



# Erasmus+ for Studies, FAQ

(December 2024)

<b>BEFORE</b>	ERASMUS+ programme DESTINATIONS CALL'S APPLICATION RANKINGS DESTINATION CONFIRMATION NOMINATION (sent by the Office) APPLICATION LANGUAGE LEVEL LEARNING AGREEMENT FINANCIAL AGREEMENT ACCOMODATION TAXES AND CONTRIBUTION DOCUMENTS ESN
<b>DURING</b>	STATEMENT PERIOD, Arrival FINANCIAL CONTRIBUTION'S PAYMENT LEARNING AGREEMENT CHANGES MOBILITY EXTENSION INSURANCE
<b>AFTER</b>	STATEMENT PERIOD, Departure FINANCIAL CONTRIBUTION'S RETURN TRANSCRIPT OF RECORDS EXAMS RECOGNITION PARTICIPANT REPORT

FAQ Erasmus+ Studio

Università degli studi  
dell'Insubria

## SUMMARY

<b>GENERAL INFORMATION .....</b>	<b>6</b>
The ERASMUS+ programme .....	6
Erasmus+ student's chart .....	6
Financial contribution .....	6
Duration of the mobility .....	6
Learn the language by attending language courses abroad.....	6
ESN, Erasmus Student Network.....	7
<b>BEFORE APPLYING FOR THE ERASMUS+ CALL .....</b>	<b>7</b>
How to choose a DESTINATION.....	7
List of destinations and further information .....	8
Is it possible to ask for new agreements with host institutions? .....	8
Minimum language knowledge.....	8
Previous mobility.....	8
<b>APPLICATION TO THE CALL .....</b>	<b>8</b>
How to participate in the Erasmus+ programme .....	8
How to apply .....	9
Special provisions for Medicine and Surgery students.....	9
Is it possible to choose a host institution available for a degree course different from the one I am enrolled in? .....	9
Apply if you have already undertaken an Erasmus+ mobility .....	9
Applying for both Study, Traineeship and Double Degree mobilities .....	10
Apply before the final exam (graduation).....	10
Passed exams that are not yet registered in the booklet .....	10
Application's deadline .....	10
Are documents, paper copies, selection interviews necessary? .....	10
Erasmus+ Formula .....	10
Call's results .....	11
<b>PUBLICATION OF RANKINGS.....</b>	<b>11</b>
Acceptance of the destination .....	11
Being selected for more than one mobility: mobility for Studies/Double Degree/Traineeship .....	11
When to contact the host university for information .....	12
<b>BEFORE THE MOBILITY: GENERAL INFORMATION .....</b>	<b>12</b>
What is the <i>Nomination</i> ? .....	12
When will I be contacted by the host university? .....	12

What to do if the host university hasn't contacted you yet .....	12
Withdrawal before the start of the mobility .....	12
<b>BEFORE THE MOBILITY: LANGUAGE KNOWLEDGE .....</b>	<b>13</b>
Minimum language knowledge.....	13
What to do if the required linguistic level hasn't been achieved .....	13
Languages courses available before the mobility.....	13
How to certify the achieved language level .....	14
<b>BEFORE THE MOBILITY: REQUIRED DOCUMENTS .....</b>	<b>14</b>
Stay permit .....	14
VISA from the Consulate and/or Embassy.....	14
Documents to bring abroad .....	15
What is the <i>Application</i> ? .....	15
How to fill the <i>Application form</i> .....	15
Signature for the <i>Application Form</i> .....	16
The host University asks for the TRANSCRIPT OF RECORDS .....	16
How to certify the assigned Erasmus+ financial contribution .....	16
<b>BEFORE THE DEPARTURE: LA .....</b>	<b>16</b>
What is the <i>Learning Agreement</i> ?.....	16
<i>Study cycle</i> and <i>Field of study</i> for the LA/OLA .....	17
How to pick courses/exams to list on the LA .....	18
On the LA, can I list courses delivered in an AY different from the one I am enrolled in? .....	18
Difficulties in choosing the courses for the LA .....	18
On the LA, can I list courses/exams that don't match with the subjects inside my study plan? .....	19
Modifying the study plan after submitting the LA.....	19
Can I add on the LA a language course offered by the host institution? .....	19
Minimum number of credits to indicate on the LA .....	19
What are ECTS credits? .....	19
Exact CFU/ECTS match between the home and the host institutions .....	20
Can I change the LA/OLA before the start of the mobility? .....	20
When to send the completed LA/l'OLA .....	20
Special provisions for Medicine and Surgery' students .....	20
<b>BEFORE THE MOBILITY: FINANCIAL AGREEMENT .....</b>	<b>21</b>
What is the Financial Agreement (Accordo di mobilità) .....	21
When to sign the Financial Agreement .....	21
Which dates to indicate for the start and end of the mobility .....	21
<b>BEFORE THE MOBILITY: ACCOMODATION .....</b>	<b>21</b>



