

# Erasmus+ Mobility for Studies a.y. 22-23

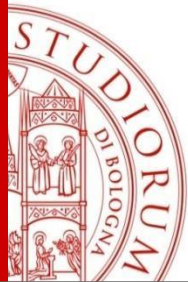
**\*\*\*INFORMATION FOR ERASMUS+ GRANT HOLDERS\*\*\***

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## Department of Legal Studies

LLM in Legal Studies (LEGS)

29/04/2022

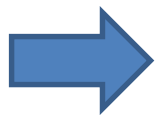


## ERASMUS+ STUDY A.Y. 2022-23

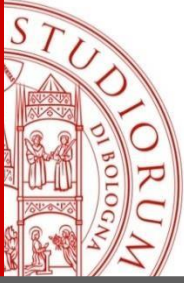
Grant holders can read carefully the **Erasmus+ 2022-23 guide** available on your AlmaRM homepage and read the answers to the FAQ on this page:

<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/information-for-erasmus-grant-holders>

- [EU, Switzerland and UK](#)
- [non-EU destinations](#)

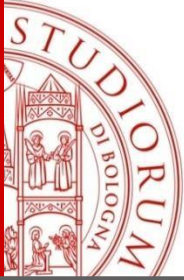


application procedure, extension, reduce the period of stay, withdraw, scholarship compatibility, Online Linguistic Support (OLS), Learning Agreement, deadlines, accomodation, etc.



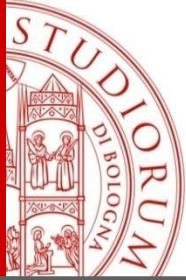
# VISAS AND HEALTH INSURANCE

- **EU Students:** if you are staying in an **EU country**, you just need your **identity card**. Check that it has not expired and will not expire while you are abroad.
  - For **healthcare** in EU countries, you will need a **European Health Insurance Card** (ex. TEAM card), which can be used in different ways depending on your destination. Before leaving, please check with your host institute on how to use the local health services.
- **UK** is still part of the Erasmus +program as Partner country, which means that UK destinations follow the same mobility and financial rules of the EU destinations. However, entry rules to **UK** are different: students (EU and non-EU citizens) are recommended to keep in touch as soon as possible with **UK diplomatic institutions** (embassies/consulates) in order to get **updated information about VISA and health insurance**.
  - Some information will be sent to selected students **directly by the UK universities** once the application procedures will be completed. Meanwhile, official and updated information are available at the following page: <https://www.gov.uk/check-uk-visa>
  - **VISA and health insurance fees**, along with other costs related to the entrance to UK or to the acceptance by the UK University will not be covered by the University of Bologna.
  - Estimated costs: one semester study visa (£ 186); one year study visa (£ 348)



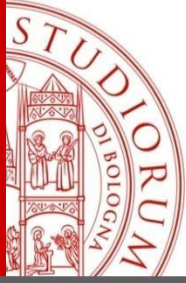
# VISAS AND HEALTH INSURANCE

- If you are a **NON-EU citizen** enrolled at the University of Bologna, you must 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.).
- You can download the certification attesting that you have been awarded an exchange place directly from AlmaRM, if requested for visa purposes by the Consulate, or you can contact the Mobility for Study Office ([erasmus@unibo.it](mailto:erasmus@unibo.it)). Please also check the deadline for submitting your application form, as some foreign institutions have different deadlines for non-EU students.
- We suggest students in need of **release/renewal of Italian permit of stay** to start well in advance the procedure before leaving for the Erasmus destination: some universities ask for a copy of the valid permit of stay already during the application phase and the procedure for the permit of stay release/renewal can last several months.
- For support please get in touch with our International Desk ([incoming.diri@unibo.it](mailto:incoming.diri@unibo.it))



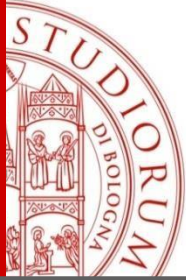
# APPLICATION PROCEDURE

- The Mobility for Study Office sends **students' nominations** to host universities starting from 31 March 2021, following partners' provisions. Nominated students must then apply to the foreign institution for admission.
  - Selected students are responsible for checking the **application procedure** and **deadlines** and the specific requirements (linguistic, enrolment, access to degree programmes) of the host universities, by consulting their websites or contacting them directly.
  - If you have not been contacted by the host institution you can **contact them directly** (searching for their Incoming Erasmus Office).
  - Check information and contact on the **host institution Fact Sheet** available on AlmaRM.
  - In case of rejection on the partner University, students cannot be placed with an alternative institution.
  - **Language certification**: an increasing number of universities require better than A2 language skills and, in some cases, an international language certificate (e.g. TOEFL or IELTS). Please check with your host University!
- Please mind that mobility students are required to **renew their enrolment at UniBo** for the **2022/2023** academic year (and to **pay the relevant tuition fees**) by the set deadlines.
  - Erasmus+ students do not have to pay tuition fees to the host university



