

**HANDBOOK FOR OUTGOING
STUDENTS:
Erasmus+ / Bilateral Agreements
and Swiss Mobility programmes**

A.Y. 2023/24

GENERAL INFORMATION

After winning and accepting an exchange spot (Erasmus+, Bilateral Agreements or Swiss Mobility), you will have to take some action involving the host university, the International Relations Office (IRO) of unibz and your Faculty. The following steps are listed in chronological order.

If, after accepting, **you decide not to leave, please notify the International Relations Office** as soon as possible to give another student a chance.

BEFORE YOUR DEPARTURE

1. Register with the host university, i.e. carry out the application procedure

Once the unibz selection process has been completed, the IRO of unibz communicates your name and e-mail address to the host university (the so-called "nomination").

It is your responsibility to check the website of the host university and see what the requirements and deadlines of the host university are before leaving.

Usually, the host university will send you an information email within one month after the nomination, informing you about its enrolment procedures.

If your mobility starts in the second semester, you will be usually contacted later (at the end of summer).

The documents the host university might request from you are:

- the completion of an application form
- unibz transcript of records/exam list (can be downloaded from the unibz student's portal My SNS as a self-certification)
- learning agreement
- language certificate(s)
- request for accommodation assignment

For Bilateral Agreements the following documents may also be required:

- visa documents including passport
- health insurance
- bank guarantee
- medical certificates and/or vaccinations

You are liable for any consequences of omissions (including those relating to deadlines) that could result in refusal by the host university. These formalities must be given the utmost attention.

Some universities set their own minimum requirements for language proficiency (please check these and other requirements before applying, in order to avoid unpleasant surprises). If this information is not available on the website, contact the host university.

2. Define and get your Learning Agreement (LA) approved

The LA lists the teaching activities (courses or internship or thesis preparation) you will attend while on mobility. It is your responsibility to contact your Faculty's administrative referent as soon as possible to obtain further information regarding the approval process. To this end, you are requested to carefully read the "Regulation for student mobility" available in the unibz Study Guide.

Please note that Erasmus students are required, whenever possible, to use the OLA (Online Learning Agreement) procedure. Find here our ["OLA step by step guide"](#)

3. Define the start and end dates of your mobility activities (Only for Swiss Mobility)

In the LA you are also requested to enter the dates of the beginning and end of your mobility activities. As planned start/end date please indicate the date on which your activities at the Receiving Institution will start/end. Only language courses, orientation weeks, welcome sessions, teaching activities and exam sessions can be taken into account. Travel days and stays outside the above-mentioned activities cannot be considered.

Please note that these dates are very important and will be part of your financial agreement. Your formal mobility activities will have to take place within these dates. In case of any change, you have to inform immediately the unibz IRO.

4. Deliver/send the LA to the IRO within two weeks before your departure

After having obtained the approval of your Faculty and host university, the fully signed LA must be made available to the IRO following the instructions that the office will send to the students.

5. Deliver the individual financial contract to the IRO of unibz

Once your LA has been delivered, the IRO will send you your individual financial contract. You will then have to send back a signed copy of the contract.

6. OLS (Online Linguistic Support) for Erasmus+ participants only

If your exchange programme is at a host University where the teaching language is not the same as your mother tongue, you have the opportunity to improve your language skills using the Erasmus' OLS portal. The OLS was created to support the improvement of your

language skills during and throughout the preparation for Erasmus+ mobility and offers the possibility to take online language courses.

7. Renew your enrolment at unibz for the relevant academic year and enrolment at least in the second year of study

If you take part in exchange programmes you are generally exempted from the payment of fees to the host university, but not from those required by unibz.

Before your departure, you must therefore be in a regular position with the payment of unibz fees for the academic year in which the mobility takes place. You will not otherwise be able to access the mobility and the related grant.

8. Enter – or, if necessary, update – your bank details in the relevant section of the student portal so that we can transfer your grant amount!

DURING YOUR MOBILITY

1. Make available to the IRO the "Confirmation of arrival and end of stay" signed by the host university

Within your first week after arrival, you must make available to the IRO a copy of the "Confirmation of arrival and end of stay" form containing the start date of your mobility certified by the host university. This date will be the basis for the calculation of the actual period. You are required to have any possible mistakes in the certification of the arrival date corrected immediately.

2. Request any change to the LA, if necessary, within four weeks after arrival

Changes to the LA are exceptional and only one change per exchange semester is permitted. This must be requested using the ["Change of LA for Studies"](#) form or, for Erasmus students, using the OLA platform. This means that two changes are, in general, only allowed for mobility periods longer than one semester. The LA must be signed by all three parties again.

3. Request a possible extension (not possible for Bilateral Agreements!)

If you are carrying out a mobility in the first semester, you can request an extension of an additional semester – after having verified the possibility with your host university – by sending an e-mail to the IRO, at least one month before the end of your initial mobility period. Please note that you can extend your mobility until 30/09/2024 at the latest. The following documents must be attached:

- a new LA for the second half of the year containing a minimum of 20 credits;
- a confirmation from the host university that the extension is accepted.

