

# **HANDBOOK FOR OUTGOING FREE MOVER STUDENTS**

**2025/26**

# FREE MOVER MOBILITY: WHAT IS IT?

unibz gives its students the opportunity to spend a study period on mobility outside the standard exchange programmes (Erasmus+, Bilateral Agreements, Swiss Mobility Programme) through what is known as the “free mover” scheme.

This option allows you to independently choose your host university and make your own arrangements for your mobile study experience.

**Please note:** No financial grants are available for this type of mobility. However, you will be exempt from unibz tuition fees for the semester in which you are a free mover. During this period, you are not permitted to sit exams at unibz.

Free mover mobility must comply with the unibz regulations governing student mobility under exchange programmes, as outlined in the official [Study Guide](#).

## PROCEDURE DESCRIPTION

### BEFORE YOUR DEPARTURE

#### **Finding and Applying to a Host University**

If you wish to undertake a mobility as a free mover, you’ll need to independently identify and contact your preferred host university. Please ensure that the institution is internationally recognised, and check whether they accept free mover students—often referred to as visiting or guest students. You should clarify all relevant conditions, including application deadlines, admission requirements, and whether any tuition or other fees apply.

Once admitted, it is strongly recommended that you request an official letter of acceptance from the host university. Be aware that, depending on their regulations, you may need to pay a contribution to access courses, or pay the same fees as local students.

There is no official database of European or non-European universities that accept free mover students, nor are there standardised conditions. However, unibz provides (at the bottom of the relevant page in the [Study Guide](#)) a list of institutions where our students have previously studied as free movers.

If you choose an Italian university, admission as a free mover or visiting student may take the form of “enrolment in individual subjects/courses”, subject to confirmation by the host institution.

### **Learning Agreement and Approval by unibz**

Before leaving, you must agree a Learning Agreement with your Faculty, outlining which courses and exams you intend to take at the host university and how they will be recognised at unibz. The relevant form is available at the bottom of the [Study Guide](#) page, along with a list of Faculty contacts responsible for the approval process.

Be sure to contact your Faculty well in advance to confirm the procedure and timing. If you study in the Faculty of Economics and Management, detailed guidelines and deadlines are provided on a dedicated [page](#).

The Learning Agreement should include only teaching activities (lectures) and the associated assessment methods (exams). If you wish to carry out thesis preparation while on mobility, you will need to verify this possibility separately.

### **Eligibility and Academic Requirements**

All unibz students who are up to date with tuition payments are eligible to apply.

The Learning Agreement must include at least 10 recognised curricular credits per semester. If, during your stay abroad, you do not obtain any curricular credits that can be recognised by unibz, you will be required to reimburse the tuition fees from which you were initially exempted.

Students may spend a maximum of two semesters as free movers within the same study cycle, and may earn up to 60 recognised curricular credits in total.

Please note: If you are enrolled in the Faculty of Economics and Management or in the Faculty of Design and Art, your study programme may impose a maximum number of credits that can be obtained through all exchange schemes combined (Erasmus+, Bilateral Agreements, Free Mover). If you’ve already taken part in a mobility programme, make sure to check your study programme's regulations to avoid exceeding the credit limit.

Minor overlaps between the unibz semester and the host university’s calendar (at departure or return) are allowed, but must be considered carefully in terms of logistics and academic feasibility.

### **Deadlines and Application Process**

To apply for free mover mobility, you must complete the online application form and upload your signed Learning Agreement **at least one month before the start of your studies at the host university** and, in any case:

- **by 15 September** for mobility in the first semester,
- **by 15 February** for mobility in the second semester.

Once your complete application and valid Learning Agreement have been uploaded within the deadline, your free mover mobility will be considered formally approved. If any documents are missing or incorrect, the International Relations Office will contact you.

### **Free Mover Status – Tuition Fees and Activity Restrictions at unibz**

During the semester in which you carry out your mobility, you will hold the status of a free mover student. You will not be required to pay tuition fees at unibz, but you will have to pay any fees requested by the host university. Please note that you will not be allowed to take any exams at unibz (whether in the ordinary or extraordinary sessions), nor participate in any internships promoted by unibz during the semester(s) covered by your mobility. In addition, any internship previously activated through unibz, and still ongoing, must be completed before your free mover period begins.

