



UNIVERSITÀ DEGLI STUDI  
DI MILANO

**ERASMUS+ CALL**

**a.y. 2021-2022**

**Information for outgoing students**

International Mobility Office

Outgoing mobility



# The new Erasmus+ (2021-2027) Programme

As previously announced in the informative meeting held in February, we inform you that on March 25<sup>th</sup> 2021 the new Program Erasmus 2021-2027 has been officially launched by the European Commission.

Some details about the new Programme are yet to be confirmed by our National Agency (in particular on scholarships). We will promptly inform students when they are made available.

# COVID-19 Emergency

## ATTENTION

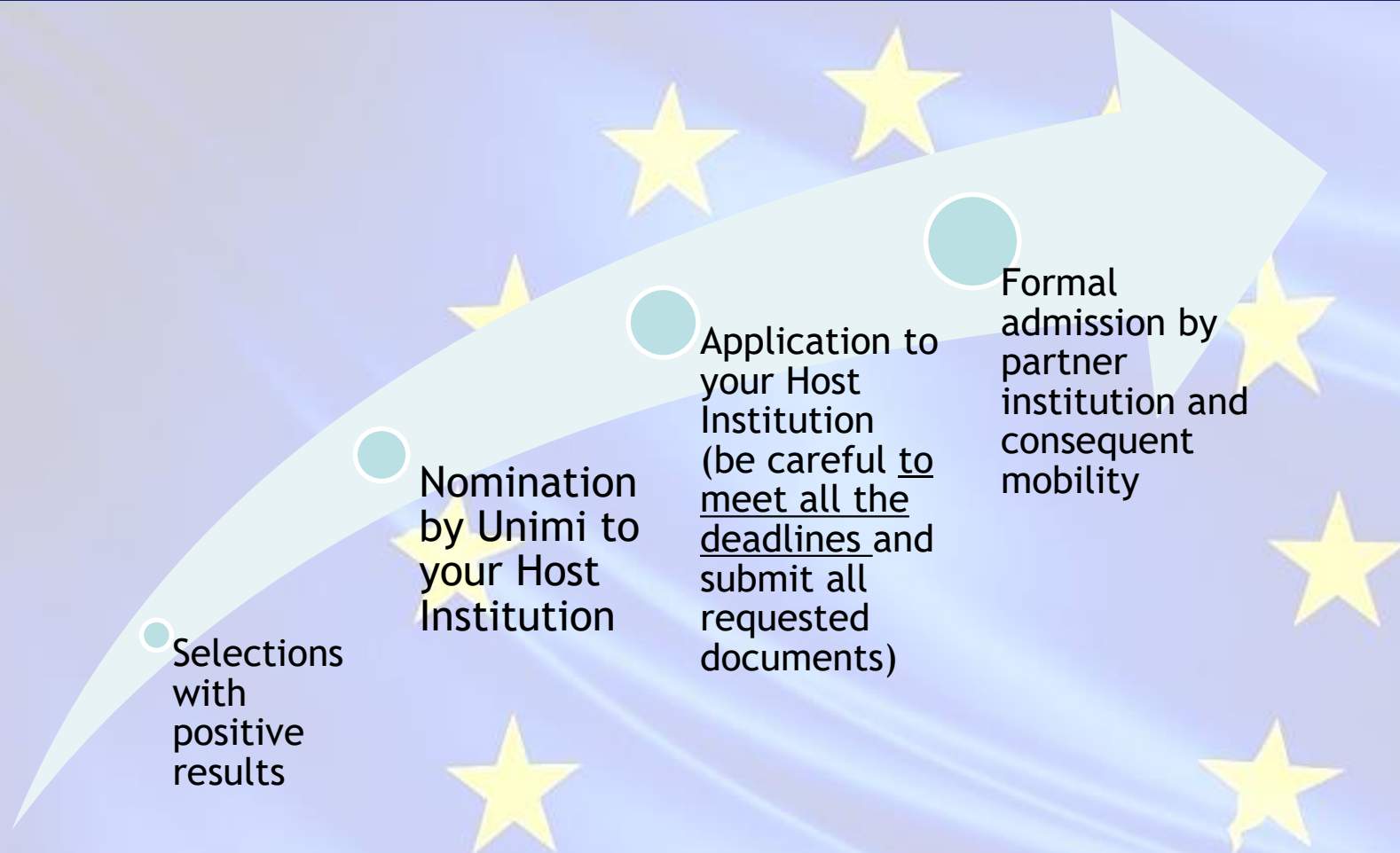
In relation to the novel Coronavirus emergency, we inform our students that mobility stays scheduled for next year are regularly programmed. Should different indications be provided by the National Agency, Students will promptly be informed by the International Mobility Office.