Extensions are financed only in case of remaining Erasmus funds and according to the general ranking. The financing is therefore not guaranteed.

4. Retake an exam outside your approved mobility period (not possible for Bilateral Agreements)

If you failed an exam and the host institution gives you the opportunity to retake it, unibz considers this acceptable. Please note that the exam must take place no later than September 30th. You are requested to fill out a specific form, get the signature of the host institution and send it to the unibz International Relation Office at least 2 weeks before taking the exam (please refer in good time to unibz IRO for more information).

5. Confirmation of arrival and end of stay signed by the host university

The end date of your mobility must be certified by the host university using, again, the "Confirmation of arrival and end of stay" form. This form will form the basis for the calculation of your actual period. You are required to have any possible mistakes in the certification of the end of mobility date corrected immediately.

6. Request a certificate of your passed teaching activities (the "Transcript of Records" / ToR) from the host university

The teaching activities and the related exams must be completed within the dates indicated in your financial contract. At the end of the mobility, you need to ask your host university about the procedures for the issue of the Transcript of Records (the certificate that reports the teaching activities carried out and passed, with the corresponding ECTS credits and marks). Several universities send the Transcript of Records, even after several weeks, directly to you or to the IRO of unibz (digital copies are accepted). It is your responsibility to request the sending of the Transcript of Records to avoid delays in the recognition and in the subsequent insertion of the credits obtained in your unibz career.

AFTER YOUR RETURN

Within four weeks after your return, under penalty of refund of the scholarship, it is mandatory:

- to make available to the IRO of unibz the "Confirmation of arrival and end of stay" form with the stamp and signature of the host university;
- to present your Transcript of Records to the IRO (see the procedures previously described);
- to fill in an online evaluation questionnaire;
- for mobility for thesis preparation only: certification issued by the academic supervisor of the host university confirming the activity was carried out; declaration signed by the unibz supervisor confirming that the activity carried out has produced effective results with a corresponding workload quantified in terms of ECTS credits.

VISAS AND INSURANCE

Generally, 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. In any case, Italian citizens need to verify the necessity of passport/visas/permits etc. for entering the host country of their mobility through the official ministerial "Viaggiare sicuri" website: <https://www.viaggiare Sicuri.it/home>

Non-Italian students must always verify with their country's official Authorities the bureaucratic procedures (obtaining a visa, residence permit, health care, etc.) for entering the host country of their mobility.

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 urgent and unavoidable treatments within EU countries only. You can find more information on the EHIC and how to use it in the host country of your mobility at the following link: <https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

In any case, all students enrolled in the Italian National Health Service (Servizio Sanitario Nazionale Italiano) are invited to inform themselves about the requirements for the enjoyment of a more comprehensive health care coverage in the host country of their mobility by consulting the official website of the Italian Ministry of Health "Se parto per" at the following link:

<https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=vuoto>

If you are a European Health Insurance Card (EHIC) Non-Italian holder or are a Non-EU citizen, you must inform yourself about the requirements for the enjoyment of a health care coverage in the host country of your mobility by getting in contact with your National Health Authorities.

In any case, taking out a private health coverage is always strongly recommended, especially for mobilities to Non-EU destinations. Please note that, generally, Non-EU host universities themselves require the taking out of a private health insurance coverage for admitting exchange students.

TRAVEL INSURANCE

unibz has purchased, on voluntary basis, an insurance plan from the "Europäische Reiseversicherung AG", which offers worldwide coverage for previously approved traineeships or study trips. Complete information is available in the Study Guide: <https://guide.unibz.it/en/life-on-campus/insurance/>

The insurance is valid only for the period of activity at the partner university (from-to dates as indicated in your financial agreement) and in any case 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.

We would like to draw your attention to the fact that this is a basic insurance and that it is intended to give at least a minimum coverage to those students who would otherwise not even have thought about it. Anyway, you are required to consider whether it is sufficient for you and, if not, to take out a private additional insurance on your behalf. Especially students going to those countries where, in the event of an accident, the costs of accessing health

care are very high. 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 contract dates, it is in any case preferable to take out a private additional insurance.

Additionally, you are covered by a **third party liability insurance policy** with the UNIPOLSAI ASSICURAZIONI SPA. 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: <https://guide.unibz.it/en/life-on-campus/insurance/>

FINANCING

ERASMUS+

According to the assigned grant, the payment of the contribution is made before departure (if all required documentation has been delivered within the time limits).

