ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

INFORMATION FOR SELECTED STUDENTS

Erasmus+ Mobility for Studies and Call for application Overseas 2026/27

Department of Legal Studies

LLM in Legal Studies (LEGS)

WHERE TO FIND INFORMATION ?

For any questions you may have, please consult:

- FAQ for selected students
- The documents in the "Attachments" section: Preliminary information for selected students: EU, Switzerland and UK and non-EU destinations
- Guide for selected students Erasmus+ for study call a.y. 2025/26 - **published starting from May**
- Slides from the International Mobility Office of the Department of Legal Studies, available in your degree programme portal under ***Opportunities/Experiences abroad***
- Rules for the recognition of the learning activities – LEGS
- Student Winner's Guide Overseas
- Updates and Manuals published on ALMA RM
- Institutional emails of UNIBO offices:

erasmus@unibo.it

mobility.law@unibo.it

MINIMUM REQUIREMENTS FOR THE VALIDITY OF THE ERASMUS+ STUDY PROGRAM

- You carry out a physical mobility period of at least **60 consecutive days.**
- You obtain the recognition of **at least one academic activity** you successfully passed at the hosting university.
- The **mobility period** must take place between **June 1, 2026, and July 31, 2027.**

Failure to meet these requirements will result in:

- Revocation of Erasmus+ student status
- Revocation of the full scholarship amount

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MINIMUM REQUIREMENTS FOR THE VALIDITY OF THE OVERSEAS EXCHANGE PERIOD

- You carry out a **physical mobility period of at least 90 consecutive days.**
- You obtain the recognition of **at least one academic activity** you successfully passed at the hosting university.
- Please refer to the Winners' Guide for information on the dates and methods of grant disbursement.

Failure to meet these requirements will result in:

- Revocation of Erasmus+ student status
- Revocation of the full scholarship amount

DOCUMENTS in ERASMUS STUDIO

1. Application procedure
2. Learning Agreement (LA)
3. Mobility Agreement
4. Certificate Of Dates (arrival)
5. Transcript of Record (TOR)
6. Attendance Certificate (depature)
7. Recognition Of Activities

BEFORE DEPARTURE

1. Renew your UNIBO enrollment for the 2026/2027 academic year.
2. Please fill in your study plan during the official time windows

BEFORE DEPARTURE
1- APPLICATION

During the month of April, the host university will contact you with the rules for registration and for filling out the application.

Check the necessary information on the INFOSHEET of the host universities, which you can find on ALMA RM.

Contact the Erasmus Incoming Partner Office for any questions, deadlines, and information about academic activities.

Before Departure
LEARNING AGREEMENT (LA)

Agreement between UNIBO and the Student regarding the educational activities to be undertaken during the exchange abroad and the UNIBO activities to be recognized upon return.

Before Departure
LEARNING AGREEMENT (LA)

Before Filling Out Your Learning Agreement (LA) on Alma RM, Please Consult:

1. **Your Exchange Coordinator:** To agree on the correspondence between the courses you plan to take abroad and those at UNIBO that you wish to have recognized upon your return.

2. **The Incoming Office of the Host University:** To gather important information regarding:

   - The publication of the academic offer for the 2026/2027 academic year
   - Language certification requirements and registration deadlines
   - The minimum and maximum number of ECTS credits that must be included in the LA
   - The official course titles and codes
   - The contact details of the Erasmus Incoming Office at the host university (to be included in the LA)

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WHEN TO SUBMIT THE LEARNING AGREEMENT (LA)

FROM MAY

→ For departures in the **1st semester of 2026/2027**

→ Deadline: **EARLY JULY** (for departures by **15 September 2026**)

FROM SEPTEMBER / OCTOBER

→ For departures in the **2nd semester of 2026/2027**

→ Deadline: **END OF NOVEMBER 2026** (for departures in **early January 2027**)

APPLY AS SOON AS THE ACADEMIC OFFER FROM THE HOST UNIVERSITY IS AVAILABLE

AT LEAST 1 MONTH BEFORE DEPARTURE

Before Departure

2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD

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

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
- How to amend the Learning Agreement
- Getting recognition for activities completed abroad
- Rules for recognition of learning activities completed abroad

How to fill in and submit the Learning Agreement

Successful Erasmus+ candidates, after having accepted the offer through the AlmaRM specific procedure, should fill in their **Learning Agreement** (LA) according to the rules of their Degree Programme regarding the recognition of the learning activities completed abroad. You can download the guidelines "**Rules for recognition of learning activities completed abroad**" (in pdf) on the right side of this page.

