



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI FORLÌ

INFORMATION FOR ERASMUS+ GRANT HOLDERS A.Y. 2022/2023

International Relations Office

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ERASMUS PROGRAMME 2022/2023 : WHERE TO FIND INFORMATION

GUIDE FOR SELECTED STUDENTS ERASMUS+ PROGRAMME

Available on the webpage

https://www.unibo.it/en/attachments/guide-for-selected-students-erasmus-programme-2020-21-extra-eu/@@download/file/Guida%20Vincitori%20Erasmus+%20UE_CH_UK_2223_ENG.pdf

available on your **online AlmaRM profile as well**

Kindly, read carefully the Erasmus + guide!

It includes the main rules, procedures and deadlines for your exchange mobility period



MAIN RULES, PROCEDURES AND DEADLINES

Mobility period: not less than **60 days** + it must end **by 30/09/2023**

- If you won a yearly exchange offer and you accepted for the second semester only, the length of the period will be automatically shortened to 6 months
- If you won a yearly exchange offer and you accepted for the first semester only, the exchange **period remains the one indicated in the offer**. In case you need to shorten it, please get in contact with erasmus@unibo.it before signing the Mobility Agreement
- If you applied for a **future career** you may start your exchange during the first year of your graduate degree programme (second cycle). Those students, who apply with reserve, must be enrolled in a graduate degree programme in the 2022/23 academic year. Mobility for studies is only allowed during the **second semester of the 2022/2023** academic year
- If you decide to enrol in a different graduate degree programme, compared with the one you indicated in your application, you may lose the opportunity to enjoy the exchange if the Second Cycle degree you enrol in is not included in the offer that you won



WHAT TO DO BEFORE LEAVING

- Complete the **APPLICATION PROCEDURES** at the host university: search for all the information and pay attention to the deadlines otherwise you may not be accepted by the host university!
- Submit your **LEARNING AGREEMENT** to AlmaRM to obtain the approval by your Degree Programme Director
- After the approval of your LEARNING AGREEMENT, sign and upload your **MOBILITY AGREEMENT** to the AlmaRM portal (**not yet available but you will be notified as soon as its completion and uploading will be possible.**)
- Renew your enrolment at the University of Bologna for the 2022-2023 academic year



VISAS AND HEALTH INSURANCE

Students who are EU citizens

- document needed: **IDENTITY CARD** valid also when you will be abroad
- healthcare **European Health Insurance Card – EHIC** which can be used in different ways depending on your destination country. Before leaving, please check with your host institute on how to use the local health services.



VISAS AND HEALTH INSURANCE

Students who are not EU citizens

- visit **the host country embassy or consulate well in advance** to check the requirements to be completed before you leave (visas, residence permits, healthcare, etc.)
- download the **certification** attesting that you have been awarded an exchange place directly from AlmaRM requested for visa purposes by the consulate, or you can contact the Mobility for Study Office (erasmus@unibo.it)
- ask for the **Letter of invitation from host university**

Please also check the deadline for submitting your application form since some foreign institutions have different deadlines for non-EU students



SPECIAL WARNINGS FOR STUDENTS TRAVELLING TO THE UNITED KINGDOM

Although no longer part of the European Union, **the United Kingdom is still part of the Erasmus + Program as a Partner country** and, for the purposes of the rules of mobility and financial contribution, **the British sites are equivalent to other EU sites.**

However, **the rules of access to the country have changed**, for which students (both EU and non-EU citizens) are advised **to contact the UK Embassy and/or Consulate well in advance** in order to obtain updated information in relation to visas and health insurance.

Some information will certainly be sent to the winning students directly from the partner universities after the application procedure, and official and updated information is available at the following web page: <https://www.gov.uk/check-uk-visa>

ATTENTION: The costs of visa, health insurance and any other costs required for entry into the UK or for acceptance by the UK office cannot be covered by the University of Bologna. Translated with www.DeepL.com/Translator (free version)



