



UNIVERSITÀ DEGLI STUDI
DI MILANO

ERASMUS+ CALL

a.y. 2019-2020

After-selection Kick-off meeting

International Mobility Office
Outgoing mobility



1. The first steps after the results



- You must write to mobility.out@unimi.it if you wish to withdraw from the programme
- Erasmus code Unimi: **I MILANO01**

Nomination

The International Mobility Office sends out nominations following partner Universities' deadlines.

Afterwards, Host Institutions generally send a communication about the application directly to your University's e-mail address: we encourage you to check it regularly.

ATTENTION: not all University necessarily follow this procedure, so we recommend that you contact your host university and that you check procedures and deadlines directly on their websites.

The Application process

Generally speaking, an application shall include:

- Copy of a valid ID/Passport;
- Certificate of the foreign language used abroad;
- Transcript of records in English (you may request it in advance to mobility.out@unimi.it by writing your student number, too);
- Start and end time of your mobility (and the semester(s) you will study abroad);
- Request for a University accommodation, when offered;
- The Learning Agreement;
- Document stating your Erasmus student status, your grant or insurance coverage
- *Other possible documents*

THE LEARNING AGREEMENT (L.A.)

The Learning Agreement is a document that certifies the educational/training programme that you will follow abroad. It must be approved **BEFORE** your departure.

Unimi requires **all** its Erasmus students to draft their L.A. **online**, on an online platform. This platform must be used to draft the first version and any other subsequent changes.

If the Host Institution requires you to draft a L.A. in their own form, it is necessary to fill in **BOTH** forms.

REMEMBER: 1 academic year= 60 ECTS; 1 semester = 30 ECTS; 1 trimester = 20 ECTS

Learning Agreement: WHO/WHEN/WHERE?

WHO?

Student

Drafts the Learning Agreement ONLINE



Unimi Academic Coordinator/Erasmus Help Desk

Approves your L.A. and is your contact person for ALL issues regarding academic matters



Responsible person for academic matters at your host institution

Finally approves your drafted L.A.

WHEN?

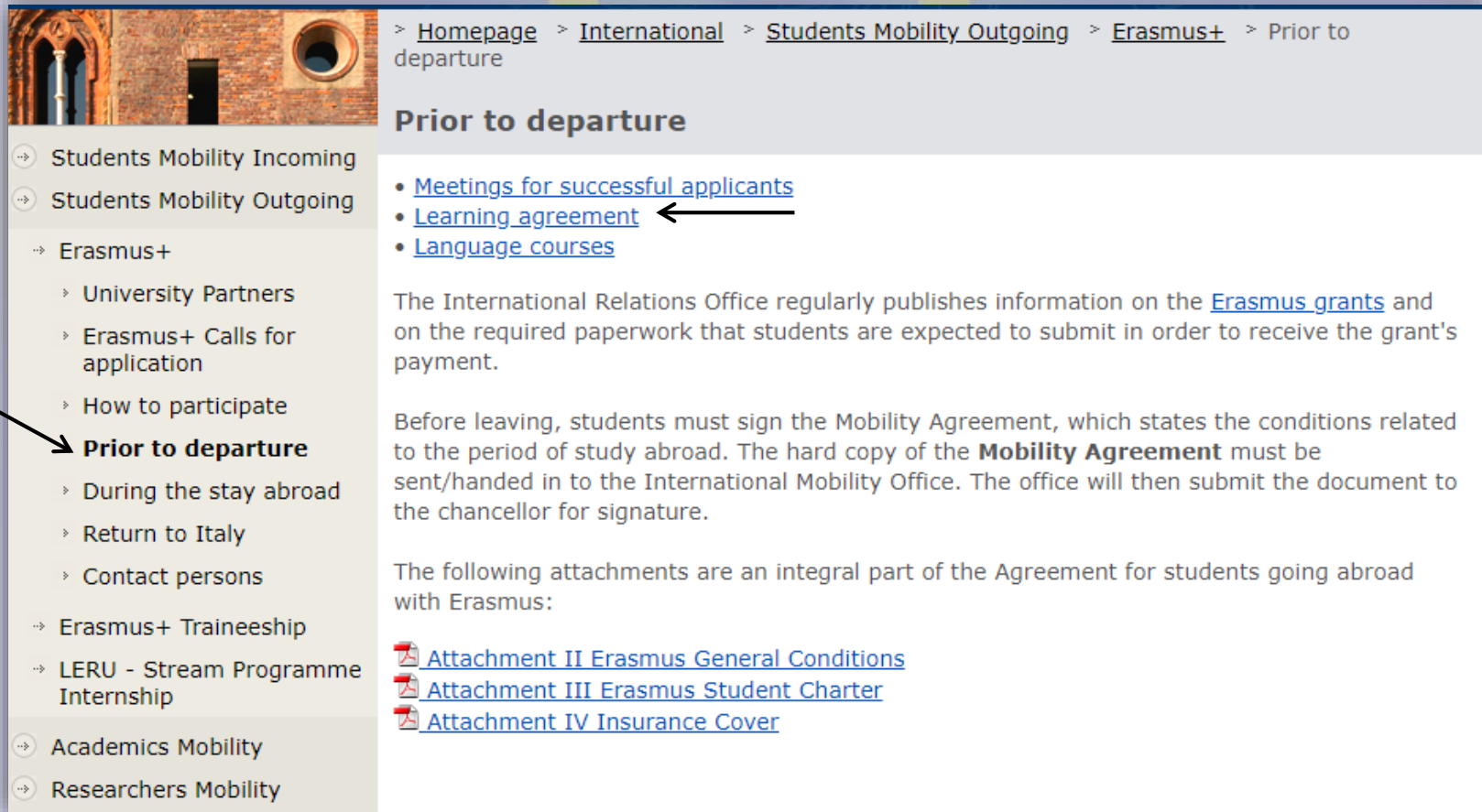
You will be informed when the online portal will open (generally in the beginning May)