Rules for recognition of learning activities completed abroad within an international mobility programme

Rules for the recognition of the learning activities - LEGS
[.pdf 211Kb]
Learning Agreement Guide

Erasmus+ Study a.y. 2025/2026 Information Session
[.pdf 1149Kb]

Erasmus+ Traineeship a.y. 2025/2026 Information Session
[.pdf 863Kb]

Erasmus+ Study a.y. 25-26 Winners Presentation
[.pdf 887Kb]
useful information regarding LA and other administrative procedure

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Before Departure

2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD

In order to hold the status and grant of the Erasmus+ Study programme, students must complete and obtain recognition of **at least one teaching activity** (without a minimum of CFU) during the mobility.

- It is advisable to carefully plan your period of mobility abroad; it is not recommended to undertake an international mobility period during the semester in which your graduation session is scheduled.

- 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.

- **It is not possible to request recognition for activities already completed in Italy.**

Before Departure
2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD

- 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.

Before Departure

2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD

- 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 Francesco Biagi o Marco Martino) with the notice through one single email**.

Before Departure

2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD

RECOGNITION OF FREE CHOICE ACTIVITIES

- Regarding the 12 CFU of 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.

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").

Before Departure

2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD

- **Possible rounding** 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.

RECOGNITION OF THE THESIS ABROAD FOR PREPARATION OF FINAL EXAMINATION

If you are going abroad to work on your thesis, you can choose one of the following options in your Learning Agreement, depending on the **length of your stay abroad**:

- **B6112 – Final Examination Study Period Abroad – 12 CFU**
- **B6111 – Final Examination Study Period Abroad – 6 CFU**

5 – FINAL EXAMINATION (24 CFU)

		PERIOD ?	CFU ?
60750	Final Examination	1	24
86300	Final Examination	1	18
86298	Final Examination	1	6
84549	Internship For Preparation For The Final Examination	1	6
99691	Internship for Preparation for the Final Examination	2	18
99692	Final Examination	2	12
99690	Internship for Preparation for the Final Examination	2	12
B6112	Final Examination Study Period Abroad - 12 Cfu	2	12
B6111	Final Examination Study Period Abroad - 6 Cfu	2	6

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.

Before Departure

2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD

- **After you have selected your courses and added them to your Learning Agreement in AlmaRM, you need to take a screenshot of the "Attività da riconoscere" table,** which includes both:
  - ✓ "Attività svolta all'estero" (activities to be carried out abroad) and
  - ✓ "Attività da riconoscere" (activities to be recognized at UNIBO).
- **Then, please send an email to Professor Marco Martino or Francesco Biagi enclosing this screenshot, in order to receive confirmation that the selected courses correspond to each other and are acceptable for recognition.**
- **Once you receive his confirmation, you can proceed with submitting the Learning Agreement.**

THE APPROVAL SHOULD BE RECEIVED BEFORE THE OFFICIAL PRESENTATION OF THE LEARNING AGREEMENT (LA) ON ALMARM.

Before Departure

2 -RULES FOR RECOGNITION OF TEACHING ACTIVITIES COMPLETED ABROAD – OVERSEAS

Only the students who are leaving for non-European countries with the Erasmus+ and Overseas programmes will be recognized as

- a 6 CFU exam a 40-hours course unit or seminar
- a 9-CFU exam a 60-hours course unit or seminar

On special conditions, different activities than classes or seminars that compel the student with consistent work can be taken into consideration when evaluating the total of credits.

For more info, students can get in touch with their Unibo Professor in charge of the OVERSEAS Program - Prof. Federico Ferri

BEFORE DEPARTURE
2 – FILL OUT THE CORRESPONDENCE GROUPS

- **«Attività estere» (Foreign Activities):** Include the code, name, and number of foreign CFU for the courses you plan to take **at the host university**