WHAT TO DO DURING THE EXCHANGE

- Upload your signed and stamped **ARRIVAL CERTIFICATE** to AlmaRM within one week of starting the mobility period. Uploading the arrival certificate activates the study grant **payment procedure**
- Upload your LEARNING AGREEMENT signed by you, UNIBO and host university
- If necessary, amend your LA up to a **maximum of two times**, generally **once for each semester**. The change must be endorsed by the teacher responsible of the exchange with the support of the International Relations Office if needed
- You can request a study **PERIOD EXTENSION** up to one month prior to the mobility end date initially planned at the time of leaving. Eventual authorised extensions of the mobility periods will be also financed. The Erasmus period must, in all cases, **end by 30 September 2023!**
- Request your final **ATTENDANCE CERTIFICATE** signed and stamped by the host University and the **TRANSCRIPT OF RECORDS** (certification of the activities completed abroad) or verify that the document is addressed to the International Relations Office sent by email or by post.



WHAT TO DO AT THE END OF THE MOBILITY PERIOD

- Upload your **final ATTENDANCE CERTIFICATE** with the end date of the mobility period to AlmaRM

DEADLINE: **within 15 days of the mobility period end date and not later than October 2023, the 7°.**

- Wait for the **TRANSCRIPT OF RECORDS (ToR)** and upload it to almaRM

To have your **ToR** validated, you have to deliver the original copy to the International Relations Office or forward the institutional e-mail sent to you by the host university including the **ToR** (in pdf)

- Submit your **REQUEST FOR RECOGNITION** of the exams and/or other activities completed abroad **within 5° November 2023**

- Complete the **QUESTIONNAIRE, the Erasmus+ participant report**. You will receive an EU institutional email address (replies-will-be-discarded@ec.europa.eu) and the subject line of the email will be “Erasmus+ individual participant report request”

DEADLINE **within 15 days of your receipt of the email request**



AMOUNT OF GRANTS MOBILITY TO EU INSTITUTIONS

➤ ERASMUS + GRANT

From € 250 to € 350 for each month of mobility (the amount of the grant varies according to the living cost of the hosting country):

€350 per month for group 1 (high cost of living): Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Lichtenstein, Norway, Switzerland;

€300 per month for group 2 (medium cost of living): Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal;

€250 per month for group 3 (low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey

➤ ADDITIONAL CONTRIBUTION UNIBO/MIUR

financed by the **UNIBO/MIUR**: will be calculated on your **Equivalent Financial Situation Indicator – ISEE** (as requested by Ministerial Decree 1047/2017)

➤ ADDITIONAL GRANTS

Grants for ER.GO. beneficiaries. For more information, contact ER.GO. (Via Santa Maria Maggiore 4, 40121 Bologna, tel. +39 051 6436900, info@er-go.it, www.er-go.it)

Special funding for students with special needs that may be allocated by the European Union. For more information, please contact the Mobility for Study Office. To receive complete information about this additional grant, you please write an email at erasmus@unibo.it



ERASMUS+ GRANT

The **ERASMUS+ GRANT** is calculated based on the **actual period spent abroad**, from the **arrival date to the departure date indicated on the ATTENDANCE CERTIFICATE**

The first instalment you will receive is based **on the expected duration of your mobility** (defined by the vacancy you applied for) stated onto your mobility agreement. If the actual duration is lesser than the expected, the mobility for study office could ask you to refund part of the first instalment

The duration is calculated using the commercial year **of 360 days**, i.e. regardless of its actual duration, **each month is considered to have 30 days**

If a period of mobility does not correspond to a whole number of monthly payments, the grant will be calculated by multiplying the number of days attended in the incomplete month(s) by one thirtieth of the monthly amount (total days x daily rate), rounding it up/down to the nearest whole number

Relevant details and examples will be soon available on the Erasmus+ guide



UNIBO/MIUR GRANT

The MIUR grant will be calculated based on your **Equivalent Financial Situation Indicator – ISEE** (pursuant to Ministerial Decree 1047/2017)T and it is provided in **two instalments**

- The first instalment is 50% of this grant will be paid simultaneously to the Erasmus+ grant at the beginning of the mobility period
- The second instalment will be paid at the end of the mobility period (lasting at least 60 days) once you present your request of recognition via AlmaRM.

Students are strongly suggested to apply for the ISEE certificate well in advance!