By the set deadline (around mid-June). You will get all information by email)

2 weeks before you arrive at your Host University -if not differently told

Learning Agreement: WHO/WHEN/WHERE?

WHERE?



The screenshot shows the Erasmus+ website interface. The breadcrumb trail at the top reads: > [Homepage](#) > [International](#) > [Students Mobility Outgoing](#) > [Erasmus+](#) > Prior to departure. The left sidebar contains a menu with the following items: Students Mobility Incoming, Students Mobility Outgoing, Erasmus+ (expanded), University Partners, Erasmus+ Calls for application, How to participate, **Prior to departure** (highlighted with a black arrow), During the stay abroad, Return to Italy, Contact persons, Erasmus+ Traineeship, LERU - Stream Programme Internship, Academics Mobility, and Researchers Mobility. The main content area is titled 'Prior to departure' and includes a list of links: [Meetings for successful applicants](#), [Learning agreement](#) (pointed to by a black arrow), and [Language courses](#). Below the links, a paragraph states: 'The International Relations Office regularly publishes information on the [Erasmus grants](#) and on the required paperwork that students are expected to submit in order to receive the grant's payment.' Another paragraph follows: 'Before leaving, students must sign the Mobility Agreement, which states the conditions related to the period of study abroad. The hard copy of the **Mobility Agreement** must be sent/handed in to the International Mobility Office. The office will then submit the document to the chancellor for signature.' A third paragraph states: 'The following attachments are an integral part of the Agreement for students going abroad with Erasmus:'. Below this, three attachments are listed with document icons: [Attachment II Erasmus General Conditions](#), [Attachment III Erasmus Student Charter](#), and [Attachment IV Insurance Cover](#).

> [Homepage](#) > [International](#) > [Students Mobility Outgoing](#) > [Erasmus+](#) > Prior to departure




Prior to departure

- [Meetings for successful applicants](#)
- [Learning agreement](#)
- [Language courses](#)

The International Relations Office regularly publishes information on the [Erasmus grants](#) and on the required paperwork that students are expected to submit in order to receive the grant's payment.

Before leaving, students must sign the Mobility Agreement, which states the conditions related to the period of study abroad. The hard copy of the **Mobility Agreement** must be sent/handed in to the International Mobility Office. The office will then submit the document to the chancellor for signature.