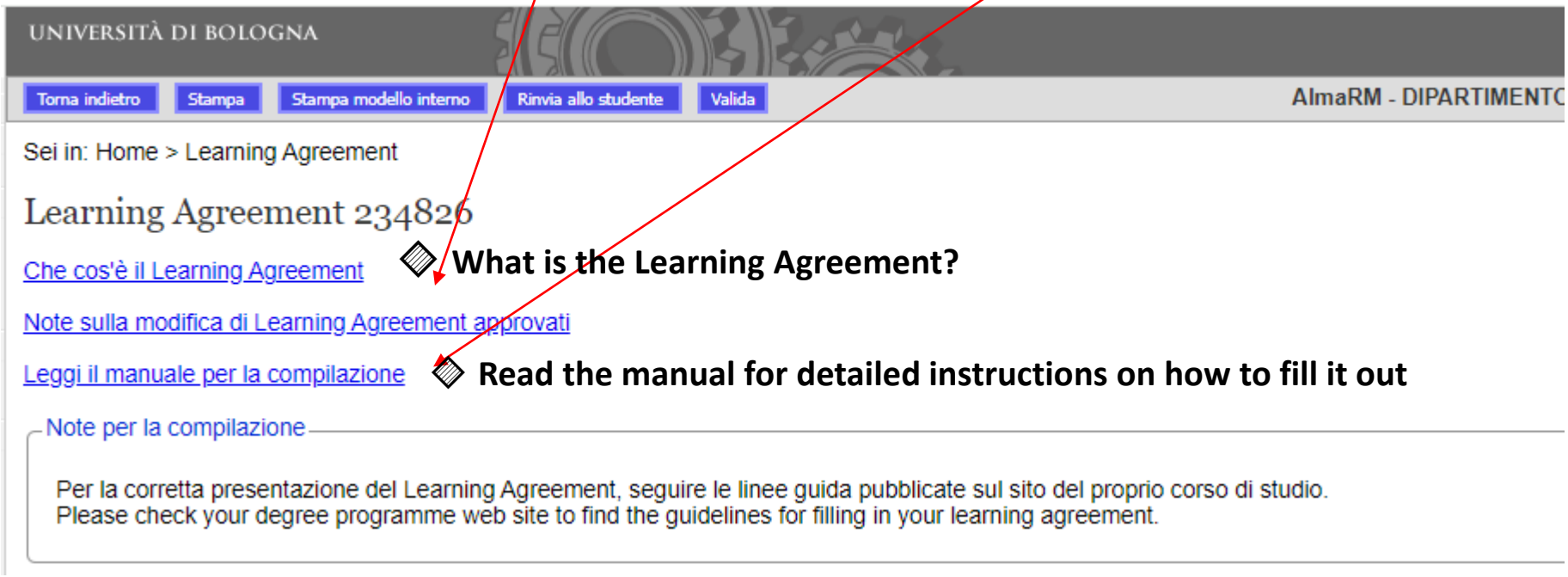
- **«Attività da riconoscere» (Activities to be recognized):** Include the code, name, and number of CFU of the **corresponding UNIBO courses**, ensuring they match in type, content, and credit value.

Check that the selected foreign courses take place during your exchange semester!

BEFORE DEPARTURE
2 – Manuals on Alma RM

READ THE MANUALS ON ALMA RM!

You will find all the essential information for submitting and modifying your Learning Agreement (LA).



Every document includes an English section.

LEARNING AGREEMENT (AlmaRM)
Some Examples

Dati generali sul learning agreement

Data presentazione	28/12/2020 10:26
Stato	Approvato
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:	https://www.tilburguniversity.edu/education/exchange-programs/courses/
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:	LA - IDDA 1.0.pdf
Learning Agreement firmato:	Learning Agreement - Mara Idda.pdf 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

Gruppo di corrispondenza 1

Attività estere	Attività da riconoscere
• Intellectual property - 6 ECTS	• 74767 - COPYRIGHT LAW - 6 CFU
ECTS totali: 6	

Gruppo di corrispondenza 2

Attività estere	Attività da riconoscere
• Tax and Technology - 6 ECTS	• 91392 - TAX LAW - 6 CFU
ECTS totali: 6	

Gruppo di corrispondenza 3

Attività estere	Attività da riconoscere
• Administrative law - 6 ECTS	• 91377 - ADMINISTRATIVE LAW - 6 CFU
ECTS totali: 6	

CORRESPONDENCE GROUPS

The activities must be **divided into corresponding groups**, homogeneous in terms of subject/scientific-disciplinary sector.

It is very important that **the content of the syllabi for the selected courses** from the 1st or 2nd year **closely matches the corresponding courses at UNIBO.**

Otherwise, the Learning Agreement will not be approved.

