is mandatory, conducted by the Departmental Erasmus Committees together with the Scientific Coordinators, who will assign an additional score as set out in this Call for Applications.** Students interested in both the Double Master's Degree and Erasmus for study purposes may also apply under the Erasmus Study Call for Applications of their own Department. **A ranking position eligible for departure to the Double Master's Degree host institution is deemed automatically confirmed by the students and cancels their application under the Erasmus Study Call for Applications.**

Article 28 – Grants and university tuition fee exemption

Payment of the grant follows the procedures provided for the Erasmus Programme. **Double Master's Degree students are** also **entitled to exemption from payment of university tuition fees for academic year 2027/2028, with the sole exception of the regional tax and the stamp duty**. The International Mobility Office (IMO) will enter the exemption once the Erasmus Mobility Agreement has been signed, before the start of the Programme.



PART VIII – FINAL PROVISIONS

Article 29 – Communications

As provided for in the Student Regulations, the only official channel of communication between students and the University is the University email account (username@campus.unimib.it). After publication of the final rankings, **communications to Erasmus students will be sent exclusively through the email address outgoing.erasmus@unimib.it**.

Students are required to keep their personal page on the Segreterie Online up to date. The Administration accepts no responsibility for the loss of communications resulting from incorrect contact details provided by the candidate. Students are required to check that **the identity document** on their personal page on the Segreterie Online is always up to date. Students with non-EU citizenship are required to update, on their personal page on the Segreterie Online, **their residence permit documentation.**

Article 30 – Person responsible for the procedure

Pursuant to Law no. 241 of 7 August 1990, the Person Responsible for the Procedure is Federica Oliveri, Head of the International Projects and Mobility Unit, University of Milano-Bicocca.

Article 31 – Final Provisions

Applications to this Call for Applications will be handled in accordance with the requirements of Legislative Decree no. 196 of 30 June 2003, "Codice in materia di protezione dei dati personali" (Personal Data Protection Code), and of Regulation (EU) 2016/679 (General Data Protection Regulation).

Please note that, pursuant to art. 71 of Presidential Decree (DPR) no. 445 of 28 December 2000, the Administration will carry out appropriate checks, including random checks, and in all cases where well-founded doubts arise as to the truthfulness of the substitute declarations.

For anything not provided for in this Call for Applications, the laws and regulations in force on public competitions and university study awards apply.

Area Didattica, Servizi agli Studenti
e Sviluppo Internazionale

Settore International Projects and Mobility

Erasmus+ Guidelines

for Study Mobility
in A.Y. 2027/2028

Annex to Rectoral Decree No. 3864/2026 of 23/11/2026

Università degli Studi di Milano-Bicocca

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These Guidelines are an integral part of the Erasmus+ Call for Applications for Study Mobility to be carried out in academic year 2027/2028 and supplement its contents. Students are required to follow the procedures and deadlines set out herein.

After publication of the ranking, the International Mobility Office (Ufficio International Mobility, hereinafter **IMO**) will hold the following information webinars:

Date	Topic
15 March 2027	• Updates on foreign Erasmus host institutions; • Safety Protocol; • Funding for international mobility; • Mobility period; • Learning Agreement (LA); • Nomination and enrolment at foreign universities.
21 July 2027	• Payment of funding; • Signing of the Mobility Agreement; • Mobility period (shortening and extension); • Amending the LA.

Attendance at the webinars is mandatory.

Preparing for departure on Erasmus Study Mobility

Nomination of eligible students to Erasmus Study host institutions

After publication of the final ranking, IMO will proceed with the "nominations". In other words, IMO will contact the foreign universities to send them the details of the students assigned to them.

Students must not contact the host institutions before their nomination, as host institutions reply only to students who have already been nominated.

IMO nominates students according to the deadlines and procedures of the foreign universities. The details of students departing in the first semester or for the whole academic year are usually sent first, following the chronological order of the deadlines.