Please note that Host Universities may organise Erasmus stays as follows:

1. With face-to-face classes;
2. A combination of online and in-person activities

We recommend that students check updates directly on Host Universities' websites.

# 1. The first steps after ranking's publication



! if you wish to withdraw from the programme, you must write to *INFORMASTUDENTI* > *INTER Erasmus Studio* > *Rinuncia* within 5 days of the results, so that Students on the waitlist can be contacted.

# Nomination

The International Mobility Office sends out nominations following partner Universities' deadlines, handling those with tighter deadlines first.

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

**ATTENTION:** not all Universities necessarily follow this procedure, so we recommend contacting your host university and checking their deadlines and the required documents directly on their websites.

# WHEN TO DO WHAT

## BEFORE YOU LEAVE

Apply to Host Institution

Define your L.A.

Take initial OLS test- compulsory

Strongly recommended:  
register on MAE's website  
«DOVE SIAMO NEL MONDO»

Sign your Mobility Contract

Submit the COVID Consent Form

## DURING YOUR STAY

Within 10 days of arrival: certificate of stay («Arrival»)

Modify your L.A. - if needed

OLS course- strongly recommended

Extend your stay - if needed

## UPON RETURN

Upload your certificate of stay online, within 10 days («arrival» and «departure»)

Transcript of Records

Learning Agreement

Final OLS test- compulsory

End-of-stay survey

Apply for exams recognition- within 6 months

# The Application process

Generally speaking, an application shall include:

- Copy of an ID
- Certificate of the foreign language used abroad;
- **Transcript** of records in English (you may request it in advance via *Informastudenti- Studenti selezionati Erasmus*);
- Start and end time of your mobility (also the number of semester(s) you will study abroad should be indicated);
- The Learning Agreement (L.A.);
- If requested, a document stating your Erasmus student status and your insurance coverage;
- If offered, any request for accomodation;
- UNIMI's Erasmus code: **I MILAN001**

# THE LEARNING AGREEMENT (L.A.)

The Learning Agreement is a document that certifies the educational programme that you will follow abroad. It must be approved by both Unimi and the Host University Coordinators **BEFORE** your departure.

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From September 2021 on, all Universities participating in the Erasmus Program are required to use **the Online Learning Agreement (O.L.A.)**, which is part of the *Erasmus Without Paper* programme, aimed at simplifying Erasmus procedures. Unimi is currently taking steps towards the O.L.A. implementation. If the Host University asks you to use the OLA right away, follow their instructions. Please note that on Unimi's [website](#) you will find all useful information of Erasmus Coordinators responsible for OLA approval.

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In this transitional stage, UNIMI **also** requires selected Students to fill in its own L.A. form, to be drafted via an online platform, as described on the [website](#). This platform must be used for the first draft, as well as for any subsequent changes until further notice.

**REMEMBER:** 1 academic year= 60 ECTS; 1 semester = 30 ECTS; 1 trimester = 20 ECTS. You have to achieve at least 70% of these credits.

1 ECTS = 1 CFU



# 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



Contact person for academic matters at your host institution

Finally approves your proposed L.A.

## WHEN?

The online portal opens on 13th May

Deadline for UNIMI academic coordinator's signature: **25 June** (for mobilities starting on the first semester) and **30 September** (for mobilities starting on the second semester)

Before your arrival at the Host University -at least 2 weeks before your activities start

# Learning Agreement: WHO/WHEN/WHERE?

<https://www.unimi.it/it/internazionale/studiare-allestero/partire-con-erasmus/prima-della-partenza>

A draft of the document must be discussed, **before leaving**, with the reference professor, who must then approve the final version. Should the host university request its own LA, the student must complete both.

