

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

**A.Y. 2025/26**

Congratulations! – you've been selected for an exchange abroad! Whether you're going on an Erasmus+, a Bilateral Agreement, or a Swiss Mobility programme, there are a few important steps to take before, during and after your time abroad.

This guide explains everything you need to do, in the right order. Read carefully and follow the steps!

**If, after accepting your place, you realise you can't go due to serious health issues or other unavoidable reasons, please let us know immediately so we can give your spot to another student.**

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## Before You Go

### 1. Apply to the host university

After you're nominated by unibz, your name and email will be sent to the host university. This is called a "nomination".

Then it's up to you! Check their website for exact deadlines and requirements. Most host universities will email you within a month after the nomination with info on how to apply. (If your mobility starts in the second semester, the email may come later – around the end of summer.)

You may need to provide:

- An application form
- Your unibz transcript of records (download it from My SNS as a self-declaration)
- Your Learning Agreement (see next step!)
- Language certificate(s)
- Request for accommodation

If you're going abroad under a **Bilateral Agreement**, you may also need:

- Visa documents (including your passport)
- Health insurance
- A bank guarantee
- Medical certificates or proof of vaccinations

⚠ You are responsible for meeting all deadlines and requirements. Missing paperwork or late submissions can result in being rejected by the host university.

👉 Check their **language requirements** early on! If the info isn't online, email the host university directly.

## 2. Fill in and get your Learning Agreement (LA) approved

The Learning Agreement is your academic plan. It lists the courses (or internship/thesis preparation) you'll complete abroad. You must get it approved by your Faculty at unibz and the host university.

To get started:

- Contact your Faculty's administrative contact person
  - Read the "Regulation for student mobility" in the unibz [Study Guide](#)
  - Erasmus students: you'll usually need to use the **Online Learning Agreement (OLA)** system. Here's our [OLA step-by-step guide](#)
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## 3. (Only for Swiss Mobility students) – Enter your mobility dates

If you're going to Switzerland, your Learning Agreement must also include your **mobility start and end dates**. These dates must match the actual academic activities (language course, welcome week, lectures, exams). Travel days or extra days don't count!

These dates will be part of your **financial contract** – so be accurate. If anything changes, tell the International Relations Office (IRO) immediately.

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## 4. Send your signed LA to the IRO

Once your Faculty and host university have signed your Learning Agreement, send it to the IRO **at least two weeks before you leave**. You'll get detailed instructions by email.

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## 5. Sign your financial contract

After the IRO receives your LA, we'll send you your **individual financial contract**. Read it, sign it, and send it back.

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## 6. OPTIONAL(!) Take your Erasmus+ language test (OLS)

If you're going to a country where the language of instruction isn't your native language, you can use the **Online Linguistic Support (OLS)** platform. It offers free language courses and placement tests to help you improve before and during your exchange.

More info here: <https://academy.europa.eu/local/euacademy/pages/course/community->

## 7. Renew your enrolment at unibz

You must be regularly enrolled at unibz and have paid your tuition fees for the academic year of your mobility. You don't pay fees to the host university, but you **must** be up to date with payments at unibz – otherwise, you can't receive the grant or go on exchange.

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## 8. Update your bank details

Make sure your **bank account details** are correct and up to date in the relevant section of the student portal: this is where we'll transfer your grant.

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# During Your Mobility

## 1. Confirm your arrival

In your **first week at the host university**, you must send the unibz International Relations Office (IRO) the **"Confirmation of Arrival and End of Stay"** form, filled in and signed by your host university.

👉 This form confirms your **official start date**, which we use to calculate your grant.

Check carefully that the date is correct! If there's an error, get it corrected right away.

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## 2. Request changes to your Learning Agreement (if needed)

Sometimes plans change. If you need to adjust your Learning Agreement (for example, change courses), you can do so – but:

- You must request the change **within 4 weeks after arrival**
- Only **one change per semester** is allowed
- For Erasmus students, the change must be done via the **Online Learning Agreement (OLA)**
- For others, use the **"Change of LA for Studies"** form
- For mobility longer than one semester, two changes are allowed

⚠ The updated Learning Agreement must be signed again by all three parties: you, unibz, and the host university.

### 3. Want to extend your stay? (Not possible for Bilateral Agreements)

If you're abroad for the **first semester** and want to stay longer, you can **request an extension** for the second semester — but only if your host university agrees.

You must:

- Contact the IRO **at least 1 month before your planned end date**
- Send:
  - A new Learning Agreement with at least **20 ECTS credits**
  - A confirmation email/letter from your host university

✦ Important: Extensions are only funded **if Erasmus+ money is still available** and based on ranking. So there's no guarantee!

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### 4. Need to retake an exam?

(Only valid for **Erasmus+**, not Bilateral Agreements)

If you fail an exam, and the host university lets you retake it after your official mobility ends, it's usually fine — **but**:

- The exam must take place **by 31 December 2026**
- You must fill in a specific **exam retake form**
- Have the host university sign it
- Send it to the unibz IRO **at least 2 weeks before** the exam

Ask the IRO in time if you need help with this.