IMO communicates the departure semesters and mobility dates that students declare when accepting their destination (see the Erasmus Call for Applications). Departure semesters may be changed only in the following cases:

- the foreign university reschedules its course offer in such a way that it is not possible to build a mobility programme consistent with the student's course of study; in this case, the Erasmus Coordinator must approve the change;
- serious personal and/or health reasons; in this case, the student must submit supporting documentation to IMO.

IMO notifies students by email when it sends their nomination to the foreign university. Each foreign university has its own procedures and deadlines, so students must find out in good time from the websites of their host institutions and act within the deadlines indicated. Foreign universities do not accept late enrolments.

Many foreign universities require a **Transcript of Records** for enrolment (a certificate of enrolment listing the exams taken at UniMiB, in English). This certificate is issued exclusively by the Student Records Offices (Segreterie Gestione Carriere); it is good practice to request it as soon as possible so as to have it ready in case it is required.

The Learning Agreement (LA)

The Learning Agreement, simply referred to as the **LA,** is the study plan that students will follow during their Erasmus. The **LA contains the exams that students will take at the foreign destination and the UniMiB exams they will replace.** The **LA** form must be agreed before departure with the student's Erasmus Coordinator and must also be approved by the Erasmus Coordinator of the foreign university. The Mobility Project submitted for the selection is not valid as an **LA**.

Only whole UniMiB courses may be included in the **LA** (modules may not be included). Any exam or pass/fail assessment (idoneità) NOT included in the LA cannot be validated by UniMiB. The following correspondences may be included in the LA:

- one UniMiB course for one foreign course;
- one UniMiB course for two or more foreign courses; in this case, all the foreign exams must be passed in order to obtain recognition;
- two or more UniMiB courses for a single foreign course.

Approximately 30 CFU must be included in the LA for each semester of mobility (5 CFU for each month of mobility for shorter periods). The Erasmus Coordinators may approve LAs with a different number of CFU, provided that it is not more than 20% lower. Students who, on their return from mobility, have not earned at least 12 CFU will not be entitled to the grant.

The total number of CFU of the UniMiB teaching activities and of the foreign destination included in the LA should, as a rule, be the same. Having assessed the content of the course programmes, the Erasmus Coordinator may approve an LA with a different ratio between the CFU of the two universities, but with a difference of no more than 5%.

Students may submit the **LA** according to the following timetable:

Departure semester	Submission	Approval
I semester (including whole year)	From 01/04/2027 to 12/07/2027	**By 16/07/2027**
II semester	From 01/09/2027 to 25/11/2027	**By 29/11/2027**

How to submit a Learning Agreement (LA)

Students submit the **LA** on the Segreterie Online, on the page of the Erasmus Mobility Call for Applications under which they applied.

The Erasmus Coordinators receive the proposal, assess its content and may approve or reject the **LA.**

If the LA is rejected, students receive a notification email with the lecturer's comments and may amend the proposal on the Segreterie Online.

If the LA is accepted, the Erasmus Coordinator approves it "internally" and sends it to the foreign host institution through the Erasmus Without Paper (EWP) network.

Students can follow the process on the LA page of the Segreterie Online.

If the foreign university is connected to the EWP network, students will see the approval or rejection of their LA appear on the Segreterie Online:

- In the first case, unless students need to amend the LA, no further action is required.
- In the second case, students must resubmit the LA on the Segreterie Online, taking into account the lecturer's comments, which they will find at the bottom of their rejected LA.

If the foreign university is not connected to EWP, students may use the LA on the European form published on the University website, sending it first to the UniMiB Erasmus Coordinator and, after approval, to the Coordinator of the foreign university. In any case, for the recognition of exams, the LA must be entered on the Segreterie Online once students have returned from their Erasmus.

For further information on submitting the LA, IMO will publish the Guide to Completing the Learning Agreement on the University website and will hold a dedicated webinar before the LA submission period opens.