The official Learning Agreement must be:

- **completed online**
- **printed out**
- **signed by the professor.**

## Deadlines

Students carrying out mobility periods during the **2020-2021 a.y.** must have their Learning Agreement filled, approved and signed by their reference UNIMI Professor within the following deadlines:

- **25 June 2021**, for mobility periods starting in the first semester or lasting the whole year;
- **30 September 2021**, for mobility periods starting in the second semester.

Access the online procedure to compile your Learning Agreement



# Learning Agreement: its 3 pages



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

ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM  
**LEARNING AGREEMENT**  
ACADEMIC YEAR 2019/2020  
Versione N. 1 del 18/09/2019 09:20:38

Last name(s): [REDACTED]  
First name(s): [REDACTED]  
Date of birth: : 07/04/1998  
Nationality: ITALIANA  
Sex: F  
Study cycle: : Bachelor's degree (first cycle)  
Phone: [REDACTED]  
E-mail: [REDACTED]@studenti.unimi.it  
Period of stay: Second Semester  
From Month (MMYYYY): 042020  
To Month (MMYYYY): 072020  
Programme: BIOLOGICAL SCIENCES (CLASS L-13)  
Field of study: 0511 - Biology  
Sending Institution: I MILANO01 - Università degli Studi di Milano  
Country: Italy  
Ufficio Mobilità internazionale e per la Promozione internazionale / International Mobility Office  
Via Festa del Perdono 7, 20122 Milano, Italy  
Contact e-mail: mobility.out@unimi.it

The **first** page of your L.A. contains your personal data, the «field of study», the admin contact in Unimi, the foreseen start and end date of your mobility. You can also see how many **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	C7-0N- - LINGUA TEDESCA 1 LAUREA MAGISTRALE	1	9,00
SPRACHERWERB	1	3,00	C-0CE- - LETTERATURA TEDESCA LAUREA MAGISTRALE	2	9,00
KINDER- UND JUGENDLITERATUR NACH 2000	2	4,00	C-085- - 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			
			<b>Altro</b>		
			<b>Totale ECTS</b>		<b>27,00</b>
<b>Other activities (Altre attività)</b>	<b>Correspondences</b>	<b>ECTS credits</b>			
<b>Totale ECTS</b>		<b>25,00</b>			

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

The **second** page of your L.A. states the Erasmus code of your Host University and 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 in the online platform and remember to report all the corresponding activities between exams (1>1 ; 2>2; 3,3>3 etc.). The Guidelines will allow you to understand exactly how to carry out the online application.

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 proficiency in German self-declared by the student is: C1.

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: \_\_\_\_\_

Date:  
05/09/2019

#### SENDING INSTITUTION

Responsible person in the sending institution:

Name : \_\_\_\_\_

Phone number : E-mail : \_\_\_\_\_

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

Erasmus coordinator's signature:

\_\_\_\_\_

Date: 6.9.2019 Stamp: \_\_\_\_\_



#### RECEIVING INSTITUTION

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

Erasmus coordinator's signature:

\_\_\_\_\_

Date: \_\_\_\_\_ Stamp: \_\_\_\_\_



The **final** page must always show 3 signatures: yours, your coordinator's and that of the responsible person abroad (this also applies for any subsequent change).

# HOW TO SEND YOUR LEARNING AGREEMENT (1)

WHEN YOU RECEIVE YOUR L.A.'S APPROVAL FROM YOUR HOME COORDINATOR, **YOU SHOULD EMAIL IT TO YOUR HOST UNIVERSITY IN ORDER TO GET ITS FINAL APPROVAL.**

- a) Some universities already require to upload your L.A. in the application phase, in which case you will need to track its approval status;
- b) If the L.A. is not required during the application, you will need to email it at a later time to your contact person/the Host University Erasmus office to request approval.

