

## Erasmus+ for Traineeship, FAQ ”

This document is divided into sections

- ✓ before the mobility
- ✓ during the mobility
- ✓ after the mobility

to clarify the student's most frequent doubts and the main procedures of the Erasmus+ programme

Whenever mentioned:

e-mail address

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

webpage

*stands for*

<https://www.uninsubria.eu/profilo/international-students>

Office

International Relations Office - IRO

**I VARESE02**

**Erasmus+ ID code**

**Università degli Studi dell'Insubria**

University

Università degli Studi dell'Insubria

## the Erasmus+ circuit ”

before

during

after

The ERASMUS+ programme  
DESTINATIONS  
CALL (Participation/Selection/Results)  
ACCEPTANCE  
NOMINATION (by the Office)  
APPLICATION  
ACCOMMODATION/TAXES  
LEARNING AGREEMENT (activities/thesis)  
LINGUISTIC SKILLS  
FINANCIAL AGREEMENT/FINANCIAL  
SUPPORT  
USEFUL DOCUMENTS

STATEMENT PERIOD, Arrival  
LEARNING AGREEMENT CHANGES  
FINANCIAL SUPPORT'S TRANSFER  
INSURANCE  
MOBILITY'S EXTENSION

STATEMENT PERIOD, Departure  
FINANCIAL SUPPORT'S RETURN  
TRANSCRIPT OF RECORDS  
ACTIVITIES RECOGNITION  
PARTICIPANT REPORT  
ESN

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## FAQ: before the mobility

<p><b>The ERASMUS+ programme</b></p>	<p>Erasmus+ offers the opportunity to participate in mobility programmes for Traineeship at an Institution (companies, institutions, research centers, foundations, schools, professional firms, associations, ...) chosen directly by the student. Students (regularly enrolled in the AY) will:</p> <ul style="list-style-type: none"> <li>• do an internship in a public or private institution</li> <li>• do a practical internship inside a hospital</li> <li>• do an internship inside a laboratory</li> </ul> <p>provided that such practical activities represent a vocational training.</p> <ul style="list-style-type: none"> <li>• receive full academic recognition for the activities successfully taken during the mobility, as listed in the Learning Agreement</li> </ul> <p>the recognition procedure is carried out in compliance with the regulations and Study plan of the Degree course they are enrolled in and abiding by its formal procedures. BEFORE their departure the nominees shall contact the Stage/Didactif office as well as their local Erasmus+ departmental coordinator in order to determine the credits recognition</p> <p>The activities taken abroad can only be practical ones (also connected to the final exam/thesis) in compliance with the regulations and Study plan of the Degree course they are enrolled in and abiding by its formal procedures (maximum and minimum duration, ...). Therefore, it cannot include class activities (lessons, exams). Students participate in a call published EVERY YEAR, usually in February.</p>
<p><b>Erasmus+ student's chart</b></p>	<p>The Erasmus+ student's chart lists rights and duties and explains what to expect both from the home and the host Institutions throughout the mobility.</p> <p>Refer to <a href="https://www.uninsubria.it/sites/default/files/Doc_Rel_int/Erasmus%20Charter%20for%20Higher%20Education.pdf">https://www.uninsubria.it/sites/default/files/Doc_Rel_int/Erasmus%20Charter%20for%20Higher%20Education.pdf</a></p>
<p><b>DURATION</b></p>	<p>It can vary from a minimum of 2 months to a maximum of 12/24* months, according to the agreement with the host institution and it must take place within the period stated in the Call.</p> <p>*24 months for master single cycle degree courses only; 12 months for all the other courses (bachelor, master, PhD)</p> <p>A Traineeship mobility can be undertaken:</p> <ul style="list-style-type: none"> <li>• entirely during the students' study cycle</li> <li>• entirely within 360 days following the degree</li> </ul> <p><b>Mobilities between the two periods are not allowed.</b></p>
<p><b>How to choose a DESTINATION</b></p>	<p>Students are required AUTONOMOUSLY and under their own responsibility to identify a host institution, to do so they can:</p> <ul style="list-style-type: none"> <li>• check the <a href="https://erasmusintern.org/">https://erasmusintern.org/</a> webpage containing a list of destinations</li> <li>• contact one or more institutions they find interested</li> <li>• ask their local Erasmus+ departmental coordinator for suggestions</li> <li>• contact coursemates who have already undertaken a mobility</li> </ul> <p>send an email to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> and ask for their email addresses or contact <a href="mailto:insubria@esn.it">insubria@esn.it</a> to gather practical information and/or share mutual needs</p> <p>please refer to <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> for a <i>Self application letter</i> that might be useful to "introduce" yourself.</p>

	<p>Countries participating in the program and eligible/non-eligible locations are listed in the Call.</p> <p><b>Within the Call's deadline</b> students must prove to be accepted by delivering the <i>Learning Agreement 1st part</i> form duly signed by the host institution's coordinator/tutor.</p> <p>Type of destinations:</p> <ul style="list-style-type: none"> <li>• Small, medium or large enterprises (including social enterprises)</li> <li>• Italian Chambers of Commerce abroad</li> <li>• Public offices at a local, regional or national level, including universities</li> <li>• Professional firms</li> <li>• Associations</li> <li>• Health and hospital institutions and related laboratories</li> <li>• International Relations Offices at foreign universities</li> <li>• Training and research firms or centers and related laboratories</li> <li>• Embassies and Consulates in Countries different from the student's Country of origin</li> <li>• Research institutes</li> <li>• Foundations</li> <li>• Schools/institutes/educational centers (at any level, from pre-school education to upper secondary education, including vocational education and education for adults)</li> <li>• Non-profit organizations, associations or NGOs</li> <li>• Offices for career guidance, professional advice and information services</li> </ul>
What is the... MINIMUM level of linguistic knowledge?	<p>It's the minimum degree of knowledge of the language required by the host Institution to profitably perform the practical activities.</p> <p>Prior to departure, nominees must reach the language level requested by the host institution; we recommend a minimum B2 level.</p> <p>It is therefore not possible to undertake an Erasmus+ mobility for Traineeship, without the minimum knowledge of the host Country's language or of the English language.</p>
Is it possible to... learn the language by attending LANGUAGE CLASSES abroad?	<p>NO. It is not possible to undertake an Erasmus+ mobility for Traineeship, without the minimum knowledge of the host Country's language or of the English language.</p>
Participation in the Erasmus+ programme	<p>Students participate in the Erasmus+ programme by answering to a Call that the International Relations Office publishes EVERY YEAR, usually in February, refer to: <a href="https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship">https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship</a> dall'Ufficio Relazioni Internazionali.</p> <p>All students meeting with the requirements stated in the Call can apply.</p>
How to APPLY	<p>Students interested in applying for the mobility programme must complete the application <b>online only</b> (no forms or paper documents), refer to: <a href="https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship">https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship</a> (click on the link and enter the access credentials to the online services)</p> <p>The students' application consists of 2 documents:</p> <ul style="list-style-type: none"> <li>• the application form (filled online and acquired automatically by the Office)</li> <li>• the Learning Agreement for Traineeship_1st part, that is available here <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a></li> </ul>