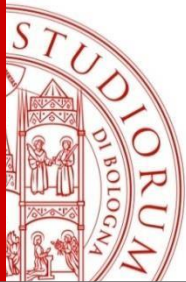
# MOBILITY START/END DATES AND DURATION

- The host institute will establish the **mobility start date**. You are responsible for obtaining this information. If the foreign institute does not provide precise details, you must decide based on the start date for lectures -> check the partner's **Academic Calendar!**
- The mobility period envisaged in the mobility agreement might not coincide with the duration of the semester at the host institute. There is no need for authorization if you have to **come back early** with respect to the duration indicated in the contract; upon your return and based on your **attendance certificate**, the mobility office will inform you about the grant repayment due for the mobility period not used. If, however, the semester in question is longer than the number of study grant months assigned via the call for applications, students must request an extension prior to the deadline (see the section on extensions).
- The **actual duration of your mobility** will be calculated on the dates stated onto your **attendance certificate**. The **scholarship** will be re-calculated at the end of your exchange on the actual duration. Please mind that only the mobility period performed in a physical mode will be financed, according to the rules listed in the mobility agreement.



# WITHDRAW

- If you decide to withdraw from the mobility programme after acceptance, you must communicate this **via AlmaRM**: see OUTGOING MOBILITY and click on the Withdraw button.
- Official withdrawal **by 31/07/2022** will enable the mobility office to contact the next eligible student on the ranked list.
- You can always withdraw from the mobility programme, even if you already started or ended the mobility. However, if you already received the grant, you must refund the total amount. The request to refund the grant will be sent by email to the student's institutional email address (@studio.unibo.it) with the relevant information.
- The withdrawal is a **permanent action**. In case you formalise your withdrawal onto AlmaRM, your status cannot be reverted anymore.
- If you fail to return the ERASMUS+ scholarship within the payment term, your enrolment will be suspended

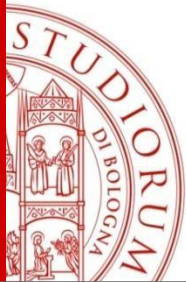


# FUNDINGS

## Erasmus+ grant

- The **Erasmus+ funds** are granted to all the students selected for an EU exchange place, without any further application. However, students can apply for the **MUR additional contribution**, which is calculated on your Equivalent Financial Situation Indicator – ISEE.
- The Erasmus+ grant is paid comprising the **total of all monthly amounts** envisaged for the exchange period and consisting of a grant from the European Union and a supplement by MUR (if foreseen).
- The European Union grant is €350/300/250 per month, depending on the destination 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, Republic of Northern Macedonia, Turkey.





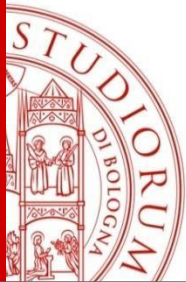
# FUNDINGS

## MUR grant

- The **MUR grant** is calculated based on your **Equivalent Financial Situation Indicator – ISEE**.
- Please find below the table with the monthly amounts to be awarded as MUR additional contribution to the Erasmus + grant, according to the ISEE range:

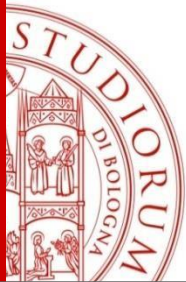
ISEE RANGE	MIUR ADDITIONAL CONTRIBUTION AMOUNTS X MONTH <sup>1</sup>
ISEE ≤ 13.000	€ 400,00
13.000 < ISEE ≤ 21.000	€ 350,00
21.000 < ISEE ≤ 26.000	€ 300,00
26.000 < ISEE ≤ 30.000	€ 250,00
30.000 < ISEE ≤ 40.000	€ 200,00
40.000 < ISEE ≤ 50.000	€ 150,00
ISEE > 50.000	€ 0