Accommodation during the mobility .....	22
<b>BEFORE THE MOBILITY: TAXES AND CONTRIBUTION .....</b>	<b>22</b>
Contribution from <i>Diritto allo Studio</i> during the mobility.....	22
Taxes at the host university .....	22
Calculation of the financial contribution .....	22
How to indicate the bank account.....	23
Erasmus+ scholarship and tax declarations .....	23
<b>DURING THE MOBILITY .....</b>	<b>24</b>
Arrival and financial contribution payment .....	24
<b>DURING THE MOBILITY: LA.....</b>	<b>24</b>
Changes to the LA/l'OLA.....	24
Changes to the LA for the mere correspondence of exams already listed .....	24
Deleting exams on the LA .....	25
Internship activities during the mobility.....	25
Thesis activities during the mobility.....	25
Taking exams in Italy during the mobility.....	26
<b>DURING THE MOBILITY: EXTENSION .....</b>	<b>26</b>
Extension of the mobility .....	26
How to request the extension .....	26
Financial contribution for the extension .....	26
Extension terms .....	26
<b>DURING THE MOBILITY: HEALTH, INSURANCE.....</b>	<b>26</b>
Health care abroad.....	27
Insurance.....	27
What to do in case of injury.....	28
<b>BEFORE THE END OF THE MOBILITY: DOCUMENTS .....</b>	<b>29</b>
Statement period form, Departure .....	29
<i>Transcript of Records</i> at the end of the mobility .....	29
<i>Final Report / Participant Survey</i> .....	29
<b>AFTER THE MOBILITY: EXAM RECOGNITION .....</b>	<b>29</b>
Recognition of the activities carried out abroad .....	29
How to fill the Recognition form .....	30
Which activities can/can't be recognized.....	30
Host university's language course recognition .....	30
<b>AFTER THE MOBILITY: CONTRIBUTION .....</b>	<b>30</b>
Early conclusion of the mobility and contribution's return .....	30
Minimum number of credits to obtain abroad and contribution's return.....	31



Added points to the graduation for the mobility.....	31
<b>LINK LIST.....</b>	<b>32</b>

## The ERASMUS+ programme

Erasmus+ is the programme of the European Union for the education, formation, youth and sport in Europe.

It offers the opportunity to participate in mobility programmes based on bilateral agreements signed with other partners.

According to the agreements, students (regularly enrolled in the AY) can:

- attend classes and take exams at the host Institution
- access all the services available for students regularly enrolled at the host Institution with no need to pay further enrolment taxes
- receive full academic recognition for the activities successfully completed during the mobility, according to the Learning Agreement

## Erasmus+ student's chart

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.

Refer to <https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus>

## Financial contribution

In accordance with the provisions of the Erasmus+ Student Charter, the candidates selected for a mobility in one of the Programme Countries get the status of Erasmus+ student.

Getting the Erasmus+ student status does not necessarily give the right to receive the financial support.

Following the indications of the Erasmus National Agency and MIUR, mobility grants are determined annually by the call.

The amount of the monthly contribution varies based on the Country of destination and the candidates' position in the ranking.

In case of inter-institutional agreements with Swiss partners, students traveling to Switzerland might get a contribution that is paid directly by the Swiss host Institution.

## Duration of the mobility

It can vary from a minimum of 2 months to:

- 12 months (for bachelor's degrees, master, PhD)  
or
- 24 months (master single cycle courses)

according to the duration/no. of available places stated in the bilateral agreement.

## Learn the language by attending language courses abroad

The Erasmus+ programme is organized in order to:

- attend courses and take the corresponding exams, according to the student's degree course, held in English or the main language used at the host university
- proceed with research dedicated to the thesis, practical ones too (ex. laboratories)

It is not possible to start the mobility without the minimum language requirements necessary to attend the courses at the host university.

## ESN, Erasmus Student Network

Erasmus Student Network (ESN) is a non-profit international student organization 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.

The sections provide support both to incoming and outgoing students. The volunteers are 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 please contact [insubria@esn.it](mailto:insubria@esn.it)

## How to choose a DESTINATION

When choosing a destination, students shall PERSONALLY and under their responsibility:

- check the webpage to identify the [agreements activated](#) for their degree course and, for each agreement: requirements, available places, deadlines, and so on
- check on the host institution's website
  - classes offered, academic calendar, language requirements, Application's deadlines, and so on
  - the minimum language level required and possible language certificates to submit within a certain deadline (more and more locations, especially in Northern Europe, require high level linguistic competence)
- verify possible incompatibilities between the study plan and the academic offer at the host institution, in order to
  - prevent a denial from the host institution
  - comply with the minimum of 20 CREDITS/semester required for each semester (CFU/ECTS resulting from the Transcript of Records issued by the host Institution at the end of the mobility)
- identify exams that are consistent, in terms of contents, with those included in the study plan and, in general, with the Regulations of the degree course → otherwise, CHECK the procedure with the Student's Office (e.g. free exams, exceeding credits)
- check further requirements (e.g. blocking or preparatory subjects) inside the Regulations of the degree course, refer to <https://www.uninsubria.it/la-didattica/corsi-di-laurea/regolamenti-didattici>

Students shall follow the deadlines set by the partner institution: for some locations they are very close (mid / end of April), please check them as soon as possible directly on the host university's website.

## List of destinations and further information

The complete [List of destinations](#) for each degree course is available on the website.

Beside checking the host institutions' web pages, students can:

- contact course mates who have already undertaken a mobility (send an email to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) and ask for their email addresses) or
- ask directly to the professor responsible for the Erasmus mobility (see *the [Link list, number 6.](#) at the end of the document*).

## Is it possible to ask for new agreements with host institutions?

It's not possible to choose Universities and Countries different from the ones listed (see the [Link list point 2.](#) at the bottom of the document) and/or ask for new agreements while the Call is published and ongoing. It is possible to ask for new agreements during the academic year for the next Erasmus+ calls (the stipulation is not guaranteed).

## Minimum language knowledge

Before their departure, students must achieve the level of knowledge in the teaching language required by the host university (the language levels required are usually indicated on the universities website); in the absence of a specific requirements, we recommend a minimum B2 level knowledge of the English language.

The indicated level refers to the Common Framework of Reference for the language knowledge recognized by the Council of Europe (CEFR) (see [Link list point 4.](#) At the bottom of the document).