	<p>and shall be attached to the online application within the Call's deadline.</p> <p>The Office will automatically exclude:</p> <ul style="list-style-type: none"> <li>• applications not including a Learning Agreement for Traineeship_1st part</li> <li>• applications including a Learning Agreement for Traineeship_1st part that is incorrect/incomplete (refer to the Call and its Annexes) or that does not have the 3 signatures required (student/home coordinator/host coordinator).</li> </ul> <p>Students applying for institutions that -prior to signing of the LA- require an official nomination must in any case fill in their LA, following the instructions inside the Annex 1, and submit it with the signatures (student + local Erasmus+ departmental coordinator).</p> <p>The system that manages the selection procedure is linked to the ESSE3 application, marks and credits registered after the expiry date/time stated in the Call will not be taken into consideration, as well as partial exams or self-certifications. Please contact the Professors in case of exams passed but not yet registered in your booklet.</p>				
APPLICATION's deadline	Refer to the date/time set in the Call, refer to <a href="https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship">https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship</a>				
Documents, certificates, paper copies, selection interviews ... are they necessary?	<p>NO. The selection will take place exclusively on the basis of the Erasmus+ Formula, analysed in detail below (page 9).</p> <p>There is <b>NO</b> need to submit any hard copy of the online application which, however, students shall save as proof of their successful application.</p> <p>In the absence of this document the Office will not take into consideration any disputes.</p>				
Apply before the final exam (graduation)... is it possible?	<p>Students who are <b>not yet graduated</b> but plan to graduate before the beginning of the Erasmus+ mobility can apply to the Call.</p> <p>The traineeship must be carried out within 12 months from graduation and within the dates stated in the Call.</p> <p>The duration of the mobility may vary from to 12 to 24 months depending on the Degree Course the student is enrolled in when submitting the application.</p> <p>Already graduated students might ask for recognition of the above-mentioned activities in the event of a further matriculation and may of course list it in their CV.</p>				
Apply if you have already undertaken an Erasmus+ mobility... is it possible?	<p>YES. Students who have already undertaken a Study/Traineeship Erasmus+ mobility are allowed to apply again, provided that they do not exceed the maximum no. of months available, as follows:</p> <table border="1"> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>- First level degree</li> <li>- Second level degree</li> <li>- PhD, Master degree, Postgraduate school (specialization)</li> </ul> </td><td>Max no. of months available: <b>12</b> Erasmus+ Studio and/or Erasmus+ Traineeship</td></tr> <tr> <td> <ul style="list-style-type: none"> <li>- Long single cycle degree</li> </ul> </td><td>Max no. of months available: <b>24</b> Erasmus+ Studio and/or Erasmus+ Traineeship</td></tr> </tbody> </table>	<ul style="list-style-type: none"> <li>- First level degree</li> <li>- Second level degree</li> <li>- PhD, Master degree, Postgraduate school (specialization)</li> </ul>	Max no. of months available: <b>12</b> Erasmus+ Studio and/or Erasmus+ Traineeship	<ul style="list-style-type: none"> <li>- Long single cycle degree</li> </ul>	Max no. of months available: <b>24</b> Erasmus+ Studio and/or Erasmus+ Traineeship
<ul style="list-style-type: none"> <li>- First level degree</li> <li>- Second level degree</li> <li>- PhD, Master degree, Postgraduate school (specialization)</li> </ul>	Max no. of months available: <b>12</b> Erasmus+ Studio and/or Erasmus+ Traineeship				
<ul style="list-style-type: none"> <li>- Long single cycle degree</li> </ul>	Max no. of months available: <b>24</b> Erasmus+ Studio and/or Erasmus+ Traineeship				
PREVIOUS MOBILITY	<p>Considering the student's study cycle, the <b>previous mobility</b> consists in the overall mobility period already undertaken. The effective duration will be verified as follows:</p> <ul style="list-style-type: none"> <li>• if the previous mobility (already carried out/in progress) was undertaken through a Call issued by the University of Insubria, the verification is carried out by the Office (by means of the Attestazione periodo/Statement period form, students won't need to supply any documentation)</li> <li>• if the previous mobility was undertaken through a Call issued by other Universities, students shall specify the number of months already spent abroad (by means of a</li> </ul>				

	<p>substitute declaration of certification, pursuant to art. 46 of Presidential Decree 445/2000, to be sent to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> within the application's deadline)</p>						
<b>ACTUAL DURATION</b>	<p>The actual duration consists in the overall mobility period: initial number of months added to any extension requested and obtained, although not financed.</p> <p>For example: Initial no of months: 5 + extension (4 months) = Actual duration: 9 months Available months left:</p> <table border="1"> <tr> <td>- First level degree</td><td rowspan="3">3 months</td></tr> <tr> <td>- Second level degree</td></tr> <tr> <td>- PhD, Master degree, Postgraduate school (specialization)</td></tr> <tr> <td>- Long single cycle degree</td><td>15 months</td></tr> </table> <p><b>IMPORTANT:</b> the number of months still available cannot be lower than the minimum number fixed for the Erasmus+ mobility (2 months).</p>	- First level degree	3 months	- Second level degree	- PhD, Master degree, Postgraduate school (specialization)	- Long single cycle degree	15 months
- First level degree	3 months						
- Second level degree							
- PhD, Master degree, Postgraduate school (specialization)							
- Long single cycle degree	15 months						
<p><small>ENROLLED STUDENT</small></p> <p><b>SPECIAL provisions for students enrolled in the degree course of MEDICINE AND SURGERY</b></p>	<p>Following please find special provisions for students enrolled in the degree course of Medicine and Surgery</p> <ul style="list-style-type: none"> <li>as to the recognition of traineeships/internships/practical activities, students shall refer directly to the local Erasmus+ departmental coordinator, BEFORE their mobility; if needed the coordinator will get in touch with the colleagues → any authorizations obtained directly from students will not be considered as valid</li> <li>practical internship activities will be recognized as part of the curricular internship if they meet the requirements of: duration (equal to or greater than the activity in the booklet) and contents (please check the information with the Didactical office and/or the web page of the degree course) &gt;&gt; they must be expressly listed both in the LA and ToR</li> </ul> <p>In case of doubt or for further information as to the exams that need to be successfully passed before the mobility, please contact the local departmental coordinator &gt;&gt; the complete list is available online <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> section Attachments/Useful documents</p>						
<p><small>ENROLLED STUDENT</small></p> <p><b>I have passed EXAMS that are NOT YET REGISTERED in my booklet... can I apply?</b></p>	<p><b>YES.</b> Because after the Call's closing the IT system automatically updates the exams/activities successfully taken by each candidate: therefore, we recommend not waiting for the very last day to apply. Please contact the Professors in case of exams passed but not yet registered in the booklet.</p>						
<p><small>ENROLLED STUDENT</small></p> <p><b>I have passed one MODULE of an EXAM CONSISTING OF several modules... will it be considered?</b></p>	<p><b>NO.</b> The selection is done exclusively on the basis of the Erasmus+ formula, analysed in detail hereafter.</p> <p>The formula considers exams/activities registered within the expiry date/time stated in the Call. The system that manages the selection procedure is linked to the ESSE3 application, marks and credits registered after the expiry date/time stated in the Call will not be taken into consideration, as well as partial exams or self-certifications. Please contact the Professors in case of exams passed but not yet registered in your booklet.</p>						