> **IMPORTANT!**
>
> Students departing in the first year of a Master's degree in academic year 2027/2028 must, before submitting the LA on the Segreterie Online, complete their enrolment and wait for the Student Offices (Segreterie Studenti – Ufficio Gestione Carriere) to load the standard study plan (piano statutario) into their student record (libretto). If the host institution requires the LA in advance, students may submit the LA on the European form published on the University website. To obtain recognition of their exams, once enrolled in the Master's degree, students must resubmit the LA on the Segreterie Online.

The 3 steps before departure:

1. Confirmation of the start and end dates of the Programme;
2. renewal of enrolment for academic year 2027/2028;
3. signing of the Erasmus Study Mobility Agreement.

1. Confirmation of the start and end dates of the Programme

Students must confirm the start and end dates of their Erasmus mobility using the form "Conferma date di mobilità Erasmus a.a. 2027/2028" (Confirmation of Erasmus mobility dates, A.Y. 2027/2028) according to the following deadlines:

- **by 22 July 2027** for mobility periods in the first semester (including those who choose the whole academic year);

- by 3 December 2027 for mobility periods in the second semester.

Once confirmed, the dates can no longer be changed. The dates must be confirmed even if they have not changed since the first declaration. Students who do not confirm their dates will be considered to have withdrawn, and the penalty provided for in the Call for Applications will be applied.

IMPORTANT!

Students who are to enrol in the first year of a Master's Degree (Laurea Magistrale) for academic year 2027/2028 may not declare a start date earlier than the date of their actual enrolment in the Master's Degree, even if they have been authorised by their Erasmus Coordinators to depart in the first semester.

WHICH DATES SHOULD YOU DECLARE?

- the start date of the Erasmus Programme must coincide with the first day on which students begin teaching activities at the foreign university (for example: the welcome day, the first day of classes, the first day of the preparatory language course offered by the foreign university).
- the end date of the Erasmus Programme must coincide with the last day of teaching activities at the foreign university; as a rule, the day of the last exam.

2. Renewal of enrolment for academic year 2027/2028

By 26 July 2027 students eligible for Erasmus must renew their enrolment for academic year 2027/2028. The enrolment fee does not need to be paid immediately and may instead be paid by the deadline set by the **University**.

Students who are to enrol in the first year of a Master's Degree (Laurea Magistrale) for academic year 2027/2028 may start the Programme after completing their enrolment.

Under no circumstances may students who renew their enrolment for academic year 2027/2028 as students beyond the normal duration of their degree programme (fuori corso), or students graduating in the March 2028 session, take part in the Erasmus Study Programme. For such students, eligibility for Erasmus mobility lapses in accordance with the Regulations for the Implementation of International Student Mobility.

3. Signing of the Erasmus Study Mobility Agreement

Before the start of their Erasmus, students and UniMiB sign an agreement, called the **"Erasmus Mobility Agreement"**. The Agreement governs financial coverage and insurance coverage during the Programme.

Confirmation of the start and end dates of the Programme is necessary for the signing of the agreement and the calculation of the grant. **Without signing the Erasmus Mobility Agreement, students are not authorised to depart and do not receive any financial or insurance coverage.**

Signing procedure	I semester/whole year	II semester
IMO sends the text of the Erasmus Mobility Agreement and the signing instructions to the students' @campus.unimib.it email address	By 06/08/2027	By 15/01/2028
Students send the signed agreement from their @campus.unimib.it email address to accordo.mobilita@unimib.it	By 11/09/2027	By 30/01/2028
The University Delegate signs the agreement	By 30/09/2027	By 14/02/2028

Students who send an Erasmus Mobility Agreement that does not comply with the requirements will receive an automatic email asking them to send a new, correct document within 10 days of receiving the email, failing which financial coverage, where applicable, and insurance coverage will be suspended.

IMPORTANT!