- The **first 50%** of this grant will be paid at the same time as the Erasmus+ grant.
- The **remaining 50%** of the MUR grant will be paid at the end of the mobility period (lasting at least 60 days of physical mobility).
- Further and **detailed information** about the procedure to be followed in order to obtain the MUR additional contribution, and its deadlines, will be inserted in the **next update of the dedicated guide**: <https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/information-for-erasmus-grant-holders>



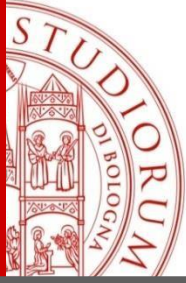
# FUNDINGS

- Students who **do not submit ISEE**, who do not complete the economic data section or who do not send the documentation concerning income and assets abroad within the deadlines, those whose ISEE is **higher than €50,000**; and those enrolled as “fuori corso” from the second year onwards, regardless of their economic situation, will not receive the MUR additional contribution, but only the regular erasmus+ grant.
  - The grant is calculated based on the **actual period spent abroad**, from the arrival date to the departure date indicated on the certificate of dates.
  - If the actual duration is lesser than the expected, the mobility for study office could ask you to **refund** part of the first instalment. Mobility periods performed in a **virtual mode** (remote learning without going at the host country) won't be funded.
  - **Funding for the approved extension** will be paid at the end of the mobility period.
  - 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.
- **GREEN TRAVEL:** the new Erasmus+ program foresees the “**green travel support**” for participants taking sustainable and environmentally friendly means of transportation to the mobility destination. Further info will be published on the guide as soon as possible.



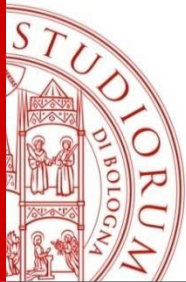
# FUNDINGS

- The **timing of the payment** depends on when the certificate is uploaded, i.e.:
  - Certificate uploaded to AlmaRM by **12 September 2022**: payment made by 30 September 2022
  - Certificate uploaded to AlmaRM by **12 October 2022**: payment made by 31 October 2022
  - Certificate uploaded to AlmaRM by 14 November 2022: payment made by 30 November 2022
  - Certificate uploaded to AlmaRM by 1 December 2022: payment made by mid-December 2022
  - Certificate uploaded to AlmaRM by **13 February 2023**: payment made by 28 February 2023
  - Certificate uploaded to AlmaRM by **13 March 2023**: payment made by 31 March 2023
  - Certificate uploaded to AlmaRM by 12 April 2023: payment made by 28 April 2023
  - Certificate uploaded to AlmaRM by 12 May 2023: payment made by 31 May 2023
- The scholarship will not be delivered during January 2023




# LEARNING AGREEMENT

- The **Learning Agreement (LA)** is the official study plan to be completed abroad. The approval process is carried out on-line via AlmaRM, as follows:
  - SUBMISSION** of the Learning Agreement by the student
  - VALIDATION** by the teacher responsible for the exchange
  - APPROVAL** by the relevant Degree Programme Board (Director)
- Your LA has to be approved and signed **before your departure**. It takes a long time to prepare the LA, so start immediately!
- The **International Mobility Office of Law** can assist students (before and during the mobility) for doubts concerning your LA.



# LEARNING AGREEMENT RULES – LM in “Legal Studies”

<https://corsi.unibo.it/2cycle/legal-studies/international-mobility-programmes-approval-amendments-and-recognition-of-learning-activities/>



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

## SECOND CYCLE DEGREE/TWO YEAR MASTER IN LEGAL STUDIES

HOME PROGRAMME ADMISSION STUDYING OPPORTUNITIES NOTICE BOARD CONTACTS

IT EN

HOME / OPPORTUNITIES /

### International mobility programmes: approval, amendments, and recognition of learning activities

General information and administration procedures

#### INTERNATIONAL MOBILITY PROGRAMMES

Erasmus+ is the European Union's main programme to support education, training, youth, and sport, and comprises all the previous programmes activated in different fields of education (LLP, Youth in Action, Erasmus Mundus, Tempus, Alfa, Adulink and the programme of cooperation with industrialized countries).

The [Erasmus+ Study programme](#) allows students to spend time abroad studying or training (through the [Erasmus+ Traineeship](#)) between three to twelve months at a European institute that signed the Erasmus+ 2021-27 agreement.

