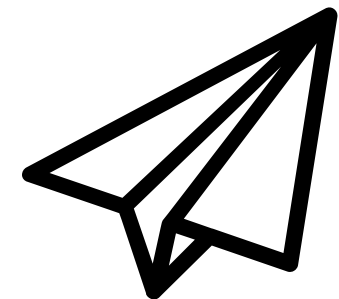


# Erasmus+ 2023/24

## Kick-off meeting for selected students

International Mobility and Promotion Office  
University of Milan



# Erasmus mobility- Checklist

## **Before the mobility:**

- ☐ Waitlist, withdrawals
- ☐ Nominations by the Mobility Office
- ☐ Application and search for accommodation
- ☐ Language training
- ☐ Mobility Agreement
- ☐ Learning Agreement
- ☐ Activation of Badge LaStatale and scholarship's first instalment

## **During the mobility:**

- ☐ Send your Certificate of Arrival
- ☐ Changes to the Learning Agreement
- ☐ Requests for mobility extensions

## **After the mobility:**

- ☐ Send your final documents (Transcript of Records, L.A., Certificate of Departure)
- ☐ Request for credits recognition
- ☐ Balance of Erasmus scholarship

# After the results

Any withdrawal must be immediately notified to the International Mobility Office to allow us to call students from the waitlist.

The Mobility office submits all the nominations

Students' application and acceptance by the receiving institution

# The application



It is the formal application that selected students submits to the Host University

Be careful: being selected by UNIMI does not mean being automatically admitted by the partner university

It is necessary to check deadlines and procedures on the Host University's website, which often contacts the nominated student directly

Each application is different, but usually the following are requested:

Transcript  
of records

Nomination  
letter/insurance  
cover

Certificate of  
language  
level

Learning  
Agreement

# Where to find the documents required for the Application:

- **Erasmus student certificate/insurance cover:** you can ask for it via INFORMASTUDENTI - only if really necessary
- **Transcript of records in English:** you can download it in the form of a self-certification directly from the Unimia portal; if an official certificate with the University's signature and stamp is required, you must follow apply for an official document (paying service)
- **Language certificate/certificate:** usually, SLAM's certificates are accepted by most universities. Check the deadlines and which kind of certificate is required by the host University





# Insurance during Erasmus

All UNIMI students on Erasmus are covered by the insurance of the University of Milan for **accidents** and **third party liability**

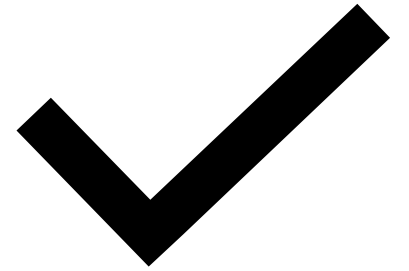
The University does **not** provide health insurance, for which it is necessary to provide privately.

The regional health card is valid throughout Europe (see back of the card). You can request more information to your local health insurance company (ASST) or your primary care provider.

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Enrolment  
to the  
academic  
year  
2023/2024

- **REMEMBER:** Students leaving during their first year of Master's Degree must enrol to the academic year 2023-2024 **BEFORE** leaving!





# Learning Agreement (L.A.)


The Learning Agreement is a document that certifies the educational programme that you will follow at the Host university. It must be approved **BEFORE** your departure by your UNIMI coordinator and the coordinator abroad. It is not possible to request any recognition of exams or activities not previously approved on the L.A.

1 ECTS (European Credit Transfer System)= 1 CFU

Depending on the duration, you will need to obtain *approximately* 60 ECTS in one academic year; 30 ECTS for one semester; 20 ECTS for one trimester.

**Each student agrees to obtain at least 70% of the credits provided by the Learning Agreement upon return.**





# The Erasmus Without Paper (EWP) network

EWP allows the online exchange of data related to Erasmus+ mobilities, for an easy, fast and paperless management of administrative procedures → easier management for the students.

Starting from this year, **UNIMI becomes part of the EWP network** with the online exchange of the Learning Agreements (also known as Online Learning Agreement, or O.L.A.). If a partner University is also already active on EWP, the entire exchange will be carried out online, without the need of printing any document or sending it via email.



# Opening of the L.A. procedure

**By the end of May 2023**  
you will receive an e-mail  
with the link and the  
details

If you need the L.A. urgently  
to complete your application  
before this date, contact us  
on Informastudenti and  
request the a temporary  
paper form.