WARNING: No Unibo/MIUR grant will be paid if you do not submit the ISEE certificate or if your ISEE is higher than 50.000 euros or if you are enrolled as “fuori corso” from the second year onwards

Deadlines and procedures are described in the Guide for selected students available on the attachments sections



TIMING OF PAYMENTS AND HOW THE PAYMENT IS MADE

The timing of the payment depends on **when the ARRIVAL CERTIFICATE is uploaded**

You will receive the first instalment : **Erasmus+ grant and the 50% of the MIUR grant (if foreseen) at the beginning of your mobility period after you upload the ARRIVAL CERTIFICATE to AlmaRM**

Look at the the calendar available in the updated Erasmus+ Guide!

Your grant is calculated considering the total number of months established in your mobility agreement

Payment is made ONLY by credits (wire transfers) to bank or postal current accounts (you must be the holder or joint holder) or prepaid cards that have an IBAN. You will be asked to provide your bank account details when filling in your MOBILITY AGREEMENT.

Your bank details must be submitted via AlmaRM. Please ensure you provide the correct IBAN



CALCULATING UNIBO/MIUR FUNDING

MIUR grants, calculated **on your Equivalent Financial Situation Indicator – ISEE**, are calculated based on the **actual period spent abroad**, from the arrival date to the departure date indicated on **the ATTENDANCE CERTIFICATE**

Mobility duration is calculated using the commercial year of **360 days**: regardless of its actual duration, **each month** is considered to have **30 days**

If a period of mobility does not correspond to a whole number of monthly payments, the grant will be calculated by multiplying the number of days in the incomplete month(s) by one thirtieth of the monthly amount (total days x daily rate), rounding it up/down to the nearest whole number

Authorised extensions will give you the right to funding (both EU and MIUR scholarship, if foreseen)

Relevant details about procedure for calculating the amounts due, requesting partial refunds and paying balances ...and examples are available on the Erasmus+ guide for selected studentss



ONLINE LINGUISTIC SUPPORT (OLS)

The Erasmus+ programme offers the **ON LINE LINGUISTIC SUPPORT (OLS)**, the possibility for students with Erasmus+ status and grant to access an online platform to assess their linguistic skills before and after the mobility

The assessment phase consists of **two tests: one before leaving and the other one within a month after returning** The assessment tests are **mandatory for all students receiving a licence and those failing to sit a test could be asked to repay their last Erasmus + monthly grant payment**

The digital licences are usually allocated by the Erasmus Office in **July !**

This allocation is done for the **5 languages** exchanges offer languages (English, French, German, Spanish and Portuguese)

For other languages students may, after having received the license, send an email to erasmus@unibo.it asking to receive the license in one of the other preferred languages. Please note that the OLS should be used in the language of the courses taken at the host university

You will automatically receive a licence to take an online language course

- if your level **is lower than B2** in your pre-mobility assessment test. Unlike the assessment tests, the online language course is not mandatory.
- **If you obtain a B2 level** at least in your pre-mobility assessment test, **the licence for the online language course is not automatically assigned**

Should you want to have the course licence you have to request the licence in any of the languages available on the OLS platform (not just the assessed language) the mobility for study office erasmus@unibo.it

For more information look at the **GUIDE TO OLS (ON LINE LINGUISTIC SUPPORT)** available on the attachments section



WHAT IS THE LEARNING AGREEMENT?

The **LEARNING AGREEMENT** (LA) is the official study plan to be completed abroad (courses, an internship or dissertation preparation). The approval process is carried out on-line via AlmaRM

Your LA has to be approved and signed before your departure. It takes a long time to prepare the LA, so start immediately!

The LA is an **official agreement** and it has to be:

- submitted by the student
- validated by the UNIBO Responsible of the exchange
- approved by the Degree Programme Director

At the end of the approval process the recognition of the activities completed abroad is guaranteed

Therefore, if you successfully complete the courses indicated in your LA, the corresponding courses in your study plan will be recognized, according to the equivalence groups indicated in your LA.

