



CALL FOR APPLICATIONS FOR INTERNATIONAL MOBILITY PROGRAMS

AY 2025/26

ERASMUS+ for Studies, Double Degree

SUMMARY

PART I - GENERAL NORMS AND ADMISSION CRITERIA

Art. 1 – Double Degree Erasmus+ Program

Art. 2 - Erasmus+ Student Card

Art. 3 - Admitted activities for the Erasmus+ mobility

Art. 4 - Erasmus+ departmental coordinators

Art. 5 - Eligibility's criteria for the call for applications

Art. 5.1 - Application for Double Degree, Studies and Traineeship

Art. 5.2 - Language requirements

PART II - APPLICANTS' SELECTION

Art. 6 - Application for the Erasmus+ mobility

Art. 7 - Applicants' selection and Erasmus+ destination assignation

Art. 8 - Exclusion from the selection

Art. 8.1 - Publication of the rankings

Art. 8.2 - Acceptance/withdrawal of the destination and publication of the rankings

Art. 8.3 - Impossibility to carry out the mobility due to force majeure

PART III - BEFORE THE ERASMUS+ MOBILITY

Art. 9 - Students' nomination for the Erasmus+ destination

Art. 10 - Rejection by the host destination

Art. 11 - Online Learning Agreement (OLA)

Art. 12 - Declaration of the official dates of beginning and end of the mobility

Art. 13 - Erasmus+ *Financial Agreement* and bank data communication

Art. 14 - Enrollment renewal for the AY 2025/2026

Art. 15 - Insurance coverage of the university and the National Sanitary Assistance

PART IV - FINANCIAL CONTRIBUTION FOR THE ERASMUS+ MOBILITY

Art. 16 - Contribution for the Erasmus+ mobility

Art. 17 - Additional contribution, top up

Art. 17.1 - Financial contribution payment modality

PART V - DURING THE ERASMUS+ MOBILITY



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e Gestione studenti Internazionali



Art. 18 - Compatibility with the Erasmus+ program
Art. 19 - Online Learning Agreement changes (OLA)

PART VI - CONCLUSION OF THE ERASMUS+ MOBILITY

Art. 20 - Conclusion of the Erasmus+ mobility
Art. 20.1 – Recalculation of the contribution and balance payment (second tranche)
Art. 20.2 - Refund of the financial contribution

PART VII - APPLICANTS WITH SPECIAL NEEDS

Art. 21 - Applicants with special needs

PART VIII - FINAL PROVISIONS

Art. 22 - Digitalization process Erasmus Without Paper (EWP)
Art. 23 - Closing remarks, attachments and links
Art. 24 - Personal data processing
Art. 25 - Procedure supervisor



	E+ for Studies, DOUBLE DEGREE
Minimum period of stay	2 months , 60 days
Maximum period	In compliance with the <i>repeatability of mobility</i> and the duration/number of available spots established in the Double Degree Agreement, according to the form attached to this call for applications
Start	Not before the start of the academic activities at the host institution
End	within 31/12/2026
Activities permitted during the mobility	Academic activities (classes/exams) compliant with the student's study plan and the Double Degree Agreement. The joint study program - between two or more universities - is aimed at obtaining two or more diplomas which are valid in their respective countries; a first part of the course of studies at our university will be followed by the mobility at the partner university.
Destinations	The choice can be made among the locations with which at least one Double Degree Agreement has been stipulated for the student's degree. In the form attached to this call for applications, the student must verify: modalities, criteria and deadlines set by the agreement.
University deadlines	<i>Before the departure</i> students must get informed through the <i>Segreteria Didattica</i> about: deadlines, administrative and accounting fulfillments (during their stay abroad) and related sanctions.
Minimum of credits to obtain at the host institution	20 CFU for a mobility lasting a semester 40 CFU for a mobility lasting a whole AY according to the requirements set by the attached Double Degree form
	The credits are certified by the host institution: the <i>Transcript of Records</i> , released at the end of the mobility, officially confirms the number of CFU obtained by the student, according to the activities listed on the OLA

PART I - GENERAL NORMS AND ADMISSION CRITERIA

Art. 1 – Double Degree Erasmus+ Program

This call for applications regulates the access to the available Double Degree mobilities for students. Students selected by the Departments for these programs automatically acquire the status of Erasmus+ student.

