

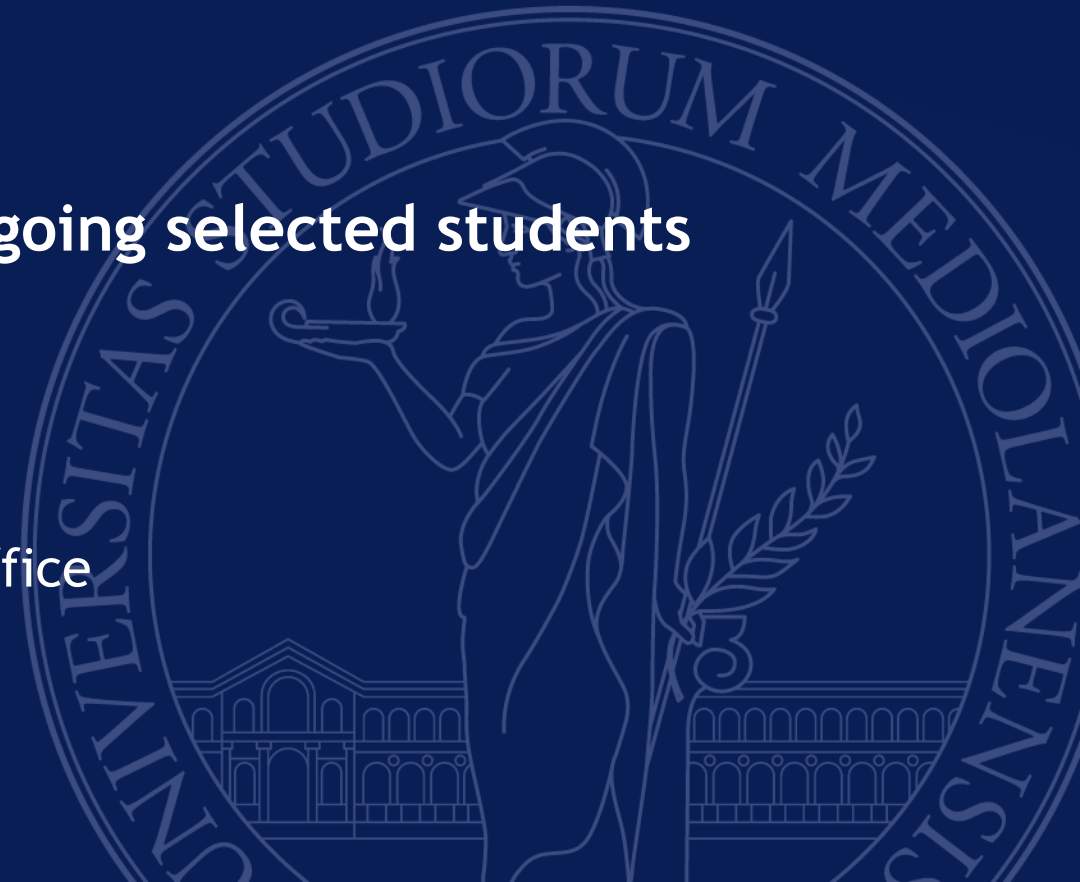


UNIVERSITÀ DEGLI STUDI
DI MILANO

ERASMUS+ CALL **a.y. 2022-2023**

Information for outgoing selected students

International Mobility Office
Outgoing mobility



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

Sign your Mobility Contract

Strongly recommended:
register on MAE's website
<DOVE SIAMO NEL MONDO>

DURING YOUR STAY

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

Modify your L.A. - if needed

OLS course

Extend your stay - if needed

UPON RETURN

Upload your certificate of stay online, within 10 days («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 - *but there can be many variations*:

- Certificate of the foreign language used abroad;
- **Transcript** of records in English (which you can download as a self-certification directly from your Unimia portal);
- The **Learning Agreement** (L.A.);
- If requested, a document **stating** your Erasmus student status and **insurance coverage**; (to be requested from INFORMASTUDENTI - *Studenti selezionati Erasmus* - only if really necessary);
- If offered, any request for **accomodation**;

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 your UNIMI Erasmus contact teacher and the Host University Coordinators **BEFORE** your departure.

All Universities participating in the Erasmus Programme 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 also working on its use, but does not yet employ it. If the Host University asks you to fill 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.

In this transitional stage, **UNIMI also requires all 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.

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 LA filling in procedure (Unimi model) will open on **17/05/2022**

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

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

Learning Agreement: WHO/WHEN/WHERE?

<https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/your-mobility>

Learning Agreement

A Learning Agreement (L.A.) is a document that certifies the **study programme** you intend to follow abroad (exams, research for final dissertation, lab activities, etc.)

Students are asked to draft it *before* drafting their Mobility Agreement (see the following paragraph).

You can change it during your mobility, if needed.

To draft your Learning Agreement online, you need to look at the academic offer at your Host University; you can also ask for support to your academic coordinator at UNIMI.

Draft your Learning Agreement online.

- The procedure opens: **17/05/2022**
- Deadline to obtain the signature from your UNIMI's coordinator (First semester/Full academic year): **30/06/2022**
- Deadline to obtain the signature from your UNIMI's coordinator (Second semester): **30/09/2022**
- Deadline to send the *final version* (Home and Host university's signatures) to the Mobility Office on Informastudenti: at least **2 weeks before the start** of your mobility

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			
			Altro	Correspondences	ECTS credits
Totale ECTS		25,00	Totale ECTS		27,00
Other activities (Altre attività)	Correspondences	ECTS credits			

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 this case you will need to track its approval status personally;
- 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 the Annexe A of the call

→ 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). It **is compulsory** and must be filled in on the **online** platform before departure and according to the deadlines that will be communicated later by the Office.