Despite your free mover status, you will remain regularly enrolled at unibz and continue to have access to library services and to all Student Portal's functions, with the exception of exam registration.

You will also retain the right to take part in final degree exam sessions (ordinary and extraordinary) scheduled during the semester of your mobility. Therefore, it is theoretically possible to complete your free mover period abroad, return to unibz, and graduate within the same semester. Please note, however, that you must check in advance with your Faculty whether the timetable, procedures and deadlines for graduation are compatible with your return. You should also take into account the time your host university may need to issue a transcript of the exams taken abroad, as well as the time your Faculty will need to complete the credit recognition process.

Please be advised that if, during your mobility, you do not obtain any credits at the host university that are recognised by unibz as curricular credits, you will be required to repay the unibz tuition fees from which you were previously exempted.

## DURING YOUR MOBILITY

### **Activities at the Host University**

The activities you undertake at the host university must fall within the official start and end dates of your mobility period, as specified in your unibz application form. If you realise that the courses or exams you plan to attend extend beyond the dates you originally indicated, you must notify the International Relations Office without delay.

### **Confirmation of Arrival**

Within the first week after your arrival, you must send a copy of the "Confirmation of Arrival and End of Stay" [form](#) to the International Relations Office by email. This form must include the start date of your mobility, officially certified by the host university. If your host institution is located in Italy, you will need to submit a self-declaration instead.

### **Changes to the Learning Agreement**

Only one change to the Learning Agreement is permitted, and it must be made using the designated "Change of Learning Agreement for Studies" [form](#). This must be submitted to the administrative contact person of your Faculty no later than four weeks after the beginning of your academic activities at the host university.

### **Confirmation of End of Stay**

The end date of your mobility must be confirmed by the host university through the "Confirmation of End of Stay" [form](#). This date must cover the entire period of your academic activities abroad, including any exams. If your host university is in Italy, a [self-declaration](#) will need to be completed instead.

### **Exam Certificate / Transcript of Records**

At the end of your stay, you must request the Transcript of Records from your host university. This official document must certify the courses you have completed, along with the corresponding credits and grades. If your host institution is Italian, this certificate must be replaced with a [self-declaration](#).

## AT THE END OF YOUR MOBILITY

### Confirmation of End of Stay

Within one week of your return, you must send by email a copy of the "Confirmation of End of Stay" [form](#) to the International Relations Office. This form must include the end date of your mobility, officially certified by your host university.

Please note that the end of your mobility period does not automatically entitle you to register for or take exams at unibz. As explained in the section "Free Mover Status", access to exams remains blocked for the entire session of the semester in which you undertook your free mover mobility.

### Recognition of activities

Complete the appropriate online procedure available in the cockpit, uploading the certificate of exams taken / "Transcript of Records", or a [self-declaration](#) in case your host university is Italian, to obtain recognition.

### Survey

Following your return, you are kindly asked to complete a brief [survey](#) about your mobility experience.

## VISAS AND INSURANCE

### EU Citizens

**Travel within the EU:** If you are an EU citizen, a valid national identity card is sufficient to stay in another EU country. Please ensure that your ID is not expired and will remain valid for the entire duration of your stay abroad.

**Health care:** It is essential to hold a European Health Insurance Card (EHIC). In Italy, this is known as the *Tessera Europea di Assistenza Malattie (TEAM)*. By presenting the EHIC, you are entitled to receive medically necessary healthcare during your stay in another EU country.

More detailed information about the EHIC and how it works in each EU country is available at: <https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

If you are enrolled in the Italian National Health Service (*Servizio Sanitario Nazionale*), we strongly recommend consulting the Italian Ministry of Health's website "Se parto per" to understand the healthcare entitlements and procedures in your host country: <https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=vuoto>

Once you arrive, it is advisable to ask your host university about how to access healthcare locally and to complete any necessary procedures.

If you hold a European Health Insurance Card issued by a country other than Italy, please contact your own National Health Service to check whether additional steps are required to benefit from extended healthcare coverage in the host country.