**YOUR LEARNING AGREEMENT MUST BE APPROVED BY BOTH UNIVERSITIES AT LEAST TWO WEEKS BEFORE THE START OF YOUR MOBILITY.**

# HOW TO SEND YOUR LEARNING AGREEMENT (2)

Once you have both signatures, please send the final approved version of your Learning Agreement to *INFORMASTUDENTI > INTER ERASMUS Studio > Learning Agreement*, at least two weeks before your departure (unless otherwise communicated by the partner University).

## SUBMISSION SHOULD FOLLOW THESE METHODS EXCLUSIVELY :

- In a single PDF document called «SURNAME Name»
- Write as **subject line**: Sending Learning Agreement of SURNAME Name- *Erasmus Code of Host University*

WHERE DO I FIND THE ERASMUS CODE of my Host University? → at the top-left of the second page of your Learning Agreement or on their website

→ Never send an incomplete Learning Agreement or one with missing signatures to INFORMASTUDENTI!

# BEFORE DEPARTURE: The Mobility Contract

The Mobility Contract sets all the rules of your mobility (including for example, the scholarship) and is provided for by the International Mobility Office.

It is completed **online**; its signature is compulsory and required prior to departure.

Your signed contract must be sent to the Mobility Office according to timing and procedures that will be announced before the summer. Further information [here](#).



# BEFORE DEPARTURE: THE OLS TEST



Erasmus+ Online Linguistic Support

- Before and after the Erasmus mobility, you will have to complete a language test (compulsory);
- The OLS platform is managed by the EU
- Students will receive the licences to take the test and attend the following course automatically at @studenti.unimi.it. Please note that licences are limited and are valid for 1 month only: do not miss the deadline and check your spam box frequently
- As soon as the licences are distributed to the Office, they are in turn sent to Students (usually in May)
- Results are non-binding but are sometimes accepted as proof of the level required for the application (ask the host institution for confirmation).
- More [information](#)

# BEFORE DEPARTURE: SLAM language courses

- [SLAM](#) offers outgoing Erasmus students free, optional and intensive language courses, in order to improve their language skills before their departure;
- Classes will take place online, courses are offered for: English, French, Spanish, German, Portuguese;
- Courses will be organised between **28<sup>th</sup> June** and **9<sup>th</sup> July 2021**
- 4 hours/day
- SLAM has sent all students a form to fill out in order to enrol to these intensive courses.
- after language courses are completed, SLAM will issue a language statement with the level achieved

# LANGUAGE CERTIFICATES- SLAM'S TEST

SLAM also organises **language tests**, in order to get a statement of the level you need for your application abroad. Testing is only available to students who have not previously taken the placement test or do not already hold a valid certification.

Language tests are scheduled in May and September.


Interested students are encouraged to consult SLAM's webpages regularly, where the necessary details and information are published.

Students have been contacted by SLAM some days ago in order to book a test session.

# DURING YOUR STAY- the Certificate of Stay

<https://www.unimi.it/it/internazionale/studiare-allestero/partire-con-erasmus/durante-il-soggiorno>

The certificate of stay indicates the start and end date of the mobility and is needed in order to calculate the exact amount of the Erasmus grant. In order to meet the new forms of mobility (in presence and blended), the certificate of stay has the possibility to state - where permitted by the host university - also a form of mixed mobility (physical + virtual). The Host Institution will fill in the form according to the activities and actual periods the student has carried out. **Mobilities in presence must last at least 2 months.** Mobilities cannot be carried out entirely virtually.



UNIVERSITÀ DEGLI STUDI DI MILANO

**Certificate of stay**  
ERASMUS+ PROGRAMME — a.y. 20\_\_/20\_\_

**Student's Details:**

Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home Institution: **Università degli Studi di Milano** (Erasmus code: **I MILANO01**); Host Institution's name & Erasmus Code: \_\_\_\_\_

