

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

# GENERAL INFORMATION

After winning and accepting an exchange spot (Erasmus+, Bilateral Agreements or Swiss Mobility), you will have to do some work involving the host university, the International Relations Office 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 to 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 International Relations Office 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 the 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 are:

- the completion of an application form
- unibz transcript of records/exam list (can be printed from the cockpit as a self-certification)
- learning agreement
- language certificates
- 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 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 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 approved**

The Learning Agreement lists the didactical activities (courses or internship or thesis preparation) you will attend abroad. 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 "Regulations on the recognition of periods abroad". Please note that you are requested to use the unibz template of learning agreement available in the Study Guide <https://guide.unibz.it/en/exchange-programmes/exchange-mobilities-studies/erasmus-bilateral-agreements/>

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

In the learning agreement 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, didactical 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 actual activities will have to take place within these dates. In case of any change, you have to inform immediately the unibz International Relations Office.

\*Erasmus students can participate also in language courses provided by an organization other than the host institution. In this case students must get in contact with unibz International Relations Office in advance in order to have the language course considered as a significant part of their mobility period abroad.

#### **4. Deliver/send the Learning Agreement to the International Relations Office within two weeks before your departure**

After having obtained the approval of your faculty and host university, the LA must be delivered by e-mail to the International Relations Office and must contain the signatures of all three parties (student, academic contact person at unibz and at the partner university).

#### **5. Deliver two original copies of the individual financial contract to the International Relations Office of unibz**

Once your Learning Agreement has been delivered, the International Relations Office will send you your individual financial contract. You will then have to hand in two signed copies of it, both in original.

#### **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 will be required to take an online test. You must enter the information on which will be the main language of instruction at the host University and your current level in the appropriate section of the learning agreement. After having delivered a copy of your Learning agreement to the International Relations Office, you will receive an email with the access credentials. The test result does not affect the participation in the programme. 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 exempted from the payment of fees to the host university, but not from those required by unibz.

**Before your departure**, you must meet all the requirements (linguistic and/or minimum number of credits) necessary to enroll at least in the second year of study and be in order 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 scholarship.

#### **8. Enter your bank details in the appropriate section of the student portal: *cockpit > My profile > Bank details* so that we can transfer your grant amount!**

## DURING YOUR MOBILITY

### **1. Send by e-mail to the International Relations Office the "Confirmation of arrival and end of stay" signed by the host university**

Within your first week after arrival, you must send an e-mail to the International Relations Office with 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 Learning Agreement, if necessary, within four weeks after arrival**

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

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

You can request an extension of one semester – after having verified the possibility with your host university – by sending an e-mail to the International Relations Office, at least one month before the end of your initial mobility. You need to specify until which date (dd/mm/yyyy) you intend to extend your stay. The following documents must be attached:

- a new Learning Agreement 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 available funds according to the general ranking.

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

If you did not pass an exam and the host institution gives you the opportunity to repeat 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 International Relations Office 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 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 supported teaching activities (the "Transcript of Records" or 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 at the host university about the procedures for the issue of the Transcript of Records (the certificate that reports the teaching activities carried out, with ECTS credits and marks). Many universities send the Transcript of Records, even after several weeks, directly to you or to the International Relations Office 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 career.

## **AFTER YOUR RETURN**

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

- to submit by e-mail to the International Relations Office of unibz the "Confirmation of arrival and end of stay" form with the stamp and signature of the host university;
- to deliver by e-mail the Transcript of Records to the International Relations Office (see the procedures previously described);
- to fill in an online evaluation questionnaire;
- for mobility for thesis research only: certification issued by the teacher 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 and in which the workload is quantified in terms of ECTS credits.

# VISAS AND INSURANCE

## ERASMUS+: EU citizens

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/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>

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.

PLEASE NOTE: **Non-EU countries** participating in the Erasmus+ programme are **United Kingdom, Iceland, Norway, Liechtenstein, Serbia, Turkey and the former Yugoslav Republic of Macedonia**. If you have won a place for one of the countries mentioned above, you need to verify with the Embassy or Consulate of the foreign country in good time what bureaucratic procedures must be carried out before your departure (obtaining a visa, residence permit, health care, etc.).

Regarding health care, students must take out private insurance or check the validity of their European Health Insurance Card (EHIC). Italian students, enrolled in the Italian National

Health Service (Servizio Sanitario Nazionale Italiano), can check the validity of their EHIC and assess if this solution offers adequate coverage by consulting the website of the Italian Ministry of Health "Se parto per" at the following link

<http://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>

### SWISS EUROPEAN MOBILITY PROGRAMME: EU citizens

Within 14 days of the arrival in Switzerland students must apply for a residence permit for educational purposes.

All Swiss residents, including foreign students, are obliged by law to be insured with a recognized Swiss health insurance company, providing basic coverage when in need of medical care in case of illness or accident. It is advisable to ask the host university for more information (special insurance packages may be offered for foreign students).

Foreign students may be exempted from this obligation if they can prove they are covered by an equivalent insurance in their home country (e.g. if they have the European Health Insurance Card "EHIC"). To ask for exemption, the student must make an official request using the appropriate form. Please note, that in the event of an accident or a health problem, the student that has been exempted from the Swiss insurance will be required to pay the expenses in advance (cash or credit card).

### BILATERAL AGREEMENTS: EU citizens

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.

### ERASMUS+/BILATERAL AGREEMENTS/SWISS MOBILITY PROGRAMME: Non-EU-citizens

Non-EU students must always verify with the Embassy or Consulate of the foreign destination country in good time 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.

Insurance coverage depends on the security levels of the host country. There is no coverage for countries with security levels 5 or 6 (updated information on security levels can be found [online](#) in English and German). The student is required to check whether the destination country appears on the list.

COVID-19 EMERGENCY: In the context of the health emergency, the insurance benefits of the policy taken out by unibz may not be guaranteed due to force majeure.

Please check the information related to COVID-19 and travel insurance coverage in this article <https://www.europaeische.at/en/service/travelmagazine/article/information-zum-neuartigen-coronavirus-covid-19-und-zur-stornoversicherung/>

The insurance is valid only for the period of activity at the partner university (contract dates) 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 designed 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 conclude a private supplementary insurance 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 contract dates, it is in any case preferable to conclude a private supplementary insurance.

**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 <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:

- 300 € monthly for countries with high living costs
- 250 € monthly for countries with low and medium living costs

The EU can provide special funding if you have serious and proven health problems. You must communicate this condition when accepting the mobility. The International Relations Office 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. € 300 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 90 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 after you have uploaded the transcript of records through the specific procedure available in the cockpit. **The transcript can be uploaded only if previously stamped by the International Relations Office 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.dovesiamonelmundo.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.dovesiamonelmundo.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 International Relations Office 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, the stipulation of 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>

## ERASMUS GOES GREEN

Why not doing your mobility experience in an environmentally sustainable way and reduce the current CO2 emissions?

Please do your bit to take care of the environment when travelling. If possible, use the train! Furthermore, did you know that as a member of the unibz community you can purchase tickets at a reduced price on all national and international FlixBus – the budget long-distance mobility provider of green buses – routes? More information:  
<https://guide.unibz.it/en/life-on-campus/student-discounts/?acceptCookies=5e996d8d0758e>

**We wish you an enjoyable stay!**