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# Learning Agreement approval cycle

**Student:** drafts a study plan proposal to be followed at the Host University, by checking the academic offer and trying to find courses and activities as much relevant as possible to their study plan at Unimi (it is not always possible to find a perfect correspondence!). The draft will be automatically sent to the responsible Unimi coordinator at the end of the procedure.



**Responsible Professor at Unimi:** approves the proposed draft online.



**Responsible person abroad:** approves the final version, already signed by your Unimi coordinator.

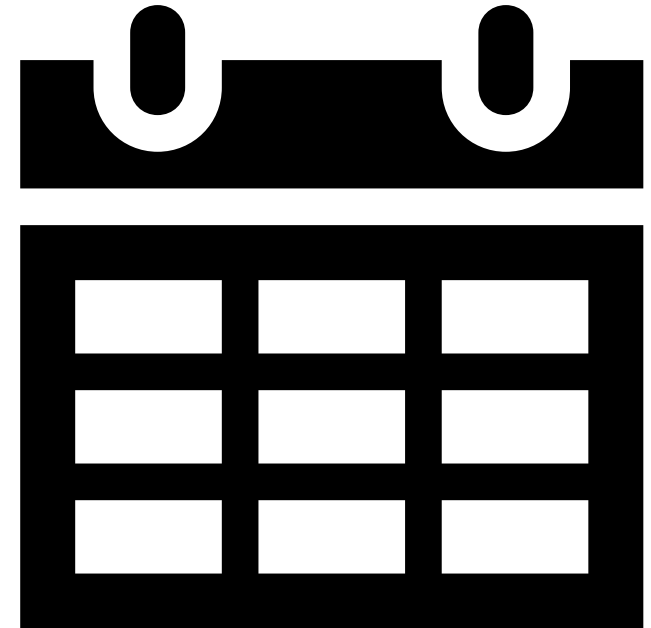


THE L.A. IS FINAL ONLY WHEN **APPROVED BY BOTH UNIVERSITIES**. It is possible to add changes, if needed.



# Deadlines to submit your first L.A. proposal

- First online proposal for students who are leaving for the first semester / academic year: **30th of June 2023**
- First online proposal for students who are leaving for the second semester: **30th of September 2023**
- ATTENTION: those who requested and filled in the L.A. in paper form in the previous weeks, MUST submit it online too
- At least **2 weeks before the start** of your mobility the L.A. has to be approved by both Universities' coordinators.



# Example of online Learning Agreement

Learning Agreement							
StudentMobility for Studies							
Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex	Study cycle <sup>1</sup> UniCt matricola	Field of education <sup>1</sup>
	ARONARDOUX	RICCARDO	2006/05/01		M	First 980672	061
Sending Institution	Name	Department	Erasmus code <sup>2</sup>	Address	Country	Contact person name <sup>3</sup> ; email; phone	
	University of Milan	INFORMATICA "GIOVANNI DEGLI ANTONI"	I MILANO01		Italy		
Receiving Institution	Name	Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	D FREIBUR01		D FREIBUR01		GERMANY		

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] 9/2023 to 1/2024

Table A Before the mobility

Component <sup>4</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>5</sup> )	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) <sup>6</sup> to be awarded by the Receiving Institution upon successful completion
abcd	E-publishing		6
abcd	sound engineering		8
abcd	digital sound		3
abcd	OPERATING SYSTEMS AND DATABASE ANALYSIS		13
abcd	music lab		3
			Total: 33

Recognition at the Sending Institution (UNICT)

Table B Before the mobility

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) to be awarded by the Sending Institution
F1X1M-	EDITORIA DIGITALE		6
F3X0A-	INFORMATICA APPLICATA AL SUONO		12
F3X0E-	SISTEMI OPERATIVI		6
F3X0R-	BASI DI DATI		6
FREE_0	INFORMATICA APPLICATA ALLA MUSICA		3

Pagina 1 di 3

UNIVERSITÀ DEGLI STUDI DI MILANO	
	Total: 33
Commitment	
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.	
Commitment	Info
Student	Name: RICCARDO ARONARDOUX Email: <del>XXXXXX</del> @studenti.unimi.it Position: Student Date: 12/05/2023 Submitted on 12/05/2023 78C387FA1FFDD5BF7BFED236DCB2AB6775C493F93B2A41D9EAFF4CB494E23D5F
Responsible person <sup>7</sup> at the Sending institution	Name: Email: Position: Date:
Responsible person at the Receiving institution <sup>8</sup>	Name: Email: Position: Date:

Read carefully the [guidelines](#) before starting the procedure

# The Mobility Agreement

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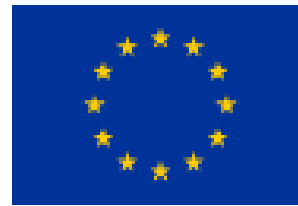
- Defines the conditions related to the mobility period (including the scholarship). It is **compulsory** and has to be completed **online** before leaving and according to the **deadlines** that will later be communicated by our Office.
- There is no need to send the document to the Mobility Office (we receive it automatically online after the submission), but students are required to keep a pdf copy of it.
- More information can be found [here](#).