Students who do not meet the deadlines for confirming the start and end dates of the Programme and for signing the Erasmus Mobility Agreement will not receive their grant before November 2027.

Payment of the Erasmus Mobility Grant and the University supplementary contribution

After the students have confirmed the start and end dates of the Programme, IMO calculates the grants and assigns them to students by Rectoral Decree in ranking order and until budget funds are exhausted. The grant is paid only for the periods actually spent abroad at the host institution, and only after the Erasmus Mobility Agreement has been signed.

The duration of the mobility is calculated by the EU Mobility Tool, based on the Excel DAYS360 function, according to the 360-day commercial year (therefore each month, regardless of its length, will be considered as 30 days). Where the mobility does not correspond to a whole number of months, the contribution for the remaining days will be calculated by multiplying the number of days by 1/30 of the monthly contribution due.

The grant is paid in two instalments, as follows:

1. Students receive an advance equal to all the full months of mobility minus one (for example: for a mobility of 5 months and 10 days, the advance paid will be for 4 months) within one month of the signing of the Mobility Agreement by both parties (student and UniMiB).
2. Students receive the balance, if due, at the end of the Programme on the basis of the dates certified by the host institution. IMO pays the balance only to students who have submitted the closing documentation correctly. The balance is calculated on the days actually spent abroad at the host institution.

All information on the grant paid is contained in the Erasmus Mobility Agreement signed by the students.

Students with non-EU citizenship will receive the Erasmus Grant and the income-based University Supplementary Contribution only upon presentation of a residence permit valid for the entire Erasmus period.

Methods of payment of the grant

The grant may be paid in the following ways:

1. **onto the University multifunction card**. Students who have not yet done so must activate the "prepaid card" function by going to BPER Banca Spa (building U6, ground floor) and check the card's period of validity. If the card is lost or stolen, students must file a report and request the issue of a new card from the Student Records Offices, and write directly to BPER Banca Spa for the collection and activation of the new card. The cost of issuing the new card and of shipping it abroad is borne by the students. Upon activation of the new card, students will find the monthly payments due credited to it.
2. **onto an IBAN in the student's name.** This option is valid only for students who already receive a University payment on another instrument (for example: payments for student collaborations, DS Scholarships [Borse DS], PhD Scholarships, etc.); or for students whose multifunction card expires shortly before or during the mobility. In these cases, students must send their IBAN by email to the Compensation Unit (Settore Trattamenti Economici), Payments Office (Ufficio Pagamenti), at the email address pagamenti.dott-spec@unimib.it

FOR FURTHER INFORMATION

- regarding the instruments onto which the grant is paid, you can write to the Payments Office at the email address **pagamenti.dott-spec@unimib.it;**
- regarding the taxation of grants, you can write to the Tax and Social Security Office (Ufficio Fiscale e Previdenziale) at the email address **assistenza.fiscale@unimib.it .**

Further financial contributions paid by the Student Services Unit

Students who hold Right to Study (Diritto allo Studio) grants, with the exception of students enrolled in Specialisation Schools, may apply for an additional supplement for international mobility from regional funds.

The supplement to the Right to Study grant is allocated on the basis of the funds available and of the length of the period spent abroad.

Right to Study grants are managed exclusively by the **Student Services Unit (Settore Servizi agli Studenti)**, which every year, usually in July, publishes the call for the allocation of benefits on the UniMiB website at the link: www.unimib.it/studiare/servizistudenti-e-laureati/diritto-allo-studio-contribuzione-studentesca-150-ore/benefici-diritto-allo-studio .

FOR FURTHER INFORMATION

you can write to the email address of the Student Services Unit, Right to Study and Residences Office (Ufficio Diritto allo Studio e Residenze): dsu@unimib.it

During Erasmus Study Mobility

WHAT YOU CAN DO DURING YOUR MOBILITY

During their Erasmus Mobility, students may:

- submit their study plan;
- submit their graduation application, provided that the thesis defence takes place at least 3 months after the end of the mobility;
- apply for University scholarships and Right to Study grants;
- pay their fees and submit their ISEE declaration.