[Overseas](#) is the mobility exchange programme that promotes mobility in extra-EU countries and allows students to study at a partner University that has signed a mobility agreement with the University of Bologna. The programme offers students the opportunity to attend courses and, in some specific cases, take part in research for dissertation purposes, attend courses of oriental languages or work as an Italian foreign language assistant.

#### ADMINISTRATION PROCEDURES

Information regarding the required procedures to approve, modify and get recognition of the activities completed abroad within an international mobility programme are available here:

- [How to fill in and submit the Learning Agreement](#)

#### CONTACTS

INTERNATIONAL MOBILITY OFFICE -  
DEPARTMENT OF LEGAL STUDIES  
EMANUELE GAIBA

Email: [aform.mobintgiuribo@unibo.it](mailto:aform.mobintgiuribo@unibo.it)


Tel: +39 0512084092

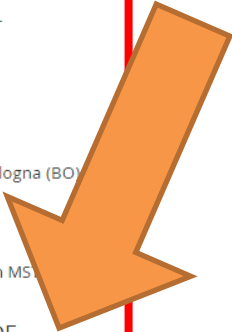
Indirizzo: Via Filippo Re 8, 40126 Bologna (BO)

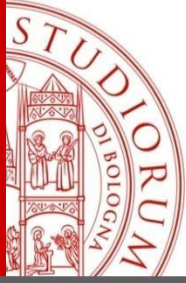
Phone Hours:  
Monday-Friday: 9.00-12.00

It's possible to book appointments on MS

#### RULES FOR RECOGNITION OF LEARNING ACTIVITIES COMPLETED ABROAD WITHIN AN INTERNATIONAL MOBILITY PROGRAMME

 [Rules for the recognition of the learning activities - LEGS.](#)  
[ .pdf 357Kb ]

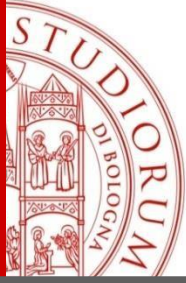




# LEARNING AGREEMENT

## General Rules

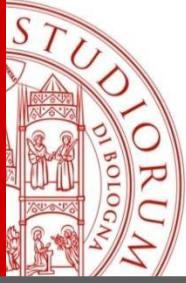
- In order to hold the status of Erasmus+ Study student and the study grant, students must complete and obtain recognition of **at least one teaching activity** (without a minimum of CFU) during the mobility.
- Usually, foreign institutions let students complete up to 60 ECTS for a one-year exchange and **up to 30 ECTS for a one-semester exchange**. Students have to check with the partner institution for possible **minimum amount** of credits.
- Before presenting the Learning Agreement, it is necessary to check the **course units available** at the foreign institution by contacting the local Incoming Erasmus Office, in case of any rules or restrictions.
- It is not possible to request the recognition of teaching activities already completed in Italy.



# LEARNING AGREEMENT

## General Rules

- **When?** Students leaving for the 1° semester/full academic year must present the Learning Agreement (LA) on AlmaRM between **May-June**, in the previous academic year; students leaving for the 2° semester must present it between **October-December**. Students awarded with the study grant will receive an automatic e-mail when they will be able to present the LA on AlmaRM.
- When filling in the LA, students are advised to insert (1) the **link to the foreign institution's educational offer** (field "Link al course catalogue presso l'ente ospitante") and (2) possible **notes** - integrations and related CFU amount agreed with the Professor in charge of the exchange in the field "Comunicazioni al docente e/o al Consiglio di Corso di Studi da parte dello studente") of AlmaRM.
- **UK:** the system used in most of the English universities has the total of their credits equal to twice the ECTS/CFU. Thus, 15 UK credits are equal to 7,5 CFU. Students are advised to contact the Incoming student office of the foreign institution for further information.

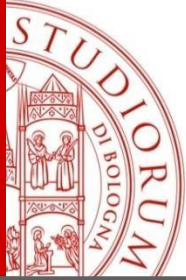


# LEARNING AGREEMENT

## Recognition of the teaching activities

- It is possible to take abroad **all the teaching activities** forecast in the study plan of the 2 years master degree programme in “Legal Studies” if there are **coherency** and **consistency** between the syllabi;
- The student will have to **submit the syllabi** of the courses founded abroad directly to (1) the Professor in charge of the bilateral agreement and (2) the Coordinator of the Course (Professor Daniele Senzani) with adequate notice through one single email.
- The approval should be received **before the official presentation of the Learning Agreement (LA) on AlmaRM.**
- **Possible roundings** should be given up to **1 credit (CFU/ECTS)** for each activity.
- In case of teaching activities abroad that are composed by sub-courses (Integrated Course, in Italian: C.I.), the student may ask the **recognition of one part module** and take the other one/ones, once back in Italy. The student will have to check in advance with the Professor and Coordinator regarding the content of the courses.