## Previous mobility

The previous mobility consists in the overall mobility period already undertaken during the student's course of study. The effective duration will be verified as follows:

- 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 Statement period form, students won't need to supply any documentation)
- 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 substitute declaration of certification, pursuant to art. 46 of Presidential Decree 445/2000, to be sent to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) within the application's deadline)

## How to participate in the Erasmus+ programme

Every year, usually in January, the International Relations Office publishes the Erasmus+ Call (see [Link list point 5.](#) at the bottom of the document) for the students who want to apply for the following academic year.



## How to apply

Students interested in applying for the mobility programme, according to the requirements indicated on the Call, must:

- complete the application online only (no forms or paper documents) referring to the procedure indicated on the Erasmus+ Call (see [Link list point 5. At the bottom of the document](#)),
- indicate no more than five different destinations among those listed for their degree course, in order of preference (being the first destination the preferred one, and so on),
- update the bank account information on the ESSE3 profile (Home >>Anagrafica >> Dati di rimborso).

**IMPORTANT:** Double Degree students have to give other documents directly to their departments, in addition to the online application.

## Special provisions for Medicine and Surgery students

Applications of students enrolled "under condition" who, within the deadline of the contribution's acceptance won't have passed their block, are accepted UNDER RESERVE.

## Is it possible to choose a host institution available for a degree course different from the one I am enrolled in?

No, students can only choose among the destinations that our university has signed bilateral agreements (specific for their degree course) with. The complete List of destinations for each degree course is available on the website (see [Link list point 2. At the bottom of the document](#)).

## Apply if you have already undertaken an Erasmus+ mobility

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:

CdS	<i>Max n. of months available for the Erasmus+ Studio and/or Traineeship</i>
<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>	12 months
<ul style="list-style-type: none"> <li>• Long single cycle degree</li> </ul>	24 months

The student can apply for another mobility only if there are at least 2 months available considering the previous ones. So, excluding the months spent abroad during the previous mobility (extensions included), 2 months at least need to be available.

## Applying for both Study, Traineeship and Double Degree mobilities

Students can apply for a E+ Study, Traineeship and Double Degree mobility at the same time. If they win both the Study and Double Degree scholarship, they will have to choose one. If they win both the Study and Traineeship mobility they can start with the mobility for Studies and after coming back, during the same AY, leave for the mobility for Traineeship (or the contrary, avoiding overlaps).

## Apply before the final exam (graduation)

Students enrolled in the third year of first level degrees, who plan to graduate before the beginning of the Erasmus+ mobility, can apply -for future career- provided that they enroll in a second level (master) degree course at the University of Insubria.

## Passed exams that are not yet registered in the booklet

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.

## Application's deadline

Refer to the date and time indicated on the Call, available on the university's website (see [Link list point 5. at the bottom of the document](#)). It is mandatory to follow the deadline, under no circumstance it is possible to extend it. For that reason, it is recommended to avoid the last days available to present the application.

## Are documents, paper copies, selection interviews necessary?

NO. The selection will take place exclusively on the basis of the Erasmus+ Formula, analyzed in detail below.

There is NO need to submit any hard copy of the online application which, however, students shall save as proof of their successful application.

In the absence of this document the Office will not take into consideration any disputes.

**IMPORTANT:** The selection of Double Degree students will be carried out at a departmental level and may differ from a degree course to another. Verify the requested documents in the *Allegato 1* on the Erasmus+ call.

## Erasmus+ Formula

The formula is:  $(0,7 \times M) + [(0,3 \times R) \times 30]$

*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. in piano/fuori piano) while the activities indicated by Esse3 as supernumerary and/or excluded from the average grade (i.e. *sovranumerarie/escluse da media*) 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.

#### EXAMPLE

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

$(0,7 \times M) + [(0,3 \times R) \times 30] \gg (0,7 \times 23,5) + [(0,3 \times 72/126) \times 30]$

$16,45 + 5,14 = 21,59$

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 in the ranking will be given to the student with the highest weighted average number; in case of a further tie, priority will be given to the oldest student.

## Call's results

The Office calculates the scores and draws up the rankings of each degree course. The rankings are published on the university website on the date indicated on the call, together with information such as deadlines and terms (acceptance/renunciation).

## Acceptance of the destination

After the publication of the rankings, the selected students must in any case accept/refuse the assigned destination and choose the period of the mobility (first semester, second semester or academic year). This step must be done online through the platform where the students presented the application: it is not necessary to go to the offices and acceptances through phone calls are not allowed.

Check on the host University website:

- academic calendar (beginning/end of semester, exam session)
- updated courses catalogue
- application expiration date

to identify both the Erasmus+ period start/end date and the activities to be listed in your Learning Agreement.

## Being selected for more than one mobility: mobility for Studies/Double Degree/Traineeship

If the student applied for different calls and wins both the mobility for Studies and the Double Degree, it is required to accept the preferred one and withdraw from the other.

If the student wins both the Study and Traineeship mobility, it is possible to accept both of them: the student can start with the mobility for Studies and after coming back, during the same AY, leave for the Traineeship (or the contrary).

**IMPORTANT:** the student must plan the mobilities in order to avoid overlaps between the mobility for Studies and the Traineeship, if expected to be completed during the same academic year.

## When to contact the host university for information

When the Office sends the nominations, the host universities receive an official communication together with the data of the future Erasmus+ students (who will be in CC in the e-mail). We therefore suggest students not to contact the universities for information before this phase.

## What is the *Nomination*?

The nomination is an e-mail sent by the Office containing the names of the candidates selected for the mobility to each partner institution, students will be in CC.

After the formal nomination students will receive information directly from the host university or through the Office.

## When will I be contacted by the host university?

Students usually receive information regarding the application and deadlines from the host university after the Nomination phase is concluded.

If the mobility is taking place during the first semester, the student should be contacted around August/September, if it is taking place during the second semester the student might be contacted around December/January. Each university has different procedures so after the Nomination has been sent, we suggest checking the institutional mail daily (spam section included).

