

# Erasmus+ Mobility for Studies a.y. 24/25

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

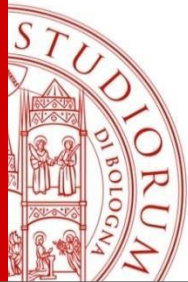
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## Department of Legal Studies

LM in Legal Studies (LEGS)

23/04/2024

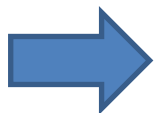
Emanuele Gaiba



## ERASMUS+ STUDY A.Y. 2024/25

Grant holders can read carefully the general information for **Erasmus+ grant holders** 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>

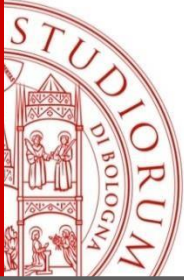
You will find information regarding:



application procedure, extension, reducing the period of stay, withdraw, scholarship compatibility, Online Linguistic Support (OLS), Learning Agreement submission and procedure, etc.

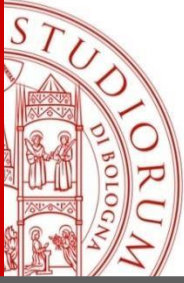
You will find the file **Preliminary information for selected students** Erasmus+ a.y. 2024/25 for EU and non-EU countries

The **complete Winner Guide a.y. 2024/25** will be available from May 2024 on the same page.



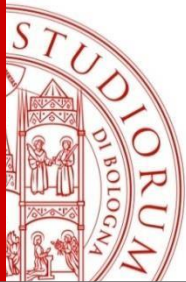
# VISAS AND HEALTH INSURANCE

- **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)



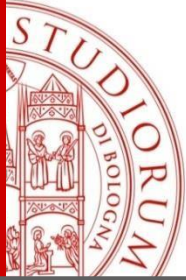
# VISAS AND HEALTH INSURANCE

- 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 Erasmus 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 additional support and specific guidance, please get in touch with our **Exchange Student Desk** ([exchange.students@unibo.it](mailto:exchange.students@unibo.it))



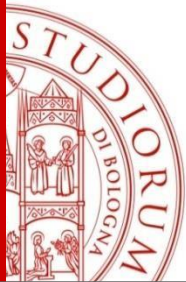
# APPLICATION PROCEDURE

- Students' nominations have been sent to host universities from March 2024. 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. Please mind that you can download the transcript of records of your career directly from AlmaRM.
- If you are leaving in 1<sup>st</sup> Semester a.y. 24/25 and you have not been contacted by the host institution you can **contact them directly** (searching for their Incoming Erasmus Office).  
→ check the information and contact on the **host institution Fact Sheet** available on AlmaRM, check their website and keep the contact to gather all the relevant information!
- **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 **2024/25** 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

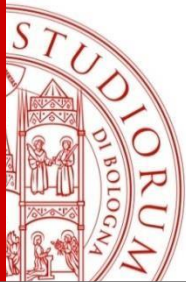
- The mobility should take place from **01/06/2024** and **31/07/2025**.
- The host institute will establish the **mobility start date**. You are responsible for obtaining this information. If the foreign institute does not provide precise details, you must decide based on the start date for lectures -> check the partner's **Academic Calendar!**
- The **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.
- If you need to **short** your mobility or **withdraw** from the exchange, please get in touch soon and directly with the central Erasmus Office ([erasmus@unibo.it](mailto:erasmus@unibo.it))



# 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:
  - **€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

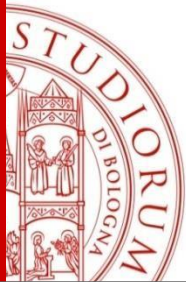
## MUR grant

- 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

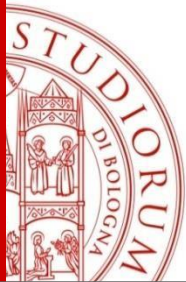
- The **first 50%** of this grant will be paid at the same time as the Erasmus+ grant.
- The **remaining 50%** of the MUR grant will be paid at the end of the mobility period (lasting at least 60 days of physical mobility).
- Further and **detailed information** about the procedure to be followed in 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, those whose ISEE is **higher than €50,000**; and those enrolled as “fuori corso” from the second year onwards, 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.
- The **timing of the payment** depends on when the certificate is uploaded (more info and a **specific calendar** will be available on the **official a.y. 24/25 guide**).
- **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.
- 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.