The Erasmus+ program gives the student the opportunity to study abroad for a continuative period, take advantage of the host institution's structures and to obtain the recognition of the activities carried out, according to the *Online Learning Agreement* (OLA) and *Transcript of Records* (ToR) released by the host institution as well as two national degrees.

The main objectives of the program are: deepening the knowledge of foreign languages, developing soft skills and competences often requested by the job market and creating a European society through studies and learning in intercultural contexts.

The mobility opportunities include the **student's responsibility to proceed according to the modalities, organization and academic calendar communicated by the host institution**, in order to achieve good results and guarantee the efficient administration of the activities by all the people involved.

The Erasmus+ program has the objective of obtaining formative credits during the mobility experience and it gives students the opportunity to apply for the program again, at different host institutions, according to the maximum period allowed for each degree course:

- 12 months for Bachelor and Master degrees, Doctoral programs, Professional programs
- 24 months for single cycle Master degrees

considering previous mobilities completed for Studies and Traineeship.

When applying for the Erasmus Call for applications AY 2025/2026, the student confirms to have enough months available according to the mentioned rule; after the call for applications' closing the International Relation Office will verify the situation.

The Erasmus+ mobility for the Double Degree program consists of a continuative academic period spent abroad at the host institution and it must be carried out not before 01/06/2025 and within 31/12/2026.

In compliance with the repeatability of mobility, the student can apply at the same time for both a Double Degree mobility and an E+ for Studies or E+ Traineeship mobility.

Art. 2 - Erasmus+ Student Card

The student winner of the call for applications will be assigned the Erasmus+ student status.

The Erasmus+ Student Card sets the rights and fulfillments of the student and indicates what to expect from the local and host institution, for each mobility step. It is available at the link <https://www.uninsubria.it/internazionale/mobilita-allestero/programma-erasmus>, in the attachments at the beginning of the page.

The Erasmus+ student status does not automatically guarantee a financial contribution. The contribution for the mobility is set each year by the call for applications, according to the instructions received from the Erasmus+ National Agency and the MIUR; the International Relations Commission can remodel the university contribution's entity as well as setting different criteria for the assignation's priority.

Art. 3 - Admitted activities for the Erasmus+ mobility

During the mobility, all the activities set by the Double Degree Agreement are admissible, including the thesis preparation.

Art. 4 - Erasmus+ departmental coordinators

The organization of the mobility is linked to the OLA, an official document which includes the formative program of the experience which the student, the Erasmus+ host and local coordinators must sign **before the departure**. Regarding the University of Insubria, the responsible person which has to approve the expected activities to be carried out abroad, listed in the OLA, is the Erasmus+ departmental coordinator, who will assist the student during the mobility with the Double Degree program coordinator.

The Erasmus+ local coordinator:

- assesses and approves the Online Learning Agreement (OLA) and each later variation to it
- is responsible of the full recognition of the activities carried out abroad and the grade conversion once the mobility ends

The full list of the Erasmus+ departmental coordinators is available on the university's website here: https://www.uninsubria.it/sites/default/files/2024-12/Delegati_Erasmus.pdf

The Double Degree program coordinator can be found on the form attached to this call for applications.