PLEASE CHOOSE AS NEEDED: TWO TYPES OF MOBILITIES CAN BE COMBINED

<p><b>Start of the Erasmus study period – PHYSICAL MOBILITY (in person or virtual from Host Country)</b></p> <p>We certify that the student has enrolled as an Erasmus+ Student 20__/20__ at _____ (Host Institution).</p> <p>Start date of mobility: _____</p> <p>Name of the Signatory: _____ Position: _____</p> <p>Signature: _____ Date: _____</p> <p>Stamp: _____</p>	<p><b>End of the Erasmus study period – PHYSICAL MOBILITY (in person or virtual from Host Country)</b></p> <p>We certify that the student completed his/her study period at _____ (Host Institution).</p> <p>End date of mobility: _____</p> <p>Name of the Signatory: _____ Position: _____</p> <p>Signature: _____ Date: _____</p> <p>Stamp: _____</p>
<p><b>Start of the Erasmus study period –VIRTUAL FROM HOME COUNTRY *</b></p> <p>We certify that the student has started his/her virtual Erasmus+ mobility 20__/20__ from the Home country as a student of _____ (Host Institution).</p> <p>Start Date of mobility: _____</p> <p>Name of the Signatory: _____ Position: _____</p> <p>Signature: _____ Date: _____</p> <p>Stamp: _____</p>	<p><b>End of the Erasmus study period –VIRTUAL FROM HOME COUNTRY *</b></p> <p>We certify that the student completed his/her study period virtually from the Home country as a student of _____ (Host Institution).</p> <p>End Date of mobility: _____</p> <p>Name of the Signatory: _____ Position: _____</p> <p>Signature: _____ Date: _____</p> <p>Stamp: _____</p>

\*Note: in case of Virtual mobility from Home country, students are not entitled to scholarships, but the academic achievements will be fully recognised.

Please send the Arrival part to [mobility\\_owt@unimi.it](mailto:mobility_owt@unimi.it) (partners) or through [InformaStudenti](mailto:InformaStudenti) (students) within 10 days of the start of your mobility. The Departure part should be handed to the student, who will upload the final certificate as described on <https://www.unimi.it/it/internazionale/studiare-allestero/partire-con-erasmus/rientro-italia> within 10 days of the end of their mobility.

# DURING YOUR STAY- The Certificate of Stay

The duration indicated on the Call's Annexe A is a **PREVISION** of the period you will spend abroad: the Certificate of Stay formally states the actual start and end dates of your mobility. Print out the form before your departure and hand it in to the offices of the Host Institution at the time of registration ("arrival").

You must then send a scan within 10 days of arrival to *INFORMASTUDENTI > INTER Erasmus Studio > Certificate of Arrival*. In some cases this step is taken by the foreign offices, directly to the email address of our international Mobility Office. Make sure a copy always reaches us!

**Within 10 days of your return**, you will have to [upload](#) the complete document ("arrival" & "departure") through the appropriate online procedure, also attaching the scan (front and back) of your ID card.

# DURING YOUR STAY - Changes on your UNIMI L.A. (the same procedure applies to OLA)

1. Contact your Erasmus coordinator at Unimi/ Erasmus Help Desk and ask for approval of your changes - within 1 month of the classes' start (except if special needs arise);
2. Enter the [online](#) procedure and modify your L.A. where necessary;
3. Print out your L.A., sign it and ask for the signature of your coordinator abroad and that of Unimi;
4. Send the modified version with all 3 signatures - within two weeks - to *INFORMASTUDENTI*> *INTER ERASMUS Studio* - write as subject line: Learning Agreement's Changes; then send it as a SINGLE pdf document, renamed SURNAME Name LA (number of change) → e.g. SMITH John LA2

# DURING YOUR STAY- OLS course

The OLS platform allows all students in mobility to attend a language course, for the following languages: English, French, German, Spanish, Dutch, Portuguese, Czech, Swedish, Danish, Greek, Polish, Bulgarian, Croatian, Hungarian, Romanian, Slovakian, Finnish.

- The OLS language course is strongly recommended and is completely free of charge;
- the student does it according to his own language needs (duration, modules...);
- Licenses are limited: you have one month to log in for the first time and activate the course (also check your spam folder).
- For any issue: *INFORMASTUDENTI > INTER Erasmus Studio > OLS Erasmus Studio*

# DURING YOUR STAY- request for an extension

It is possible to extend your period abroad for academic purposes.