# Online Language Support: EU Academy platform

- The European Union offers the *Online Language Support* (OLS) on the platform **EU Academy**, a free support for the language preparation of Erasmus students.
- With OLS you can take a language **test** before your mobility period and get a non-binding result of your level at that time.
- Sometimes these results are accepted by the Host Universities to complete their application.
- You also have the possibility to follow one of many language **courses** available on EU Academy to improve your knowledge.

[EU ACADEMY](#) is a platform open to all.



**European Union**

**eu | academy**

# Before your mobility – SLAM intensive language courses

- SLAM offers **intensive language courses** (20 hours), free and optional, for all the selected students to prepare for their mobility.
- The courses will be offered for the following languages: English, French, Spanish, German, Portuguese. It will be possible to choose between the working language and the language of the host country.
- The courses will be held in the **first half of July 2023**.
- Before the end of May, SLAM will send a communication to the selected students with the course's dates and the instructions to enrol (*pay attention to the deadlines!*). These courses have **compulsory attendance**.
- Courses will be held **in person**.
- At the end of the course you will take a final test and obtain a level statement (only for those who attend **at least 75%** of the lessons).
- 26th and 27th of September 2023: new test session to obtain a level statement; enrolment from the 10th of September 2023, via Unimia.
- Check the [SLAM pages](#) for more information.





# Before leaving: changing your mobility semester

During the application to the Erasmus call, you chose the starting semester, with the exception for year-long mobilities.

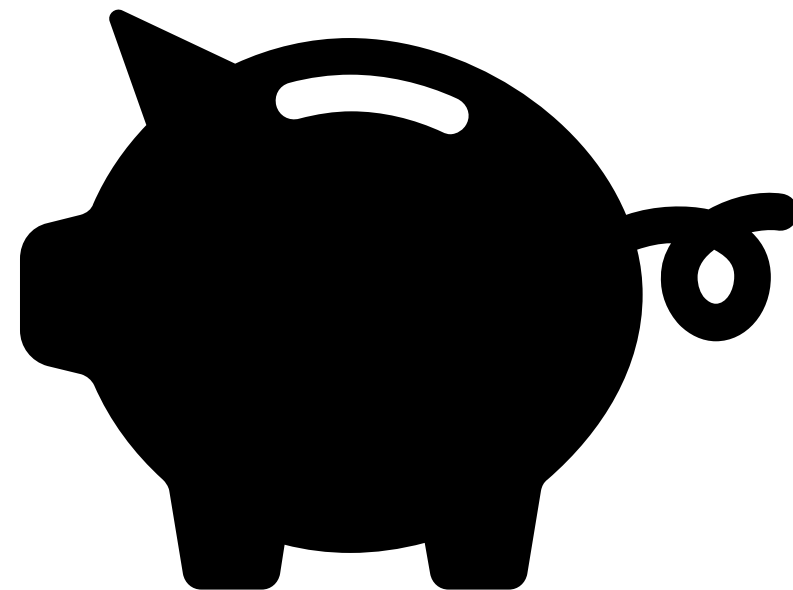
**THE SEMESTER THAT YOU SELECTED IN THAT PHASE IS THE ONE WE TELL OUR PARTNERS WHEN SENDING YOUR NOMINATION.**

In case you need to change the starting semester, it is necessary to immediately inform **INFORMASTUDENTI > Change of Semester Erasmus study**. The semester's change can be required only in exceptional cases.

It is only allowed to move a mobility **from the first to the second semester**, not vice-versa, and only if we can meet the partner University's deadlines.

# The scholarship – where you will receive it

- It is necessary to activate the badge «Carta LaStatale» [\*Carta Flash Up Studio La Statale\*](#) as a prepaid card as soon as possible. It is possible to activate it for free in every Intesa Sanpaolo branch.
- In case of theft or loss, follow the procedure on [this page](#) immediately.
- If you are not able to receive money on this card, please write to Informastudenti.



# Erasmus scholarship and additional grant

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**Erasmus scholarship:** 250, 300 or 350 €/month depending on the destination [country](#).