Art. 5 - Eligibility's criteria for the call for applications

In order to access the Erasmus+ Double Degree selection, the student must:

1. be enrolled for the AY 2024/2025 to a Master's degree for which at least one Double Degree agreement has been stipulated
or
be regularly enrolled in the last year of a Bachelor's degree and planning to carry out the mobility during the first year of a Master's degree available at our University
2. meet the requirements described in the departmental forms attached to this call for applications
3. not be beneficiary of other financial contributions offered by the European Union during the AY 2025/2026
4. have the minimum number of months required by the Double Degree program available, not having previously received an Erasmus+ scholarship for 12 months during the same course of studies (24 for single cycle Master degrees)
5. not have the career suspended for any reason or have interrupted their studies
6. not be enrolled out of intermediate/repeat course for more than 1 academic year
7. not be enrolled outside prescribed time
8. have registered in their booklet at least one exam before the call for applications' closing
9. if enrolled at more universities at the same time, not be selected for another university's Erasmus+ call for applications for the same academic year.

Art. 5.1 - Application for Double Degree, Studies and Traineeship

In compliance with the repeatability of mobility, the student can apply at the same time for both a Double Degree mobility and an E+ for Studies or E+ Traineeship mobility. If selected for both the Double Degree program and the E+ Study or E+ Traineeship mobility, the student will have to choose which mobility to carry out.

Art. 5.2 - Language requirements

Students that participate to the E+ program must have the following requirements:

1. Language level required by the host organization
Students who won a spot for the mobility must have the language level required by the host university within the deadlines; students have the responsibility of reaching the minimum language level required by the Double Degree form attached to this call for applications, **before** submitting the application for the mobility
2. Language level required by our university
The selected students must obtain, before the departure, at least a B2 level of the language used for the classes at the host institution.

The level can be obtained by:

- passing an exam of the required foreign language, if included in the course of study
- the certification released after passing the initial mandatory OLS test on the EU Academy platform
- an official certification of a CEFR level (Common European Framework of Reference for Languages).

We remind students that it is possible to acquire a OLS license offered by the European Union, as well as a free intensive language course, from a basic level, offered by the university for the following languages: French, German, Spanish (if the departure date does not overlap with the course). Students can also attend language courses organized by the host university, if available.

PART II - APPLICANTS' SELECTION

Art. 6 - Application for the Erasmus+ mobility

Call for applications' opening	22/01/2025, ore 12:00
Call for applications' closing	28/02/2025, ore 23:59

The call for applications' deadline is imperative and must be respected.

In order to avoid a slowdown with the informatic system, we recommend students to submit their application as soon as possible, avoiding the last available days.

The application can be submitted without the career's update: the system which handles the procedure is linked to ESSE3, so the Erasmus+ formula will take into consideration all the exams that the student passes within the call for applications' closing.

To submit the application, the student must:

1. fill the **online*** form by accessing the following link: <https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php> (inform the International Relations Office promptly if there are issues with the procedure) and
2. submit all the documents required by the form attached to the call directly to the related Department, according to the modalities set by each form

We suggest students to download the application's receipt which can be used in case of informatic issues. To download the pdf file, applicants can access directly from the Sportello online to the section dedicated to all applications' receipts.

***ATTENTION:** It is not necessary to send documents or material evidence of the online application to the International Relations Office.

Art. 7 - Applicants' selection and Erasmus+ destination assignation

For the Double Degree program, the selection is carried out by departmental commissions appointed by the University's International Relations Commission, according to the modalities and criteria illustrated in the forms attached to the call for applications. The rankings will be published on the call for applications' website.

The presence of a student in the rankings as a winner does not automatically guarantee the possibility of carrying out the mobility: the final confirmation will depend on the following verification of the requirements/limits (ex. calculation of the remaining available months for the student to carry out the mobility) and on the acceptance from the host university (Art.10).

Art. 8 - Exclusion from the selection

The student is automatically excluded from the selection if:

- enrolled out of intermediate/repeat course for 1 academic year
- enrolled outside prescribed time
- he/she already carried out one or more mobilities for the maximum period allowed by the Erasmus+ program
- taking into consideration previous mobilities, the student has a number of months available inferior to the minimum required by the Double Degree program
- he/she did not submit the documents required by the Double Degree form to the Department.

