UNIVERSITÀ DEGLI STUDI DI MILANO
International Mobility Office

FAQ ERASMUS+ FOR STUDY

THE ONLINE APPLICATION

1. **WHEN IS THE DEADLINE FOR APPLICATIONS TO THE ERASMUS CALL 22-23?**
Applications <u>open on 10 February</u> and must be submitted <u>no later than 25 February 2022, h. 13:00</u>. To avoid technical issues, we encourage you not to wait until the last moment.

2. **HOW CAN I APPLY?**
You have to apply online, following this link.
The International Mobility Office created some useful *Guidelines to the online application* for you to apply correctly. We encourage you to read them carefully *before* you start the application process.

3. **I REALISED I MADE A MISTAKE ONLY AFTER SUBMITTING MY APPLICATION: CAN I CHANGE IT?**
After your application is submitted, you can only delete it and submit a new one. To do so, enter the procedure again by logging in with your login and password.

4. **WHY DOES MY COURSE NOT APPEAR ON ANNEXE A?**
If this is the case, it means your course is not open to Erasmus applications this year.

5. **WHICH DOCUMENTS SHOULD I PREPARE BEFORE I START MY APPLICATION?**
   ➢ a valid identity document/passport (max 2MB);
   ➢ CV and transcript of records from current and previous studies: PDF, max 5MB
   ➢ Form 1 (Learning Agreement proposal) -a single PDF doc - max 10MB;
   ➢ Certificate stating the knowledge of the working language(s) (a single PDF - max 10MB) (recognised by UniMi/SLAM/self-declaration when foreseen by Annexe A). Please read paragraph 4 of the Call carefully;
   ➢ any other document you think will be useful for your selection - max 5MB

6. **HOW EXACTLY CAN I CERTIFY MY "PREVIOUS STUDIES"?**
Previous studies should be attached as part of your CV in a single PDF document, and should be certified as follows:
   - Bachelor's and single-cycle Students: current Transcript of Records, which should show all the exams passed at the time of application (you can download it from UNIMIA);
   - Master's Students/<u>international students</u>: proof of previous studies; previous degree and exams taken in previous studies and Transcript of Records; if you studied at Unimi before, you can download this document from UNIMIA.

7. **HOW MANY AND WHICH DESTINATIONS CAN I CHOOSE?**
You may select up to *three* Universities (1 compulsory and 2 optional) among the destinations available to your course of study (See Annexe A). These choices are considered of equal interest and do not represent a priority.

8. **WHAT DO YOU MEAN BY "EDUCATIONAL ACTIVITIES" TO BE DESCRIBED IN THE LEARNING AGREEMENT PROPOSAL (FORM 1)?**
In the "educational activities", you should include all those activities such as exams, research projects, thesis research, seminars, language courses, lab projects, etc. In this description you should provide evidence of the consistency between the activities you wish to undertake abroad and your study plan. You must write one short description for each destination you choose. To draft your learning agreement, you should <u>visit the universities' websites beforehand and check their academic offer</u>. Each Commission will allocate a different amount of points to each learning agreement proposal, according to what stated on

Annexe A. Form 1 proves that students have actively searched for academic reasons to select one destination rather than another. The "educational activities" however are purely indicative and not binding, they can be amended after your selection, if necessary.

9. **IS THERE A MINIMUM LINGUISTIC REQUIREMENT TO APPLY FOR ERASMUS?**

   YES. Students must possess a <u>minimum A2 level</u> in the <u>language of instruction</u> used by the University/ies they wish to apply to. <u>To understand which language is used for classes abroad you need to visit the Host University's website</u>. This level is the minimum requirement to apply, but it is also <u>subject to further possible language requirements that may vary from Institution to Institution</u>, for which you need to get information on their websites before you apply. You may also refer to the *informative factsheet* for language requirement available for further support, but those ore only guidelines: you should always verify the latest information on partners' websites.

10. **HOW CAN I PROVE I HAVE THE MINIMUM A2 LEVEL REQUIRED?**

    Each Commission chooses whether to ask students a language certificate <u>already</u> at the time of their online application **or** to verify it during their selection interview. <u>Annexe A</u> tells you in which category your course falls within. According to your course, you will be asked to either self-declare your language skills (<u>Form 2</u>), which will be verified during your interview, or upload an official language certificate/SLAM's proficiency statement. <u>Tip: to apply correctly, the first thing to do is check Annexe A and verify how you are supposed to provide evidence of your language skills</u>.