CORRESPONDENCE GROUPS

- As for **Laboratories and Seminars**, the **content of the syllabi should also correspond**, although the **match does not need to be as strict** as for regular course units.

- As for **Free Choice Activities**, the **level of correspondence required is even more flexible** compared to other types of learning activities. In this case, simply enter the UNIBO course code and click "Add" (Aggiungi) to include it in your Learning Agreement.

CORRESPONDENCE GROUPS

Please do not merge all UNIBO or foreign activities into a single group!

You must divide them into two separate sections:

- ✓ "Attività svolta all'estero" (activities to be carried out abroad) and
- ✓ "Attività da riconoscere" (activities to be recognized at UNIBO).

Each course should be clearly listed under the correct section to ensure proper evaluation and recognition.

Possible rounding should be given up to **1 credit (CFU/ECTS)** for each activity.

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LEARNING AGREEMENT (AlmaRM)
Some Examples

Gruppo di corrispondenza 1

Attività estere	Attività da riconoscere
• Advanced European Law (IER4006) - 6 ECTS	• 85407 - [91369] [INTERNATIONAL AND SUPRANATIONAL LAW (I.C.)]: EU CONSTITUTIONAL LAW - 6 CFU
ECTS totali: 6	**CFU totali: 6**

Gruppo di corrispondenza 2

Attività estere	Attività da riconoscere
• Public International Law (IER4021) - 6 ECTS	• 91368 - [91369] [INTERNATIONAL AND SUPRANATIONAL LAW (I.C.)]: FOUNDATIONS OF INTERNATIONAL LAW - 6 CFU
ECTS totali: 6	**CFU totali: 6**

Gruppo di corrispondenza 3

Attività estere	Attività da riconoscere
• European Competition Law (IER4009) - 6 ECTS	• 91413 - EUROPEAN ANTITRUST LAW - 6 CFU
ECTS totali: 6	**CFU totali: 6**

Gruppo di corrispondenza 4

Attività estere	Attività da riconoscere
• Global Tax Policy and Governance (TAX4014) - 6 ECTS	• 91392 - TAX LAW - 6 CFU
ECTS totali: 6	**CFU totali: 6**

Gruppo di corrispondenza 5

Attività estere	Attività da riconoscere
• Comparative Company Law (PRI4004) - 6 ECTS	• 94529 - CORPORATE LAW - 6 CFU
ECTS totali: 6	**CFU totali: 6**

Gruppo di corrispondenza 6

Attività estere	Attività da riconoscere
• The Law of the Economic and Monetary Union (IER4020) - 6 ECTS	• 91417 - FINANCIAL MARKETS LAW - 6 CFU
ECTS totali: 6	**CFU totali: 6**

SUBMISSION OF THE LEARNING AGREEMENT (LA) ON ALMA RM

Choose **the type of activity** you will carry out during your exchange period from those available in your exchange program's academic offer:

1. **Study**
2. **Thesis** – If you plan to conduct research for your thesis

THESIS RESEARCH ABROAD

It is possible to conduct research for thesis preparation if it is included in the exchange program offer. You must agree with your UNIBO supervisor on the research to be carried out and find a faculty member at the host university who is willing to provide a statement confirming the completion of this activity.

THESIS PREPARATION CERTIFICATE

- If you have completed thesis preparation and this activity is not listed in the Transcript of Records (ToR), you must obtain a **signed statement from the responsible professor at the host university.**

- Then, upload the signed statement together with the ToR in a single PDF on Alma RM.

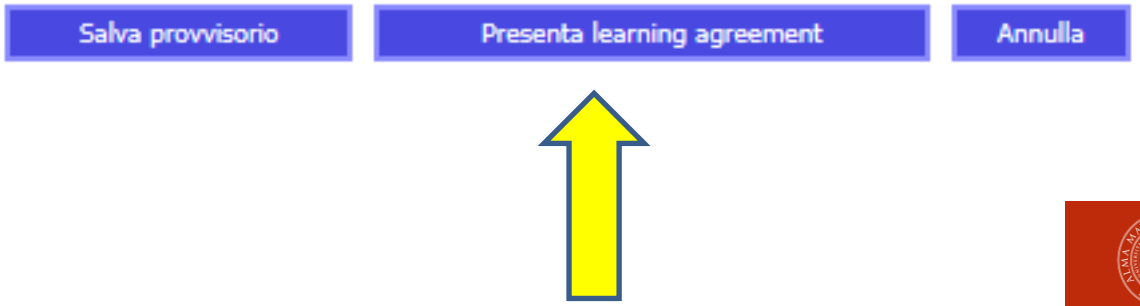
BEFORE DEPARTURE

SAVING AND SUBMITTING THE LEARNING AGREEMENT (LA)

Save as Draft (**Salva provvisorio)**: The LA is saved in draft mode. You can complete, modify, or update it later.