In short, during their Erasmus Mobility students may not carry out any action that requires their presence at the University; otherwise, their grant will be suspended.

In exceptional cases, students may interrupt their mobility to take exams at UniMiB. Students must be authorised by the Erasmus Coordinators at UniMiB and at the host institution. Students may book exams for activities included in the study plan in their student record, with the exception of teaching activities already included in their **LA**. Booking an exam session on the Segreterie Online, including partial exams, results in an automatic reduction of three days of the grant. The reduction applies to each booking, including for exam sessions scheduled on consecutive days, regardless of the outcome of the exam and of whether the student's absence is recorded. Only cancelling the booking on the Segreterie Online avoids the reduction of the grant. Interruptions are authorised exclusively for exams or partial exams that require booking through the Segreterie Online system. The reduction also applies automatically to exam sessions that do not require physical attendance at the University. Students must keep their travel documents (boarding passes/train tickets, etc.) and present them to **IMO** if requested.

Amending the Learning Agreement (LA)

After arriving at the host institution, students may amend their LA according to the following timetable, always referring to the Guide to Submitting the Learning Agreement:

Mobility period	Deadlines for amendments
I semester (including whole year)	**from 01/09/2027**
II semester	**from 08/01/2028**

Host universities may set earlier deadlines than the dates indicated above; in such cases, students must comply with the dates set by their foreign destination.

Students are asked to refer to the Guide to Submitting the Learning Agreement and to follow the dedicated webinar for further information on amendments to the LA.

Duration of the Erasmus Mobility: shortening and extension

Erasmus mobility periods may last from a minimum of 2 to a maximum of 12 months.

IMO usually signs Inter-Institutional Agreements (IIA) with foreign universities for student mobility lasting one semester (5 or 6 months), but some IIAs requested by Erasmus partners may provide for a duration of one term (2 or 3 months) or, conversely, of a whole year (9 – 12 months). The duration of the mobility for each destination is published annually in the list of destinations https://www.unimib.it/internazionalizzazione/focus-erasmus/erasmus-studio/selezioni-erasmus-studio

The actual number of months of mobility depends on how teaching is organised at the host institution.

For example, some universities organise teaching in terms (trimesters), so students may carry out a mobility shorter than the standard 5 months; conversely, some universities have year-long teaching, so the Erasmus period will last longer than 6 months.

IMO usually signs Erasmus Mobility Agreements with students lasting 5 months for one semester and 9 months for the whole year, based on the duration provided for in the IIAs and on the mobility dates that students declare before departure. However, once at their Erasmus destination, students may choose, compatibly with the organisation of teaching at the foreign university, to shorten or extend their Erasmus period. In the latter case, students must ensure an increase in the teaching activities included in their **LA**.

Shortening

Students who have signed a Mobility Agreement for a certain number of months but complete all the activities provided for in their Learning Agreement earlier may shorten their period simply by following the return procedures described later in these Guidelines. Please note that the minimum period for the Erasmus mobility to be recognised and covered by a grant is 2 full months, i.e. 62 days, with a minimum of 12 CFU earned.

Extension

Conversely, students may request authorisation from the Erasmus Coordinators to extend their mobility if they need more time to complete their exams or wish to extend their Erasmus mobility by a whole semester. Extensions may be requested up to a maximum of 12 months (24 months for single-cycle degrees) of mobility in total for each cycle of study, in accordance with EU guidelines and the rules set out in this Call for Applications.

To obtain authorisation, students must complete the **Extension Mobility Form** published on the UniMiB website at the link:

https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/durante-mobilita .

The Extension Mobility Form, complete with signatures, must be uploaded to the form "Richiesta di prolungamento della mobilità Erasmus" (Request for extension of Erasmus mobility) at least one month before the end of the Programme and in any case no later than 27 June 2028. Late requests will not be covered by financial support, where applicable.

