Erasmus+ Study 18/19
Selected students
Info Meeting
Objective

The Erasmus+ Study program allows students to spend a period of study in a partner University in the EU without paying additional fees and gaining a scholarship. The activities carried out abroad will be completely accepted only once your Learning Agreement will be approved by the Degree Programme Board.
Activities available during the Erasmus+ period

• Learning activities (course units) and exams;
• Preparation of the final thesis;
• Internship (if provided by your course and the agreement);

Note: Those who plan to go abroad for a Phd have to agree with the School Director/Phd coordinator on the activities to carry out abroad.
Incompatibility / Eligibility conflicts

Students can receive an Erasmus+ scholarship (for study, internship) for a maximum of 12 months for each study cycle; single cycle degrees will have max 24 months. So, students are allowed to go abroad with the Erasmus+ programme multiple times. The total period includes previous exchange experiences (LLP Erasmus / Erasmus Placement).

Note: Incoming international students with an Erasmus Mundus Action 2 grant enrolled in Master programmes cannot receive the Erasmus+ scholarship.

Students who have been already awarded other grants paid for by the European Union or University of Bologna for the same purpose in the same a. y. are eligible for an Erasmus+ Study grant as long as the two periods are not overlapping, but consecutive.
On line linguistic support

The Erasmus+ programme includes access to the so-called On Line Linguistic Support (OLS), the possibility to use a platform allowing students with Erasmus+ status and grants to assess their language skills (German, English, Spanish, French and Dutch).

Taking part in the OLS programme is compulsory. You’ll receive an OLS licence during the Summer. The assessment stage involves two tests: one before leaving and the other within a month of returning. The assessment tests are mandatory for all students upon receiving a licence and those missing to sit a test will be asked to repay their last Erasmus+ monthly grant payment. Students obtaining a grade lower than B2 in their pre-mobility assessment test will automatically receive a licence for the online language course which, unlike the tests, is not mandatory.

For questions about OLS refer to erasmus@unibo.it
Guide for Erasmus + selected students

It’s the official document you need to refer to for all the procedures to be completed before, during and after the mobility.

www.unibo.it > International > Studying abroad> Information for Erasmus+ grant holders

http://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/information-for-erasmus-grant-holders
BEFORE LEAVING: CHECKLIST

- Register with your host University, i.e. complete the “Application Procedures”

- Obtain approval for your Learning Agreement from the Degree Programme Board (DPB)

- Sign and upload to AlmaRM both your Mobility Agreement and your Learning Agreement (approved by the DPB)

- Comply with your enrolment at the University of Bologna for the 2018/2019 academic year (students who graduate by March 2019 are exempted)
Before leaving: Application procedure

• The Mobility for Study Office sends its nominations to the host Universities (in April, for the first call, or in June, for the re-call, following the acceptance deadline) and, subsequently, the students concerned must apply to the foreign institute for admission.

• Selected students are responsible for checking the procedures and deadlines for submitting their applications and the specific requirements (linguistic, enrolment, access to degree programmes) of the host Universities, by consulting their websites or contacting them directly.

• The Erasmus+ grant is assigned to selected students subject to admission to the foreign institute concerned. **Students cannot be placed with an alternative institute in the event of rejection.**

• Language certification: an increasing number of Universities require better than A2 language skills and, in some cases, international language certification (e.g. TOEFL or IELTS)
Before leaving: Application procedure

Partner University requirements

Students must however consult the website of the host university to check what they require before leaving and by when.

The partner University could require:

• Application form;
• *Transcript of records* (certificate of exams passed, that can be printed from Studenti On Line);
• Study plan/learning agreement (i.e. the plan of learning activities to be undertaken abroad - the model is generally made available by the host university in the application form);
• Language requirements;
• Accommodation request.

N.B. In general, the application form requires the **signature of the Exchange Coordinator.** Sometimes, an extra signature by the Institutional Coordinator may be required. In such a case you can refer to the School’s International relations and student mobility office.
Before leaving

NOTICE!
The study plan (or Learning Agreement - LA) sent to the host University using their form DOES NOT REPLACE the Learning Agreement that you need to submit on AlmaRM for the approval of your Degree Programme Board.
Before leaving 4/4

University of Bologna requirements

The Learning Agreement is your study plan listing all the courses (or thesis preparation) to be completed abroad.