Submit the Learning Agreement (Presenta il Learning Agreement) This is the final submission! The LA will be sent to the relevant professor for validation. Once submitted, it can no longer be changed. The process will not advance until you submit the LA definitively.

Cancel (Annulla): No saving will occur, and any work done will be lost.



BEFORE DEPARTURE

STEPS FOR THE APPROVAL OF THE LEARNING AGREEMENT (LA)

Exchange Coordinator:

- Resends the request for modification (if needed).
- Validates

Degree Program Coordinator :

- Resends the request for modification (if needed)
- Approves

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Before Departure

2 - AUTOMATIC SUBMISSION OF OLA/EWP

Make sure that the partner university has joined the EWP system (ERASMUS WITHOUT PAPER)

and **that the ONLINE LEARNING AGREEMENT (OLA) compilation is accepted.**

In this case, once approved by the degree programme coordinator, the Learning Agreement is automatically sent to the host university.

Before Departure
LEARNING AGREEMENT (LA)

If the Host University Has Not Joined EWP and Does Not Accept the Online Learning Agreement (OLA):

1. Download the Learning Agreement (LA) from Alma RM.
2. Send it to the host university, requesting their approval and signature.
3. Upload the approved/signed LA in the "Esito Learning Agreement" section on Alma RM.

Before Departure
LEARNING AGREEMENT (LA)

If the Host University Has Not Joined EWP:

In Case of Rejection or Return by the Host University:

1. Upload the **rejection/return email** received from the host university in the "**Esito Learning Agreement**" section.
2. Submit your Learning Agreement (LA) again without using the section dedicated to modifications (refer to the " Change to the L.A." guide for winners).

Before Departure
3. Mobility Agreement

Follow the instructions on ALMARM:

1. Click on "Replace the Mobility Agreement" (sostituisci l'Accordo di Mobilità)
2. Then click on "Download Mobility Agreement" (scarica Accordo di Mobilità), on the next page
3. Sign the document
4. Upload it
5. WAIT FOR VALIDATION FROM THE ERASMUS OFFICE

IMPORTANT:

- You must sign and upload the **Mobility Agreement** in order to later upload **the Certificate Of Dates** (arrival).
- Only after the Mobility Agreement is validated you can proceed to enter the start date and upload the Certificate of Dates (arrival).
- If you do not upload the **Certificate of Dates (arrival**), the mobility days counting, insurance coverage, and monthly funding calculation will not begin.

BEFORE DEPARTURE AND DURING YOUR STAY ABROAD
ALIGN YOUR STUDY PLAN WITH THE LEARNING AGREEMENT

If you include UNIBO courses as "Activities to be Recognized" in your Learning Agreement, they must:

- ✔ **Be active for the 2026/2027 academic year, during which you will be on mobility.**
- ✔ **Be compatible with your degree program's study plan for 2026/2027.**
- ✔ **Be included in your Study Plan (if not already present).**

BEFORE DEPARTURE AND DURING YOUR STAY ABROAD

Request for Reduction or Semester Change

Requests for Reduction:

- If you are already on mobility, it is sufficient to return and upload the certificate of the end of the period.
- If you have not yet departed, you must notify the partner university and the Erasmus office at erasmus@unibo.it.

Semester Change:

- Request approval (nulla osta) from the partner university.
- Once obtained, communicate the approval to the Erasmus office at erasmus@unibo.it.
- **Attention**

If you have been selected for an annual offer but accepted it for the first or second semester only, the duration of your mobility will be automatically reduced to 6 months.