The following attachments are an integral part of the Agreement for students going abroad with Erasmus:

-  [Attachment II Erasmus General Conditions](#)
-  [Attachment III Erasmus Student Charter](#)
-  [Attachment IV Insurance Cover](#)



UNIVERSITA' DEGLI STUDI DI MILANO
PROGRAMMA ERASMUS+
MOBILITA' DEGLI STUDENTI



ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM

LEARNING AGREEMENT

ACADEMIC YEAR 2017/2018

Versione N. 1 del 09/10/2017 00:23:07

Last name(s): [REDACTED]
First name(s): [REDACTED]
Date of birth: [REDACTED]
Nationality: ITALIAN
Sex: M
Study cycle: Corso di Laurea (first cycle)
Phone: [REDACTED]
E-mail: [REDACTED]
Period of stay: Second Semester
From Month (MMYYYY): 032018
To Month (MMYYYY): 092018
Programme: BIOTECHNOLOGY (CLASS L-2)
Field of study: 4211 - Microbiology, Biotechnology
Sending Institution: I MILANO01 - Università degli Studi di Milano
Ufficio Accordi e Relazioni Internazionali / International Relations Office
Via Festa del Perdono 7, 20122 Milano, Italy
Country: Italy
Contact person: Paola Coletti; Contact e-mail: mobility.out@unimi.it

The first page of your L.A. has your personal data, the «field of study», the administrative contact person at Unimi, the foreseen starting and ending date of your mobility. You can also see the number of modified versions you created (Version 1, version 2... and the drafting date)

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution: D KIEL01 - Christian-Albrechts-Universität zu Kiel
Country: Germany

PARTNER UNIVERSITY (Receiving Institution)			UNIVERSITY OF MILAN (Sending Institution)		
Course Unit Title (Denominazione corso)	Correspondences	ECTS credits	Esami	Correspondences	ECTS credits
DEUTSCHKURS	1	6,00	C7-DN- - LINGUA TEDESCA 1 LAUREA MAGISTRALE	1	9,00
SPRACHERWERB	1	3,00	C-DCE- - LETTERATURA TEDESCA LAUREA MAGISTRALE	2	9,00
KINDER- UND JUGENDLITERATUR NACH 2000	2	4,00	C-DBS- - TEORIA E TECNICA TRADUZIONE TEDESCA	3	9,00
MIGRATIONSLITERATUR	2	4,00			
LITERARISCHES ÜBERSETZEN ITALIENISCH-DEUTSCH	3	2,50			
NEUE SPRACHRÄUME UND SPRACHKONTAKT DURCH MIGRATION	3	3,00			
ÜBERSETZUNG DEUTSCH-ITALIENISCH	3	2,50			
			Altro	Correspondences	ECTS credits
Other activities (Altre attività)	Correspondences	ECTS credits	Totale ECTS		27,00
Totale ECTS		25,00			

Nota Bene: 1 credito ECTS (European Credit Transfer System) = 1 credito CFU (Credito Formativo Universitario)

The second page of your L.A. states the study/research/internship programme you will follow abroad. The left column lists the activities and the credits abroad, while the right column lists the corresponding Italian ones (ECTS= CFU). Read carefully the instructions written online and remember to report all the corresponding activities between exams (1>1 ; 2>2; 3,3>3 etc.)

- In case some educational components would not be successfully completed by the student, the following provisions will apply:
- students are expected to complete the training program described in their learning agreement and acquire 70% of the credits foreseen by it;
 - students who do not comply with the above-mentioned provision are required to provide a justification so as the measures to be taken can be assessed, which may include the restitution of part or of the entire grant disbursed up to that point. Force majeure (eg. illness) can justify failure to complete the training program.

Exceptional changes should be made within maximum two months. Only if absolutely necessary, any party can request changes within the first month after regular classes/educational components have started. All these changes have to be agreed by the three parties ideally within a two-week period after the request.

The level of language competence in English that the student already has is: C1.

The level of language competence in German that the student already has is: B1.

The student agrees to acquire, by the start of the study period, the level of language competence required by the receiving institution.

Student's signature: [redacted]

Date:
20/06/2017

SENDING INSTITUTION

Responsible person in the sending institution:

Name: [redacted]

Phone number: [redacted] E-mail: [redacted]

We confirm that the proposed programme of study/learning agreement is approved.