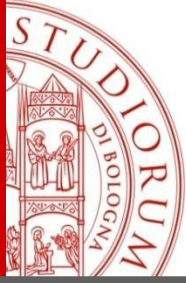
# LEARNING AGREEMENT

## RECOGNITION OF FREE CHOICE ACTIVITIES

- Regarding the 12 cfu of the **free choice activities** planned in the 2° year, students will be able to ask the recognition of any course taken within Departments of Law, Economics, Management and Political Sciences abroad. The activities should be related to the scientific disciplinary sector planned in the programme regulation and the number of credits obtained abroad will be recognised.
- **Possible roundings** should be given up to **1 credit (CFU/ECTS)** for each teaching activity.

## RECOGNITION OF OTHER ACTIVITIES:

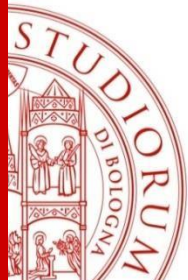
- Activities such as the LABORATORY and SEMINAR can be taken abroad.
- Those activities will be recognized for one or more activity even without numerical grade (“Pass/Fail” courses, in Italian: “Idoneità”).
- Please note that the INTERNSHIP can be taken abroad but with the dedicated Erasmus+ Traineeship programme.



# LEARNING AGREEMENT RULES – LM in “Legal Studies”

## RECOGNITION OF LANGUAGE COURSES:

- **Language courses** taken abroad can be recognized within the Free Choice Activities if certified on the official Transcript of Records, on the Erasmus Intensive Language Course (EILC) certificate, or on a certificate issued by the partner University stating the correspondent hours and the number of credits.
- Only language courses taken in the **official language(s) of the country** or the language of the **teaching activities** will be taken into consideration for the recognition.



# LEARNING AGREEMENT (AlmaRM)

## Some Examples

### Dati generali sul learning agreement

Data presentazione	28/12/2020 10:26
Stato	Approvato <input checked="" type="checkbox"/>
Versione	1.1
Corso di studi:	9062 - LEGAL STUDIES
Dipartimento:	DIPARTIMENTO DI SCIENZE GIURIDICHE
Anno di corso durante lo scambio:	2
Tipologia di attività da svolgere all'estero:	Studio
Link al course catalogue presso l'ente ospitante:	<a href="https://www.tilburguniversity.edu/education/exchange-programs/courses/">https://www.tilburguniversity.edu/education/exchange-programs/courses/</a>
Dichiaro di acquisire le seguenti competenze linguistiche entro l'inizio del periodo di scambio:	Inglese B2
Comunicazioni al docente e/o al Consiglio di Corso di Studi da parte dello studente (ATTENZIONE: tali note saranno riportate sul documento ufficiale):	
Dati validazione:	validazione registrata da Giangiacomo D'Angelo in data 30/12/2020 09:33
Dati approvazione:	approvazione registrata da Emanuele Gaiba in data 07/01/2021 12:40
Documento di approvazione:	<a href="#">LA - IDDA 1.0.pdf</a>
Learning Agreement firmato:	<a href="#">Learning Agreement - Mara Idda.pdf</a> Il documento è stato validato da Eleonora Miotto in data 01/09/2021
Le attività formative inserite comportano una variazione al piano di studio presentato?:	No



Tilburg University

### Gruppo di corrispondenza 1

#### Attività estere

- Intellectual property - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 74767 - COPYRIGHT LAW - 6 CFU

### Gruppo di corrispondenza 2

#### Attività estere

- Tax and Technology - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 91392 - TAX LAW - 6 CFU

### Gruppo di corrispondenza 3

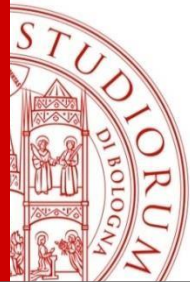
#### Attività estere

- Administrative law - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 91377 - ADMINISTRATIVE LAW - 6 CFU