On the contrary, activities not previously approved in your LA might be considered in excess



HOW TO SUBMIT YOUR LA

You have to submit your LA online to AlmaRM <https://almarm.unibo.it>, log in with your username and password

It is necessary to create **equivalence groups** to identify which learning activity/activities replace(s) the courses included in your study plan

You need to check the learning activities provided by the host university to find courses that are consistent to yours in terms of contents and credits

In your LA , you can include all the courses that you have not completed yet:

- courses that you should take during the year in which your Erasmus mobility period takes place;
- courses belonging to the following and/ or previous year/years (if not recorded yet)



HOW TO FILL IN YOUR LA

- On the left side “**Attività estere**” the activities to be completed abroad
- On the right side “**Attività da riconoscere**” the activities that you would like to have recognized

Please remind to create equivalence groups (click on **Add group**) to make it clear which foreign activity/activities correspond to the ones to be recognised and included in your study plan



HOW TO FILL IN YOUR LA

For each course included in your study plan, you can indicate:

- ✓ an **equivalent course** for contents and credits to be completed abroad
- ✓ **more than one equivalent course** to be completed abroad in order to comply with the condition for which greater discrepancies than 2 credits for each single group of correspondence or 4 credits on the total amount to be recognised **are not allowed**.

Note: 1 ECTS=1 CFU (Italian credit)

Examples:

Attività estere	Attività da riconoscere
English-"Grammar", Level B2 05-832 - 3 ECT English- "Global Topics A", Level B2 05-813 - 3 ECTS ECTS totali 6	59961 - LINGUA INGLESE E LABORATORIO II - 8 CFU CFU totali 8

Attività estere	Attività da riconoscere
Introduction to political Science 24-101.10 - 4 ECTS Introduction to political theory and history of political thought 24-102.10 - 4 ECTS ECTS totali: 8	88015 - SCIENZA POLITICA - 10 CFU CFU totali: 10



HOW TO FILL IN YOUR LA: TOTAL CREDITS AND ELECTIVE COURSES

In case of a stay **from 3 to 6 months**, BA students cannot select a total CFU higher than **30** while MA students can achieve **32**; **from 7 to 12 months**, BA students can achieve a total CFU of **60** while MA students can indicate till **64** CFU.

It is always possible to indicate activities to be inserted in the GROUP OF ELECTIVE COURSES (TAF D)

☐ by directly selectioning the elective learning activity available in your didactic plan or indicating CFU in SSD (subject group/scientific field);

☐ this implements flexibility in evaluation since it is enough that the foreign activity is scientifically consistent with one of the SSD/Subject groups foreseen by the Degree Programme Board;

☐it is also permitted to indicate CFU in excess to those useful to graduate (20 CFU for the first cycle degree SID, DIS curriculum; 8 for the second cycle degree in IPE).



HOW TO FILL IN YOUR LA: ELECTIVE COURSES

You can include **ELECTIVE COURSES** in your LA by

- ✓ indicating an equivalence with one of the elective courses of your study plan
- ✓ indicating CFU in the coherent **Scientific Disciplinary Sector (SDS-SSD)** only among the ones established by your degree programme Board

This allows more flexibility in choosing courses

See the **SDS-SSD** in your Course Structure Diagram, **section elective courses** suggested by your degree programme Board

For example you can indicate Language courses in one of the foreign languages indicated by the degree program regulations

It is possible to insert more than 20 or 8 elective credits, even if they will be additional credits (i.e. not required to graduate).



HOW TO FILL IN YOUR LA ELECTIVE COURSES

Example:

ATTIVITA' ESTERA

Economic Growth - 6 ECTS

ATTIVITA' ESTERA

Umwelt und Klima in der politikwissenschaftlichen
Analyse - 15007 - 3 ECTS

Environment and Development - 15038 - 5 ECTS

ATTIVITA' DA RICONOSCERE

8 CFU di SECS-P/01

ATTIVITA' DA RICONOSCERE

10 CFU di SPS/04

NOTE: even if you have already included in your LA the 20 or 8 elective credits included in your study plan, **please remind to submit your online study plan too, selectioning the elective courses** (you would like to attend in case you do not pass one or more electives courses abroad) and **comply with the deadlines established by your degree programme board.**

If you complete the elective credits abroad, according to your LA, you will not have to take also the ones indicated in your study plan

On the other hand, in case you do not pass an elective activity abroad or for any other reason, you will have to take the elective/s included in your study plan.