## What to do if the host university hasn't contacted you yet

Students are usually contacted directly by the host university which provides specific information about procedures/required documents.

In case this first contact does not occur, it is up to the student to make sure that this information is not yet available on the host University's website (international mobility web pages, usually referred to as International/Exchange Students/Erasmus, ...) or contact the partner directly to ask for the information.

## Withdrawal before the start of the mobility

Students who accept the mobility and later decide to withdraw without a valid and documented reason:

- might not be readmitted for the call in progress
- may incur in the penalties specified in the call

The place left CANNOT BE REASSIGNED.

To officially withdraw from the Erasmus+ mobility the student has to write an e-mail to the host university putting the email address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) in cc.

## Minimum language knowledge

Before their departure, students must achieve the language level (in the teaching language) required by the host university.

**IMPORTANT:** in the absence of a specific requirement, we recommend a minimum B2 level knowledge of the English language.

## What to do if the required linguistic level hasn't been achieved

Before their departure, students must achieve the language level (in the teaching language) required by the host university in order to get the best experience out of the Erasmus+ mobility as well as obtaining the minimum of credits required to receive the scholarship.

In the absence of the specific requirements, they can be achieved as follows:

- the nominee passes a language exam required by the study plan
- the nominee attends the basic language course (French, German or Spanish) that our university offers to outgoing students
- the nominee follows the OLS online course on the EU Academy platform (see the [Link list point 9](#) at the bottom of the document)

## Languages courses available before the mobility

Students can attend two language courses before their mobility to learn or practice:

- a self-learn online course offered by the European Union
- a beginner course offered by our university

The online course offered by the European Union is available through the platform EU Academy (see the [Link list point 9](#) at the bottom of the document); 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). The student can login with the institutional email address and register for one or more courses.

The attendance is not mandatory but before their departure, nominees are required to take an online test of language skills in the foreign teaching language (it is not necessary to send the certificate to the Office and the results will not be verified by the host university).

The course organized by our university is a 30-hour preparatory language course for the following languages: FRENCH, SPANISH, GERMAN. Students subscribe to the course by filling an online form received from our office by e-mail.

The course:

- is BEGINNER level, i.e. students with no knowledge of French, Spanish or German
- is FREE for students that attend an 80% minimum of the overall duration of the course and have been selected for a mobility (with an inferior % of attendance or

withdrawal from the mobility after attending the course, students will pay a €200 penalty)

The minimum participants for each course is 3 students (the course will not be activated for a lower number of students).

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.

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.

**ATTENTION:** The attendance of either of the language courses is exclusively dedicated to the preparation for the outgoing students:

- it does not affect the possibility of continuing the mobility
- it does not assign marks, credits or any kind of certificates

## How to certify the achieved language level

The nominees are usually required to present a certificate to confirm their language level. Unless the partner university specifically requests a certificate, students can self-certify their language level while applying online.

When the partner university specifically requires an official certificate, students:

- will contact the International Relations Office to issue a certificate if
  - they have passed one or more language exam required by their DC
  - they have a certificate (issued from a high school/language school, ...) that specifies the level of knowledge achieved
- will provide the host institution with a specific certification (e.g. IELTS, PET, FIRST CERTIFICATE, DELF, DALF, DELE, Goethe-Zertifikat, ...)

## Stay permit

Within 8 working days from their actual entrance in Italy from a NON-EU country Erasmus+, students with a NON-EU citizenship who stay in our Country longer than 3 months (more than 90 days), must go to a post office and collect the necessary kit to issue the residence permit (for study reasons). After they filled in the papers and completed them with the required attachments, they will have to submit the papers to the post office where they will be notified of the date of the appointment at the police station for the photo identification.

## VISA from the Consulate and/or Embassy

A VISA for study reasons must be requested by:

- Erasmus+ students with a NON-EU citizenship
- Erasmus+ students (any nationality) headed to Turkey or another extra-Schengen country

It's up to the students to start the VISA application procedure (for study) on time, thus meeting with deadlines/indications provided by the partners.

VISA must be requested:

- to the Consulate and/or Embassy at the host Country
- for study and NOT for tourism reasons (the tourist VISA is easier to obtain but has a limited time validity - usually 90 days - and upon expiration it cannot be converted into a study VISA → the student is obliged to return to Italy).

## Documents to bring 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 (see the [Link list point 10](#) at the bottom of the document)

### OPTIONAL

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

## What is the Application?

The Application is the registration procedure requested by the host university and consists of a series of information and documents: personal data, language certification, list of activities that will be carried out abroad, and so on...

It is up to the student to proceed in compliance with the procedures and deadlines stated by the host institution that, otherwise, may also reject the mobility's request (without any possibility of intervention/help by the Office).

## How to fill the Application form

Following please find a few DATA that you might find useful while filling out the Application:

- Home Institution/Sending Institution:  
*I VARESE02 - Università degli Studi dell'Insubria*  
Official address:  
*via Ravasi 2, 21100 Varese, Italy*
- Contact details:  
*Dott. Luca Gallo, International Relations Head Officer*  
Tel. +39 0332 219341  
E-mail [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)
- Name and full address: Department coordinator – name: Prof. \_\_\_\_\_  
*Please write the name of your local coordinator*  
the complete list is available online (see the [Link list point 6](#). at the bottom of the document)

**IMPORTANT:** Next to the name of the coordinator ALWAYS write the Office's email address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) so that we will receive all the information sent by the host Institution.

## Signature for the *Application Form*

At the end of the Application students might be asked for the signature of the Institutional coordinator. In this case, please contact the Office through [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)  
The Erasmus+ departmental coordinator SIGNS the LA ONLY, the Office stamps/signs all the other papers.