<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Erasmus+ FORMULA</b></p>	<p>The selection is done exclusively on the basis of the Erasmus+ formula that considers the exams registered in the students' booklets by the deadline of the Call. The procedure is managed via Esse3 and will not take into consideration marks/credits registered after the Call's deadline as well as self-certifications or partial exams.</p> $(0,7 \times M) + [(0,3 \times R) \times 30]$ <p>M= weighted average number, as registered in the ESSE3 platform at the Call's expiration date/time  R= Ratio between the credits already earned and those required in the booklet (in relation to the enrollment year); the formula will take into consideration only "active" activities (i.e. <i>in piano/ fuori piano</i>) while the activities indicated by Esse3 as supernumerary and/or excluded from the average grade (i.e. <i>sovrannumerarie/escluse da media</i>) will be excluded. The numerator is the sum of the credits earned and registered in the booklet at the Call's expiration date/time; the denominator is the number of credits expected by the booklet in relation to the student's enrollment year.</p> <p><b>EXAMPLE</b>  Student's enrollment position: IC (has completed university exams within set time period)  Student's enrollment year: II  Degree course: abc_course  Weighted average number registered (Esse3): 23,5  Credits already obtained (Esse3): 72 CFU  Credits in the booklet (II year), following the abc_course's study plan: 126  <math>(0,7 \times M) + [(0,3 \times R) \times 30] &gt;&gt;&gt; (0,7 \times 23,5) + [(0,3 \times 72/126) \times 30]</math>  <math>16,45 + 5,14 = 21,59</math></p> <p>Upon the Call's deadline the IT system will automatically update the student's booklet and consider exams/activities registered within the expiry date/time stated in the Call.  Please contact the Professors in case of exams passed but not yet registered in the booklet.  In case students gain the same score, priority will be given in the ranking to the student with the highest average; in case of further equality, priority will be given to the oldest student.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>The result of the E+ Formula that DOES NOT MATCH with a useful score</b></p>	<p>Students shall submit their application and wait for the rankings, on this occasion they may ask for clarifications.  Before the communication concerning the rankings, NO information is provided.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>CALL's results</b></p>	<p>The Office calculates the scores and draws up the rankings that are sent to the candidate's e-mail (to the address <a href="mailto:@students.uninsubria.it">@students.uninsubria.it</a>) within 15 working days (Saturdays, Sundays and holidays excluded) from the closing of the Call, together with information as to deadlines and terms (acceptance/renunciation).</p> <p><b>IN-PERSON ACCEPTANCES ARE NOT NEEDED</b>  <b>ACCEPTANCES VIA EMAIL/PHONE ARE NOT PERMITTED</b></p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>RANKING</b></p>	<p>The ranking of each degree course is published on the University website <a href="https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship">https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship</a>  Students receive an e-mail to the institutional e-mail address <a href="mailto:@students.uninsubria.it">@students.uninsubria.it</a>.</p>
<p>ENROLLED/GRADUATED STUDENT</p>	<p><b>YES.</b> It will not be updated with any other results obtained after the Call's deadline date/time.</p>

SCORE OBTAINED... is it final?	
ENROLLED/GRADUATED STUDENT	Students shall wait for the results of the Call (ranking) which states the assignment of the destinations.
ACCEPTANCE of the destination	The selected students must in any case accept/renounce the assigned destination, following the instructions given upon the ranking's publication.
ENROLLED/GRADUATED STUDENT	Traineeship mobilities do not usually require an official nomination from the Office. Please inform us in case the host Institution specifically asks for it, the Office will send a formal email nomination both to the host institution and to the nominee.
NOMINATION	
ENROLLED/GRADUATED STUDENT	Following please find a few DATA that you might find useful while filling out your papers:
How to fill the papers	<p>Home Institution/Sending Institution I VARESE02 - Università degli Studi dell'Insubria</p> <p>Official address via Ravasi 2, 21100 Varese, Italy</p> <p>contact details of the Office Phone +39 0332 219341 <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p> <p>Name and full address: Departmental coordinator – name: Prof. _____ Please write the name of your local coordinator &gt;&gt; the complete list is available online, <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> section Attachments/Useful documents</p> <p>Next to the name of the coordinator please ALWAYS specify the Office's email address <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> so that we will receive all the information sent by the host Institution.</p>
ENROLLED/GRADUATED STUDENT	The complete list is available online, <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> section Attachments
List of the Erasmus+ Departmental coordinators	Next to the name of the coordinator please ALWAYS write the Office's email address <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> so that we will receive all the information sent by the host Institution.
ENROLLED STUDENT	A Transcript of Records certifies the exams successfully passed and all the activities carried out by the student:
The host Institution asks for the TRANSCRIPT OF RECORDS...	<ul style="list-style-type: none"> <li>- before departure: students shall contact the Students Office and ask for a Certificate of enrolment with exams <b>in English</b>. IMPORTANT: our Student's Office issues certificates for carriers carried out at the University of Insubria only &gt;&gt; Students who obtained their degree in a different University must turn to the relevant Students Office</li> <li>- at the end of the mobility: the host Institution will issue a ToR that officially certifies the activities taken</li> </ul>

<p>ENROLLED/GRADUATED STUDENT</p> <p><b>The host Institution asks for the E+ assignation and enrollment</b></p>	<p>This document, issued by the Office in English language, certifies the enrollment in our University and the amount of the Erasmus+ financial contribution granted. Students can request the document once the assignment operations are complete, please contact <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p>
<p>ENROLLED STUDENT</p> <p><b>During the mobility, do I keep my benefits (housing/other services)?</b></p>	<p>For information please contact the office in charge, Diritto allo Studio <a href="mailto:dirittoallostudio@uninsubria.it">dirittoallostudio@uninsubria.it</a></p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Taxes at the host University...</b></p>	<p>Students can participate in the Erasmus+ program only if they are regularly enrolled in our University from the moment of selection to the end of the mobility. Therefore, even during the period spent abroad, they must enrol in the A.Y. and regularly pay their fees at the University of Insubria until the recognition procedure for the activities carried out abroad is complete. Students are usually not asked to pay further taxes at the host Institution/University.</p> <p><sup>1</sup>However, the host University may request the payment of a small amount in order to cover insurance costs, memberships or the use of equipment/tools (photocopies, laboratory products, etc.) applying an identical treatment to that of local students.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>VISA</b></p>	<p>Only Erasmus+ students with a NON-EU citizenship or Erasmus+ students (any nationality) headed to Turkey or another extra-Schengen country need a VISA (for study reasons). It's up to students to start the VISA application procedures for study reasons on time, thus meeting with deadlines/indications provided by the partners. VISA must be requested:</p> <ul style="list-style-type: none"> <li>• to the Italian Consulate and/or Embassy of the country of destination</li> <li>• for study and NOT tourism reasons (the tourist VISA is easier to obtain but has a limited time validity - usually 90 days - and upon expiration it <b>cannot</b> be converted into a study VISA → the student is obliged to return to Italy)</li> </ul>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>ACCOMMODATION during the mobility</b></p>	<p>Students must autonomously look for accommodation; please refer to the host Institution.</p> <p>The Office sends an e-mail with the contacts of those who will leave/have already left as well as of incoming students. These contacts can be useful to get practical information from students involved in a mobility and to share any doubts with the ones leaving.</p> <p>Student can also contact the ESN section of Varese/Como, please refer to <a href="mailto:insubria@esn.it">insubria@esn.it</a></p>