HOW TO FILL IN YOUR LA: INTEGRATED COURSES

It is possible to include in your LA even **one component of an integrated course**

Example: **STORIA ECONOMICA DELL'EUROPA CONTEMPORANEA (C.I.):**

A. MIGRATION TO AND FROM EUROPE - 4 CFU: completed and recognized at the end of the mobility period – mark converted into Italian grading system 25;

B. STORIA ECONOMICA DELL'INTEGRAZIONE EUROPEA- 6 CFU: not included in your learning agreement ☒ to be completed in Italy at the end of the mobility period – mark 30.

After the recognition of the component completed abroad **(A)**, the integrated course on AlmaEsami – for ex. *STORIA ECONOMICA DELL'EUROPA CONTEMPORANEA (I.C.)* – will show only the credits of the component still to be taken in Italy B (6 CFU). After completing the module in Italy, the teacher registers the mark of the integrated course: *STORIA ECONOMICA DELL'INTEGRAZIONE EUROPEA- 6 CFU* mark: 30.

Only after the registration of the mark of this component, you will be able to see the registered marks for both components by printing a certificate on studenti online:

<https://studenti.unibo.it/sol/studenti/certificati.htm?execution=e4s1>

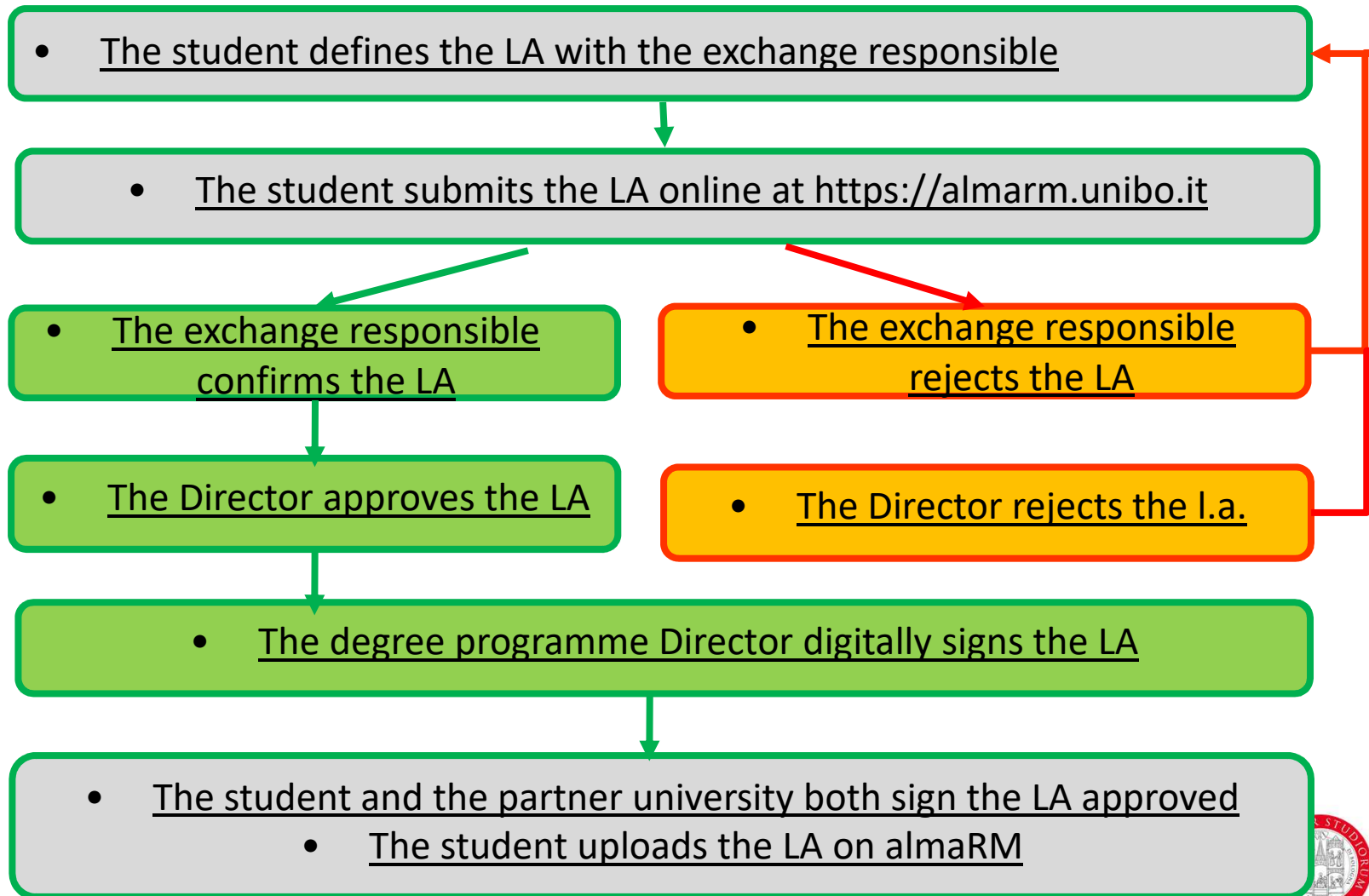


PARTIAL RECOGNITIONS AND SUPPLEMENTARY ACTIVITIES

In case the student has not obtained the expected number of CFU – for example, following an exam failure–**integrative learning activities** will be envisaged: during the phase of recognition, the exchange coordinator will cut down the missing CFU from the total amount of credits to be recognized. The recognition request will have to be validated and approved and the Student Administration Office will then create the integrative activity that the student is expected to take and pass, as any other exam. The average grade between (one or more) learning activities will be calculated by the Student Administration Office and not by the exchange coordinator.



LA: APPROVAL PROCESS



LEARNING AGREEMENT CHANGES

Before submitting any change to your learning agreement on AlmaRM, please ask for a preliminary approval to the host university and to the Teacher Responsible for the exchange

- The changes should be submitted **within 5 weeks** of the start of the lectures at the host University. It is up to the student to check specific deadlines required by the host university.
- It is possible to change your LA **a maximum of two times**, generally **once for each semester**.

The changes must be submitted on AlmaRM by repeating the process followed when preparing the initial Learning Agreement

- you will be notified of the approval/rejection of the proposed changes by your Degree Programme Director within **2 weeks of the request submission date**
The amended LA must be approved within the end of your mobility!