### **Non-EU Countries**

If your mobility takes place in a non-EU country, you must contact the Embassy or Consulate of the destination country well in advance to check which administrative steps must be completed before departure (e.g. visa application, residence permit, health insurance, etc.).

Please note that health insurance is often a **mandatory requirement** for visa issuance. In many cases, the host university will also require proof of private health insurance coverage.

### **Non-EU Citizens**

If you are a non-EU citizen—regardless of whether your host country is inside or outside the EU—you must always contact the Embassy or Consulate of the destination country well ahead of time to find out which entry and residence procedures apply (e.g. visa, permit, healthcare access, etc.).

# TRAVEL INSURANCE

unibz has arranged an insurance policy with **Europäische Reiseversicherung AG**, which provides **worldwide coverage** for students taking part in **previously approved traineeships or study periods abroad**.

Please note that coverage is subject to the **security level** of the destination country. **No coverage is provided** for countries classified as **security level 5 or 6**. Up-to-date information on country risk levels is available [online](#) in both English and German. It is your responsibility to check whether your destination country appears on the exclusion list.

The insurance is valid **only for the approved activity period** at the host institution and covers a maximum of **180 consecutive days**.

If you temporarily return home during the mobility period (e.g. for the Christmas break), the day count will **restart** upon your return to the host country, entitling you to a **new period of up to 180 consecutive days** of coverage. However, you must be able to **prove your return home**, so make sure to **keep your travel tickets** as evidence.

Please be aware that this is a **basic insurance policy**, intended to provide a **minimum level of protection** to students who might not otherwise take out insurance. You are therefore expected to assess whether this coverage is sufficient for your needs. If it is not, you are advised to **take out a private supplementary insurance policy** at your own expense. This is particularly recommended for destinations where healthcare services are **very costly**, especially in the event of an accident.

Bear in mind that this insurance policy **only reimburses prepaid expenses** – you will need to cover all costs up front and request reimbursement afterwards.

If you plan to travel for **personal reasons** or stay abroad **before or after** your officially approved study/traineeship period, it is **strongly recommended** that you arrange **additional private insurance** to cover those extra days.

In addition, you are covered by a **third-party liability insurance policy** with **UNIPOLSAI Assicurazioni S.p.A.** This policy covers any compensation you may be legally required to pay in the event of **accidental damage** caused to persons or property during your **institutional activities**, including internships. This liability insurance is **valid worldwide**.

**Please note:** Full and up-to-date information about unibz insurance policies is available in the [Study Guide](#).



## SAFETY

In recent years, the international landscape has evolved significantly, with the emergence of new risk factors such as political instability, acts of terrorism, natural disasters, and health emergencies. Students are therefore **strongly advised to gather information in advance** about the current situation in their destination country. A useful resource for this purpose is the website "[Viaggiare Sicuri](#)", managed by the Italian Ministry of Foreign Affairs.

Before departure, all students are **highly encouraged to register** on the "**Dove siamo nel mondo**" website (<https://www.dovesiamonelmundo.it/public/cultura>), a service provided by the Crisis Unit of the Ministry. When registering, please ensure that you enter all required details accurately: your full name, destination city and country, host university, updated contact information, and period of stay. This registration enables the Ministry to respond **more quickly and effectively in the event of an emergency**.

We also recommend downloading the "**Unità di Crisi**" mobile app (<https://www.dovesiamonelmundo.it/smartphone.html>), which allows you to receive real-time alerts and safety notifications, particularly when travelling through high-risk areas. Similar services are often available through the foreign ministries of other countries. **Non-Italian students** are encouraged to consult the equivalent resources provided by their own national authorities.

Please be aware that **risk-related factors may impact your planned mobility**, and it is important to remain flexible and informed.

Finally, regardless of destination, we **strongly recommend taking out comprehensive private health and travel insurance**, especially if you are travelling to a non-European country.