**IMPORTANT:** please contact the Office well in advance in case you need to ask for documents to be produced/signed/stamped and sent by regular mail/e-mail within a certain date to the host universities, otherwise you might run the risk of not being able to meet their deadlines.

## The host University asks for the TRANSCRIPT OF RECORDS

A Transcript of Records certifies the exams successfully passed and all the activities carried out by the student; students shall contact the Students Office and ask for a Certificate of enrolment with exams in English.

**IMPORTANT:** our Student's Office issues certificates for careers carried out at the University of Insubria only; students who obtained their degree in a different university must turn to the relevant Students Office.

## How to certify the assigned Erasmus+ financial contribution

The host institution, or most frequently who is responsible for the accommodation during the mobility, asks for a document which certifies that the student is enrolled at our university and will receive a financial contribution for the Erasmus+ mobility; this document, issued in English, is called *Erasmus Assignance*. Please contact [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) to request it.

## What is the *Learning Agreement*?

The LA is a document that lists all the activities that the student intends to take abroad and it must be:

- signed by the student
- approved and signed by the local Erasmus+ departmental coordinator
- approved and signed by the host university's coordinator

Through the platform EWP (Erasmus Without Paper), the LA became the OLA (Online Learning Agreement), used in order to reach a digitalization of most of the processes as well as reducing the use of paper for the documents.

To present the OLA, students must login with their institutional credentials to the EWP platform (see the [Link list point 8](#), at the bottom of the document).



Some universities might still request the LA through a pdf format. In this case it is possible to download the module from the website dedicated to Modulistica Erasmus (see the [Link list point 7](#), at the bottom of the document) and fill it on the pc.

## Study cycle and Field of study for the LA/OLA

The document must be drawn up in agreement with the local Erasmus+ departmental coordinator.

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

Corso di Studio	Study cycle	Field of education o 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/U015 - Economia e Management	EQF level 6	
U020/U025 - Economia e management dell'innovazione e della sostenibilità	EQF level 6	
U016 - Global Entrepreneurship Economics and Management (GEEM)	EQF level 7	0311: Economics
U017 - Economia, Diritto e Finanza d'impresa (EDIFI)	EQF level 7	
W001 - Chimica e Chimica Industriale	EQF level 6	0531: Chemistry

Corso di Studio	Study cycle	Field of education o Field of study
W005 - Fisica	EQF level 7	0533: Physics
W006 - Matematica	EQF level 6	0541: Mathematics

## How to pick courses/exams to list on the LA

Students shall carefully verify (by checking the host universities' websites) the information on the courses taught at the host University and on their teaching structure: semester/annual duration, prerequisites, contents, level, ECTS credits and, if the scholarship has a biannual duration, the semester when courses are delivered, the procedures to take the exams, the minimum language level required.

When choosing the Erasmus+ semester students must consider the host university's academic calendar and, in particular, the start date of the courses.

The academic calendar can be very different from one university to the another (e.g. in Northern Europe classes might start in August). In addition, some partner universities ask for specific enrollment procedures (level of study of the student and or formal approvals, limited number of students admitted to courses, linguistic certificates).

We suggest students to verify the information well in advance, to ensure that they can carry out a mobility at the chosen location; we also remind that the whole planning is a student's responsibility.

**IMPORTANT:** the mobility program is funded by the European Commission that strictly prohibits partial recognitions (individual topics within a course) and the consequent impossibility of taking partial/complementary exams at the home Institution.

## On the LA, can I list courses delivered in an AY different from the one I am enrolled in?

It is possible, provided that students comply with the existing rules: blocks and preparatory courses (propedeuticità) remain valid during the E+ mobility.

Students shall double-check with the Didactic office and the Students office and/or the departmental coordinator: the required preparatory courses, the exams that cannot be taken abroad, the potential recognition of language courses they will attend at the host University.

## Difficulties in choosing the courses for the LA

After the nomination, the partner institution sends the student all the necessary information regarding the academic offer in order to prepare the LA. In the meantime, students must carefully check the host university's website to consider the possible correspondences with their course of study and study plan.

If necessary, and after checking the available information, students can ask the local Erasmus+ departmental coordinator for suggestions or get in touch with students who

joined the same destination in previous years (send an email to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) to receive their email contacts).

## On the LA, can I list courses/exams that don't match with the subjects inside my study plan?

With the approval of the local Erasmus+ departmental coordinator, these exams can be recognized as *free choice credits* or as *extra credits exams* (the latter will not contribute to the average mark's calculation, to reaching the minimum credits number and/or to the final thesis' mark).

Any activity, different from the educational subjects (e.g. artistic, sports, recreational activities) although mandatory at the host University WILL NOT BE RECOGNIZED (not even as extra credits).

## Modifying the study plan after submitting the LA

Preparing a Learning Agreement does not correspond to modifying one's study plan: students who pick subjects not included in their original study plan are asked to comply with provisions/deadlines set by the Students office for the exams taken abroad to get easily recognized in their booklet.

Students that are carrying out a mobility are generally allowed to modify their study plan AFTER they get back.

## Can I add on the LA a language course offered by the host institution?

If the host institution offers or requests the attendance of a language course before the start of the semester, it is possible to ask for a recognition on the study plan if the course is indicated on the *Learning Agreement*. It is also necessary to have a certification at the end of the mobility (from the language school or host university's ToR) with the duration of the course, the number of credits and the result.

## Minimum number of credits to indicate on the LA

On the LA, in the part regarding the credits to be obtained at the host university, there must be **at least** 20 cfu for each semester spent abroad through the mobility (40 cfu for a whole academic year).

## What are ECTS credits?

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 recognized.

The Italian CFU/credits are ECTS credits.

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.

The recognition of ECTS credits is therefore based on the amount of work done by the student during the mobility at the host university.