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### 5. Confirm your end date

At the end of your stay, the host university must fill in the **same "Confirmation of Arrival and End of Stay" form**, now adding your **official end date**.

This form will form the basis for the calculation of your actual period. Again, check for accuracy and fix any errors right away.

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## 6. Get your Transcript of Records (ToR)

Before you leave, ask the host university how to get your **Transcript of Records** — this is the official document listing the courses you completed, your grades and the ECTS credits.

! Important:

- Activities and exams must be completed **within the dates in your financial contract**
- Some universities send the ToR directly to you or to unibz (digital versions are accepted)
- It's **your responsibility** to make sure it's sent and arrives, to avoid delays in credit recognition at unibz

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## After Your Return

Once you're back from your exchange, there are a few final steps to complete. These are **mandatory** — and if you skip any of them, you may have to **repay your grant**. 🧑🏫

You must complete **all of the following within 4 weeks of your return**:

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### ✅ 1. Submit the Confirmation of Arrival and End of Stay

Make sure you've submitted the **final version** of this form, signed and stamped by your host university, to the unibz International Relations Office (IRO).

If you've already done this — great! ✓

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### ✅ 2. Submit your Transcript of Records (ToR)

Send us your Transcript of Records (ToR) once you receive it from the host university. You must upload the copy stamped by the unibz IRO into the student portal (MySnS).

✅ The credits will be officially recognised only after this step.

✅ Your courses must match what's written in your approved Learning Agreement.

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### ✓ 3. Complete the online evaluation questionnaire

You'll receive an invitation to fill in a short **online survey** about your mobility experience. It's a required step and helps improve the programme for future students. Don't skip it!

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### ✓ 4. (Only for thesis preparation mobility)

If your mobility was **only for thesis preparation**, you must also submit:

- A certificate from your academic supervisor at the **host university**, confirming you carried out the activity
  - A statement from your **unibz supervisor**, confirming that your work produced actual results and specifying the **ECTS credits** earned
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✈ Once all this is done — congratulations, your mobility is officially complete!

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## Insurance & Travel Documents

### What you need to know before travelling

#### ✈ Do I need a passport or visa?

If you're an **EU citizen** and you're staying within the EU, usually a **valid ID card** is enough — but make sure it's not expired or close to expiring.

If you're going **outside the EU**, or if you're **not an Italian citizen**, check the entry requirements **early on** with:

- The [Viaggiare Sicuri website](#) (Italian Ministry of Foreign Affairs)
- Your country's embassy or consulate (for non-Italian nationals)

● Important: Each country has its own rules. Don't assume anything — check official sources.

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#### Do I need health insurance?

Yes! You must have **valid health coverage** for your entire stay abroad. What kind you need depends on where you're going and where you're from.

### ◆ If you're an EU citizen:

Bring your **European Health Insurance Card (EHIC)** – in Italy it's called the **TEAM card**. This gives you access to basic, urgent medical care **in EU countries only**.

More info here:

[EHIC – European Commission page](#)

💡 If you're registered with the Italian National Health Service (Servizio Sanitario Nazionale – SSN), make sure to check what you need to do to access more comprehensive healthcare coverage during your mobility. You can find all the info you need on the official Italian Ministry of Health website '*Se parto per*' at this link:

- ["Se parto per..." site](#) (Italian Ministry of Health)

### ◆ If you're a non-EU citizen or don't have EHIC:

You must check with your own **national health authorities** to understand what coverage you'll need and how to get it.

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### 🔵 Do I need travel insurance?

unibz provides you with **basic travel insurance** — but it's only valid:

- During your official mobility dates (as stated in your financial agreement)
- For a **maximum of 180 consecutive days**

This policy is from **Europäische Reiseversicherung AG**. You can read all the details in the [Study Guide](#).

💬 Important points:

- If you return home temporarily (e.g. for Christmas), the 180-day count resets when you go back abroad
- You **must keep proof of your travel dates** (e.g. tickets)

⚠️ This insurance is **very basic**. It's designed for students who wouldn't otherwise have any coverage — it only reimburses **prepaid expenses**, so you pay upfront.

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### What if I cause damage or someone gets hurt?

You're also covered by a third-party liability insurance policy with UNIPOLSAI ASSICURAZIONI S.p.A. This policy protects you in case you're held legally responsible for any unintentional damage caused during your official mobility activities – including internships. It covers both personal injury and damage to property, and it's valid worldwide.

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**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/>

### Should I get extra insurance?

**Yes, especially if you're going outside the EU.**

We strongly recommend getting a **private health/travel insurance policy** that:

- Covers accidents, illness, and emergencies
- Includes extra coverage for costly countries (like the US, Japan, etc.)
- Covers you before/after your official mobility dates, if you're travelling privately (e.g. vacation days)

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## Financing Your Mobility

**Who gets how much, when, and under what conditions**

### When is the grant paid?

If you deliver **all required documents on time**, your grant will be paid **before departure**.