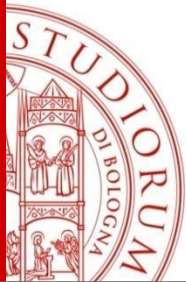


# LEARNING AGREEMENT

- 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:



- Your LA has to be approved and signed **before your departure**. It takes a long time to prepare the LA, so start immediately!
- When?** From May/June for 1<sup>st</sup> Semester/all year departure – From September/October for 2<sup>nd</sup> Semester departure (unless before if other deadlines are set by the host institution, please check with them).



# LEARNING AGREEMENT

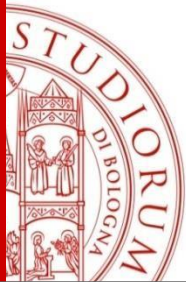
## NEWS for the 2024/25

The **Online Learning Agreement (OLA)** is a digital solution designed to facilitate one of the most important steps of every Erasmus exchange: managing the Learning Agreement correctly and promptly between all the involved parties (the student, the home university and the host university).

Upon approval of your LA by Unibo, if the partner university is connected to the **Erasmus without Papers (EwP)** network, your LA will be automatically sent to the partner institution for their evaluation and approval or rejection (if the LA does not match their requirements).

If the partner institution is not connected to the EwP platform, you are required to download the LA, send it to the partner university, and request their signature for approval. You must upload the signed document in the dedicated "Esito Learning Agreement" section.

In case of rejection by the partner institution, you can upload the received rejection notification (e.g., attach the rejection email) in the "Esito Learning Agreement" section and proceed with submitting the LA once again without using the modification section. More info will be published in the dedicated Winner Guide 24/25.



# ALMA RM MOBILITY STEP

## Prima dell'inizio della mobilità

1

### Accettazione posto scambio

Bando Erasmus+ studio 2024/25  
Università UNIVERSITEIT MAASTRICHT  
Esito accettazione

Certificati di scambio

2

### Accordo di mobilità

Modalità di pagamento dell'eventuale borsa  
Il contratto sarà disponibile più avanti.

Inserisci

## Learning Agreement

Learning agreement non presente

Inserisci learning agreement

Modifiche al Learning agreement

Non puoi inserire altre versioni di Learning Agreement

Esito Learning agreement

## Durante la mobilità

3

### Comunicazione di inizio della mobilità

***Leggi gli adempimenti richiesti per la gestione delle emergenze che dovessero verificarsi durante il periodo di mobilità.***  
[Adempimenti emergenze](#)

4

### Richiesta di prolungamento

Non hai presentato richieste di prolungamento.  
Lo stato della mobilità in cui ti trovi non permette di eseguire richieste di prolungamento

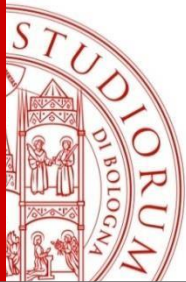
## Al termine del periodo di mobilità

5

### Comunicazione di fine mobilità

6

### Richiesta di riconoscimento



# LA'S MANUALS

In the Learning Agreement section on AlmaRM you will find **three manuals** regarding **Learning Agreement, amendments** and the **general user guide** (all in ITA/EN):

UNIVERSITÀ DI BOLOGNA

Torna indietro   Stampa   Stampa modello interno   Rinvia allo studente   Valida   AlmaRM -

Sei in: Home > Learning Agreement

## Learning Agreement 234826

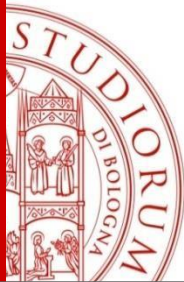
[Che cos'è il Learning Agreement](#)

[Note sulla modifica di Learning Agreement approvati](#)

[Leggi il manuale per la compilazione](#)


Note per la compilazione

Per la corretta presentazione del Learning Agreement, seguire le linee guida pubblicate sul sito del proprio corso di studio.  
Please check your degree programme web site to find the guidelines for filling in your learning agreement.



# 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)

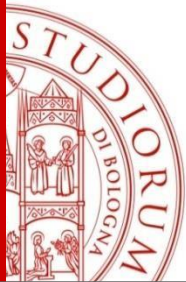
Tel: +39 0512084092  
Indirizzo: Via Filippo Re 8, 40126 Bologna (BO)  
Phone Hours:  
Monday-Friday: 9.00-12.00

It's possible to book appointments on MTeams.

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

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

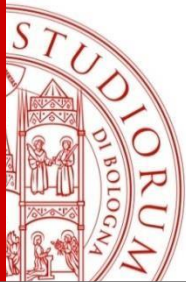




# LEARNING AGREEMENT

## 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 30 ECTS for a one-semester exchange**. Students have to check with the partner institution for possible **minimum / maximum amount** of credits.
- It is not possible to request the recognition of teaching activities already completed in Italy.
- If you wish to graduate in July 2025 due to all the documents you need to have to formally close the mobility it is advisable to leave on 1st Semester 24/25.
- The **UK credit 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.
- Please mind to fill in your **online study plan** while you are abroad!

