

# **HANDBOOK FOR FREE MOVER OUTGOING STUDENTS**

# FREE MOVER MOBILITY: WHAT IS IT?

Unibz allows its students to spend a period of study abroad outside the traditional mobility programmes (Erasmus+, Bilateral Agreements, Swiss Mobility Program) through the activity called "free mover". You can therefore choose, on your own initiative, your host university and organize your study period abroad. Please note: For this type of mobility there are no scholarships available, but the exemption from unibz tuition fees is granted. During the semester in which you are a free mover you cannot take exams at unibz.

## PROCEDURE DESCRIPTION

### BEFORE YOUR DEPARTURE

#### **Search for the host university and acceptance**

Get in touch with the chosen university (it must be an internationally recognized institution) and check whether, and on what conditions (deadlines, requirements, tuition fees, etc.), free mover students are admitted. Keep in mind that at many universities free movers are referred to as "visiting students" or "guest students". Once admission is obtained, it is advisable to ask the host university for a letter of acceptance. Depending on the regulations in force at the host university you may be asked to pay a financial contribution to access the courses, or to pay tuition fees just like local students. There is no database available for European (and non-European) universities that accept free mover students and the conditions set by individual institutions for this category of students. Unibz nevertheless provides (at the bottom of the page in the [Study Guide](#)) a list of institutions where unibz students have in the past carried out periods as free movers.

If the host institution is an Italian university, acceptance as a free mover / visiting student, after verification, may consist of an "enrollment in single subject courses".

### **Approval of a study plan by unibz**

Agree with your Faculty a study plan to be followed at the host university, the so-called learning agreement. The document can be downloaded at the bottom of the page in the [Study Guide](#), where you can also find the list of Faculty contact persons in charge of the approval procedures for the learning agreement. Check in time with the contact at your Faculty which is the procedure to follow and the time necessary for the approval of this document. If you are a student of the Faculty of Economics and Management, the approval procedure with deadlines is described in detail on this [page](#). Through the learning agreement you will not only agree with your Faculty which teaching / exam activities you will do abroad, but also how these will be recognized on your return. The activities that can be included in the learning agreement are only teaching activities (lessons) and the related assessment tests (exams). The eventual thesis research activity should instead be verified according to the case.

### **Requirements for the application**

All unibz students in good standing with the payment of university fees can apply.

The degree programmes regulations of the Faculty of Economics and Management and of the Faculty of Design and Art provide for a maximum number of formative credits obtainable within the exchange programmes (Erasmus +, Bilateral Agreements, free mover). If you are enrolled in any of these Faculties and have already made mobility within exchange programmes, check the limitation of credits that you cannot exceed in the regulation of your degree programme.

Short overlaps (on departure or on return) between the unibz semester and the one at your host university are allowed. It is necessary to consider their feasibility on a practical and an educational level.

### **Deadlines and application**

If you intend to carry out a mobility as a free mover, fill out the application form in which you will have to upload the learning agreement signed by you and your Faculty **at least one month before the start of your activities at the host university and, in any case,**

- **no later than September 15th** for a mobility in the first semester;
- **no later than February 15th** for a mobility in the second semester.

After you've correctly filled out and submitted your application uploading a valid and duly signed learning agreement within the deadline, you can consider your freemover



mobility formally approved. Only in the event of missing or incorrect data in your application or learning agreement, you will be promptly contacted by the International Relations Office.

### **Free mover status - Payment of fees and block of activities at unibz**

During the mobility semester you will have the status of a free mover student. You will not pay tuition fees at unibz, but those required by the host university, and you will not be able to take exams at unibz in the exam sessions (ordinary and extraordinary) of the semester covered by your mobility.

You will not be able to carry out traineeships promoted by unibz for the whole period in which you will be in your actual free mover mobility. The period of the actual mobility is defined by the start and end dates of your activities at your host university certified through the form "Confirmation of arrival and end of stay" (see below).

In spite of the free mover status, you are still regularly registered at unibz and you will continue to have access to the Library services as well as to all the cockpit features (except for exam registration).