Each course at the host University is accounted for in credits and, while drawing their LA, students must take into account the number of credits assigned to each course.

## Exact CFU/ECTS match between the home and the host institutions

There doesn't need to be an exact match between the credits obtained from the host and local university's courses, but the LA and its changes need to be prepared correctly.

In particular, in the event that the courses provided by the host University "count"

- **less** than those delivered at our university: students will pick several foreign courses that are similar to each other or in any case belonging to the same disciplinary sector (at our university)
- **more** than those provided at our university: students might combine several local courses - as long as they are in their study plan - that are similar to each other or in any case belonging to the same disciplinary sector (at our University)

so to reach a number of credits as similar as possible to that of the activity to be recognized.

## Can I change the LA/OLA before the start of the mobility?

Students can change the LA after their departures, since there could be issues after the arrival due to the courses previously chosen. During the mobility students will make the necessary variations (agreed with both the local and the host coordinator) and submit the *Learning Agreement changes* form to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it).

## When to send the completed LA/l'OLA

The *Learning Agreement*, completed in pdf format or online, must be signed (by the student, the local Erasmus department coordinator and the coordinator from the host university) one month before the start of the mobility, unless there is a deadline set by the host institution. When the document (online or pdf) will be signed by all, students must send it to the mail address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it).

## Special provisions for Medicine and Surgery' students

Following, please find special provisions for students enrolled in the degree course of Medicine and Surgery

- As to the recognition of exams/traineeships/internships, 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)

- Following the didactic regulations of the degree course, exams taken during the mobility shall comply with the preparatory ones
- 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) >> they must be expressly listed both in the LA and ToR
- The compulsory attendance to classes will be recognised if expressly listed both in the LA and ToR

All other activities will be recognized as ADE (didactical elective activities) for the number of credits specified in the didactic regulation of the degree course.

**IMPORTANT:** 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.

## What is the Financial Agreement (Accordo di mobilità)

The Financial Agreement is the contract between the student that starts a mobility and our university. In the document students can find the duration of the mobility and the amount of the financial contribution received.

**IMPORTANT:** Without the signed Financial Agreement, students aren't allowed to leave and they aren't covered by the insurance. Students that are *0 grant* (without contribution) must sign the Agreement before the start of the mobility too.

## When to sign the Financial Agreement

The Financial Agreement must be signed around one month before the start of the mobility (for students without contribution too).

To emit the Agreement, students must communicate the start and ending dates of the mobility; the Office will then prepare the document and send it to the student to sign it.

## Which dates to indicate for the start and end of the mobility

While in the LA it is possible to put approximate dates, in the Agreement there must be the **exact** dates of start and end of the mobility since the financial contribution given will be calculated according to those, in particular:

- the start date usually refers to the first day of activities at the host university (start of the semester, welcome week, start of language course ecc.)
- The end date usually refers to the last day of activities at the host university (end of the semester, last exam).

Students must, under their responsibility, get informed about the official start and end dates of the classes/exams through the university's website (academic calendar).

## Accommodation during the mobility

Accommodation during the mobility is up to the host University that provides the nominees with useful information as to accommodation inside university residences or affiliated structures.

Students must proceed in compliance with the indications received by the partner institutions that might also reject the request (without any possibility of intervention/help by the Office).

Students can also autonomously look for accommodation through online research or by asking students that previously completed a mobility at the same university (it is possible to request the list of students to the e-mail address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)).

## Contribution from *Diritto allo Studio* during the mobility

Students that receive the *Diritto allo studio* contribution must verify directly with the *Diritto allo Studio* Office if the benefits last to the mobility. To contact the Office, in order to check the situation, students can use the Infostudenti platform.

## Taxes at the host university

Students that participate to the Erasmus+ programme must be regularly enrolled (having paid the university taxes regularly) at the University of Insubria for the academic year during which the mobility is taking place.

During the mobility, students enrolled to our university don't have to pay taxes or contribution to the host university, except for additional services (language courses, insurances, enrollment to students associations or the use of materials and/or structures) requested to local students too.

## Calculation of the financial contribution

The minimum period to be eligible for the Erasmus+ for Studies 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).

**Before the departure**, students receive their contribution on the basis of the start/dates specified in the Financial Agreement and the payment is divided in two parts: 70% will be received at the beginning of the mobility (after the Office receives the *statement period* from the student) and 30% at the end (after the Office receives the final *statement period*, the *ToR* and after the students fills the *participant report*).

**At the end of the mobility**, since the European Commission decided that the contribution must be paid on the basis of the days actually completed, the actual duration of the mobility will be calculated again considering the official arrival/departure dates specified in the *Attestazione periodo/statement period form* from the host university. 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.

## How to indicate the bank account

Students receive their contribution (divided as mentioned on the previous paragraph) via bank transfer on a current account they are either holder or co-holder of. Therefore, they must update the bank details on their esse3 account within one month from the departure.

## Erasmus+ scholarship and tax declarations

The Erasmus+ financial contribution is free from taxation, so it is not necessary to declare it for tax purposes.

## Arrival and financial contribution payment

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

- print the form, available on our website (see the [Link list point 7. at the bottom of the document](#))
- fill in the upper part (ARRIVAL section) with their data (name and last name, name of the host University, Erasmus code of the host University)
- bring the form to the office specified by the colleagues of the host University, during its opening days/time
- ask the office/colleague 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 University's office at the end of the mobility for signature/stamp
- return it to the International Relations Office within 15 days after their arrival in Italy

The office will order the payment for the 70% of the contribution within 120 days from the receipt of the Statement period form to the bank account indicated by the student on esse3. 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.

## Changes to the LA/l'OLA

If necessary, during the mobility (possibly WITHIN one month from the beginning of the semester at the host University) 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.