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### ERASMUS+

#### EU Grant – monthly amounts (max 5 months per semester)

Depending on your destination country, the EU gives you a fixed monthly grant:

Country Group	Monthly Amount
<b>Group 1:</b> Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden, UK	<b>€400/month</b>

Country Group	Monthly Amount
<b>Group 2:</b> Bulgaria, Croatia, Cyprus, Czechia, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey	<b>€350/month</b>

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### **EU Travel Top-Up (Green or Non-Green Travel)**

In addition to the monthly grant, you also receive a **one-off contribution for your travel**, based on how far you travel and how “green” your journey is.


 **Important:** The distance is always calculated as the **straight-line distance between unibz (your home university) and the host university**.

Use the official Erasmus+ tool here:

 [Erasmus Distance Calculator](#)

#### **Distance (km) Green Travel Non-Green Travel**

10–99	€56	€28
100–499	€285	€211
500–1999	€417	€309
2000–2999	€535	€395
3000–3999	€785	€580

 *Green travel* = using mainly train, long-distance bus, or carpooling for the **main leg of the journey**.

Using a bus just to reach the airport **doesn't count** as green travel.

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### **Extra Top-Up: Inclusion Support**

You may be entitled to an **extra €250/month (up to 5 months)** if **any** of the following applies to you:

- You come from a migrant background or are a refugee
- You have a child under 18
- You work continuously alongside your studies
- You're a professional athlete
- You've lost at least one parent
- One or both of your parents were victims of terrorism or organised crime
- You have **serious physical or mental health conditions**, documented by a doctor
- You are in a **financially disadvantaged situation**, documented by your **ISEE**: *If you already receive a scholarship from the Autonomous Province of Bolzano, this is not compatible with the EU extra grant.*

If you have a **documented disability or serious health condition**, the EU also offers **special funding**. Let the IRO know about this **when you accept the mobility**.

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### **unibz Grant**

All Erasmus+ participants also get a **€500 lump sum per semester** from unibz, in addition to the EU grant.

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### (CH) **SWISS MOBILITY**

Switzerland isn't in Erasmus+, but still supports exchange students through the **Swiss European Mobility Programme**.

- Your grant is paid by the **Swiss host university**
  - The average amount is **approx. €400/month**
  - unibz adds a **€500 lump sum per semester**
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### **BILATERAL AGREEMENTS**

These mobilities are entirely funded by unibz. The contribution depends on **where you're going**:

Destination	Lump Sum (gross)
(IT) Italy	€1,750 / semester
 USA, Canada, Australia, South Africa, Hong Kong, Taiwan, Japan, New Zealand	€2,750 / semester
 Other non-European countries	€2,000 / semester

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### **Refund Rules (for all mobility programmes)**

You must refund all of the grant if:

- You don't submit all the **required documents**
- You don't earn the **minimum number of ECTS credits** required by unibz regulation
- You stay abroad **less than 60 days**

You will be required to **partially refund** the grant if your total mobility period is shorter than the duration specified in your contract. For Erasmus+ mobilities, the refund is calculated on a daily basis: the amount for the incomplete month is determined by multiplying the actual number of days by 1/30 of the monthly unit cost.

 Mobilities must take place between **1 June and 31 December** of the following year.

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## Wrap-Up & Extras




### Staying safe, and useful tools for your mobility

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#### Stay Safe While Abroad

In recent years, international mobility has faced unexpected risks – think of political unrest, terrorism, natural disasters, or health emergencies. We want you to be **informed and protected**.

##### ◆ Before you leave:

- Check the safety situation in your host country via the Italian Ministry of Foreign Affairs:  
 [Viaggiare Sicuri](#)
- Register your trip on the Italian Ministry's official platform:  
 [Dove siamo nel mondo](#)  
(Fill in your name, destination, contact details and dates)
- Download the **Crisis Unit App** to receive live updates on any dangerous situations:  
 [Crisis Unit App Download](#)

 If you're not Italian: check whether your **home country offers similar registration or safety apps** — and use them!

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#### Important

If serious risks arise close to your departure date (e.g. natural disasters, conflict, epidemics), unibz **cannot guarantee** that you'll be able to switch to another host university at the last minute. Mobility may be cancelled for **force majeure** reasons.

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#### Bonus Tools for Erasmus+ Students



Erasmus+ App

The European Commission has launched an official app to help you get the most out of your Erasmus+ experience.

- ✓ Track your Learning Agreement
- ✓ Discover events and resources
- ✓ Get country-specific tips

Download for free here:

👉 [erasmusapp.eu](https://erasmusapp.eu)

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### **ASK Erasmus**

Feeling unsure or have questions? Connect with someone who's **already been on Erasmus** at your same or similar host university!

ASK Erasmus is a mentoring programme run by the **Erasmus Student Network (ESN)**. You'll be matched with a student who's already done their Erasmus and can give you personalised advice.

Join the network here:

👉 [ASK Erasmus – ESN Italia](#)

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### **Interrail Pass for Erasmus+**

Want to reach your host university **by train** — and maybe explore Europe on the way? Erasmus+ participants are eligible for a **discounted Interrail pass**.

Check it out:

👉 [Interrail for Erasmus+](#)

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🇪🇺 That's it! You've got everything you need to plan, carry out and complete your mobility with peace of mind.


We wish you an amazing and enriching experience abroad!


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## **Still got questions?**

**Contact the International Relations Office**

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