# LEARNING AGREEMENT (AlmaRM)

## Some Examples



### Gruppo di corrispondenza 1

#### Attività estere

- INTERNATIONAL HUMAN RIGHTS LAW - 6 ECTS - Primo semestre - Attività presso il partner

ECTS totali: 6

#### Attività da riconoscere

- 91430 - FUNDAMENTAL RIGHTS - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 2

#### Attività estere

- INTERNATIONAL CRIMES AND GROSS HUMAN RIGHTS VIOLATIONS - 6 ECTS - Primo semestre - Attività presso il partner

ECTS totali: 6

#### Attività da riconoscere

- 71880 - CRIME, PUNISHMENT AND SOCIETY - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 3

#### Attività estere

- SETTLEMENT OF INTERNATIONAL DISPUTES - 6 ECTS - Primo semestre - Attività presso il partner

ECTS totali: 6

#### Attività da riconoscere

- 91420 - TRANSNATIONAL AND INTERNATIONAL CIVIL LITIGATION - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 4

#### Attività estere

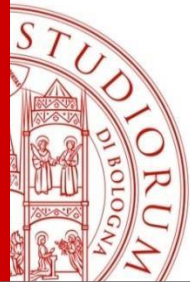
- INTERNATIONAL HEALTH LAW - 6 ECTS - Primo semestre - Attività presso il partner

ECTS totali: 6

#### Attività da riconoscere

- 91415 - EU HEALTH LAW - 6 CFU

CFU totali: 6



# LEARNING AGREEMENT (AlmaRM)

## Some Examples



### Gruppo di corrispondenza 1

#### Attività estere

- Political Economics - 5 ECTS

ECTS totali: 5

#### Attività da riconoscere

- 28557 - ECONOMICS - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 2

#### Attività estere

- European Competition Law - 5 ECTS
- International Investment Law - 5 ECTS

ECTS totali: 10

#### Attività da riconoscere

- 91413 - EUROPEAN ANTITRUST LAW - 6 CFU
- 77908 - INTERNATIONAL TRADE AND INVESTMENT LAW - 6 CFU

CFU totali: 12

### Gruppo di corrispondenza 3

#### Attività estere

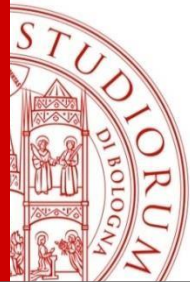
- European Corporate Governance - 5 ECTS

ECTS totali: 5

#### Attività da riconoscere

- 94529 - CORPORATE LAW - 6 CFU

CFU totali: 6



# LEARNING AGREEMENT (AlmaRM)

## Some Examples

### Gruppo di corrispondenza 1

#### Attività estere

- Advanced European Law (IER4006) - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 85407 - [91369] [ INTERNATIONAL AND SUPRANATIONAL LAW (I.C.)]; EU CONSTITUTIONAL LAW - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 2

#### Attività estere

- Public International Law (IER4021) - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 91368 - [91369] [ INTERNATIONAL AND SUPRANATIONAL LAW (I.C.)]; FOUNDATIONS OF INTERNATIONAL LAW - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 3

#### Attività estere

- European Competition Law (IER4009) - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 91413 - EUROPEAN ANTITRUST LAW - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 4

#### Attività estere

- Global Tax Policy and Governance (TAX4014) - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 91392 - TAX LAW - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 5

#### Attività estere

- Comparative Company Law (PRI4004) - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 94529 - CORPORATE LAW - 6 CFU

CFU totali: 6

### Gruppo di corrispondenza 6

#### Attività estere

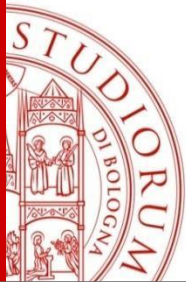
- The Law of the Economic and Monetary Union (IER4020) - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

- 91417 - FINANCIAL MARKETS LAW - 6 CFU

CFU totali: 6

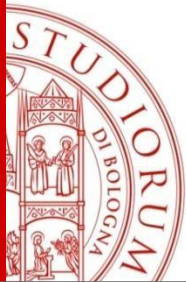


# MOBILITY AGREEMENT

- The mobility agreement governs the principal **rights/duties of Erasmus+ students** during the mobility period.
- All students must read, complete, print and sign the **mobility agreement** BEFORE LEAVING. Here, you will be asked to provide your bank account details, we will use to deliver the scholarship. Upload just one pdf file (max 2 Mb) consisting of a completed and signed “Mobility Agreement” to your AlmaRM homepage.
- Signing your Mobility Agreement implies the acceptance of the LA approved by your Degree Programme Board. Please, be aware you must upload all the pages of your mobility agreement!
- You will be able to sign the mobility agreement only once your approved learning agreement (.pdf version) is uploaded onto your AlmaRM homepage