**We wish you a safe journey and an enriching experience!**

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# FREE MOVER MOBILITY: GUIDELINES IN A NUTSHELL

## ✓ What is it?

- A free mover is a student mobility period **outside of Erasmus+, Bilateral Agreements or Swiss Mobility**.
  - You choose the **host university independently** and organise the entire experience yourself.
  - No financial grants are available, but **you are exempt from unibz tuition fees**.
  - **You cannot take exams at unibz** during the free mover semester.
  - Your mobility must follow **unibz regulations** as detailed in the Study Guide.
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## Before Departure

- **Find and contact** an internationally recognised host university.
  - Request all relevant information (deadlines, requirements, fees).
  - **Obtain an official letter of acceptance** from the host university.
  - For Italian universities, admission may involve enrolment in **individual courses**.
  - Draft a **Learning Agreement** with your Faculty.
    - Must include **at least 10 curricular credits** per semester.
    - Only **teaching activities and related exams** can be included.
    - Thesis preparation must be agreed upon separately.
  - **Check eligibility:**
    - Be up to date with tuition payments.
    - You may do **up to 2 free mover semesters**, earning a max of **60 credits**.
    - If enrolled in **Economics and Management** or **Design and Art**, check for credit limits across all mobility types.
  - **Application deadlines:**
    - **15 September** for the first semester
    - **15 February** for the second semester
    - Application must include your **signed Learning Agreement**.
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### **Free Mover Status at unibz**

- **No tuition fees at unibz**, but you must pay any fees required by the host university.
  - You **cannot take exams at unibz or do internships promoted by unibz** during your mobility semester.
  - Internships promoted by unibz must be concluded **before** the mobility begins.
  - You remain **officially enrolled**, with access to **library and Student Portal**, except for exam registration.
  - You may **graduate** in the same semester, but verify deadlines and recognition timelines with your Faculty.
  - If **no curricular credits are recognised**, you must **repay the tuition fees** from which you were exempted.
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### **During Your Mobility**

- Activities must match the **approved mobility dates**.
  - If course/exam dates change, **notify the International Relations Office immediately**.
  - **Within the first week of arrival**, email the "Confirmation of Arrival and End of Stay" form (or self-declaration if in Italy).
  - **Only one Learning Agreement change** is allowed and must be submitted within **four weeks** of starting activities.
  - At the end, submit the "**Confirmation of End of Stay**" form certified by the host university (or self-declaration if in Italy).
  - Request the **Transcript of Records** from the host university (or self-declaration for Italian institutions).
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### **After Your Return**

- Within one week of your return, email the "**Confirmation of End of Stay**" to the International Relations Office.
  - Complete the **online recognition procedure** in the Student Portal.
  - Upload your **Transcript of Records** or self-declaration (if applicable).
  - Complete the **student mobility survey**.
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## Visas and Insurance

### EU Citizens:

- Valid ID card is enough.
- Must carry a valid **EHIC/TEAM card** for healthcare access.
- Check [EHIC info](#) and the Italian Ministry of Health site "[Se parto per](#)".

### Non-EU Countries:

- **Contact embassies or consulates** early for visa and healthcare requirements.
- Many countries and universities require **private health insurance**.

### Non-EU Students:

- Must check visa, residence, and healthcare procedures **even for EU destinations**.

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## Travel Insurance

- unibz provides basic travel insurance via **Europäische Reiseversicherung AG** for **approved mobility periods** (max. 180 consecutive days).
- No coverage for countries with **security level 5 or 6**.
- If you return home temporarily (e.g. holidays), coverage resets—**keep travel tickets as proof**.
- **Only prepaid expenses are reimbursed**. You must cover costs upfront.
- **Private supplementary insurance is strongly recommended**, especially outside Europe.
- You are also covered by **UNIPOLSAI third-party liability insurance** for damage caused during institutional activities (worldwide coverage).

More details are available in the **unibz Study Guide**.

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## Safety Guidelines

- Stay informed about your destination: consult [Viaggiare Sicuri](#) (Ministry of Foreign Affairs).
- Before departure, register on [Dove siamo nel mondo](#).

- Use the **Crisis Unit app** for real-time updates: [Download here](#).
- **Non-Italian students** should consult their own national foreign ministries.
- Mobility plans may be affected by risk factors—be flexible and informed.
- Take out **comprehensive health and travel insurance**, especially for non-EU countries.