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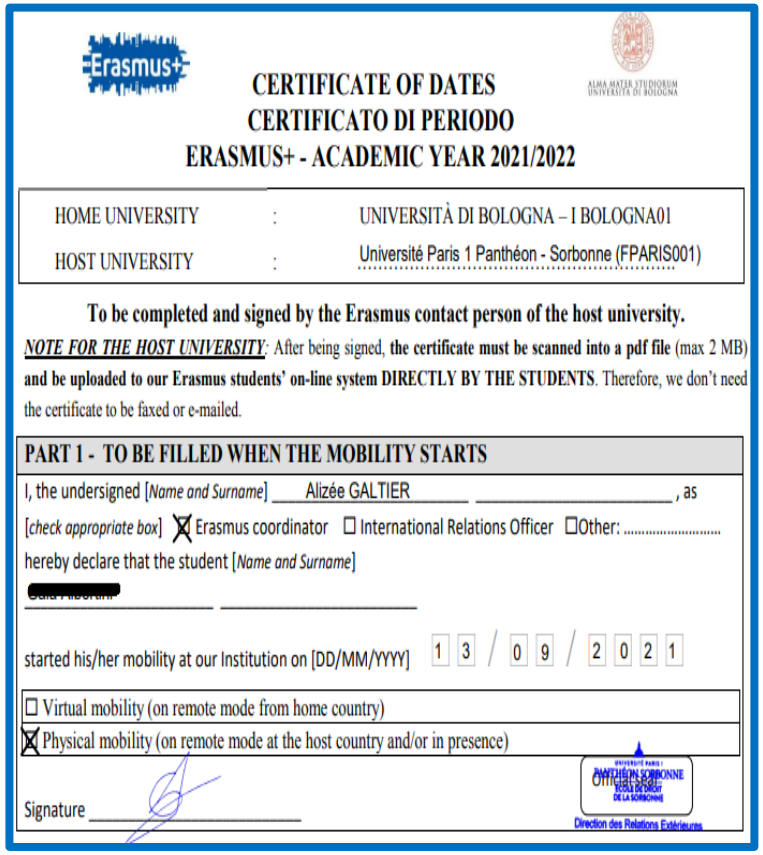
DURING YOUR STAY ABROAD

1. **Certificate Of Dates (arrival):** Upload it to AlmaRM, signed and stamped by the host university, starting from June 1, 2026, and within one week of arrival. **This activates the scholarship payment, day count, and insurance coverage!**
2. **Learning Agreement Modifications:** If needed, you can modify your LA **once per semester** via AlmaRM (check the MANUAL on AlmaRM!).
3. **Extension Requests:** You can request an extension of your study period within **one month before the original end date**!
4. **Attendance Certificate (depature):** Before returning, request the Attendance Certificate (depature) signed and stamped by the host university, along with the **Transcript of Records** (or any certification of completed activities). The actual duration of your mobility will be calculated based on the dates stated on your Certificate of Attendance.

DURING YOUR STAY ABROAD
4 - Attendance Certificate

- Request the "**Attendance Certificate** " to be signed by the Erasmus Incoming Office at the host university, **confirming the start date of your mobility.**
- You can download the "Certificate of Period" form from your AlmaRM homepage, in the section "comunicazione di arrivo" (Arrival Communication). This function is only active once you have uploaded and received approval of your Mobility Agreement.
- **DEADLINE**: Within one week from the start of your mobility, upload the signed and stamped **Attendance Certificate** on AlmaRM. Uploading this document activates the payment process for your scholarship.
- It is the student's responsibility to ensure that **the arrival date certified by the host university is correct** before uploading the certificate to AlmaRM.



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*]

[redacted]

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

Official Seal:

Direction des Relations Extérieures

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DURING YOUR STAY ABROAD: MODIFICATIONS TO THE LEARNING AGREEMENT

- **Only one modification per semester** is allowed (a total of 2 modifications per year).
- You can submit the modification on Alma RM if you have already arrived at the host university and **within five weeks** of the start of activities at the host university.
- Modification requests will be evaluated by the exchange coordinator and/or degree program coordinator within two weeks of submission.
- ☞ **Read the manuals on AlmaRM** to learn how to submit a **Modification to the Learning Agreement** through the AlmaRM platform.

Request for Extension of Exchange Period

1. Fill out the form “REQUEST FOR EXTENSION” on Alma RM.
2. Have the form signed by the partner university.
3. Upload the signed form back to Alma RM.