- After the approval, you may PRINT a copy of the changes of your LA digitally approved from “LEARNING AGREEMENT APPROVAL” section in AlmaRM. In case the host university requires a copy with the stamp and handwritten signature, ask for it to the International Relations Office



RECOGNITION OF THE ACTIVITIES COMPLETED ABROAD

At the end of the exchange mobility period you have

- ✓ to obtain the **TRANSCRIPT OF RECORDS (TOR)** or the certificate confirming preparation of the dissertation/internship from the host University and upload it to AlmaRM :
- if you have a paper copy, deliver the original copy to International Relations Office
- if you received the **ToR** by email, forward the institutional email of the host university including the **ToR** in pdf in attachment to the International Relations Office
- the host University can send the **ToR** directly by email to campusforli.uri@unibo.it

- ✓ Submit the **REQUEST FOR RECOGNITION (within 5 November 2023)** indicating:
 - the activities completed abroad
 - the mark obtained for each activity
 - If you REQUEST THE RECOGNITION of the equivalent course in your study plan (according to the last learning agreement approved)

NOTE: The recognition of the activities is carried out according to **the last learning agreement approved**, therefore if you need to submit any change, please note that the evaluation board can approve or refuse it.

Please carefully check your request: after the approval, it will be no more possible to recognize further activities, besides the ones indicated in the request itself



APPROVAL PROCESS AND GRADE CONVERSION

After you submit your request:

1. the Teacher responsible of your exchange validates your request (or rejects it asking for changes) and **proposes the grade conversion** (into the Italian grading system)
1. → the recognition is assessed and approved by the Degree Programme Director
2. → your academic career will be updated by the **STUDENT ADMINISTRATION OFFICE** within 5 weeks from the date of the request submission
1. The grade conversion is carried out according to the ECTS grading system available at <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/the-university-system/ects-label/the-ects-grading-scale>.



in case of rejection on the partner University, students cannot be placed with an alternative institution

PLEASE NOTE THAT



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CONTACTS

International Relations Responsible

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Prof.ssa Sabrina Ragone- sabrina.ragone2@unibo.it

For information about learning agreement, recognition of the activities completed abroad, partner universities info, Erasmus agreement, grant, certificate of period etc..

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