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**Additional grant:** for students who already submitted their ISEE for the a.y. 22/23 and with a value under 50.000 € (variable amount depending on the income range defined in the Call).

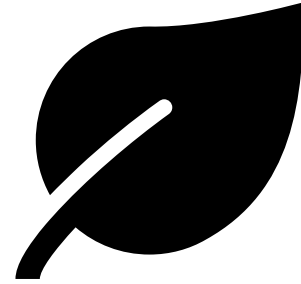
For international students who do not submit ISEE, the income is calculated following what you normally pay for UNIMI fees.

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**70% before the mobility + final payment upon return** (attention: the scholarship will be given depending on the actual mobility dates, so the final amount may not equal 30%).

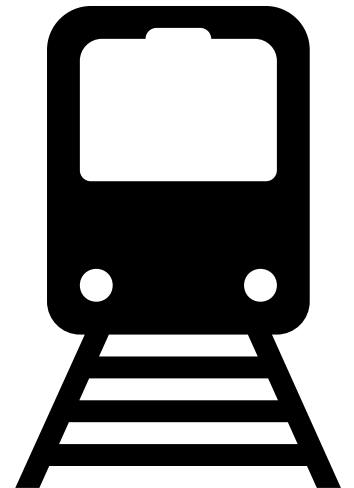
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The scholarship is compatible with the *DSU regional scholarship*, but not with the *Excellence scholarship*: in the last case, you'll be asked to choose one or the other.



## Top-up for «green» travel

- It is possible to obtain a single **top-up of € 50,00** for students who carry out both trips with a **sustainable mean of transportation** (e.g. bus, train...).
- To obtain it, it will be necessary to submit your tickets and receipts; the Mobility Office will inform you on how to do so.



# Looking for accommodation

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- It is a student's responsibility.
- It is possible to stay in student dorms, if available, or to look for a private accommodation.



# After your arrival – fill in the Certificate of Stay (Arrival)

To be completed only in the Arrival part with the signature of the Host University and submitted **within 10 days** of your arrival. Send it via Informastudenti – Erasmus Studio - Certificate of Arrival.

Download it from the page “[during your stay abroad](#)”.

The date on this form will be the **official starting date of your mobility**, to define the final amount of your scholarship.

  
UNIVERSITÀ DEGLI STUDI DI MILANO  
Certificate of stay  
ERASMUS+ PROGRAMME — ~~20~~ 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

<div style="background-color: #f9f9f9; padding: 5px;"><b><u>Start of the Erasmus study period – PHYSICAL MOBILITY (in person or virtual from Host Country)</u></b> We certify that the student has enrolled as an Erasmus+ Student 20__/20__ at _____ (Host Institution). Start date of mobility: _____ Name of the Signatory: _____ Position: _____ Signature: _____ Date: _____ Stamp: _____</div>	<div style="background-color: #f9f9f9; padding: 5px;"><b><u>End of the Erasmus study period – PHYSICAL MOBILITY (in person or virtual from Host Country)</u></b> We certify that the student completed his/her study period at _____ (Host Institution). End date of mobility: _____ Name of the Signatory: _____ Position: _____ Signature: _____ Date: _____ Stamp: _____</div>
<div style="background-color: #e8f5e9; padding: 5px;"><b><u>Start of the Erasmus study period – VIRTUAL FROM HOME COUNTRY *</u></b> We certify that the student has started his/her virtual Erasmus+ mobility 20__/20__ from the Home country as a student of _____ (Host Institution). Start Date of mobility: _____ Name of the Signatory: _____ Position: _____ Signature: _____ Date: _____ Stamp: _____</div>	<div style="background-color: #e8f5e9; padding: 5px;"><b><u>End of the Erasmus study period – VIRTUAL FROM HOME COUNTRY *</u></b> We certify that the student completed his/her study period virtually from the Home country as a student of _____ (Host Institution). End Date of mobility: _____ Name of the Signatory: _____ Position: _____ Signature: _____ Date: _____ Stamp: _____</div>

\*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](mailto:mobility.out@unimi.it) (partners) or through [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 abroad – modifying the L.A.



- If necessary, you can modify the L.A. online by adding, removing or changing courses and activities.
- The procedure is always the same: access to the online platform, insert all necessary changes and ask for the approval of your Unimi and host University's coordinator. Follow all the approval steps closely!
- Even if the Host University uses a different L.A. form, it is still necessary to draft it also through Unimi's online platform.