Art. 8.1 - Publication of the rankings

The publication, according to the modalities of acceptance/withdrawal of the destination, is notified to the student's institutional e-mail address; the applicant must verify directly the dedicated section of the website from 16:00 of the day 18/03/2025.

Art. 8.2 - Acceptance/withdrawal of the destination and publication of the rankings

Students must accept or withdraw from the assigned Erasmus+ destination within the following deadlines:

Publication of the rankings	18/03/2025 ore 16:00
Acceptance/withdrawal of the student	dal 18/03/2025 ore 17:00 al 24/03/2025 ore 23:59
Automatic withdrawal	dal 25/03/2025

From 16:00 of the day 18/03/2025 the rankings will be available online on the university's website for the Double Degree call for applications.

From 17:00 of the day 18/03/2025 to 23:59 of the day 24/03/2025, students must accept/withdraw from the assigned Erasmus+ destination by accessing to the platform for student's services: <https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php>.

When confirming the destination, students must compulsorily select the semester during which they will carry out the mobility (first semester, second semester, whole academic year).

At the end of the procedure, students who did not confirm the assigned destination will be considered **automatically renunciative** and will receive a formal communication through their institutional e-mail address.

The **withdrawal** does not entail a fine but it is definitive; the student will not be able to carry out a Erasmus+ mobility during the AY 2025/2026.

IMPORTANT: EXTRA_UE students who won a spot for the Erasmus+ mobility must immediately gather information regarding the VISA (which has to be requested to the Embassy/Consulate of the destination's country).

Applicants who were assigned a destination must verify the expiration date of the documents required for the expatriation and, if the expiration is expected during the mobility, request the renewal on time before the departure.

Art. 8.3 - Impossibility to carry out the mobility due to force majeure

The student who got selected for a destination which cannot be reached due to force majeure (unpredicted circumstances and events that can affect the student's safety or prevent the completion of the didactic activities) will not be required to pay a fine or incur a measure.

PART III - BEFORE THE ERASMUS+ MOBILITY

Art. 9 - Students' nomination for the Erasmus+ destination

After the rankings' publication, the International Relation Office will contact the host destinations in order to communicate the assigned students' data (Nomination) and the semester chosen by each student when confirming the mobility.

The nominations will be sent according to the host universities' deadlines. Students will receive the nomination mail in CC and will later have to contact the destination regarding the enrollment procedure (*Application*) according to the information and deadlines received by the host institution.

Art. 10 - Rejection by the host destination

The student that won a spot in the ranking must receive the official acceptance from the assigned host institution. The application acceptance is not automatic and could be rejected due to force majeure, or for the host institution's internal reasons related to the course's organization (in case the maximum number of students expected for the course/single didactic activity has already been reached); in this case the student will not be required to pay a fine or incur a measure.

Art. 11 - Online Learning Agreement (OLA)

The OLA is the document which outlines the study program that the student will carry out at the Erasmus+ destination, and as such it has to be confirmed **before** the beginning of the mobility by the local Erasmus+ coordinator, and it must be approved by the host institution, according to its deadlines.

The student submits the OLA by accessing to the link: <https://learning-agreement.eu/>

In the OLA, all the didactic activities which will be attended at the host institution and the related correspondences with the university's courses must be listed.

In the OLA, only whole courses/modules from the student's study plan can be listed. To each course of the University of Insubria there must be one or two corresponding courses of the host institution: if there are more than one courses abroad for a single correspondence and the student does not pass one of them, the OLA must be changed in order to maintain the recognition of the whole exam. It is possible to set a correspondence of a group of courses of the local university with a single didactic activity at the host institution.

The student can modify the OLA after the beginning of the mobility, according to Art. 19.

Art. 12 - Declaration of the official dates of beginning and end of the mobility

The student will have to communicate the dates of beginning and end of the mobility **at least 1 month before the departure.**

The mobility must be carried out according to the beginning and end dates indicated on the *Financial Agreement*. The beginning date must coincide with the first day of the didactic activities at the host institution (classes start, welcome week, language course, ecc.). The end date must coincide with the last exam or the last days of the didactic activities at the host university, according to its academic calendar.