Erasmus coordinator's signature: [redacted]

[redacted]

Date: [redacted] Stamp: [redacted]

Department of International, Legal,
Historical and Political Studies (DILHPS)
International Affairs Office
University of Milan - Università degli Studi di Milano
Via Conservatorio n. 7, 20122 Milano - Italy

RECEIVING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Erasmus coordinator's signature:

[redacted]

Date: [redacted] Stamp: [redacted]

The final page must always have 3 signatures: yours, your coordinator's and that of the responsible person abroad –even for each change that may occur.

SENDING YOUR LEARNING AGREEMENT

You must ask your Erasmus coordinator at Unimi to sign and approve your L.A. draft.

After you have this document signed, you have to send your Learning Agreement to your Host University to get the final approval.

Once you have all three signatures, please send the FINAL APPROVED VERSION to mobility.out@unimi.it, at least two weeks before you arrive abroad,

EXCLUSIVELY FOLLOWING THIS MODALITY:

- In a single PDF document called «SURNAME Name»
- Putting as an object: Sending Learning Agreement of SURNAME Name for *Erasmus Code*

WHERE DO I FIND MY ERASMUS CODE?→

<http://www.unimi.it/ENG/relations/94043.htm> and on the second page of the L.A.

BEFORE DEPARTURE: The Mobility Contract

The Mobility Contract is provided for by the International Mobility Office.

The timing and way of reception will be given soon.

You must draft it online, print it and sign it. Our office must receive the **hard copy** of it before you leave.

This is a compulsory document.

BEFORE DEPARTURE: THE OLS TEST



Erasmus+ Online Linguistic Support

- Before and after the Erasmus mobility you will have to complete a language test;
- The platform is managed by the EU;
- The licenses to sit the test and the course will be sent to @studenti.unimi.it automatically, are limited and valid for 1 month: do not miss the deadline and frequently check the **Spam** folder, too;
- Results are not binding

BEFORE DEPARTURE: SLAM language courses

The University of Milan offers through SLAM some intensive free language courses for selected student, in the first weeks of July. The International Mobility office will send you a form to fill in order for interested students to show their availability.

LANGUAGE CERTIFICATES- SLAM'S TEST

SLAM organises **linguistic tests** as well, in order to obtain a certification of the level you need to achieve in order to submit your application.

It is possible to enroll in a test session by following the instructions available here:

<http://www.unimi.it/studenti/106829.htm>

DURING YOUR STAY- The Certificate of Stay

→ Students Mobility Incoming

→ Students Mobility Outgoing

→ Erasmus+

› University Partners

› Erasmus+ Calls for application

› How to participate

› Prior to departure

› **During the stay abroad**

› Return to Italy

› Contact persons



UNIVERSITÀ DEGLI STUDI DI MILANO

Certificate of stay
PROGRAMMA ERASMUS + — a.a. 201_/201_

Student Details:

Surname: _____ First name: _____
Date of birth: _____ Nationality: _____

Sending Institution: Università degli Studi di Milano (Erasmus code: I MILANO01)

Host Institution: _____

1. Arrival

We certify that the above named student has been enrolled as an Erasmus+ Student 201_/201_ at _____ (Host Institution).

Date of arrival: _____

Name of the Signatory: _____ Position: _____

Signature: _____ Date: _____

Stamp: _____

2. Departure

We certify that the above named student completed his/her study period at _____ (Host Institution).

Date of departure: _____

Name of the Signatory: _____ Position: _____

Signature: _____ Date: _____

Stamp: _____

Attention International Officer/Erasmus Co-ordinator:

Please, sign **part 1** (Arrival) and send via fax (n. +39 02 50313503) or via e-mail (mobility.out@unimi.it) this form to the International Relations Office – University of Milan within 10 days after arrival of the student.

The original, with **part 2** (Departure) duly filled up and signed, should be handed over to the student at the end of the Erasmus study period.

Questa certificazione, debitamente compilata nella parte "Arrival", deve essere inviata tramite fax (n. +39 02 50313503) o e-mail (mobility.out@unimi.it) entro 10 giorni dalla data di arrivo presso l'Università ospitante; la stessa certificazione debitamente compilata anche nella parte "Departure" deve essere consegnata, in versione originale, all'Ufficio Accordi e relazioni internazionali, Via Festa del Perdono 7, 20122 Milano nei 10 giorni successivi alla fine del soggiorno Erasmus

arrival

departure



DURING YOUR STAY- The Certificate of Stay

The Certificate of Stay includes the actual starting and ending dates of your mobility.