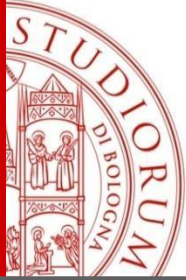


# LEARNING AGREEMENT

## General Rules

- Before presenting the Learning Agreement on AlmaRM it is necessary to:
  - check with the host institution the **course units available** in case of any rules or restrictions and their **syllabus** (link).
  - check via email with the Degree Programme Director (professor Daniele Senzani) keeping in copy (CC) the Professor in charge of the Exchange (visible in AlmaRM).
  - after the authorization via email, present your LA on AlmaRM.
  - If needed, you can first save it as “draft” and ask our office a check.
- When filling in the LA, students can also insert:
  - the **link to the foreign institution’s educational offer** (field “Link al course catalogue presso l'ente ospitante”)
  - notes** related to possible integration(s) agreed with the Professors in the field “Comunicazioni al docente e/o al Consiglio di Corso di Studi da parte dello studente”) or any other information that should be shared.



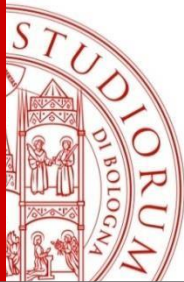


# LEARNING AGREEMENT

- 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;
- 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.

## RECOGNITION OF FREE CHOICE ACTIVITIES

- Regarding the **free choice activities**, 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.



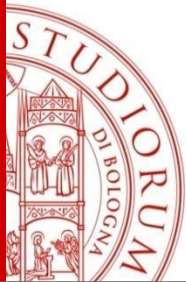
# LEARNING AGREEMENT RULES – LM in “Legal Studies”

## RECOGNITION OF OTHER ACTIVITIES:

- Activities such as the **LABORATORIES** and **SEMINARS** can be taken abroad.
- Those activities will be recognized for one or more activity even without numerical grade (“Pass/Fail” courses, in Italian: “Idoneità”).

## 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 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.
- In order to get the recognition of the correspondent “idoneità linguistica” the language course taken abroad needs to have the same ECTS/CFU amounts and the same CEFR level (ex. B2, C1, etc.).



# LEARNING AGREEMENT

## 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

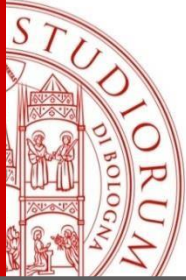
- INTERNATIONAL HEALTH LAW - 6 ECTS - Primo semestre - Attività presso il partner

ECTS totali: 6

#### Attività da riconoscere

- 91415 - EU HEALTH LAW - 6 CFU

CFU totali: 6



# LEARNING AGREEMENT

## 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

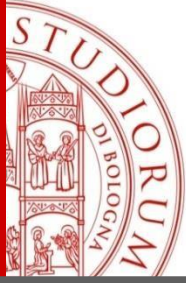
- European Corporate Governance - 5 ECTS

ECTS totali: 5

#### Attività da riconoscere

- 94529 - CORPORATE LAW - 6 CFU

CFU totali: 6



# LEARNING AGREEMENT

## 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

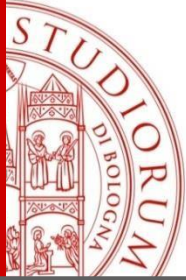
- The Law of the Economic and Monetary Union (IER4020) - 6 ECTS

ECTS totali: 6

#### Attività da riconoscere

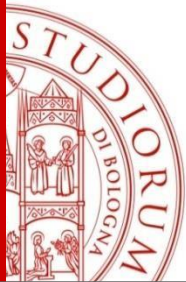
- 91417 - FINANCIAL MARKETS LAW - 6 CFU

CFU totali: 6



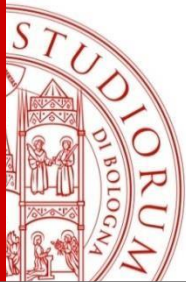
# MOBILITY AGREEMENT

- The mobility agreement rules 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





# 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**.
- 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 2024.
- 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/>



# WHILE ABROAD: CERTIFICATE OF DATES

- As soon as your mobility starts, you must register it with the relevant office and request the issue of an “**certificate of dates**” that officially confirms the **start date of the mobility period**.
- You can download the certificate from the “arrival communication” section of your AlmaRM homepage; this function is only available if you have uploaded your mobility agreement and you have it duly approved.
- Upload your **signed and stamped certificate** of dates to AlmaRM within one week of starting the mobility period. Uploading the certificate activates the study grant payment procedure, in case your mobility has started in a physical mode.
- Each student is **responsible** for checking that the date certified by the host university is correct.
- No changes and/or corrections are possible after the certificate has been uploaded.



