



GUIDE FOR OUTGOING ERASMUS STUDENTS 2016/2017 academic year

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AFTER SELECTION

At the end of the selection process, the ranked list of successful and eligible students will be published on the University's website. Go to www.unimi.it/ENG > *International*>*Students Mobility Outgoing* > *Erasmus+* > *how to participate* > applications and select your field of study to see your position in the rankings.

Responsibilities of the student

Go to the website of your host University for information on deadlines (*Application form*) and the procedures to follow, particularly to request accommodation.



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If you decide to withdraw your application you must inform the International Relations Office as soon as possible, so that other students can take your place; email mobility.out@unimi.it.

Responsibilities of the International Relations Office

The Office sends the names and details of the selected students to the destination universities.

PRIOR TO DEPARTURE

Mobility Agreement

The Mobility Agreement is a financial agreement setting out the conditions for awarding mobility grants. This document will be sent to you by post from the International Relations Office and you must return the original form (not an email or fax!) duly completed and signed.

Once you have signed the agreement, it will be sent to the Rector (or his representative) for countersigning. The Erasmus grant (based on the geographical area of the destination country) will only be awarded after the agreement has been signed by both parties: the student ("Beneficiary") and the Rector ("Institution"). As well as the Mobility Agreement, the student must send the **Method of Grant Payment form** (downloadable online at www.unimi.it/ENG > *International* > *Students Mobility Outgoing* > *Erasmus+* > *how to participate* > *Erasmus grants*) where you can specify your chosen method of grant payment: bank transfer or bank draft.

Learning Agreement

- The Learning Agreement is a document that defines the programme of studies to be completed abroad. Activities that can be carried out abroad include research for thesis or final paper preparation. You must therefore come to an **agreement beforehand with the Erasmus Coordinator/Officer who is** responsible for your study programme on the exams that you will be sitting in the foreign country (or, in general, the educational activities which you will be undertaking). You may then fill out the Learning Agreement and sign it.
- The Learning Agreement must be completed online.
Go to www.unimi.it/ENG > *International* > *Students Mobility Outgoing* > *Erasmus+* > *prior to departure* > [Learning Agreement](#)¹ and follow the instructions provided on the online platform.

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The host University may require you to complete its own Learning Agreement form which you must do following the instructions provided by the partner university. Even if you have previously filled out the form for the foreign institution, you must still fill out the online Learning Agreement of the University of Milan.



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How to complete the Learning Agreement

- the Learning Agreement must state the educational activities and associated credits and must be signed by you and the Erasmus Coordinator/ Officer responsible for the study programme;
- the educational activities must be indicated in the original language (or in English) and in Italian;
- the number of credits to be awarded must, **by and large**, correspond to the number that you would acquire in the same period at the University of Milan: **60 credits for a one-year stay (8, 9, 10, 12 months); 30 for a six-month stay (5,6 months); 20 for a three-month stay (3,4, months).**

The original Learning Agreement, duly completed and signed, must be sent to the International Relations Office; the Office will keep the original, and a scanned copy will be sent to the partner institution for approval (countersigning), with a request that it be returned by e-mail to both the International Relations Office and to you for information.

In order for the learning agreement to be valid, it must be approved both by **Home Institution** and by **Host Institution**. Student is responsible for the document to be approved by the two Universities.

Who to contact

With regard to the study programme

Contact the Erasmus Coordinator/Officer responsible for your particular study programme for help with filling in the Learning Agreement. If you need further assistance contact the relevant Erasmus Helpdesks for your study programme.

The list of Erasmus Coordinators/Officers and the Erasmus Helpdesks for study programmes is available on the University website at: www.unimi.it/ENG > *International>Students Mobility Outgoing > Erasmus+ > Erasmus+ call for applications*

For information on the study programmes offered by the foreign universities for the 2015/2016 academic year, consult the websites of the universities. The links to these sites are available on the University of Milan's website at: www.unimi.it/ENG > *International>Students Mobility Outgoing > Erasmus+ > University Partners*

With regard to administration

For help with administrative matters only, contact the International Relations Office – Mobility Section, via Festa del Perdono, 7.

Opening Hours:

Monday-Friday 9-12

Tel. 02 503 13501 – 13502 - 13495 - 12589

E-mail: mobility.out@unimi.it

Deadlines

The Learning Agreement must be sent to the International Relations Office by the following deadlines:

- **17 June 2016** for stays that start in the first term or which last for the entire academic year
- **7 October 2016** for stays that start in the second term.



Political Sciences and Med-Lin students must follow the instructions provided on the websites of their own study programmes.

DURING THE STAY ABROAD

Certificate of Stay

An essential document which establishes the actual duration of the stay and, thus, the amount of the Erasmus grant: as indicated in the document, a copy of this document must be sent to the International Relations Office within 10 days of the student's arrival at the host university (Arrival).

The document can be downloaded from the following page:
<http://www.unimi.it/ENG/relations/94053.htm>

Changes to the Learning Agreement

The study programme indicated in the Learning Agreement can be amended during the course of the stay abroad: to do this, access the online system from the Unimi section *International>Students Mobility Outgoing > Erasmus+ > changes to Learning Agreement* and complete "Version 2".

Any changes must be made within two months of your arrival at the host university: only if absolutely necessary, any of the three parties that signed the Learning Agreement may ask to make changes to it within one month of the start of lessons/educational activities. All three parties must approve the changes within two weeks of the request to make the changes.