***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.

AFTER RETURNING

1. **Attendance Certificate (depature):** Upload it to AlmaRM as soon as you return, but no later than July 31, 2027.
2. **Transcript of Record:** Upload your ToR to AlmaRM; it must be validated by the administrative offices.
3. **Recognition Of Activities :** Submit this document for exams and/or other completed activities by the deadline indicated in the Guide for selected students a.y. 2026/27 (For those planning to graduate: **pay attention to the deadlines for meeting graduation requirements!).**
4. Complete the“**Erasmus+ participant report**”

AFTER RETURNING
5 - TRANSCRIPT OF RECORDS (TOR)

- The **Transcript of Records (ToR)** is the official certificate listing the exams you completed at the host university.
- **Before returning**, make sure to check the **procedures and timing** for the ToR submission.

The partner university may send the ToR:

•directly to **you**, or

•to **Alma Mater Studiorum – University of Bologna**
AFORM – Erasmus+ Mobility Office
Via Filippo Re 4, 40126 Bologna, Italy

•Once you receive the ToR, upload it in **.pdf format** to **AlmaRM**.

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AFTER RETURNING
6 - Attendance Certificate (depature)

Within 15 days after the end of your mobility period abroad:

You must **upload the "Attendance Certificate** " with the **return date** signed by the partner university to AlmaRM, under the section «comunicazione di rientro» (Return Communication).

The number of monthly grants and the actual exchange period are calculated based on the start and end dates indicated on the Attendance Certificate

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AFTER RETURNING
7 - REQUEST FOR RECOGNITION (RR)

- Submit the RR for the activities completed abroad on Alma RM.

- Only include the activities listed in the Transcript of Records (ToR) with the corresponding ECTS and grades issued by the host university.

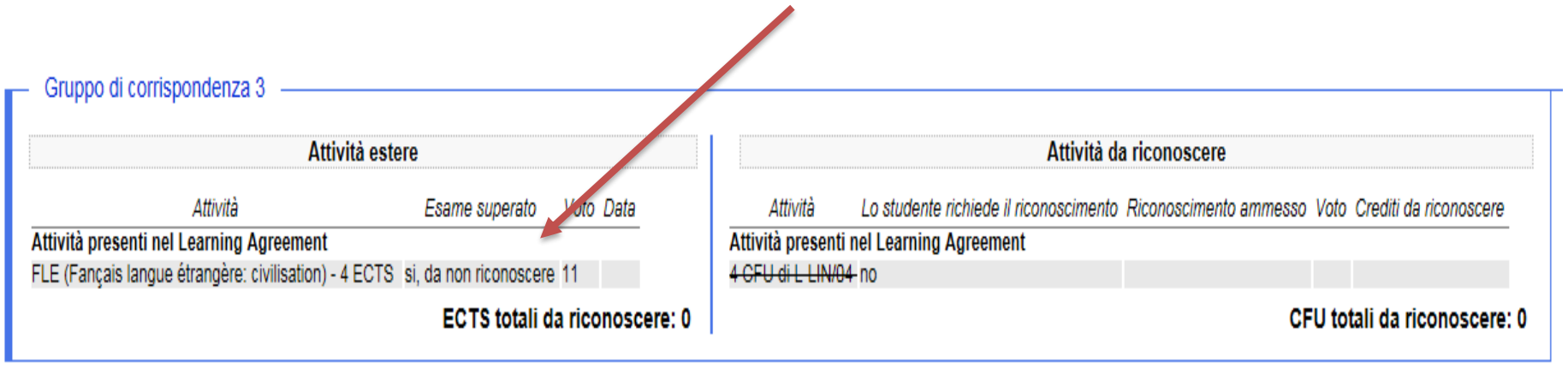
- **Submit the RR well in advance of the graduation requirements deadline.**

- **The RR submission deadline will be published in the 2026/2027 Winners' Guide.**

AFTER RETURNING
7 - REQUEST FOR RECOGNITION (RR)

"Yes, to be recognized«(sì, da riconoscere): For exams taken abroad and certified in the Transcript of Records (ToR), for which you are requesting recognition.

"Yes, not to be recognized“(sì, da non riconoscere): For exams taken abroad and certified in the ToR, but which you do not wish to be recognized (e.g., because you received a low grade).



AFTER RETURNING
7 - REQUEST FOR RECOGNITION (RR)

How to cancel a correspondence group

IMPORTANT!!!!!!!

To modify the UNIBO activities you want to have recognized, you must

CANCEL THE ENTIRE CORRESPONDENCE GROUP

by selecting **“not to be recognized”** for each of the foreign activities in the group.

THEN CREATE A NEW CORRESPONDENCE GROUP

where you will include all the foreign activities and the correct UNIBO activities for academic recognition.

