



FAQ ERASMUS+ FOR STUDY

THE ONLINE APPLICATION

1. HOW CAN I APPLY?

You have to apply online following [this link](#) by the application's deadline. To avoid technical issues, we encourage you not to wait until the last moment.

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 WHEN FILLING THE FORM: CAN I CHANGE IT?

Yes, the application can be amended before submission. Once the application is submitted, it can not be modified. However, it is possible to cancel the submitted application and create a new one before the final deadline!

4. IF I CANNOT FIND ANY AVAILABLE DESTINATIONS DURING THE APPLICATION PROCEDURE, WHAT DOES IT MEAN?

If this is the case, it means that no positions are available for your course or for the duration chosen.

5. WHICH DOCUMENTS SHOULD I PREPARE BEFORE I START MY APPLICATION?

- a valid identity document (ID/Driving licence/passport): PDF
- CV and transcript of records from current and previous studies: PDF
- Form 1 (Learning Agreement proposal): PDF
- a certificate stating the knowledge of the working language(s) (a single PDF) (recognised by UniMi/SLAM/self-declaration when foreseen by the Call). Please read paragraph 4 of the Call carefully.
- any other document you think will be useful for your selection: PDF, 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: 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), between the destinations shown during the application procedure. Please note that the order in which candidates list destinations in their application represents a binding order of priority to generate the ranking list.

Students of “Data science for economics”, “Biotechnology (K06)” and “Geophysics”, whose agreements include several fields of study, can only apply for one of the two areas.

Students enrolled in the Master's Degree Programme “Theatre, Arts, Literatures. International Studies in Intermediality” may apply for mobility placements offered within both the “Languages” area and the “Cultural Heritage” area. If an application includes destinations from both areas, it is necessary to upload, for each selected university, the appropriate linguistic documentation, in accordance with the specific requirements of each area (“Languages” area: self-certification of language skills-Form 2; “Cultural Heritage” area: language certificate/SLAM statement indicating the required level, or a screenshot from Unimia).



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 visit the universities’ websites beforehand and check their academic offer. Each Commission will allocate a different amount of points to each learning agreement proposal, according to what is stated on Annex 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 minimum A2 level in the language of instruction used by the University/ies they wish to apply to. To understand which language is used for classes abroad, you must visit the Host University’s website. This level is the minimum requirement to apply, but it is also subject to further possible language requirements that may vary from Institution to Institution, for which you need to get information on their websites before you apply.

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

Each Commission chooses whether to ask students for a language certificate already at the time of their online application or to verify it during their selection interview. The Call for Applications (par. 4) tells you in which category your course falls within. According to your course, you will be asked to either self-declare your language skills (Form 2), which will be verified during your interview, or upload an official language certificate/SLAM’s proficiency statement. Tip: to apply correctly, the first thing to do is check par. 4 of the Call and verify how you are supposed to provide evidence of your language skills.

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 recognised by UniMi;
- Upload a language certificate obtained through SLAM (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
MATEMATICA DEL CONTINUO (Convalidato)	MAT/01, MAT/02, MAT/03, MAT/04, MAT/05, MAT/06, MAT/07, MAT/08, MAT/09	
ACCERTAMENTO LINGUA INGLESE	L-LIN/12	AP
<u>LIVELLO C1 INGLESE</u>		AP
LINGUAGGI FORMALI E AUTOMI	INF/01	
MATEMATICA DEL DISCRETO	MAT/01, MAT/02, MAT/03, MAT/04, MAT/05, MAT/06, MAT/07, MAT/08, MAT/09	
LOGICA MATEMATICA	INF/01, MAT/01	
PROGRAMMAZIONE	INF/01	

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, you can request the actual statement of this test 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+. You can book a test session by choosing one of the many dates and times offered by SLAM by filling in the form on [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 C1
PORTUGUESE: up to level C1

14. MY OFFICIAL CERTIFICATE WAS ISSUED MORE THAN 5 YEARS AGO: IS IT STILL VALID?

For the purpose of the Erasmus+ Call, all language certificates are valid for **5 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 it in the "Non-compulsory documents" section of your application.

15. MY SLAM'S PROFICIENCY STATEMENT WAS AWARDED 5 YEARS AGO: IS IT STILL VALID?

For the purpose of the Erasmus+ Call, SLAM's proficiency statements are valid for **5 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 "any other documents". 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 in 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. All students of the University of Milan who are regularly enrolled in Bachelor's, Master's and single-cycle Master's degree programmes, provided that they are not off-track (fuori corso) for more than one year at the time of application, can apply.

-Students enrolled in their final year of undergraduate studies and who are about to graduate, not off track for one year at the time of application, and who intend to enrol in the first year of a Master's degree at the University of Milan in the reference year of the call can apply.

Remember to check any other possible restrictions on Annex A.

22. MUST ALL STUDENTS SIT THE ORAL INTERVIEW?

No, some Evaluation Committees will not require an oral interview with students but will grade applicants based on the sole documents and titles provided by students at the time of application. Please check Annex A.

23. WHERE IS THE DATE AND TIME OF MY INTERVIEW PUBLISHED?

On Annex A.

24. IS IT COMPULSORY TO SIT MY INTERVIEW (IF PRESENT)?

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. WHAT SHOULD I DO NEXT?

You must **ACCEPT** or **WITHDRAW** your offer within 5 working days of the day after the results are released through the link stated on the Call. Failing to do so will result in your automatic exclusion.

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

No.

28. IF, BEING ON THE WAITLIST, I DO NOT ACCEPT AN OFFER FOR A DIFFERENT UNIVERSITY, CAN I STILL BE CONSIDERED FOR OTHER DESTINATIONS?

No.

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

The Erasmus Index score can award a maximum of 15 points.

30. 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.