The approval procedure is done on line via AlmaRM:

• submit the LA and **upload the programmes regarding the activities** you plan to carry out abroad;
• have your LA validated by the international relations office of the School (light green color);
• have your LA approved by your Degree Programme Board (dark green color).
The Learning Agreement

• The Learning Agreement lists the learning activities you intend to carry out at the host university and the corresponding courses at the University of Bologna, with the relative credits: mandatory exams, elective exams, internship and final thesis work. The exams have to be available in the academic year of the mobility.

• It is not possible to put any CLA’s language test required by your official study plan (i.e. 26337 - IDONEITA' LINGUA INGLESE B – 2). The submission of a foreign language activity has to be done through the correspondent scientific disciplinary sector (SSD). It can be taken from the UniBO website (i.e. L-LIN/12 for English).

• If you cannot find a corresponding exam in Unibo for an exam that you want to do abroad, you can add in the section for exams to be recognized the credits in a SSD. This credits, after recognition, will count in your career as electives (Type D exams)

• For Thesis preparation you can add the corresponding “PREPARATION FOR THE FINAL EXAMINATION ABROAD” or similar, if existing in your Degree programme.

N.B. You are strongly advised to act promptly, in order to have the learning agreement approved by the Degree Programme Board before the departure.
How to submit the LA

The AlmaRM webpage for the Learning Agreement is divided into a series of boxes. The box **general information on learning agreement** is used to enter some information about the type of activities to be performed during the period spent abroad (study, internship, final thesis work) and communication you intend to forward to the professor.
How to submit the LA

• You have to enter your activities in different correspondence groups, using the bottom “Aggiungi gruppo”;

• If you select "Studio" (this option is selected by default) some boxes appear in the lower part of the page where you can enter the learning activities you intend to perform abroad, indicating also the correspondence with the Unibo learning activities that will be recognized.

• If you intend to perform a curricular internship, you should select "Studio" and then select the internship activity in your study plan.

• If you select “Tesi” (dissertation) a field will appear where you must enter the title of your dissertation. In this case, you must also write a short abstract of the thesis and the name of the Unibo supervisor. If you want to add the credits for final thesis preparation you should select both “Studio” and “Thesis”.
Correspondence groups

- A correspondence group is a set of learning activities to be performed at the host university and learning activities at our University which will be recognized.

- The correspondence can be 1-1: a foreign activity and the corresponding activity to be recognized or, in more complex situations, 1 foreign activity can correspond to 2 UNIBO activities, 2 foreign activities correspond to only one UNIBO activity, and so on.

- The groups don’t require the same number of CFU (it could be necessary to reach an agreement for an integration to be done after you return).

- To add a single list of exams, but use the groups!
How to submit the LA

You can enter **elective credits** in the Subject Area (SSD) **only** if it is not possible to identify a precise teaching activity.

In this case you must indicate the number of credits and the SSD these credits belong to.

The SSD can be selected from a drop-down menu.
How to submit the LA

Write here a short abstract of the final thesis
How to submit the LA
Learning agreement with errors: no correspondence groups and programmes
How to submit the LA

At the bottom of the page you will find three save buttons:

- **Salva provvisorio** (Save provisionally)
- **Presenta learning agreement**
- **Annulla**

If you click on **“Salva provvisorio”** (Save provisionally) the Learning Agreement will be saved provisionally and you will be able to edit it later on.

If you choose **“Presenta il Learning Agreement”** (send your LA) you will save the file definitively, and the Learning Agreement will be forwarded for validation. **You will no longer be able to change it** unless the international relations office of the School sends it back to you with instructions on modifications to be made.

Finally, by selecting **“Annulla”** (cancel) you will not save the file: take care, as if you press this button you will lose all the data you have entered.
Important!

The learning agreement approved counts as modification of the UniBo study plan, consequently, generally it is not necessary to modify the study plan.
Before you leave

Fulfillments required from UNIBO

• Download your **Mobility Agreement** (“Accordo di mobilità”) from AlmaRM, fill it out and sign it before uploading it again on almaRM. **Documents sent by e-mail will not be accepted.**

• Renew your registration at the University of Bologna for AY 2018/2019.
Important: entering and staying in the foreign country

You must find out about the procedures for entering and residing temporarily in the foreign country from the partner university, embassy or consulate: if you require an entry visa, a residence permit, a health cover, how long they take, what procedures to follow, how to apply. Not all this information is available at the University of Bologna offices, you may only find it at the foreign university.