11. **HOW CAN I CERTIFY MY LANGUAGE SKILLS IN CASE I HAVE TO UPLOAD A LANGUAGE CERTIFICATE?**

    In this case, students can:
    - Upload a language certificate <u>recognised</u> by UniMi;
    - Upload a language certificate obtained through <u>SLAM</u> (see par. 13);
    - If the level (e.g. A2, B1; B2 etc…) of the language needed for your application expressly appears on your UniMi career - because this exam has already been registered - you can submit a screenshot of it. Below you can find an example:

INSEGNAMENTO	SETTORE	VOTO	DATA DELL'ESAME
MATEMATICA DEL CONTINUO (Convalidato)	MAT/01, MAT/02, MAT/03, MAT/04, MAT/05, MAT/06, MAT/07, MAT/08, MAT/09	☺	08-01-2019
ACCERTAMENTO LINGUA INGLESE	L-LIN/12	AP	30-10-2019
LIVELLO C1 INGLESE		AP	30-10-2019
LINGUAGGI FORMALI E AUTOMI	INF/01	☺	15-06-2020
MATEMATICA DEL DISCRETO	MAT/01, MAT/02, MAT/03, MAT/04, MAT/05, MAT/06, MAT/07, MAT/08, MAT/09	☺	25-06-2020
LOGICA MATEMATICA	INF/01, MAT/01	☺	16-07-2020
PROGRAMMAZIONE	INF/01	☺	14-09-2020

12. **IS THE SLAM PLACEMENT TEST VALID AS A LANGUAGE CERTIFICATE?**

    YES. *Pay attention:* Freshmen who pass the Placement Test do not automatically receive a level certification, but rather a career update. If you do not see the language you reached on your career, <u>you can request the actual statement of this test</u> by writing to InformaStudenti (SLAM - Category: "TEST DI LINGUA"). On this statement, you will see the level you reached (see point below). Please request it well in advance.
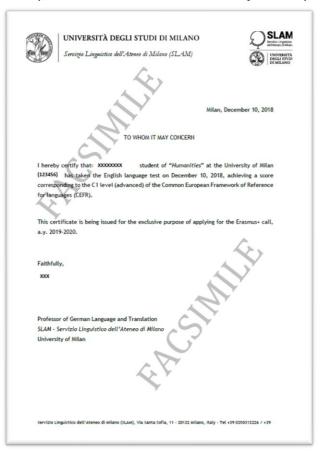
13. **I DO NOT OWN ANY CERTIFICATES FOR THE LANGUAGE/S I NEED TO CERTIFY: WHAT DO I DO?**

UniMi, through its SLAM services, offers the chance to sit a language test *for free* specifically for students applying for Erasmus+. Starting from December, you can book a test session by choosing one of the many dates and times offered by SLAM by filling in the form at this page. You are highly encouraged to book the first session available. We underline that it is possible to sit only one test per language. The levels and languages you can certify through SLAM are:

ENGLISH: up to level C2
FRENCH: up to level C1
SPANISH: up to level C1
GERMAN: up to level B2

Below you can find a fac-simile of a SLAM proficiency statement:

14. **MY OFFICIAL CERTIFICATE WAS ISSUED MORE THAN 3 YEARS AGO: IS IT STILL VALID?**

For the purpose of the Erasmus+ Call, all language certificates are valid for **3 years**. If expired, you'll have the chance to sit a test with SLAM but you'll also be able to mention it on your CV or attach it among the non-compulsory documents' section of your application.

15. **MY SLAM'S PROFICIENCY STATEMENT WAS AWARDED 4 YEARS AGO: IS IT STILL VALID?**

For the purpose of the Erasmus+ Call, SLAM's proficiency statements are valid for **4 years**.

16. **I HAVE RECENTLY PASSED AN OFFICIAL LANGUAGE TEST (e.g. IELTS, TOEFL, FCE…) BUT I STILL HAVE NOT RECEIVED ITS HARD COPY: WHAT DO I DO?**

You can upload a screenshot of the final results you obtained or a temporary certificate you can download from the certifying institution's website.