Once the Extension Mobility Form has been uploaded to the form with all the required signatures, the extension of the mobility is deemed approved; the form will send an automatic acknowledgement of receipt. The allocation of the grant extension, however, will be confirmed by IMO by means of an official email sent to the student's @campus.unimib.it email address.

Funding for grant extensions, subject to the availability of budget funds, will be allocated by IMO in ranking order. IMO will pay the grants for the extension on the student's return from mobility. Extensions of less than 15 days are not covered by a grant.

Funding for the extension is not guaranteed in advance; students are strongly advised to submit their request in good time.

Extension requests received correctly by the 30th of each month are processed by the 30th of the following month (example: if a correct form is sent on 15 February 2028, the allocation of the funding may arrive from 30 March 2028).

End of Erasmus Study Mobility

Checklist for closing the mobility

To close their Erasmus mobility, students must proceed as follows:

1. check that their **LA** is in order; in other words, it must contain all the teaching activities actually taken at the host institution; the teaching activities must also be correctly matched to the UniMiB exams they will replace, otherwise it will not be possible to proceed with validation (see the Guide to Submitting the LA);
2. have the "Confirmation of Period" certificate, published on the UniMiB website at the link https://www.unimib.it/studiare/focus-erasmus/erasmus-studio/chiusura-dellerasmus, completed and signed; the certificate contains the actual dates of the mobility on which the final Erasmus funding due to students will be calculated; once the certificate has been submitted, it will no longer be possible to change the dates, so students are advised to pay the utmost attention to the period indicated by the foreign university;
3. complete the Erasmus Mobility closing form, uploading the final LA and the "Confirmation of Period" certificate.

Transcript of Records (ToR)

At the end of the Erasmus mobility, the host institutions draw up a Transcript of Records (ToR) for each student, i.e. the certificate listing the exams taken, with the relevant grades, during the Erasmus Study period. All activities passed and included in the **LA** are recognised in the study plan of the students'

academic record. Students may reject the grades of exams taken and passed abroad **only** before they are recorded. Exams included in the **ToR** cannot be rejected.

The **ToR** must be sent by the host institution directly to **IMO** in one of the following ways:

- by email to the address outgoing.erasmus@unimib.it;
- through an online platform.

If students receive the **ToR** at their own email address and IMO is not in CC, they must forward the foreign university's email with the ToR. Please note that the text of the email must also be forwarded, not only the ToR.

Activities recorded in the **ToR** may under no circumstances be:

- retaken at the **University** if passed abroad;
- rejected at the time of grade conversion;
- recorded outside the study plan and/or as extra-curricular credits.

Recognition of the Erasmus Study Programme

From February 2028, IMO will recognise in the students' academic records the activities completed during the Erasmus mobility.

Students who have not passed an exam included in the LA during their Erasmus mobility may:

- **ask the Erasmus Coordinators for authorisation to retake the exam outside the Erasmus Study period**; the authorisation form, complete with signatures, must be sent promptly to the email address outgoing.erasmus@unimib.it;
- **amend the correspondences contained in the LA with their own Erasmus Coordinator**. In this case, the approval of the foreign Erasmus Coordinator will not be required.

Partial recognition is not permitted.

Grades are converted using the University Grade Distribution Table, as recommended by the ECTS Users' Guide, which is published and updated on the University website in December each year. The table shows the statistical distribution of the pass grades awarded in each degree programme and is the reference tool for comparing the results obtained at European universities and for supporting grade conversion procedures.

For universities that do not use the ECTS scale, the Conversion Table approved by the University's Academic Senate on 8 March 2018 will be used for the recognition of grades.

The grade recognition procedure takes a considerable amount of time; students are asked to be patient and wait to be contacted by IMO for recognition.

IMO processes grade recognition giving priority to students about to graduate and to scholarship holders.