AFTER RETURNING
7 - Approval process for the Recognition Request

Exchange Coordinator:

- Resends the request for modification (if needed).
- Converts the foreign grades to the 30-point scale. Validates the recognition.

Degree Program Coordinator :

- Resends the request for modification (if needed)
- Approves

AFTER RETURNING
7 - REQUEST FOR RECOGNITION (RR)

It is **possible to request recognition of the activities** carried out abroad on **AlmaRM only after having received and uploaded the Transcript of Records (ToR)** in the appropriate section of the platform.

All information regarding **grade conversion systems** and **how to submit the Recognition Request (RR)** is available in the dedicated section of this page:

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

ECTS grade conversion tables (to be used for converting grades into the Italian 30-point scale) can be found here — make sure to refer to the academic year of your mobility:

https://www.unibo.it/it/studiare/guida-alla-scelta-del-corso/sistema-universitario/ects-label/tabelle-di-conversione-dei-voti-nella-scala-ects/tabelle-di-conversione-dei-voti-nella-scala-ects

☑ Recognition by your **Degree Programme Board (CdS)** is essential not only to update your student record, but also because **without it, the financial contributions you received may be revoked**.

For the **2026–27 call for applications**, the **deadline to submit the Recognition Request is early September 2027**.

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AFTER RETURNING

7 - Exams Taken Abroad Recorded in Your Academic Record as "Replaced"

Once the exams taken abroad are recorded in your academic record, they will appear as follows:

- In **SOL / Online Record Book**, they will be marked with the label **"replaced"**
- In the **Career Certificate**, they will appear with the grade and will be included in the calculation of your **average grade.**

ERGO SCHOLARSHIP STUDENTS

- **ERGO Deadline: August 10**
- **Upload your ToR and RR as soon as possible**
- **Inform the office that you are ERGO scholarship holders**

Don't worry if you don't see all the ECTS uploaded in your career by 10.08.2026 – you can still participate in the ERGO scholarship.

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.
- The pre-departure OLS test is mandatory for all Erasmus+ students.
- The link with useful information is available here: https://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/online-language-support-ols
- Students must register on the EU Academy platform and **complete the placement test.**
- Both the placement test and the online courses are free of charge.
- Students can take the language test multiple times during their mobility to monitor their progress
- Note: OLS is not provided for students going to Switzerland or non-EU destinations. A user guide for the OLS platform and other useful information can be found at: http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/online-linguistic-support-o
- **The end-of-mobility OLS test is no longer mandatory, so students will not receive emails inviting them to take it**.
- Those who wish to take the test to evaluate their language improvement may do so independently, following the same procedure as the initial test.

COMMUNICATIONS

REMINDER:

All communications will be sent exclusively to your institutional email:

name.surname@studio.unibo.it

Make sure to monitor your inbox!

CONTACTS

DSG Professor – Exchange Coordinator for the Host University

- Selection of exams to be taken abroad
- Correspondence between host university exams and UNIBO exams in the Learning Agreement (LA) and Recognition Request (RR)
- Validation of grades

Incoming Office at the Host University

Download from AlmaRM the Infosheet containing the contact details of the Incoming Office of your host university.

AFORM - INTERNATIONAL MOBILITY OFFICE (Department of Legal Studies)

E-mail: mobility.law@unibo.it
Help Desk:
Tuesday and Thursday (10.00 - 12.00)
https://sportelli.unibo.it/mobint-ambito-giuridico

- Management of AlmaRM
- Completion, upload, validation, and approval of the Learning Agreement (LA), Transcript of Records (ToR), and Recognition Request (RR)
- General information related to the exchange

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CONTACTS

AFORM – Erasmus+ Mobility Office

Address: Via Filippo Re, 4 – 40126 Bologna
Email: erasmus@unibo.it

Student Office Hours:

- Monday, Wednesday, Friday: 10:00 – 12:00
- Tuesday and Thursday: 14:30 – 16:00

Telephone Help Desk:
Tel.: +39 051 20 99357- 99837- 99350 - 88477 – 99911- 82073 - 82023

The Office Provides Information on:

- Erasmus+ **Application Process**
- Sending **nominations** to partner universities
- **Mobility Agreement** and its approval
- **Grant payments** and related timelines (**Winner's Guide**)
- Calculation of **length of stay abroad**
- **Attendance Certificate** , visas
- Preparation of the **Winner's Guide**

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