Changes to the LA can be made directly on the OLA platform (see the [Link list point 8. at the bottom of the document](#)) through the original LA previously submitted or using the document available on our website (see the [Link list point 7. at the bottom of the document](#)).

Either the OLA or LA changes must be sent to the e-mail address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) signed by all: student/ local departmental coordinator/host coordinator.

**IMPORTANT:** changing the Learning Agreement does not correspond to modifying one's study plan.

## Changes to the LA for the mere correspondence of exams already listed

Students who change the correspondence of an exam (same exam at the host University, different name at the home University) need to fill in the Learning Agreement changes form



specifying in the deleted\_subject\_column the “old” name and the new correspondence in the added\_subject column, i.e. the name of the course that they will ask for recognition once back from the mobility.

The modified LA must be sent to the e-mail address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) signed by all: student/ local departmental coordinator/host coordinator.

## Deleting exams on the LA

Students can decide to delete an exam; to do so they need to fill in the Learning Agreement changes form specifying in the deleted\_subject\_column the name of the exam they will no longer take.

The modified LA must be sent to the e-mail address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) signed by all: student/ local departmental coordinator/host coordinator.

## Internship activities during the mobility

Internships can be carried out provided that:

- they are part of the didactic Erasmus+ activity and therefore specified in the LA (or LA changes)
- they are listed in the final Transcript of Records (ToR) issued by the host University at the end of the mobility

As an alternative, when students take exams of subjects that are in their study plan and have a CFU no. corresponding to the internship's, one can ask for these exams to be recognised as the internship.

**IMPORTANT:** the Erasmus+ Traineeship programme is expressly dedicated to full-time traineeships inside institutions/companies in Countries that adhere to the Erasmus+ network.

## Thesis activities during the mobility

Students can work on their thesis during the mobility and obtain a recognition provided that:

- they obtain the approval from the thesis' supervisor
- they 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)  
PLEASE NOTE: that a positive answer to such request is not guaranteed!
- they specify the title of the thesis in their LA
- their booklet specifically contains a number of credits for the thesis preparation's work (for which recognition will be requested)
- they promptly inform the Office

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.

## Taking exams in Italy during the mobility

As the Erasmus+ experience is intended to be continuous, the student will leave the host University for a limited period only (approximately 3/5 days). It is not necessary to certify this to the Office.

## Extension of the mobility

Students can request the extension of the mobility to:

- take further exams, in addition to the ones already listed in the LA or LA changes forms
- 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).

## How to request the extension

Students can request ONE extension of the mobility.

How to request the extension:

- To extend a mobility for **less than 30 days**, students simply need to send an email to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it).
- To extend a mobility for more than 30 days, students must obtain the local coordinator's acceptance and fill in the:
  - *Request for Extension of the Erasmus Period* form
  - *Learning Agreement changes* formand send both, with the 3 signatures required (student, local coordinator and host coordinator), to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) at least 30 gg prior to the end of the mobility as stated in the Financial Agreement.

## Financial contribution for the extension

The extension of the Erasmus+ mobility period will NOT be financed with a further contribution.

Students will keep the insurance coverage, and all the didactic activities successfully carried during the extension will be validated, as per the Learning Agreement changes form.

## Extension terms

The overall mobility period (initial period + additional months requested) must not exceed 12 months and must end within the date stated in the call.

Students can't ask for an extension if the classes end in June/July and they want to stay abroad to take the exams in September. In this case, if the host institution agrees, students can go back for that purpose without a contribution, sending a communication to the e-mail address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it).

## Health care abroad

To be entitled to health care abroad, students must show the CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD issued by their Region where they reside (*For Lombardia see [Link list point 11.](#) at the bottom of the document*).

The CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD 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.

For the reimbursement of health costs, students need to:

- 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)
- bring and show the CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD and ask for an invoice (or an equivalent document issued in the host Country)
- 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 and Como see [Link list point 12.](#) at the bottom of the document).

The Healthcare district office will determine the opportunity as well as the extent of the reimbursement.

DO NOT FORGET TO:

- carry the CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD with you always
- ask and keep the invoice/receipt in case of direct payment (private services)

Students take full care of the procedure, no papers need to be delivered to the Office or to the home University.

ATTENTION: some Countries (e.g. United Kingdom and Ireland) require a supplementary health insurance, we suggest students verify this before departure.

## Insurance

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) *Copertura assicurativa/Confirmation of insurance* is available on our website (see the [Link list point 10.](#) at the bottom of the document).

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.

## What to do in case of injury

The International Relation Office does NOT take care of the complaints, students must contact the reference structure of their degree courses.

For further information as to the procedure, the forms and the list of facilities to contact, please refer to our website (see the [Link list point 13](#) at the bottom of the document).

## Statement period form, Departure

Before departure, students shall bring the form *Attestazione periodo/Statement period form* (previously filled in the section *Arrival*) to the colleagues at the host University, asking them to fill in the second section of the document, *DEPARTURE* (end date/name and position of the signee, signature, stamp).

**IMPORTANT:** within 15 days from their arrival in Italy student will deliver the original paper to the International Relations Office.

## *Transcript of Records at the end of the mobility*

The *Transcript of Records* (ToR) is the document issued by the host university that certifies all the exams and activities passed by the student at the end of the mobility.

Following its own procedures and timing, the host University issues and sends the *Transcript of Records* directly to the student's address (who will forward the document to the IRO), or to the Office (that forwards it to the student).

If their ToR is incomplete or incorrect, students must contact the International Relations Office of the host Institution, asking them to double-check, correct and resend the document.

## *Final Report / Participant Survey*

The Participant Report is the final step of the students' experience abroad.

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.