# During your stay abroad – asking to reduce or extend your mobility

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- The **length** of the mobility is defined by the bilateral Agreement between Unimi and the Host University and, as such, cannot be modified.
- In exceptional cases, you might request a mobility **reduction**, after authorization of your Unimi coordinator. Send the written approval, indicating the new mobility period, to *Informastudenti – extension and reduction Erasmus Study*. You might be asked for a partial return of the scholarship already received. Mobilities shorter than **2 months** are not allowed.
- For academic reasons you can also request an **extension**, which is not automatic and must be authorized through the form at the page «[During your stay abroad](#)». Send it signed by both Universities on *Informastudenti*, at least one month before the end of your mobility. The payment of the extra period is guaranteed only if funds are still available. You will also need to modify the L.A. indicating the new period. We remind you that all mobilities must end before the 30th of September 2024 and cannot be longer than 12 months.



# At the end of your mobility

- **BEFORE** leaving the Host University, ask for the signature on the Certificate of Stay in the «**departure**» section. The period indicated on the Certificate of Stay by the Host University is final and will be used by the International Mobility Office to define the final payment of your scholarship. If you think there are mistakes in the dates, discuss it immediately with the Host University.
- Upload the final Certificate of Stay (Arrival + Departure) on the **Elixforms** platform, together with a personal document. Link at the page «[returning to Italy](#)».



## Send the final documents to the Mobility Office

1. **Final Learning Agreement**, if the partner University is not using EWP;
2. **Final Transcript of Records**: list of exams taken abroad, stating the final grade and the credits obtained.

**Attention:** if you did activities different than courses (e.g. internship, labs, thesis research...), make sure with the Host University that they are listed on your Transcript. Otherwise, ask for a separate document, signed by the partner Coordinator, which lists the activities carried out and the credits obtained.

# Final documents to be sent to the **Administrative Office** of your Study Course to ask for recognition

1. **Final Learning Agreement:** everyone, even if using EWP;
2. **Final Transcript of Records:** list of exams / activities carried out abroad, with final grades and credits obtained.

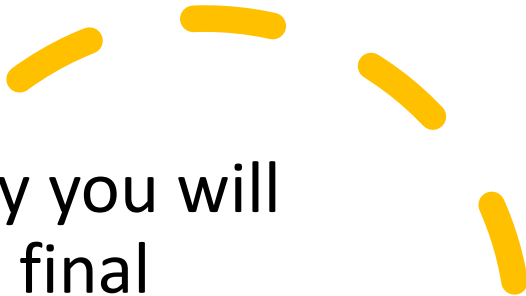
**ATTENTION:** The International Mobility Office is NOT in charge of recognizing the activities carried out during Erasmus in the student's academic career. Always refer to your Administrative Office/Coordinator.

**The recognition in your career IS NOT AUTOMATIC.** You will always need to forward a recognition request.

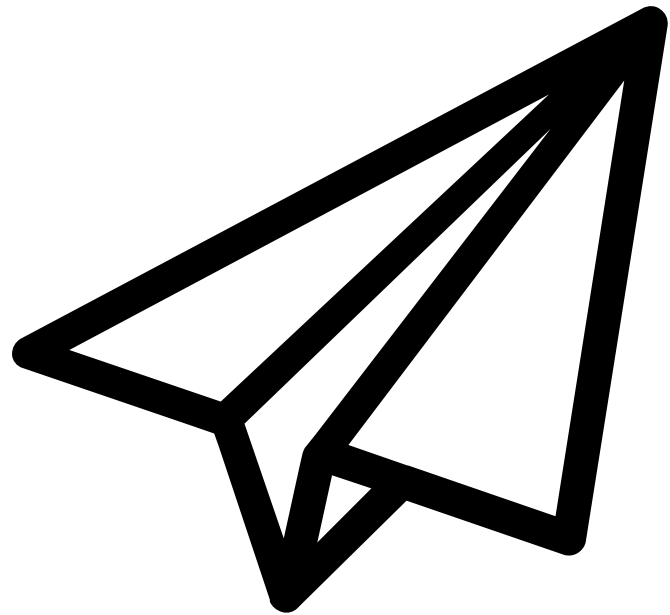
On the page «Erasmus+ by Areas» you can find a list of contacts for each area.



## End-of-stay report



At the end of your mobility you will be required to complete a final report, automatically sent from the National Erasmus Agency to each participant. It is **compulsory**.



Thank you for your attention  
and...enjoy your Erasmus!

International Mobility Office

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

⌚ Online help desk: Tuesday mornings and  
Thursday afternoons – booking is compulsory  
via INFORMASTUDENTI