ENROLLED / GRADUATED  
STUDENT

## Learning Agreement 1st part (LA)... cos'è?

The LA 1st part contains all the activities that the student intends to take abroad and must be:

- signed by the student
- approved and signed by the local Erasmus+ departmental coordinator
- approved and signed by the host Institution's tutor/coordinator *to confirm that the nominee was accepted*

The form must be typewritten.

We recommend students proceed with the LA's drafting in agreement with the local Erasmus+ departmental coordinator.

Both the form and the list of coordinators are available online,  
<https://www.uninsubria.it/node/2424> section Attachment/Useful documents

ENROLLED / GRADUATED  
STUDENT

## LA... how to fill the form in?

The LA form, to be typewritten, is available here

<https://www.uninsubria.it/node/2424>

the document must be drawn up in agreement with the local Erasmus+ departmental coordinator and uploaded online (not necessarily on the same date of the application's submission) within the Call's deadline.

In the first section students enter their data and those of the host Institution (the data of our University are pre-filled)

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
	Name	Faculty/ Department	Erasmus code	Address	Country	Contact person name, email, phone	
Sending Institution	Luca Gallo	International Relations Office	IVARESE02	Via Ravasi, 2 21100 Varese	ITALY	erasmus@uninsubria.it +39033219340/341	
	Name	Department	Address; website	Country	Erasmus code	Contact person name; position; e-mail;	Mentor name; position; e-mail;
Receiving Organisation/Enterprise							

In the section *Study cycle and field of Education*, students specify their Degree course's data

Degree course	Study cycle	Field of education (Field of study)
A010 - SCIENZE DELLA MEDIAZIONE INTERLINGUISTICA E INTERCULTURALE	EQF level 6	0230: Languages
A012 - SCIENZE DEL TURISMO	EQF level 6	1015: Travel, tourism and leisure
A016 - LINGUE MODERNE PER LA COMUNICAZIONE E LA COOPERAZIONE INTERNAZIONALE	EQF level 7	0230: Languages
A21 - GIURISPRUDENZA	EQF level 7	0421: Law
F001 - INGEGNERIA PER LA SICUREZZA DEL LAVORO E DELL'AMBIENTE	EQF level 6	0712: Engineering and engineering trades/Environmental protection technology
F002 - SCIENZE E TECNOLOGIE BIOLOGICHE	EQF level 6	0510: Biological and related sciences
F003 - SCIENZE DELLA COMUNICAZIONE	EQF level 6	0320: Journalism and information
F004 - INFORMATICA	EQF level 6	0611: Computer Use
F007 - BIOTECNOLOGIE MOLECOLARI E INDUSTRIALI	EQF level 6	4211: Biotechnology
F010 - SCIENZE E TECNICHE DELLA COMUNICAZIONE	EQF level 7	0320: Journalism and information
F011 - BIOTECNOLOGIE	EQF level 6	4211: Biotechnology

F013 - BIOMEDICAL SCIENCES (BIOLOGIA APPLICATA ALLA RICERCA BIOMEDICA)	EQF level 7	0910: Health (Biomedical Sciences)
L001 - ODONTOIATRIA E PROTESI DENTARIA	EQF level 7	0911: Dentistry
L002 - MEDICINA E CHIRURGIA	EQF level 7	0912: Medicine
U010 - ECONOMIA E MANAGEMENT	EQF level 6	0311: Economics
U015 - ECONOMIA E MANAGEMENT (PART-TIME)	EQF level 6	
U016 - GLOBAL ENTREPRENEURSHIP ECONOMICS AND MANAGEMENT (GEEM)	EQF level 7	
U017 - ECONOMIA, DIRITTO E FINANZA D'IMPRESA (EDIFI)	EQF level 7	
W001 - CHIMICA E CHIMICA INDUSTRIALE	EQF level 6	0531: Chemistry
W005 - FISICA	EQF level 7	0533: Physics
W006 - MATEMATICA	EQF level 6	0541: Mathematics

In the section *Part. 1 – Before the mobility*

**Part. 1 - Before the mobility**

<b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b>	
Planned period of the mobility: from _____ to _____	
Traineeship title:	Number of working hours per week:
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Students specify:

- the mobility period (from... to...), in the dd/mm/yyyy format
- the title of the traineeship activity
- the no. of working hours per week, that must match the credits number
- the detailed traineeship programme (an English description of the activities, at least 300 characters) planned with both the local and the host coordinator/tutor: please pay particular attention to this description as it constitutes the main element of evaluation of the experience (and its recognition)
- a brief description of the knowledge, skills and competence to be acquired
- the monitoring method at the host Institution
- the evaluation method at the host Institution

In the section *Level of language competence*, students specify the language competence acquired before the mobility

The level of language competence in _____ (Indicate here the main language of instruction) that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>
Native speaker <input type="checkbox"/>

In the following section *Table B – Sending Institution*, students specify whether the practical activity is included in the study plan (curricular or extra curricular internship, pre-graduate curricular internship, ...) or if it will be carried out after graduation.

The following section *Accident insurance for the trainee*

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

is already filled in and does not need to be modified.

Table C – Receiving Organisation/Enterprise will be filled in by the host Institution.

The last section *Commitment* must be duly signed (student + local departmental coordinator + host coordinator) **within** the Call's deadline.