The remaining part of the financial contribution (30% of the whole scholarship indicated in the Financial Agreement) will not be paid until the student submits the Final Report.

**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.

## Recognition of the activities carried out abroad

If the ToR is complete/correct:

- 1) students fill in the Recognition form, available on our website (see the [Link list point 7. at the bottom of the document](#)) and send it to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) together with all the attachments (e.g. original LA, LA changes, ToR, *statement period form*, extension request, ecc, ...)
- 2) the office double-checks the recognition form's contents 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, ...)
- 3) the local Erasmus+ departmental coordinator sends back the form to the Office that forwards it formally to the competent Students Office
- 4) the Students Office updates the booklet

We suggest the local Erasmus+ departmental coordinator and the student should meet in order to comment on the mobility experience and define the Italian marks (that may go from 18/30 to 30L/30); "ECTS Credits" correspond to Italian credits (1 credit = 25 hours). This interview has a double purpose: to illustrate the activities carried out and to determine the marks thus to avoid subsequent recriminations.

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 exams passed in Italy.

**IMPORTANT:** the mobility program is funded by the European Commission that strictly prohibits partial recognitions (individual topics within a course) and the consequent impossibility of taking partial/complementary exams at the home Institution.

## How to fill the Recognition form

In the Recognition form students can indicate activities listed as PASSED in the ToR issued by the host University.

If a grade is considered to be too low (as it happens in Italy) the student can take the exam again at our university. In that case it is not necessary to list the course on the form.

The form is available in a word format and, when completed, students must send it to the e-mail address [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) from their institutional e-mail, together with all the documents related to the mobility (LA, statement period...). It is not necessary for the student to print and then sign it; it is possible to write the name on the pc under the space dedicated to the signature.

## Which activities can/can't be recognized

ACTIVITIES listed as PASSED in the ToR issued by the host University

- students are allowed to ask for the recognition of the ones regularly listed in the original LA (or in the LA changes form)
- students are not allowed to ask for the recognition of the ones NOT listed in the original LA (or in the LA changes form)

ACTIVITIES listed as NOT PASSED in the ToR issued by the host University

- students are not allowed to ask for any recognition

## Host university's language course recognition

It is possible to have a language course recognized if it is listed on the Learning Agreement and if it is certified at the end of the mobility (from the language school or from the host institution) with duration, number of credits and result.

## Early conclusion of the mobility and contribution's return

Students communicate an early termination of their mobility to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it), attaching the *statement period form* signed and stamped by the host university.

As specified by the European Commission, the minimum duration of the Erasmus+ Study mobility is 2 months.

Students who:

- 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 exams' recognition (unless they justify the event with a valid reason)
- do not complete the mobility according to the period specified in their financial agreement, must return the difference

Within 15 days from their arrival in Italy student will deliver the original Attestazione periodo/statement period form to the International Relations Office. The form certifies the official 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).

## Minimum number of credits to obtain abroad and contribution's return

The ToR, issued by the partner university at the end of the mobility, officially certifies the number of credits obtained by the student (for activities listed in the Learning Agreement). During their mobility students must carry out at the host University activities (exams, and/or internship activities) for the minimum number of credits required:

- 20 CFU for 3 to 6-month mobilities e.g. credits earned: 15 → minimum not reached
  - 40 CFU for 6 to 12-month mobilities, the minimum is reached considering the overall credits earned e.g. credits earned in the first semester: 25 + credits gained in the second semester: 15, for an overall amount of 40 → minimum reached
- otherwise, they will return part of the contribution received.

## Added points to the graduation for the mobility

Some degrees have the possibility for students who completed a mobility to add points for the graduation. To verify that, students can read the *Regolamento didattico* available on our website (see the [Link list point 3](#). at the bottom of the document) or contact the Segreteria didattica of their department.

## LINK LIST

1. Erasmus+ Student Charter:  
[https://www.uninsubria.it/sites/default/files/Doc\\_Rel\\_int/Erasmus-Student-Charter-print-IT\\_def.pdf](https://www.uninsubria.it/sites/default/files/Doc_Rel_int/Erasmus-Student-Charter-print-IT_def.pdf)
2. Inter-institutional Agreements with partner universities (available destinations):  
[https://www.uninsubria.it/sites/default/files/2024-02/Destinazioni\\_Studio\\_2.pdf](https://www.uninsubria.it/sites/default/files/2024-02/Destinazioni_Studio_2.pdf)
3. Didactic regulation of each degree:  
<https://www.uninsubria.it/formazione/offerta-formativa/corsi-di-laurea/regolamenti-didattici>
4. Common European framework reference language skill:  
<https://europa.eu/europass/en/common-european-framework-reference-language-skills>
5. Erasmus+ Studies website:  
<https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-studio>
6. Departmental Erasmus+ coordinators:  
[https://www.uninsubria.it/sites/default/files/2023-10/Delegati%20Erasmus\\_Elenco.pdf](https://www.uninsubria.it/sites/default/files/2023-10/Delegati%20Erasmus_Elenco.pdf)
7. Erasmus+ documents:  
<https://www.uninsubria.it/node/2424>
8. OLA platform (Online Learning Agreement):  
<https://www.learning-agreement.eu/>
9. OLS test and online language courses:  
EU Academy <https://academy.europa.eu/>
10. Confirmation of insurance:  
<https://www.uninsubria.it/node/2424>
11. Regione Lombardia, regional service card:  
[www.crs.lombardia.it/](http://www.crs.lombardia.it/)
12. Health districts of the ATS Insubria:  
<https://www.ats-insubria.it/rete-dei-servizi/distretti-sociosanitari>
13. Information in case of injury:  
<https://www.uninsubria.it/servizi/tutti-i-servizi/assicurazioni-studenti-iscritti-ai-corsi-di-studio-attivati-dallateneo>