You will also have access to the (ordinary and extraordinary) sessions of the final degree exams scheduled in the semester covered by your mobility. Therefore, you theoretically have the possibility to carry out a mobility as a free mover, return to unibz and graduate in the same semester. PLEASE NOTE: However, you must check in time at your Faculty if timing, procedure and deadlines for graduating are compatible with your return from the mobility. You must also take into account the time required by the host university to issue a certificate of the exams you have taken and to your Faculty to complete their recognition.

## **DURING YOUR MOBILITY**

### **Activities at the host university**

The activities that you will carry out at the host university must take place within the expected dates of the beginning and the end of the mobility that you have indicated in the unibz application form. If you notice that the educational activities you intend to follow or the exams you would like to take at the host university extend beyond the dates you indicated, you must notify the International Relations Office immediately.

### **"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](#), containing the starting date of your mobility certified by the host university, via email to the International Relations Office. If your host university is Italian, a self-declaration must be filled out.

### **Changes to the learning agreement**

Only one change is allowed using the appropriate [form](#) "Change of Learning Agreement for Studies". The request must be submitted to the administrative contact person of your Faculty within four weeks after the beginning of your activities at the host university.

### **Confirmation of end of stay**

The end-of-period date must be certified by the host university using the "Confirmation of end of stay" [form](#). The period certified by this form must consider all activities (including exams) that you have completed at the host institution. If your host university is Italian, a [self-declaration](#) must be filled out.

### **Exam certificate / "Transcript of Records"**

At the end of the mobility period, you need to apply at your host university for the issue of the Transcript of Records (the document that certifies the activities you completed with the relative credits and passing grades).  
If the host university is an Italian institution, the certificate must be replaced by a [self-declaration](#).

## **AT THE END OF YOUR MOBILITY**

### **Confirmation of end of stay**

Within a week after your return it is mandatory to send by email to the International Relations Office a copy of the "Confirmation of end of stay" [form](#) containing the end date of the mobility certified by your host university.

Please note that the end of your mobility does not immediately give you the right to register and take exams at unibz. Regarding the exams - as explained in the paragraph "Free mover status" - you are still blocked for the entire session of the semester in which you have benefited from a 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

After your return you are kindly asked to fill out this [survey](#) on your mobility experience.

# VISAS AND INSURANCE

## EU citizens

EU countries: To stay in a European Union country, an EU identity card is sufficient. Verify that it has not expired and will not expire during the period abroad.

As far as health care is concerned, it is important to be in possession of the European Health Insurance Card (EHIC) – in Italy it is called “Tessera Europea di Assistenza Malattie (TEAM)”. By presenting the EHIC you will be entitled to receive a health care coverage limited to the necessary treatments.

We recommend to all students enrolled in the Italian National Health Service (Servizio Sanitario Nazionale Italiano) to inform themselves about the requirements for the enjoyment of a more comprehensive health care coverage in the host country by consulting the website of the Italian Ministry of Health "Se parto per" at the following link:

[http://www.salute.gov.it/portale/temi/p2\\_6.jsp?id=897&area=Assistenza%20sanitaria&menu=italiani\\_6.jsp?id=897&area=Assistance%20sanitaria&menu=italiani](http://www.salute.gov.it/portale/temi/p2_6.jsp?id=897&area=Assistenza%20sanitaria&menu=italiani_6.jsp?id=897&area=Assistance%20sanitaria&menu=italiani)

For example, if you go to Germany, you can ask your local health authority in Italy (ASL di appartenenza) for the S1 model. When you arrive at your destination, remember to submit this S1 model to the local health authority and you will be entitled to receive treatment under the same conditions as those of the local patients.

It is advisable to ask the host university, after arrival, about the methods of access to health care and carry out all the procedures required.

If you are in possession of a non-Italian European Health Insurance Card (EHIC), we recommend you to inform yourself about the requirements for the enjoyment of a more comprehensive health care coverage in the host country by getting in contact with your National Health Service.

Non-EU countries: you need to get in contact with the Embassy or Consulate of the foreign country in good time to check what bureaucratic procedures must be carried out before your departure (obtaining a visa, residence permit, health care, etc.). During the application procedure, you must enquire about the conditions required by your host

country. The issue of visas is, in some cases, subject to minimum requirements to be laid down in insurance. Often the host university requires the conclusion of a private health insurance policy.