Non-EU students enrolled at the University of Bologna must always go to the Embassy or Consulate of the country well in advance to check the procedures to be completed before leaving.
During your stay abroad 1/2

Certificate of Attendance - ARRIVAL

Within the first week after your arrival at the host university:

• have the **start date of the study period** certified by the host University using the Certificate of Attendance form, which can be downloaded from the AlmaRM section: **arrival notification**;

• upload a pdf copy of your Certificate of Attendance on AlmaRM.

N.B. The Erasmus+ grant is calculated according to the effective start and end dates of your study period. Pay attention to the date certified by the host university as this certification is used as a basis for calculating the effective study period and the amount of the grant. **You will not be permitted to substitute it later on.**
During your stay abroad 2/2

- You can modify the Learning Agreement within 5 weeks from starting the courses at the host university. Modifications are exceptional and, as a rule, only one modification is permitted per semester. This means that, generally, two modifications are only permitted for exchange periods lasting more than one semester.

- Have the final LA signed by the host university and upload it on AlmaRM.

- You may extend your study period by asking the host University to sign the “Request for Extension” form which you can download from AlmaRM, in the “request for extension” section. You have to request the extension no later than one month before the set end date.

- Have the study end date certified by the International Relations Office at the host University using the Certificate of Attendance which can be downloaded from the AlmaRM section: departure notification;

- Find out from the offices at the host University about the issue of the Transcript of Records. Students preparing their dissertation must also obtain a document certifying the activities undertaken, as these must be recognized even if no credits have been awarded.
After you return 1/3

Within 15 DAYS of the end of your study period abroad:

• upload a pdf copy of the Certificate of Attendance with your date of departure. The date of issue of the certificate should not be before the end date of the period attested;
• complete the on line Erasmus+ individual partecipant report after receiving an e-mail notification, sent automatically to your institutional e-mail address. Failure to complete the questionnaire may lead to the revocation of the Erasmus grant.
Recognition of the Activities (Richiesta riconoscimento)

• obtain the Transcript of Records from the host university; this document must be uploaded on AlmaRM and validated by the international office of your School

• submit the Request for recognition, in AlmaRM, no later than 5th November 2019, following the procedure deliberated by the School, available at the link in AlmaRm.

N.B.: Students who have prepared their dissertation abroad must in any case submit the request for recognition of the activity even if no credits are assigned for the activity.
Recognition of the Activities (RR)

The process of validation / approval of the recognition takes place on line through AlmaRm:

• submission of the request reporting the grades of foreign activities as indicated in the Transcript;
• validation by the office of the School (light green button);
• approval by your Degree Programme Board (dark green button) and conversion of the grades on the basis of the ECTS tables.

Your career will be updated in **about 5 weeks** after the submission of the request on AlmaRm.

**N.B.** Recognition by the Degree Programme Board is necessary for updating your career and it must also be done in order to receive the grant, which otherwise will be revoked.
Exams recognised

Exams passed during Erasmus exchange mustn’t be registered on AlmaEsami: you have to follow the previous procedure of recognition, through AlmaRm.

Any integration of credits required by the Degree Programme Board have to be registered on AlmaEsami after the end of the recognition procedure, when your career will be updated with the activities passed during the mobility.
Timing of payments

The Erasmus+ grant plus the first part of the Unibo/MIUR supplement is paid in advance based on the duration of the mobility as stated in the call for application.

If the request for recognition is presented by 5 November 2019, the payment of the balance of the supplement (50%) funded by Unibo/MIUR, as shown on your equivalent financial situation indicator – ISEE, will be made by the end of November 2019.

Payment is made SOLELY by crediting bank or postal current accounts (you must be the holder or joint holder) or prepaid cards that have an IBAN. Prepaid cards must allow for credits equal to the amount of the grant. You are responsible for checking with your bank the maximum amount that can be sent to your card by credit transfer. If your grant exceeds this limit, the payment will not be successful.

Your bank details must be submitted via AlmaRM.
Funded contribution: EU Countries

The EU contribution covers the majority of the expenses related to the exchange period.