The document does not have to be sent to the Office (we already receive it online when you submit it), but you should keep a pdf copy for yourself.

More 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 (during Summer)
- 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 (20 hours);
- Courses are offered for: English, French, Spanish, German, Portuguese;
- Courses will be organised between **11th and 18th July 2022**
- From the second half of May, SLAM colleagues will send an email to those selected to fill in a **form** to allow them to indicate their availability (watch out for deadlines!). Attendance is **compulsory**.
- The course will be delivered in a blended form: 2 days in presence and 4 days online.
- At the end of the course there will be a final test and a level certificate (for those who have attended **at least 75%** of the lessons).

Before Departure: LANGUAGE CERTIFICATES-SLAM'S TEST

SLAM also organises language tests to obtain **the level certificate**, which in many cases is required by the host university during the *application phase*.

Tests are only available to students who have not previously taken the level test or already hold a valid certificate. Furthermore, the student is invited to take the test ONLY IF a level certificate has been expressly requested by the host university.

The language tests will be organised on:

- **26-27 May** → registrations are open! Registration's deadline: 23 May. Register as soon as possible, places are limited!
- **21-22 September** (for those leaving during the second semester - registration approximately one month in advance)

Interested students are invited to check SLAM's [pages](#) regularly, where details are published.

Before departure: Possible change of semester of departure

When submitting your application to participate in the Erasmus Call for Proposals you were able to indicate, with the exception of annual mobility, the semester of departure. The choice was made on the basis of the didactic offer of the host university or on the basis of particular personal needs.


THE DATA YOU ENTERED AT THE APPLICATION STAGE WILL BE THE DATA WE COMMUNICATE TO OUR PARTNERS WHEN TRANSMITTING YOUR NOMINATION.

If you need to change the semester of departure, you must immediately inform **INFORMASTUDENTI > Cambio semestre Erasmus Studio**. A change of semester can only be requested in exceptional cases.

The change will only be possible if the deadline set by your partner for communicating this change can be respected.

DURING YOUR STAY- the Certificate of Stay

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 in a virtual mode.** The part of the mobility carried out in virtual mode cannot be financed by an Erasmus grant.



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>Start of the Erasmus study period – PHYSICAL MOBILITY (in person or virtual from Host Country)</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>End of the Erasmus study period – PHYSICAL MOBILITY (in person or virtual from Host Country)</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>Start of the Erasmus study period –VIRTUAL FROM HOME COUNTRY *</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>End of the Erasmus study period –VIRTUAL FROM HOME COUNTRY *</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_out@unimi.it (partners) or through [InformaStudenti](mailto:InformaStudenti@unimi.it) (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-all'estero/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 **PREDICTION** 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 OLAs)

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 complete with all signatures - within 2 weeks of the modification - to *INFORMASTUDENTI*> *INTER ERASMUS Studio* - with the subject: Change of Learning Agreement, in a SINGLE PDF document, renamed SURNAME Name LA (modification number) e.g.: SMITH John LA2
5. *If necessary, repeat the procedure with the O.L.A., if your host university already uses it. The two versions must be identical in content.*

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/en/international/study-abroad/studying-abroad-erasmus/during-your-stay-abroad> 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

- At the end of your Erasmus+ stay, 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 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- RECOGNITION OF THE ACTIVITIES 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

- **Amount: 250 - 300 - 350 €/month**, depending on the country of destination (see Call for applications);
- It is paid as follows:
 - > 70% before departure;
 - > balance upon return, depending on the duration of the mobility declared by the Host Institution on the Certificate of Stay (therefore, the balance may not correspond to the remaining 30%!)



Please note that the minimum duration of any mobility is **two months** (news).

For International Master's students: if you are already getting the Excellence Scholarship, you will be asked to choose which of the two scholarships you wish to accept (incompatibility).

THE UNIVERSITY'S ADDITIONAL CONTRIBUTION

Additional contribution assigned according to your **ISEE** (if already submitted for the academic year 2021-2022)

ONLY FOR INTERNATIONAL STUDENTS

You may not submit ISEE to pay your fees, but you may have a fixed second instalment amount based on your country of origin. In this case, no ISEE is needed! We will get your income information from the Student Registry directly.

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

For the exact amounts, please refer to the Erasmus call for proposals. You will receive a notice as soon as the amounts are official.

La Statale Card - FLASH UP

- Both the Erasmus grant and the additional contribution will be credited to the *La Statale Card*.
- We invite you to **activate the card immediately** as "Carta Flash Up Studio La Statale" at any Intesa Sanpaolo desk (if you have not already done so). More information here:

<https://www.unimi.it/en/study/student-services/carta-la-statale-badge/carta-flash-studio-la-statale>

Enrolment to the academic year 2022-2023

REMEMBER: Those students leaving in their first year of their Master's must be duly enrolled for the 2022-2023 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 morning and Thursdays afternoon - booking required through INFORMASTUDENTI *

...Enjoy your Erasmus! 😊

These slides are for information purposes only.

Official information can be found in the Erasmus+ Announcement; official communications and any updates to students are sent by email. It is recommended that you visit the Erasmus pages of the website, which are constantly being updated, and check your University mailbox regularly.