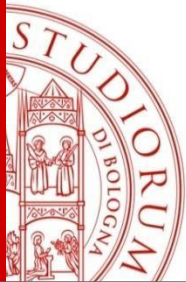






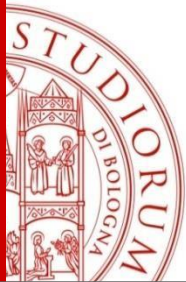
## WHILE ABROAD: SIGNED LA

- If there is no need to amend it, print the Learning Agreement approved by your Degree Programme Board from AlmaRM, get the host university **signature and stamp** and then sign it and upload the document to AlmaRM in pdf format.
- Only the uploading and validation of a Learning Agreement that has been approved and signed by the University of Bologna, the host university and you (the student) will allow you to upload your attendance certificate. This step is required in order to properly accomplish the “After Returning” paperwork.
- Should you need to amend your Learning Agreement, please wait and request the foreign institute to sign the amended Learning Agreement **ONLY AFTER** it has been approved by your Degree Programme Board. Then upload the final version of the Learning Agreement approved and signed by all parties.



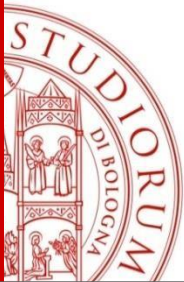
# WHILE ABROAD: EXTENSION

- You can request a study period extension by following this PROCEDURE:
- If the host university agrees to the extension, obtain a signature for the “Request for Extension” form, which can be downloaded from the **REQUEST FOR EXTENSION** section of AlmaRM; upload the **completed and signed document** in pdf format to AlmaRM
- Before applying for extension, an **informal agreement with the UNIBO academic coordinator** is highly recommended.
- **DEADLINE:** the extension should be requested up to one month prior to the mobility end date initially planned at the time of leaving.
- Authorised extensions will prolong your Erasmus+ status and will give you the right to **funding** (both EU and MUR scholarship, if foreseen). The grant related to the extension period will be **paid at the end of the whole mobility period**.
- All extensions that are carried out (even when authorised) will be included when calculating the 12-24 months which can be used in each cycle, in accordance with the Erasmus+ regulations.
- Unauthorised extension will not give you the right to funding.
- The Erasmus period must, in all cases, end by 30 September 2023.



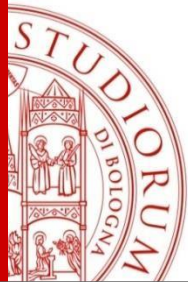
# ATTENDANCE CERTIFICATE

- At the end of the mobility period, before leaving the host institution, you must request a final attendance certificate that states the official and actual end date of your mobility period.
- You can use the form downloadable from AlmaRM, under the “**ATTENDANCE COMMUNICATION**” section, or another form on the partner university's letterhead that has been duly completed and signed. The return certificate must be uploaded to AlmaRM in pdf format.
- Please bear in mind that the **minimum duration allowed is 60 days** of physical mobility.
- Eventual virtual mobility periods won't concur to the 60 days requested by the Erasmus+ program to make your mobility eligible for funding. PhD students can perform short mobility periods, with a duration between 5 and 30 days. Further and detailed information will be published on this guide as soon as available.
- The **grant** amount is calculated **according to the dates certified for the physical mobility** by the host university as stated on the final attendance certificate. You are responsible for checking these dates before uploading the document to AlmaRM. No subsequent changes and/or corrections to this document will be allowed.