### Non-EU-citizens

EU countries and NON EU countries: Non-EU students must always get in contact with the Embassy or Consulate of the foreign destination country in good time to verify what the bureaucratic procedures before their departure are (obtaining a visa, residence permit, health care, etc.).

## TRAVEL INSURANCE

unibz has purchased an insurance plan from the "Europäische Reiseversicherung AG", which offers worldwide coverage for previously approved traineeships or study trips.

The insurance is valid only for the approved period of activity at the partner university and in any case for stays of up to 180 consecutive days.

We would like to draw your attention to the fact that this is a basic insurance and that it is designed to give at least a minimum coverage to those students who would otherwise not even have thought about it. Anyway, we invite you to consider whether it is sufficient for you and, if not, to take out one on your behalf. Especially students going to those countries where, for example in the event of an accident, the costs of accessing the health service are very high. As a matter of fact please note that this insurance only reimburses prepaid expenses and therefore the student is responsible for anticipating the expenses.

If you wish to travel for private reasons or stay abroad before or after the approved period of activity, it is in any case preferable to conclude a private supplementary insurance.

In the field of medical services and the protection of individuals:

***Attention: Benefits marked with \* apply only abroad. A foreign country is any country other than the country of residence of the insured person.***

Main insurance performances

<i>Performance</i>	<i>Reimbursement</i>
Ambulatory treatment *	100%
Carriage of medicinal products *	100%

Hospitalization *	up to 220.000 €	
Relocation	100%	
Replanting (incl. ambulance jet transport) in case of medical necessity *		100%
Return after 3 days of hospitalization even without medical necessity *		100%
Search and rescue	up to 36.500 €	

Within the scope of travel accident insurance:

<i>Performance</i>	<i>Reimbursement</i>
Permanent disability compensation from 2 %	up to 100.000 €
Compensation in the event of a fatal accident	up to 100.000 €

The insurance also covers, among other things, unforeseen travel changes (e.g. organization and reimbursement of costs for unforeseen return), luggage (e.g. damage to or loss of luggage), etc.

The insurance is valid for stays of up to 180 consecutive days. However, if you temporarily return home (e.g. for the Christmas holidays), the day count will start a new and you will have a maximum of 180 consecutive days of renewed coverage on return to the host university. However, it is important to prove that you have returned home and, to this end, travel tickets should be kept.

### **What to do in case of emergency!**

You must contact the "Europäische Reiseversicherung AG" without delay. The emergency call centre is available 24 hours a day, Tel. +43-1-50 444 00. Have the policy number ready: 019910047993.

The following information shall be provided:

- what happened (what, when, how, where, why)
- who is the injured party(s) (name, residence)
- the presence of any witnesses (names, contacts)
- any other useful documents (e.g. invoices)

Afterwards, you are kindly requested to inform the Purchasing Office of unibz: tel. +39 0471 011910, fax +39 0471 011909, e-mail: [bursary@unibz.it](mailto:bursary@unibz.it)

**Additionally**, you are covered by a **third party liability insurance policy** with the UNIPOLSAI ASSICURAZIONI SPA (policy number 101193858). The policy covers any compensation that you would need to pay if you are legally liable for any damage caused involuntarily **during your institutional activities** (including internships!). The policy covers damage to people as well as to objects and is valid all over the world.



**PLEASE NOTE** that complete and updated information regarding unibz insurance policies is available in the [Study Guide](#)!

## SAFETY

In recent years, the international scenario has undergone a progressive change that has led to the appearance of new risk factors. We therefore recommend that you obtain information about the context of the country of destination in advance.

This ministerial website provides useful information <http://www.viaggiasesicuri.it/>. By clicking on the section "Dove siamo nel Mondo – Registra Viaggio" you can access the service of the Ministry of Foreign Affairs and International Cooperation which allows Italian citizens who temporarily go abroad to register and report – on a voluntary basis – personal data, in order to plan more quickly and accurately any rescue operations that may be necessary. We strongly recommend you use this important service. We invite students of a nationality other than Italy to check whether the government authorities of their country of origin, which are competent for foreign affairs, offer a similar service.

**We wish you an enjoyable stay wherever you go!**