You have to ask your Erasmus Coordinator and the person in charge of the Foreign Erasmus Office for authorization. Once you have obtained approval, you must fill out and have signed the form available at

<https://www.unimi.it/it/internazionale/studiare-allestero/partire-con-erasmus/durante-il-soggiorno> and send it complete to *INFORMASTUDENTI - INTER Erasmus Studio - prolungamento/riduzione*

-In case of an extension, payment of the extension period is not guaranteed (it is subject to funds' availability).



# Back to Italy

## Certificate of Stay

- After your Erasmus+, go to the International Office and register your departure from the host university
- Send the certificate of Stay with the start and end date to the International Mobility Office following the instructions on this page: we will establish the actual length of your mobility
- The dates can in NO WAY be modified by our office

## 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 by post, you will be contacted via e-mail;
- If you have done thesis research, ask the foreign/ Italian coordinator to write a statement attesting to the performance of the activity and the number of ECTS acquired (this will be attached to the ToR)
- Send a scan copy to INFORMASTUDENTI- Studenti selezionati Erasmus; also send a copy to your Erasmus Coordinator/ Erasmus Desk

## Final Learning Agreement

- you must be in possession of the final UniMi L.A. form, signed and stamped by both Erasmus coordinators (UniMi and host university)
- Always send the final version to INFORMASTUDENTI (Learning Agreement) and to your Erasmus Coordinator/ Erasmus Desk

## The end-of-stay questionnaire and final OLS test

- The questionnaire is an individual report for statistical purposes on the Erasmus+ experience, which is filled in online and does not need to be printed or handed in to the offices
- The final OLS test: useful to monitor the improvement of the language of work at the end of the mobility - its results are non-binding!

# BACK TO ITALY- RECOGNISING THE ACTIVITIES YOU UNDERTOOK ABROAD

*As soon as you have your correct and complete Transcript of Records, hand it in together with the final Learning Agreement to your Erasmus Coordinator/Erasmus Desk/Didactic Secretariat of your degree course:*

*-This procedure must be initiated as soon as possible after your return (and in any case no later than 6 months after the end of your stay).*

*!!! You have to apply for academic recognition, the grades and credits recognition is not automatic!*

*REMEMBER: The International Mobility Office does NOT deal with the recognition procedure, but it must always receive the end of mobility documents too!*

# THE ERASMUS SCHOLARSHIP

- The exact amount will be communicated as soon as it is made available;
- The payment method will be indicated during the Mobility Agreement process;
- It is paid before departure

**REMEMBER:** according to the ACTUAL dates of the mobility period, you may be asked upon your return for a partial refund of the grant received.

Careful! The Excellence scholarship is not compatible with the Erasmus scholarship. You'll have to opt for one or the other.

# THE UNIVERSITY'S ADDITIONAL CONTRIBUTION

Additional contribution assigned according to your ISEE (already submitted for the academic year 2020-2021)

If you are eligible, you will be granted automatically, in the same way as for the Erasmus contribution: therefore, you will not have to apply for it, nor will you have to submit any particular documents.

# Enrolment to the academic year 2021-2022

**REMEMBER:** Those students leaving in their first year of their Master's must be duly enrolled for the 2021-2022 academic year **BEFORE** departure!

# CONTACTS

## *International Mobility Office*

✉ INFORMASTUDENTI -INTER Erasmus Studio (*be careful to select the category that best suits your request*)

📍 Via Santa Sofia, 9 (second floor)

⌚ Online office hours Tuesdays and Thursdays - booking required through INFORMASTUDENTI \*

**...Enjoy your Erasmus! 😊**

\* We remind students that, due to the health emergency, the Mobility Office is currently working mainly from home. You can request an appointment on Microsoft Teams through *INFORMASTUDENTI*.

These slides are for informational purposes only.

The official information is to be found *on the Erasmus+ Call*, any updates are promptly communicated to Students by e-mail.

Please consult the Erasmus webpages regularly, they are constantly updated; also check the institutional mail inbox regularly.