Print out out form before you leave and hand it in to the responsible offices of your Host Institution when you complete your registration («arrival»).

You must scan it and send it to mobility.out@unimi.it within 10 days. In some cases this passage is done by the International Relations Office abroad.

→ **KEEP THE HARD COPY UNTIL THE END OF YOUR STAY!**

When you come back, within 10 days, you must hand in the original certificate filled in in the «departure» part to the International Mobility Office in Milan.

Unimi has its own form of Certificate of Stay; you can find it [here](#).

In some case Host Universities use their own form: that is valid too, as long as it is handed in in its hard copy.

DURING YOUR STAY - Changes on your L.A.

1. Contact your coordinator at Unimi and ask for your changes - within 1 month from the start of classes;
2. Enter the [online](#) procedure and modify your L.A. where necessary;
3. Print out the L.A., sign it and ask for your abroad coordinator's signature and that of Unimi;
4. Send the modified version with all 3 signatures - within two weeks - to mobility.out@unimi.it in a SINGLE pdf document, named SURNAME Name LA (number of change) → e.g. SMITH John LA2

DURING YOUR STAY- OLS course

The OLS platform allows all students to follow a language course.

- The course is compulsory;
- The student can follow it according to his/her needs;
- Licenses are limited: you have 1 month to make the first access (check also the Spam, folder);
- For any problems: mobility.out@unimi.it

DURING YOUR STAY- request for an extension/reduction

It is possible to ask for a longer/shorter period abroad for academic purposes:

- 1) For reductions, send the request to your coordinator at Unimi and make sure that your partner university agrees as well and send the positive reply of your request to mobility.out@unimi.it
 - 2) For extensions, you must fill the Erasmus Period Extension Form: <http://www.unimi.it/ENG/relations/94053.htm> and send it approved and signed to mobility.out@unimi.it
- **REMEMBER: The Erasmus mobility cannot be shorter than 3 months and cannot be extended after the 30th September 2020!!!**
 - In case of a reduction, the scholarship will be recounted following the dates on your Certificate of Stay and you will be asked to reimburse the excess received;
 - In case of a longer period, scholarship is not granted

Back to Italy

certificate of Stay

- After your Erasmus+, go to the International Office and register your departure from the host university
- You will hand in your certificate of stay in original to the International relations office: we will count the actual length of your mobility.
- The dates cannot be modified by our office

The Transcript of Records (ToR)

- The host university will give you a transcript with the activities/exams you have done, and the ECTS
- this document may not be available when you leave: if sent to Unimi, you will be contacted by email to come and collect it;
- If you have done thesis research, ask the foreign coordinator to write a statement that tells us what you have done and how many credits you earned
- Send a scan copy to mobility.out@unimi.it

The final Learning Agreement

- Send the final version with all signatures to mobility.out@unimi.it

The end-of-stay questionnaire and final OLS test

- You will receive an automatic email. This will ask you about your erasmus experience
- You do not need to print it out/send it

BACK TO ITALY- RECOGNISING THE ACTIVITIES YOU UNDERTOOK ABROAD

When you have your final ToR, send it, together with your final L.A., to the responsible office (your Erasmus coordinator/Erasmus Help Desk):
This procedure must be done as fast as possible and no later than 6 months after you come back.

- You must ask for academic recognition - it is not automatic!

BACK TO ITALY- THE «CONTRIBUTO INTEGRATIVO D'ATENEIO»

- Additional financial help may be given according to your **ISEE/income (valid for the year 2018-2019)** at the end of your stay.


If you are eligible for it, you do not need to apply for it nor submit any specific documents.

CONTACTS

International Mobility Office

 mobility.out@unimi.it

 Via Festa del Perdono, 7

 Office Hours: Mon-Fri, h. 09:00-12:00

Enjoy your Erasmus! 😊

Please note that these slides are published for informative reasons only. You may find all the official information on the Erasmus+ Call; please note that students are informed about any official communication by email. Please consult the Erasmus webpages regularly.