Students who wish to graduate after returning from their Erasmus must plan the end of their mobility at least 3 months before the thesis defence (example: to graduate in July 2028, students must return by April 2028).

IMPORTANT!	
To submit a graduation application	***Erasmus exams do NOT need to be recorded in the student record***. Exams must be self-certified when submitting the application. The Student Records Offices will contact IMO for validation. The exams will be recorded in the student record with the end date of the Erasmus mobility.
To apply for the Right to Study Call	***Erasmus exams do NOT need to be recorded in the student record.*** Exams must be self-certified when submitting the application. The Right to Study and Residences Office will contact IMO for validation. The exams will be recorded in the student record with the end date of the Erasmus mobility.
To apply for admission to a Master's Degree or PhD programme	***Erasmus exams do NOT need to be recorded in the student record.*** Students must self-certify their Erasmus mobility, attaching the University Grade Distribution Table.

Students receive the balance, if due, at the end of the Programme on the basis of the dates certified by the host institution. IMO pays the balance only to students who have submitted the closing documentation correctly. The balance is calculated on the days actually spent abroad at the host institution.

All information on the grant paid is contained in the Erasmus Mobility Agreement signed by the students.

Balance of the Erasmus Grant and repayment of amounts not due

At the end of the Erasmus mobility, IMO pays the balance of the mobility funding on the basis of the dates certified by the host institution. Students will not receive the balance until they have submitted all the documentation required to close the mobility. Students are required to check that the closing documentation is correct, as, in the event of errors in the dates used to calculate the grant, no changes will be possible once the "Confirmation of Period" certificate has been submitted.

As the balance, IMO will pay:

- the instalments of the grant still due;
- the funding for the extension, if obtained.

The green supplement of the Travel Bonus will be paid to entitled students at the end of all Erasmus mobility periods, in November 2028.

After the final reporting of all Erasmus mobility periods for academic year 2027/2028 to the Erasmus+ National Agency Indire, IMO will send students a request for:

- repayment of funding not due and possibly paid for days not actually spent abroad;
- repayment of the entire funding in the following cases:
  - students have not earned at least 12 CFU from the activities included in the LA and recorded in their academic record within the study plan and not as extra-curricular credits;

- students have not correctly closed the programme as provided for in the Call for Applications and in the Erasmus Mobility Guidelines for academic year 2027/2028.

IMO will enter the amount to be repaid in the students' academic record with the reason "Revoca Borsa Erasmus" (Revocation of Erasmus Grant), notifying them at their @campus.unimib.it email address. Students may repay the amount due through PagoPA. If students do not repay the amount due by the deadline indicated, IMO will block the issue of their degree certificate.

Participant Survey

At the end of all mobility periods, IMO enters the details of students who have received an Erasmus Grant in the EU **Beneficiary Module** portal for reporting on the European Commission funding. After acquiring the data, the **Beneficiary Module** automatically sends each student the Participant Survey at their @campus.unimib.it email address: an online questionnaire on their Erasmus experience. Students must complete the Participant report by the date communicated by the Beneficiary module and in any case no later than 31 July 2029.

Open Badge "Bicocca International Students"

All Erasmus experiences are recorded in the Open Badge "Bicocca International Students". Open Badges are digital certifications, recognised internationally and usable in electronic curricula vitae.

When their Erasmus mobility is closed, students will receive an email from BESTR from which they can download the Open Badge "Bicocca International Students". The Open Badge will be updated with the number of credits earned during the programme once credit recognition has been completed.

Erasmus Without Paper (EWP) digitalisation process

The rules set out in the Call for Applications and in the Erasmus Study Mobility Guidelines for academic year 2027/2028 may be subject to changes as a result of the **Erasmus Without Paper (EWP) digitalisation process**. The International Mobility Office (IMO) will inform all eligible students promptly and appropriately through the service email address outgoing.erasmus@unimib.it and/or during the dedicated meetings and/or webinars to be held in March, July and November 2027.