**CERTIFICATE OF DATES**  
**CERTIFICATO DI PERIODO**  
**ERASMUS+ - ACADEMIC YEAR 2021/2022**

HOME UNIVERSITY	:	UNIVERSITÀ DI BOLOGNA – I BOLOGNA01
HOST UNIVERSITY	:	Université Paris 1 Panthéon - Sorbonne (FPARIS001)


**To be completed and signed by the Erasmus contact person of the host university.**  
**NOTE FOR THE HOST UNIVERSITY:** After being signed, the certificate must be scanned into a pdf file (max 2 MB) and be uploaded to our Erasmus students' on-line system **DIRECTLY BY THE STUDENTS**. Therefore, we don't need the certificate to be faxed or e-mailed.

**PART 1 - TO BE FILLED WHEN THE MOBILITY STARTS**

I, the undersigned [Name and Surname] Alizée GALTIER, as  
[check appropriate box]  Erasmus coordinator  International Relations Officer  Other: ....., hereby declare that the student [Name and Surname] \_\_\_\_\_  
~~\_\_\_\_\_~~  
started his/her mobility at our Institution on [DD/MM/YYYY] 13 / 09 / 2021

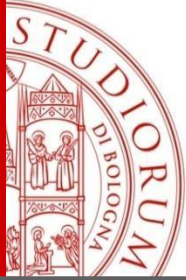
Virtual mobility (on remote mode from home country)  
 Physical mobility (on remote mode at the host country and/or in presence)

Signature \_\_\_\_\_



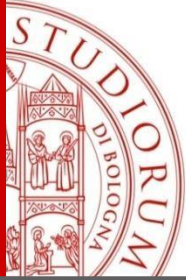
Direction des Relations Extérieures





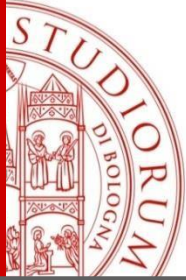
# WHILE ABROAD: EXTENSION

- You can request a study period extension after the beginning of your mobility.
- If the host university agrees to the extension, obtain a signature for the “**Request for Extension**” form from AlmaRM; upload the **completed and signed document** in pdf format to AlmaRM.
- If you wish to extend your mobility for an additional Semester, you will have to manage to fill in a **new Learning Agreement** as well and make a change of LA on AlmaRM.
- Before applying for extension, an **informal agreement with the UNIBO academic coordinator** is highly recommended.
- 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**.



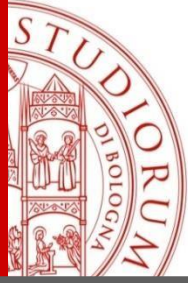
# ATTENDANCE CERTIFICATE

- At the end of the mobility period, 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.
- 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.
- **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”. You will have to take it within 15 days of your receipt of the email request.



# TRANSCRIPT OF RECORDS

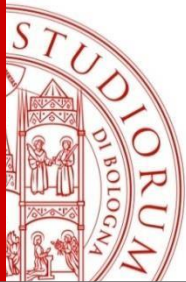
- At the **end of your exchange period**, you must obtain information from the international relations offices of the host university about the **Transcript of Records** (a certificate stating the learning activities completed by you, together with the related credits and grades). The ToR is needed to 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

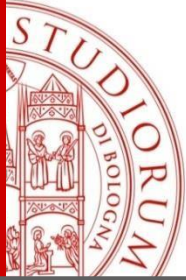
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- Upload the “**Final Attendance Certificate**” (see point 5 above) in pdf format to AlmaRM in the “RETURN COMMUNICATION” section.
- **DEADLINE:** within 15 DAYS of the mobility period end date



# RECOGNITION OF ACTIVITIES

- Your Degree Programme Board is responsible for **recognising** the activities completed abroad. You will have to present your “**Richiesta di Riconoscimento**” on AlmaRM by inserting the grade(s) of the teaching activities taken at the host university. 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
- If you have not taken all the foreign activities that were on your LA, you will be able to eliminate the exams that were not passed and/or not asking the recognition of the correspondent Unibo activity.
- **DEADLINE:** beginning of September 2025
- For more detailed instructions, 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>



# CONTACTS

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**Erasmus+ Mobility for Study Office**

Palazzina della Viola

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