How to change study programme

- Identify the new courses you wish to study.
- Email the Erasmus Coordinator/Officer responsible for your study programme to request authorization to change your Learning Agreement and state your reasons.
- Make the approved changes online and print your new Learning Agreement.
- You will be responsible for submitting the amended Learning Agreement for signature both to the Erasmus Coordinator/Officer at your home university and to the Erasmus Coordinator at your host university.

The document, complete with all the signatures, must be sent to the International Relations Office.

Extension/reduction of stay abroad

Requests to extend a stay abroad must be authorized by the Erasmus Coordinators at the home university and the host university no later than a month before of the end of the stay abroad. Authorization by email is sufficient.

Requests to reduce the period of time spent abroad must be authorized by the Erasmus Coordinator at the home university no later than a month before the end of the stay abroad. Authorization by email is sufficient.

The International Relations Office must also be informed of the authorization so that it can amend the amount of the Erasmus study grant if necessary. The study grant will be reduced if the stay abroad is curtailed.



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If the stay abroad is extended, the grant may be increased subject to the availability of funds.

Changes to the period of study abroad also affect the minimum number of credits indicated in the Learning Agreement: 60 credits (for one year), 30 credits (for six months) and 20 credits (for three months).

BEFORE RETURNING TO ITALY

Before returning to Italy, you must ask the host university for the following documents:

- **Certificate of stay** (original), fully completed (date of arrival and departure).
- **Transcript of Records**, certificate of exams taken and other educational activities completed, with relative credits and marks. If this is not available when you are due to leave, ask the host university to forward it to your home address or to the International Relations Office of the University of Milan. You will be notified by email when the Office receives the transcript from the partner university and it is ready for collection.

AFTER RETURNING TO ITALY

On your return to Italy, you must fill out online:

- the **Final student report** by following the online procedure set up by the European Commission. To access the procedure you will receive an email generated automatically by the system.
- **The Online Linguistic Support compulsory assessment** at the end of the mobility programme (only for students who received OLS license before the departure). To access the procedure you will receive an email generated automatically by the system.

What to submit to the International Relations Office

- the original Certificate of stay;
- the completed Learning Agreement: initial version and amended version, if applicable, both duly signed;
- a copy of the Transcript of records.

What to submit to the Erasmus Coordinator/Officer or to the Erasmus Helpdesk

- copy of the completed Learning Agreement: initial version and amended version, if applicable, both duly signed;
- the original Transcript of records.

RECOGNITION PROCEDURE

Within 6 months of ending your experience abroad, you must initiate the procedure to have your studies recognized by presenting the Transcript of Records to the Teaching Secretariat of the reference Teaching Coordination Board or the Erasmus Representative/Officer of the study programme (or the Erasmus Helpdesks for each study course, where such exist).

Should you fail to complete these formalities on time, the effectiveness of the procedure and the timely



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recognition of activities cannot be guaranteed.

Recognition of foreign studies will only be granted for educational activities listed in the Learning Agreement, as indicated in the duly signed Transcript of Records, and only if you passed the exams.

Recognition of the educational activities undertaken abroad will be approved by the Teaching Coordination Board for your study programme.

ERASMUS GRANT AND OTHER CONTRIBUTIONS

Erasmus Grant

By way of information, the amount of the EU study grant for the 2015-2016 academic year was € 230.00 or € 280.00 per month (depending on the geographical area of the destination country). As soon as they become available, the amounts for the 2016-2017 academic year will be notified. The methods by which you will receive your grant will be described in the Mobility Agreement.

Supplementary funding

In past years, the University has provided supplementary grants, the amount and allocation criteria of which were established every year by the Board of Directors. This payment was issued at the end of the Erasmus year. No decision has been made on the matter for the 2016-2017 Erasmus year.

Important Information

The balance of the Erasmus grant and any supplementary funds will only be paid to you once you have handed in your Learning Agreement, the Transcript of Records and the Certificate of Stay and you have completed the online Final Student Report and the compulsory Online Linguistic Support assessment evaluation after your staying abroad.

We advise you to open a current account as soon as possible so that the grant can be paid into it, or to apply for a card with an IBAN number.

ONLINE LANGUAGE TOOL

The European Commission provides online language courses “**Online Linguistic Support**” (OLS) for Erasmus+ students who will be using English, French, German, Spanish, Dutch, Portuguese, Czech, Swedish, Danish, Greek and Polish as their language of study.

The Online Linguistic Support includes:

- a **mandatory assessment** for all Erasmus students **before and after their mobility period**;
- an **online language course** based on the participant’s language requirements.

The completion of the assessment test before the departure is compulsory in order to participate in the mobility programme. Outcomes of the test do not prevent students from participating into the programme. Participants will be required to attend and complete the OLS language course as soon as they will be given access to the programme.

The University will distribute all the online licenses allocated by the European Commission until stocks are



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exhausted and will monitor their use.

Erasmus students will receive a license for one language only, based on their destination university. Once the Office has assigned an Online Linguistic Support license for one of the eleventh languages it will not be possible to change your choice or withdraw from the course.

On receiving the license, students will receive an automatic email generated by the OLS containing instructions on how to proceed. **It is compulsory to complete assessment test or the language course before the deadline indicated in the automatic e-mail.**

Before accessing the system students are invited to read the information on the following page:
<http://www.unimi.it/ENG/relations/94157.htm>.