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person at the Sending Institution					
Supervisor at the Receiving Organisation					

ENROLLED/GRADUATED STUDENT	NO. During the mobility students will make the necessary variations (agreed with both the local and the host coordinator) and submit the <i>Learning Agreement 2nd part</i> form <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a>
I have submitted my LA but I have not yet left... can I change it now?	
ENROLLED STUDENT	YES. As the Erasmus+ experience is intended to be continuous the student will leave the host University for a limited period only (approximately 5 to 7 days). It is not necessary to certify this to the Office.
Can I take exams in Italy during the mobility?	
ENROLLED STUDENT	NO. Only the activities successfully taken abroad, as per the final Transcript of Records issued by the host Institution, will be considered valid. The local departmental coordinator will decide the resulting recognition (idoneità=qualified).
Do students gain additional credits through the mobility?	
ENROLLED/GRADUATED STUDENT	<p>The European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area for making studies and courses more transparent. It helps students to move between countries and to have their academic qualifications and study periods abroad recognised.</p> <p>ECTS allows credits taken at one higher education institution to be counted towards a qualification studied for at another. Its application facilitates the recognition of the academic results obtained by students, thanks to the use of common measures - credits and grades- as well as to a better understanding of national higher education systems.</p> <p>ECTS credits represent learning based on defined learning outcomes and their associated workload: 25 hours (lectures, exercises, seminars, library research, individual study) correspond to 1 credit. A whole academic year is worth 60 credits, which means 30 credits for a semester and 20 for a quarter.</p> <p>The recognition of ECTS credits is therefore based on the amount of work done by the student during the mobility at the host Institution.</p> <p>The Italian CFU/credits are ECTS credits.</p> <p>Although Traineeship mobilities do not request a minimum n. of credits, the practical activities carried out at the host Institution will result in credits therefore students must take into consideration the no. of hours/week (and the corresponding credits) while filling in the LA 1st part.</p>
ECTS/CFU credits that outgoing students must gain abroad	
ENROLLED STUDENT	<p>YES. Students can work on their thesis during the mobility and obtain a recognition provided that:</p> <ul style="list-style-type: none"> <li>• they obtain the approval from the thesis' supervisor</li> <li>• they promptly inform the Office → we will turn the request to the host University asking for the availability of a referent professor (who will issue a proper document at the end of the mobility: list of the activities carried out, assessment obtained and number of hours)</li> <li>• they accurately describe the activities of the thesis in their LA</li> <li>• their booklet specifically contains a number of credits for the thesis preparation's work (for which recognition will be requested)</li> </ul> <p>At the end of the mobility, the local thesis' supervisor will check the declaration issued by the host university and establish the credits to be recognized for the activity carried out.</p>
Thesis activities during the mobility... are they possible?	

Commentato [BC1]:

<p>ENROLLED/GRADUATED STUDENT</p> <p><b>How do you certify the language level?</b></p>	<p>The nominees usually require a certificate of knowledge of their language level; in the absence of a specific requirements we recommend a minimum B1 level knowledge of the English language.</p> <p>Unless the host Institution specifically requests a certificate, students are allowed to self-certify their language level.</p> <p>When the host Institution expressly requires an official certificate, students:</p> <ul style="list-style-type: none"> <li>• will contact the International Relations Office for the issue of a certificate if <ul style="list-style-type: none"> <li>• they have passed one or more language exams required by their DC</li> <li>• they have a certificate (issued from a high school/language school, ...) that specifies the level of knowledge achieved</li> </ul> </li> <li>• will provide the host institution with a specific certification (e.g. IELTS, PET, FIRST CERTIFICATE, DELF, DALF, DELE, Goethe-Zertifikat, ...)</li> </ul>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>I have NOT yet reached the language level required at the host Institution... what shall I do?</b></p>	<p>Before their departure, students must achieve the level of knowledge (in the teaching language) required by the host university; in the absence of a specific requirements we recommend a minimum B1 level knowledge of the English language, to be achieved as follows:</p> <ul style="list-style-type: none"> <li>• the nominee passes the language exam required by the study plan</li> <li>• the nominee attends the basic language course (French, German or Spanish) that our University offers to outgoing students</li> <li>• the nominee follows the OLS online course (students receive specific access credentials)</li> </ul>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>OLS: online language courses</b></p>	<p>Through their home university, the European Union offers online linguistic support to students selected for E+ mobilities.</p> <p>Such courses are available for most European languages (Czech, German, English, Spanish, French, Portuguese, Swedish, Dutch, Polish, Danish, Greek, Bulgarian, Croatian, Hungarian, Romanian, Slovak and Finnish) and are delivered through the OLS -Online Linguistic Support- portal.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Mandatory OLS test and results</b></p>	<p>Before their departure nominees shall take a mandatory online test of language skills in the foreign teaching language.</p> <p>The activities proposed by the OLS are exclusively <b>in support</b> of outgoing students:</p> <ul style="list-style-type: none"> <li>• they do not affect the possibility of carrying out the mobility</li> <li>• they do not assign marks/credits/certificates of any kind</li> </ul> <p>The results of the initial mandatory OLS test do not affect the selection and are neither communicated to nor verified by the host Institution.</p> <p>Following the result of the first assessment test and the number of licenses received by the National Agency, students will be assigned a license for an online language course. Its attendance is not mandatory and the course remains active throughout the whole Erasmus+ period thus allowing students to practice and get the most out of their experience abroad.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>PREPARATORY LANGUAGE COURSES before the mobility</b></p>	<p>Our University offers a 30-hour preparatory language course to the outgoing students for the following languages: FRENCH, SPANISH, GERMAN. Students subscribe to the course by answering to an invitation email received from our office.</p> <p>Each student can attend ONE course only.</p> <p>The language course:</p> <ul style="list-style-type: none"> <li>• BEGINNER level, i.e. students with no knowledge of French, Spanish or German</li> <li>• FREE for those <ul style="list-style-type: none"> <li>• attending an 80% minimum of the overall duration of the course</li> <li>• actually leaving for the mobility *</li> </ul> </li> <li>• does not assign marks, credits or any kind of certificates.</li> </ul>