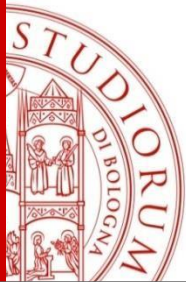
# TRANSCRIPT OF RECORDS (ToR)

- At the **end of your exchange period**, you must obtain information from the international relations offices of the host university about the **Transcript of Records** (a certificate stating the learning activities completed by you, together with the related credits and grades). The ToR is needed to obtain recognition of the activities you have successfully completed.
- Many host universities send the ToR directly to students, or to the International Relations Offices of UNIBO, after a few weeks. In the latter case, you will be informed by email. In both cases, you are **responsible** for requesting the issue of the ToR to avoid delays in the recognition of your credits.
- The hosting University should issue **ECTS table and grading scale** together with your ToR; if not, we suggest you to ask for them. Those tools, in fact, can be very useful to the relevant UNIBO coordinator during the grade conversion process.



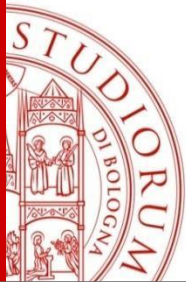
# UPON YOUR RETURN: CERTIFICATE OF DATES & QUESTIONNAIRE

- Upload the “**Final Attendance Certificate**” (see point 5 above) in pdf format to AlmaRM in the “RETURN COMMUNICATION” section.
- **DEADLINE:** within 15 DAYS of the mobility period end date and, in any case, no later than 7 October 2023.
- **Complete the online questionnaire** (Erasmus+ participant report) that is sent to your institutional email address a few weeks after your return. The online questionnaire will be automatically sent from an EU institutional email address and the subject line of the email will be “Erasmus+ participant report”. From the end of January to the end of October, during the last week of each month, the mobility for study office will report to the European Commission (EC) the mobility data of students who got the final attendance certificate approved onto AlmaRM. After uploading those data on the EC database, the mobility for study office will send an informative email to the relevant students in order to make them aware they will receive the individual participant report email, usually within 72 hours. During this time, we do highly recommend to regularly check the institutional email address (SPAM folder included).
- **DEADLINE:** within 15 days of your receipt of the email request



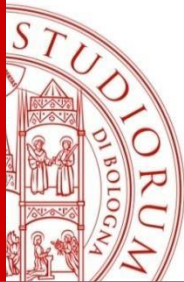
# UPON YOUR RETURN: RECOGNITION OF ACTIVITIES

- Your Degree Programme Board is responsible for **recognising** the activities completed abroad.
- Procedure:
  - upload the Transcript of Records to the relevant section of AlmaRM
  - submit the request for recognition via AlmaRM, following the related instructions shown on AlmaRM
- **DEADLINE:** 5 November 2023
- You can check on the **dedicated section** “Getting recognition for activities completed abroad” and the **ECTS grading table** regarding the conversion of grades:  
<https://corsi.unibo.it/2cycle/legal-studies/international-mobility-programmes-approval-amendments-and-recognition-of-learning-activities>



# ONLINE LINGUISTIC SUPPORT (OLS)

- The Erasmus+ programme offers **On-line Linguistic Support (OLS)** to Erasmus+ students. This enables them to **assess their language skills** both before and after the mobility period and, if appropriate, take an **on-line language course during the Erasmus period**, in one of the following languages: English, French, German, Spanish, Dutch, Portuguese, Bulgarian, Czech, Danish, Greek, Croatian, Hungarian, Polish, Romanian, Slovak, Finnish, or Swedish.
- How does it work? OLS participation is **compulsory** for all students selected to participate in the Erasmus+ programme.
- The Erasmus office of the University of Bologna allocates the **digital licenses through the OLS official** IT tool between the end of June and the end of July.
- If your pre-departure assessment test level is **less than B2**, you will automatically receive a licence to take an online language course that, unlike the test, is not compulsory. If your assessment test level is **B2 or higher**, the system will not automatically assign you a licence, but you can still request one from the mobility office. In this case, you can request a course in either the language of the test or the language of the destination country (if available in OLS). Students who obtain C2 level at the first assessment test do NOT have to take the second assessment.
- Useful information on the UNIBO Portal: <https://www.unibo.it/en/international/Studyingabroad/General-information-on-Erasmus/the-online-linguistic-support-ols/>



# CONTACTS

Dott. Emanuele Gaiba

**International Mobility Office – Law**

Via Filippo Re, 8 Bologna

[aform.mobintgiuribo@unibo.it](mailto:aform.mobintgiuribo@unibo.it)

Tel. +39 051 2084066 (09-12:00)

**DIRI – Mobility for Study EU Office**

Palazzina della Viola

Via Filippo Re, 4 Bologna

[erasmus@unibo.it](mailto:erasmus@unibo.it)

Tel. +39 051 2088100