EU grant: all selected Erasmus+ exchange students will be awarded a grant of a maximum of 4 months' pay per semester:

- **350,00 € per month:** Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway, United Kingdom
- **300,00 € per month:** Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal
- **250,00€ per month:** Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of North Macedonia, Turkey, Serbia

Moreover the EU provides additional funding:

- **250,00€ top up per month** (maximum 4 months per semester) if you come from one of the backgrounds which the Erasmus programme considers to be disadvantaged:
 - you come from a migrant background and/or you are a refugee;
 - you have a child under the age of 18;
 - you carry out a continuous work activity in parallel with your study programme;
 - you are a professional athlete;
 - you are orphan of at least one parent;
 - you are the child of parent(s) who were victims of terrorism or organised crime;
 - you suffer from serious physical and/or mental health conditions/impairments that you can document by medical certification;

- you are in an economically disadvantaged situation that you can document by submitting your ISEE (If you intend to request the additional EU grant for this reason, please note that, if you receive a scholarship from the Autonomous Province of Bozen/Bolzano, this is not compatible).
- **50.00€ top up** if you travel in a green and sustainable way (train, bus, car sharing) to your Erasmus exchange destination (outbound and/or inbound trip).

Furthermore, if you suffer from serious physical and/or mental health conditions/impairments that you can document by medical certification, the EU can provide additional special funding; You must communicate this condition when accepting the mobility. The IRO will inform you about the availability of these special contributions.

unibz grant: lump sum grant of **500 Euro** per semester.

SWISS MOBILITY

Switzerland, which is not currently participating in the Erasmus+ programme, is financing the mobility of all incoming and outgoing students through the Swiss European Mobility Programme, under the terms of a special cooperation agreement between European and Swiss universities.

The financing of mobility periods is borne by the Swiss universities and currently amounts to approx. € 400 monthly.

unibz grant: lump sum grant of 500 Euro per semester.

BILATERAL AGREEMENTS

The "Bilateral Agreements" programme is financed in full by unibz. You will be paid a monthly contribution based on the official duration of your mobility, as indicated in your individual contract: € 400 for non-EU countries mobilities and € 200 for mobilities in Italy.

RETURN OF THE GRANT (for all mobilities)

In addition to failure to deliver the required documentation, you are required to **refund the scholarship in full** if you fail to acquire the minimum credits required by the official regulations of unibz.

In addition, for Erasmus+ participants, the minimum stay is 60 days, otherwise the grant must be refunded in full.

You will have to **refund part of the grant** if the total duration of your mobility is less than that provided for in the contract:

Erasmus+: The refund is calculated in days: the contribution due for the incomplete month will be calculated by multiplying the number of actual days by 1/30 of the monthly unit cost.

Bilateral Agreements: For example, if you have been paid 4 months but have only completed 3 months plus a fraction of a month less than or equal to 14 days, the default rounding (3 months) applies. If the fraction is equal to or greater than 15 days, the initial 4 monthly instalments are confirmed.

The mobility must take place between 1 June and 30 September of the following year.

RECOGNITION OF ACTIVITIES

The teaching activities will be recognized, as approved in your LA, after you have uploaded the transcript of records through the specific procedure available in the student portal My SNS. **The transcript can be uploaded only if previously stamped by the IRO of unibz.**

SAFETY

In recent years the international scenario has seen a progressive change that has led to the appearance of new risk factors (e.g. political upheavals, acts of terrorism, natural disasters, health emergencies). Students are required to inform themselves in advance about the context of their country of destination also through the website <http://www.viaggiasesicuri.it> managed by the Ministry of Foreign Affairs. Before leaving, students are also strongly encouraged to register on the website "Dove siamo nel mondo" <https://www.dovesiamonelmondo.it/public/cultura> managed by the Crisis Unit of the Ministry of Foreign Affairs, clearly indicating the required data: names, city/country, university of destination, updated contact details and period of stay. This helps to plan assistance activities in emergency situations more quickly and accurately. It is also strongly recommended to download the "Crisis Unit" App - <https://www.dovesiamonelmondo.it/smartphone.html> - to receive notifications during transit in the most at risk areas and real-time updates on any dangerous situations, wherever they occur in the world. The governmental authorities for Foreign Affairs of countries other than Italy offer similar services to which non-Italian students can refer.

Students must be aware that a planned mobility could be hindered by a risk factor. In this case, the IRO cannot guarantee the relocation of the mobility to another university in the event of cancellations due to force majeure, or for precautionary reasons, especially if they occur close to the departure to the original destination.

Finally, taking out a worthwhile private health/travel insurance policy is always recommended, especially for non-European destinations.

ERASMUS+ APP

The European Commission has developed a mobile application aimed at enhancing your mobility experience... Find everything you need to know about opportunities with Erasmus+ and check out all the features that are specifically built to facilitate your experience! Download it here for free: <https://erasmusapp.eu/>

ASK Erasmus

The Erasmus Student Network offers a dedicated outgoing mobility mentoring service called ASK Erasmus, whereby outgoing students can ask for support from ESN volunteers and be mentored by students who have already carried out the Erasmus international mobility period at the same or at the closest host location: <https://www.esnitalia.org/it/content/askerasmus>

We wish you an enjoyable stay!

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