	<p>The language school, in Varese and in Como, will be the winner of the annual bid specific for this service.</p> <p>Minimum 3 students, for the same language (the course will not be activated for a lower number of students). A course that is activated for the minimum number of 3 people, might be organized only at the location with the higher number of participants.</p> <p>The student must be a winner of the Erasmus Call, with or without grant, the host destination shall be: FRANCE, BELGIUM (French-speaking Universities), SWITZERLAND (French and German-speaking Universities), SPAIN and GERMANY</p> <p>THE START DATE of the courses will be communicated by the schools DIRECTLY TO THE STUDENTS who will plan their calendar (day/time) together with the teachers.</p> <p>* BLOCKS AND PENALTIES: students who:</p> <ul style="list-style-type: none"> <li>• attend less than 80% of the course</li> <li>• withdraw their mobility</li> </ul> <p>will have to pay a €200 penalty, otherwise their academic career will be blocked</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Financial Agreement, signature</b></p> <p>ENROLLED/GRADUATED STUDENT</p> <p><b>Financial Agreement, start and end DATES</b></p> <p>ENROLLED/GRADUATED STUDENT</p> <p><b>Financial contribution</b></p>	<p>Before departure the nominees receive on their institutional email address an official e-mail from the IRO as to the signature of the Financial Agreement, which regulates the relationship between the student and the University during the mobility abroad. The information necessary for the agreement's signature: the start/end dates of the mobility period.</p> <p>Students shall verify -AUTONOMOUSLY and under their own responsibility- the official start and end dates of the activities at the host Institution, also considering that closing periods and festivities will not be considered when calculating the mobility's minimum duration (2 months).</p> <p>In accordance with the provisions of the Erasmus+ Student Charter candidates selected for a mobility in one of the Programme Countries get the status of Erasmus+ student.</p> <p>The Erasmus+ Student Charter clarifies rights and duties and specifies what to expect from the home and the host organization throughout the mobility. The document is available here <a href="https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship">https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship</a> see useful links</p> <p>Getting the Erasmus+ student status does not necessarily give the right to receive the financial support.</p> <p>Following the indications of the Erasmus National Agency and MIUR, mobility grants are determined annually by the Call.</p> <p>The amount of the monthly contribution varies based on the Country of destination and the candidates' position in the ranking.</p> <p>Students traveling to Switzerland might get a contribution that is paid directly by the Swiss host Institution.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Financial contribution, amount and refunds</b></p>	<p>Students receive their contribution, in a single transaction, at the beginning of the mobility on the basis of the start/dates specified in the Financial Agreement. But the actual duration of the mobility will be calculated upon the students' return, considering the official arrival/departure dates specified in the <i>Attestazione periodo/statement period form</i> from the host Institution.</p> <p>The minimum period to be eligible for the Erasmus+ for Traineeship contribution is: 2 months. Fractions of months spent abroad will be calculated based on the actual number of mobility days; the "year" adopted is the financial one consisting of 360 day (therefore, regardless of its exact duration, each month will be considered as 30 days, February included).</p>

	<p><b>IMPORTANT:</b> as decided by the European Commission, the contribution must be paid on the basis of the days actually completed: students who do not complete their mobility (thus spending a shorter period at the partner university than the one specified in the Financial Agreement) must return the quota not earned.</p> <p>At the end of their mobility, students deliver the original of the <i>Attestazione periodo/statement period form</i> to the IRO that verifies the period actually carried out and contacts the student as to any refund.</p> <p><b>EXAMPLES:</b>  The basis of the calculation is equal to one thirtieth of the monthly contribution. The financial contribution will then be calculated by multiplying the number of days in the incomplete month(s) by 1/30 of the monthly unit cost.</p> <p>Expected mobility: from 01/10 to 31/03 &gt;&gt; 180 days  Monthly contribution= €230.00/month (EU contribution)  6-month contribution= 30x6= 180 days  Resulting financial contribution (230/30) x180 days= € 1,380.00  Financial contribution paid= € 1,380.00  Actual period spent abroad: 01/10 - 31/03 that matches with the one originally set &gt;&gt; no refund request</p> <p>Expected mobility: from 01/10 to 31/03  Actual period spent abroad: 01/10 - 20/03 &gt;&gt; 170 days  That is: 30 days x 5 full months (Oct/Nov/Dec/Jan/Feb) + 20 days in March  total days = (5 x 30) = 150 days + 20 days = 170  Resulting financial contribution (230.00 / 30x170) = €1,303.00  Financial contribution paid= € 1,380.00  Actual period spent abroad: less than the one originally set &gt;&gt; partial refund request &gt;&gt; (€ 1,380.00 - € 1,303.00) = € 77.00</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Grant data</b></p>	<p>Students receive their contribution via a SINGLE bank transfer on a current account they are either holder or co-holder of. Therefore, they must provide the IRO with complete bank details.</p> <p>The <i>Grant data</i> form is available here <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> and must be sent to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Number of months completed less than the one specified in the Financial Agreement</b></p>	<p>Students who accept the mobility and leave for a number of months lower than the one specified in the Financial Agreement, must:</p> <ul style="list-style-type: none"> <li>inform the IRO, sending an email to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> so that we can update both the Financial Agreement and the amount of the contribution</li> <li>guarantee a minimum mobility period of three months</li> </ul>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Withdrawal</b></p>	<p>Students who accept the mobility and later decide to withdraw without a valid and documented reason:</p> <ul style="list-style-type: none"> <li>might not be readmitted for the Call in progress</li> <li>may incur in the penalties specified in the Call</li> </ul> <p>The place left CANNOT BE REASSIGNED.</p>

ENROLLED/GRADUATED  
STUDENT

**DOCUMENTS to  
take abroad**

Before leaving for the mobility, students shall prepare the documents that follow:

**MANDATORY**

- valid ID document (double-check asap!)
- national health service card
- credit/debit card valid abroad (double-check with your bank/post office)
- copy of your LA
- copy of the *Copertura assicurativa/Confirmation of insurance*, available here <https://www.uninsubria.it/node/2424>

**OPTIONAL**

- driving license
- certificates required by the host University (Erasmus+ assignment, ...) issued by the Office

## FAQ: during the mobility

ENROLLED/GRADUATED STUDENT

### STATEMENT PERIOD FORM, Arrival

Upon arrival at the host University, students must fill and send the Statement period form:

- print the form, available on our website at the page <https://www.uninsubria.it/node/2424>
- fill in the upper part (ARRIVAL section) with their data (name and last name, name of the host Institution)
- bring the form to the tutor/coordinator of the host Institution
- ask the tutor/coordinator to fill in the first section of the document, ARRIVAL (arrival date/name and position of the signee, signature, stamp)
- transmit the official start date of your mobility by sending a LEGIBLE scan/pic of the form to the email address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)

Students shall keep the original form as they shall:

- submit it again to the host Institution at the end of the mobility for signature/stamp
- return it to the International Relations Office within 15 days after their arrival in Italy

ENROLLED/GRADUATED STUDENT

### Contribution's transfer

Student will receive a one-time transfer on the bank account specified in the Grant data form.

The office will order the payment within 120 days from the receipt of the *Statement period form* → without the Statement period form no payment will be made

**IMPORTANT:** contributions are generally not transferred in August, December and January. Students shall therefore independently provide for their sustenance during the first few weeks.

Upon arrival at the host University, students must fill and send the *Statement period form* which:

- certifies the actual start date of the mobility
- activates the contribution's payment procedure