The amount is calculated according to the destination country and the number of days spent at the partner University, including the date of arrival and the date of departure indicated in the Certificate of Attendance.

Contributions are assigned for exchange periods of at least 3 months and up to 12 months. The exchange period must be continuous, without interruption.

The grants are also linked to the activities performed abroad and their recognition by the Degree Programme Board. This means that students not completing any study activities with satisfactory results, i.e. who do not obtain any recognition by their degree programme, will be required to refund the full amount of the grant received.
Funded contribution: EU Countries

• **Contribution from the EU**, from a minimum of € 250 to a maximum of € 300 per month;

• **A possible Integration of UniBo and MIUR** will be calculated according to the student’s economic situation.

• **Additional contribution for students assisted by ER.GO.** For more information, contact directly ER.GO: [www.er-go.it](http://www.er-go.it)

• **Special contributions** for students with disability and students with low economic status, that the EU may provide. Information will be published on the web site: [www.unibo.it/en/international/Studying-abroad](http://www.unibo.it/en/international/Studying-abroad)
Funded contribution
Non - EU Countries

For mobility to non-EU countries funding consists entirely of the European Union contribution and is divided as follows:

• contribution for living costs: **€650 per month** for all non-EU Countries
• contribution for travel expenses: as explained in the Call

The amount is calculated according to the **actual number of days** spent at the partner University and it will be released only after the **recognition of at least one learning activity by the Degree Programme Board** (study, internship, preparation of the thesis), regardless the amount of credits achieved.

If no activity carried out abroad is recognised by the Home University, the student will have to return the contribution.
Contacts

International Relations and Student Mobility Office of the School (degree programmes of Bologna):
Viale Risorgimento 2, Bologna
Lara Sorrentino | ingarc.internazionale.bo@unibo.it

For EU Countries: International Relations Offices (DIRI)
Europe Geographical Area Unit - Study Mobility Office
Via Filippo Re, 4 Bologna | erasmus@unibo.it

For Non - EU Countries: International Relations Offices (DIRI)
Latin America, Africa, Middle East and Western Balkan Geographical Area Unit
Via Filippo Re, 4 Bologna | diri.area3@unibo.it

Monday, Tuesday, Wednesday and Friday: 9:00-11:15 am
Tuesday: 9:00-11:15 am and 2:30-3:30 pm
Thursday: 2:30-3:30 pm
F.A.Q.

• **When I come back to the University of Bologna, will the exams passed abroad be recognized?** Before leaving, students have to obtain the approval of their learning agreements by their Degree Programme Board. All the activities approved in the learning agreement will be recognized at the end of the Erasmus exchange period.

• **Are there any prearranged learning agreements/study plans?** There are no ready-made study plans; it is up to each candidate to check the courses (or laboratories, projects, seminars, etc.) on the website of the partner universities. For further information, the student should contact the exchange coordinators who can give useful information regarding teaching activities at partner Universities.

• **How many credits can I get?** There is not a prearranged number of credits that you have to obtain abroad (maximum or minimum); in order to receive the economic contribution, you need to complete a teaching activity, regardless of the number of credits.
F.A.Q.

• What is the role of the professor coordinator of the exchange? Do I have to ask him information in case I’m interested in a destination proposed by him? The supervisor can give useful advice on his exchange. In some cases, before to apply, the interview is mandatory, but it is suggested in any case.

• How can I complete the application form for the host University if in AlmaRm my Learning agreement is not yet approved? The application required by the host University is independent from the LA that every student have to submit on AlmaRm to get the approval by the Degree Programme Board. The priority, in this phase, is to complete the application procedure within the set deadlines by the host University, keeping in mind that the courses indicated in the application are indicative and not binding.
• My LA has been validated, but I have received the communication about the refusal and I have to present it again, does it mean that I have to use one of the two modifications at my disposal? No, the two modifications concern the LA changes done after it has been approved by the Board.

• Can I enter foreign exams in my LA that have not a correspondence with a UniBo activity? The Degree Programme Board approves the correspondences between the foreign activities and the UniBo ones. In case it is not possible to attribute a foreign activity with a Unibo one, it is necessary to verify the possibility to enter a number of credits that correspond to a suitable Scientific Disciplinary Sector (SSD).
Lara Sorrentino
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