17. **I AM NOT REQUIRED TO SUBMIT ANY CERTIFICATES DURING MY ONLINE APPLICATION: CAN I UPLOAD A LANGUAGE CERTIFICATE NONETHELESS?**

If your degree does not require any language requirements to be uploaded during the application, you can attach any optional certificates you consider relevant in the designated area "eventuale altra documentazione". Your Commission will see and evaluate everything you upload in this area, but it is at its complete discretion whether and how to consider these attachments. Remember: if your language skills are to be examined during the oral interview, you must upload "Form 2" during your application.

18. **I AM ENROLLED IN AN ENGLISH-TAUGHT PROGRAMME: AM I EXEMPT FROM PROVIDING A LANGUAGE CERTIFICATE?**

Yes, but only as far as English is concerned, and up to the entry level required by your degree. You will have to upload a language self-declaration for English anyway (Form 2). If you want to certify a level higher than the above-mentioned entry level, please follow the language requirements of your course detailed in the Call (par. 4).

19. **CAN I AUTOMATICALLY CERTIFY MY LANGUAGE SKILLS WITH A LANGUAGE EXAM I TOOK AT UNIMI?**

Credits earned within a course of study known as "accertamenti di conoscenze linguistiche" are not valid unless they show the level achieved on your UNIMIA career or they were registered with SLAM and are therefore certified through their proficiency statement (see par. 12 and 13).

20. **THE UNIVERSITY WHERE I WISH TO APPLY TO FOR ERASMUS+ REQUIRES A LEVEL B2 FOR ENGLISH (e.g.), BUT I ALREADY CERTIFIED A2 IN MY APPLICATION: AM I EXEMPT FROM PROVING THE HIGHER LEVEL REQUIRED?**

Yes, but **ONLY during the application process**. In case of selection, you will have to prove the language level your Host University requires within the required time and conditions. For this reason, we highly recommend that you check the entry requirements on our partners' websites beforehand.

21. **I AM A STUDENT ENROLLED OUTSIDE MY PRESCRIBED TIME BY 2 YEARS ("*SECONDO ANNO FUORI CORSO*"): CAN I APPLY?**

No. Only students up to "primo anno fuori corso" can apply. Remember to check any other possible restrictions on Annexe A.

22. **MUST ALL STUDENTS SIT THE ORAL INTERVIEW?**

No, some Commissions will not require an oral interview with students but will grade applicants based on the sole documents and titles provided for by students at the time of application. Please see paragraph 6 of the Call to know if you fall within this category.

23. **WHERE WILL THE DATE AND TIME OF MY INTERVIEW BE PUBLISHED?**

Here. Interviews, where required, will be carried out online, unless otherwise specified. You will not receive a reminder, therefore remember to check this page regularly!

24. **AM I REQUIRED TO APPEAR TO MY INTERVIEW?**

Yes, otherwise you'll be excluded.

25. **WHAT IS THE ORAL INTERVIEW ABOUT?**

During the interview the Commission will discuss with you your proposed learning agreement, your motivations and – if required – verify your language skills. It is a moment where you will introduce yourself in front of your Commission and your professors will assess your application by level of maturity, academic profile and linguistic abilities.

26. **I WAS SELECTED BUT I DO NOT WANT TO ACCEPT MY OFFER ANYMORE. WHAT SHOULD I DO?**

You must inform the Office about your decision within 5 days of the results' publication, by writing to Informastudenti, category "INTER - Erasmus Studio \ Rinuncia Erasmus Studio", subject line "Withdrawal from selections 2022-2023".

27. **IF I WITHDRAW FROM THE UNIVERSITY I WAS SELECTED, CAN I STILL BE CONSIDERED FOR ANOTHER DESTINATION?**

    No.

28. **HOW MUCH WEIGHT DOES THE ERASMUS INDEX SCORE HOLD ON THE TOTAL SCORE?**

    The Erasmus Index score can award a maximum of 12 or 15 points, depending on the Area of study. Most of the study areas award a maximum of 15 points, except for Humanities (Cultural Heritage and Environment, Philosophy, Humanities, Foreign Languages, Human Science of Environment, Liberal Studies in Communication, History, Language Mediation) for which the Index score awards a maximum of 12 points.

29. **WHAT IS THE MAXIMUM SCORE I CAN ACHIEVE IN THE RANKING LIST?**

    The highest score is 30. The final score is made up of: Erasmus Index score + Learning Agreement Proposal ([Form 1](#)) + Language Skills + Curriculum Vitae and previous academic career. Please find more details on the maximum score you can get in each category in Annexe A.