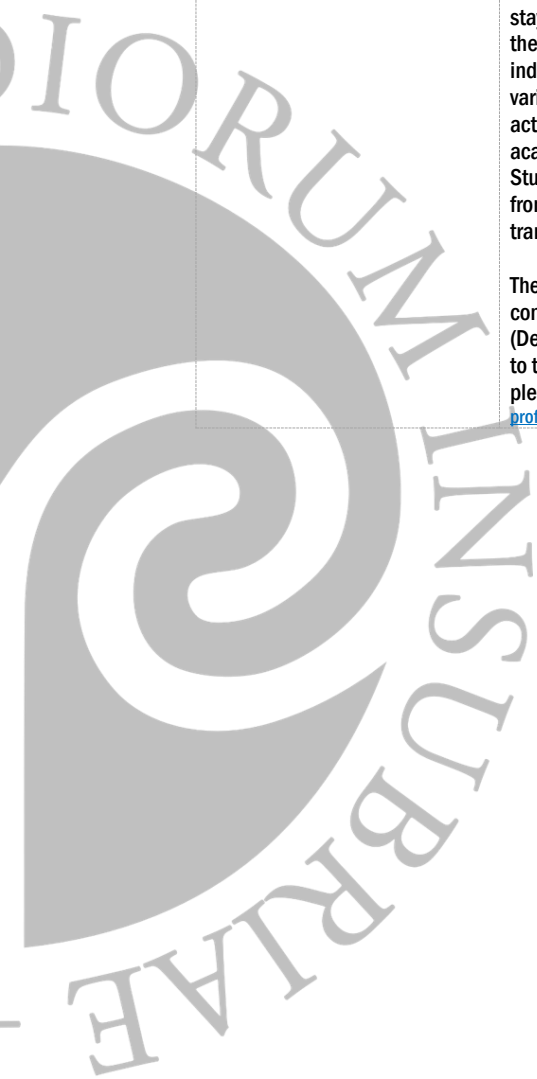
- print the form, available on our website at the page <https://www.uninsubria.it/node/2424>
- fill in the upper part (ARRIVAL section) with their data (name and last name, name of the host Institution)
- bring the form to the tutor/coordinator
- ask the tutor/coordinator to fill in the first section of the document, ARRIVAL (arrival date/name and position of the signee, signature, stamp)
- transmit the official start date of your mobility by sending a LEGIBLE scan/pic of the form to the email address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)

Students shall keep the original form as they shall:

- submit it again to the host Institution at the end of the mobility for signature/stamp
- return it to the International Relations Office within 15 days after their arrival in Italy

<p>ENROLLED/GRADUATED STUDENT</p> <p><b>CHANGES to the LA</b></p>	<p>If necessary, during the mobility (possibly WITHIN one month from the beginning of the activities) students can modify their LA provided that any changes are always discussed and agreed, via e-mail, with both the local and the host coordinators.</p> <p>The <i>Learning Agreement 2nd part</i> form, available here <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> da inviare alla casella <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> duly filled in and with the 3 signatures: student/local departmental coordinator/host coordinator, shall be sent to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Extension of the mobility</b></p>	<p>Students can request ONE extension of the mobility to:</p> <ul style="list-style-type: none"> <li>- take further exams, in addition to the ones already listed in the LA or LA changes forms</li> </ul> <p>As classes usually end in June/July the extension is not meant to stay at the host university to take further exams in September &gt;&gt; if the host University allows students to do so, they can go back in September specifically for this purpose, in this case please inform us sending an email to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p> <ul style="list-style-type: none"> <li>- do stage/lab/thesis research activities, ONLY if such activities are included in the study plan and will be recognized (CREDITS), the request must therefore be accompanied with all the necessary attachments (e.g. for stages).</li> </ul> <p>To extend a mobility for less than 30 days, students simply need to send an email to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p> <p>To extend a mobility for more than 30 days, students must obtain the local coordinator's acceptance and fill in the:</p> <ul style="list-style-type: none"> <li>- <i>Request for Extension of the Erasmus Period</i> form</li> <li>- <i>Learning Agreement 2nd part</i> form</li> </ul> <p>available online <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> and send both, with the 3 signatures required (student, local coordinator and host coordinator), to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> at least 30 gg prior to the end of the mobility as stated in the Financial Agreement.</p> <p>The overall mobility period (initial period + additional months requested) must not exceed 12 months and must end within the date stated in the Call.</p> <p>The extension of the Erasmus+ mobility period will NOT be financed with a further contribution.</p> <p>Students will keep the insurance coverage and all the activities successfully carried during the extension will be validated, as per the <i>Learning Agreement 2nd part</i> form.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Interruption of the mobility to change the host Institutions...</b></p>	<p>During the mobility students are allowed to ask for and change the host Institution, provided the following conditions are met:</p> <ul style="list-style-type: none"> <li>• students must have a valid reason that justifies the request</li> <li>• students have not already spent at the first organization more than 45 days (holidays included)</li> <li>• the change of location takes place without interruption between the first and second Institution (with a tolerance of 5 days for logistical/travel reasons)</li> </ul>

	<p>The second host Institution may be located in a different Country as long as it participates in the Erasmus+ Program. Countries participating in the program and eligible/non-eligible locations are listed in the Call.</p>
<p>ENROLLED / GRADUATED STUDENT</p> <p><b>INSURANCE</b></p>	<p>All students regularly enrolled at the University of Insubria are covered against accidents, both in Italy and abroad, either for study reasons or during recreative and sport activities (Erasmus+ mobilities included). The document (in Italian and English) <i>Copertura assicurativa/Confirmation of insurance</i> is available here <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a></p> <p>If necessary, students can download and send it to the host Institution.</p> <p><b>GRADUATE STUDENTS</b> no longer enrolled in a degree course at our institution, if/when requested by the host institution, will stipulate an insurance policy on their own.</p>
<p>ENROLLED / GRADUATED STUDENT</p> <p><b>Health care abroad... what to do?</b></p>	<p>To be entitled to health care abroad, students must show the REGIONAL SERVICE CARD / CARTA REGIONALE DEI SERVIZI issued by their Region where they reside. For the Lombardy Region: <a href="http://www.crs.lombardia.it/">www.crs.lombardia.it/</a></p> <p>The REGIONAL SERVICE CARD / CARTA REGIONALE DEI SERVIZI works as a European health insurance card (TEAM) and guarantees the necessary health care when temporary residing in countries inside the European Union, Norway, Iceland, Liechtenstein and Switzerland.</p> <p>For the reimbursement of health costs, students need to:</p> <ul style="list-style-type: none"> <li>- turn, when possible, to a public structure or to the structure that manages the service in the host Country (in Italy a service might be provided by the public service but the host country might provide it privately, and vice versa)</li> <li>- bring and show the REGIONAL SERVICE CARD / CARTA REGIONALE DEI SERVIZI and ask for an invoice (or an equivalent document issued in the host Country)</li> </ul> <p>deliver -once back- invoices and receipts to the Healthcare district office they belong and ask for a refund (each health district has its own, for Varese refer to: <a href="http://www.asl.varese.it/distretti-socio-sanitari#main">http://www.asl.varese.it/distretti-socio-sanitari#main</a> for Como, refer to: <a href="http://www.asl.como.it/index.php/il-nostro-territorio.html">http://www.asl.como.it/index.php/il-nostro-territorio.html</a>)</p> <p>The Healthcare district office will determine the opportunity as well as the extent of the reimbursement.</p> <p><b>DO NOT FORGET TO:</b></p> <ul style="list-style-type: none"> <li>- carry the REGIONAL SERVICE CARD / CARTA REGIONALE DEI SERVIZI with you always</li> <li>- ask and keep the invoice/receipt in case of direct payment (private services)</li> </ul> <p>Students take full care of the procedure; no papers need to be delivered to the Office or to the home University.</p> <p><b>ATTENTION:</b> some Countries (e.g. United Kingdom and Ireland) require a supplementary health insurance, we suggest students verify this before departure.</p>
<p>ENROLLED / GRADUATED STUDENT</p> <p><b>Injuries... what to do?</b></p>	<p>All students regularly enrolled at the University of Insubria are covered against accidents, both in Italy and abroad, either for</p>



study reasons or during recreative and sport activities (Erasmus+ mobilities included). The document (in Italian and English) *Copertura assicurativa/Confirmation of insurance* is available here <https://www.uninsubria.it/node/2424>

If necessary, students can download and send it to the host University.

Students are covered against accidents suffered during their staying in the University building or elsewhere, even outside the University -in Italy or abroad- such as enterprises, industrial or research laboratories where they might stay for various reasons (study, visits, experiments, transfers, university activities) provided they are authorized by the competent academic authorities.

Students are NOT covered by the insurance for events different from the above-mentioned (evenings out, trips, personal transfers, and so on) which are therefore NOT refundable.

The IRO does NOT take care of the complaints, students must contact the reference structure of their degree courses (Department/School of Medicine). For further information as to the procedure, the forms and the list of facilities to contact, please refer to <http://www4.uninsubria.it/on-line/home/naviga-per-profilo/studente/copertureassicurative/articolo1759.html>

## FAQ: after the mobility



<p>ENROLLED/GRADUATED STUDENT</p> <p><b>STATEMENT PERIOD form, Departure</b></p>	<p>Before departure, students shall bring the form <i>Attestazione periodo/Statement period form</i> (previously filled in the section Arrival) to the host tutor/coordinator, who fill in the second section of the document, DEPARTURE (end date/name and position of the signee, signature, stamp). <b>IMPORTANT:</b> within 15 days from their arrival in Italy student will deliver the <b>original</b> paper to the International Relations Office.</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>Early termination of the mobility, I have not completed the mobility period as per the financial agreement... do I have to return the contribution?</b></p>	<p>Students communicate an early termination of their mobility to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p> <p>As specified by the European Commission, the minimum duration of the Erasmus+ Study mobility is 2 months.</p> <p>Students who:</p> <ul style="list-style-type: none"> <li>• end the experience abroad before these 60 days, lose the Erasmus+ student's status, must return the whole contribution and are NOT entitled to the activities' recognition (unless they justify the event with a valid reason)</li> <li>• do not complete the mobility according to the period specified in their financial agreement, must return the difference</li> </ul> <p>Within 15 days from their arrival in Italy student will deliver the <b>original</b> <i>Attestazione periodo/statement period form</i> to the International Relations Office. The form certifies the <b>official</b> duration of the mobility and the IRO will confirm and/or recalculate the financial contribution (and request for a total or partial refund, when needed).</p>
<p>ENROLLED STUDENT</p> <p><b>RECOGNITION for activities carried out abroad</b></p>	<p>Students can ask for the recognition of the activities carried out abroad, provided that they have been previously and correctly listed in their LA (or any LA changes form) and that they have been successfully taken (and therefore listed in the Transcript of Records issued by the partner university at the end of the mobility).</p>
<p>ENROLLED/GRADUATED STUDENT</p> <p><b>TRANSCRIPT OF RECORDS</b></p>	<p>At the end of the mobility the host Institution issued and sends directly to the student the <i>Learning Agreement 3rd part - After the mobility</i></p> <p>The document contains the host Institution and the student's data, a detailed description of the student's activities and of the knowledge, skills and competence acquired as well as a final assessment.</p>
<p>ENROLLED STUDENT</p> <p><b>RECOGNITION of the activities carried out abroad</b></p>	<p>When the host Institution issues the <i>Learning Agreement 3rd part - After the mobility</i></p> <ol style="list-style-type: none"> <li>1. students forward the document to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> and fills in the <i>Recognition form</i>, available here <a href="https://www.uninsubria.it/node/2424">https://www.uninsubria.it/node/2424</a> to be sent to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></li> </ol>

	<ol style="list-style-type: none"> <li>the office double-checks the recognition form's contents and <i>LA 1st part</i> and forwards it both to the local Erasmus+ departmental coordinator and to the student, together with all the useful documents (original LA, LA changes, ToR, extension request for extension, internship papers, language certificates, ...)</li> <li>the local Erasmus+ departmental coordinator and the student meet in order to comment on the mobility experience</li> <li>the local Erasmus+ departmental coordinator sends back the form to the Office that forwards it formally to the competent Students Office</li> <li>the Students Office updates the booklet</li> </ol> <p>ONCE THE BOOKLET IS UPDATED, IT WILL NOT BE POSSIBLE TO ASK FOR CHANGES AND/OR ADDITIONS. The recognized activities will contribute to the calculation of the average marks and credits, as well as the activities taken in Italy.</p> <p>Already graduated students might ask for recognition of the above-mentioned activities in the event of a further matriculation.</p>
<small>ENROLLED/GRADUATED STUDENT</small> <b>MINIMUM number of credits to obtain abroad</b>	<p>The Italian CFU/credits are ECTS credits.</p> <p>Although Traineeship mobilities do not request a minimum n. of credits, the practical activities carried out at the host Institution will result in credits therefore students must take into consideration the no. of hours/week (and the corresponding credits) while filling in the LA 1st part.</p>
<small>ENROLLED STUDENT</small> <b>The local Erasmus+ Departmental Coordinator has filled and signed my recognition form... what's next?</b>	<p>The local Erasmus+ departmental coordinator fills in and signs the form then sends it back to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a>; the Office forwards it formally to the competent Students Office that soon updates the booklet.</p> <p>ONCE THE ACADEMIC CAREER IS UPDATED, IT WILL NOT BE POSSIBLE TO ASK FOR CHANGES AND/OR ADDITIONS. The recognized activities will contribute to the calculation of the average marks and credits, as well as the exams passed in Italy.</p>
<small>ENROLLED/GRADUATED STUDENT</small> <b>PARTICIPANT REPORT</b>	<p>The Participant Report is the final step of the students' experience abroad.</p> <p>At the end of their mobility, students receive directly from the European Commission an email containing the personalized link to the report. The participant report is mandatory, students who do not take it shall return the full amount of the contribution.</p> <p>IMPORTANT: this email might end up in the spam directory, once back from the mobility, please (often!) double-check the email box, spam folder included.</p>
<small>ENROLLED/GRADUATED STUDENT</small> <b>ESN, Erasmus Student Network</b>	<p>Erasmus Student Network (ESN) is a non-profit international student organisation founded in 1990 by former mobility students on the initiative of the Erasmus Bureau of the European Community. Its mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students.</p>



The sections provide support both to incoming and outgoing students. The volunteers are largely students with a former international exchange experience or students about to leave for a mobility, who enjoyed/will enjoy a mobility in countries with a cultural and social background very different from their own. Once back from your mobility ... join the ESN section of the University of Insubria!

For further information contact [insubria@esn.it](mailto:insubria@esn.it)