Art. 13 - Erasmus+ *Financial Agreement* and bank data communication

Before the beginning of the mobility, the student and the local university must sign the Erasmus+ *Financial Agreement* which regulates the financial contribution, when included, and the insurance coverage. The beginning and end dates communicated by the student are essential for the Agreement. Without the Erasmus+ *Financial Agreement* the student **is not authorized to leave** and will not receive any financial contribution or insurance coverage.

The Agreement must be prepared and signed at least 1 month before the departure.

When signing the *Financial Agreement*, students must update the bank data on their personal Esse3 profile. Students can indicate the IBAN linked to the Carta Ateneo or the personal bank account or a joint bank account.

Art. 14 - Enrollment renewal for the AY 2025/2026

We remind students that participate to the program that it is mandatory to have the enrollment active during all the mobility period and to have regularly paid the taxes according to the local university's deadlines.

The student is exempt from the payment of the enrollment taxes at the host institution which might still request a small credit (insurance costs, materials, copies, laboratory products,...) the same way as local students.

Art. 15 - Insurance coverage of the university and the National Sanitary Assistance

Our university stipulated the following insurance policies (for injuries and civil liability): Polizza Infortuni n. 408966321 e Polizza RCT n. 420270430 for students regularly enrolled; the insurance coverage is available at the following link: https://www.uninsubria.it/sites/default/files/Doc_Rel_int/Certificato_assicurazioneIT-EN_2022_updated.pdf.

The university does not offer a health coverage. Students can refer, for this purpose, to the Carta Regionale dei Servizi which is valid as a European Health Insurance Card.

Before the departure, students can gather information regarding the extension of the National Sanitary Assistance of the country of destination by consulting the interactive guide: 'Se parto per...' published on the Ministero della Salute's website http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria

PART IV - FINANCIAL CONTRIBUTION FOR THE ERASMUS+ MOBILITY

Art. 16 - Contribution for the Erasmus+ mobility

The Erasmus+ National Agency assigns each year to the university a European funding to support the mobilities. Eligible students will receive a contribution, according to the rankings, **until the available funds are depleted.**

Students selected for the Double Degree program by the departmental commissions will receive a fixed monthly contribution regardless of the destination.

The European Community funds mobilities are based on the country of destination, as stated by the Erasmus National Agency (see note^{1*}); in addition to this sum, the university adds a contribute in order to reach the amount indicated in the following tables:

	Contribution
E+ DOUBLE DEGREE	€ 650,00 / mese

In case of additional spots financed by the Departments with individual resources however acquired, the payment of the scholarship and its administrative management are exclusively a responsibility of the Departments which requested the spots, excluding the University from any financial responsibility. In this case, the departmental commissions which carry out the selections, will have to identify, among the selected applicants, the student or students that will receive the departmental scholarship. The verification of the requirements for the career recognition of all the selected applicants and the issue of the DD will still be carried out by the University.

Please note that the contribution assignation depends on the actual availability of the necessary funds. If the overall available amount is not enough to guarantee the contribution for each eligible month, the International Relations Commission can shift the contribution amount as well as the priority criteria for the assignations.

The contribution is assigned to support the mobility activities and it is exclusively addressed to its completion; it is not possible for students to request a refund in case of the cancellation of the departure, if due to personal or family reasons, health issues (personal or in the family), force majeure, indications from the host university, missed information made available on the website by the Office and/or host university.

The contribution is addressed to the necessary expenses abroad: it is not aimed to cover all the student's expenses.

Art. 17 - Additional contribution, top up

A top up for fewer opportunities can be added to the contribution, based on the student's circumstances.

1. The TOP UP FEWER OPPORTUNITIES is an added contribution equal to € 250,00/month for participants with disadvantaged economic circumstances and/or less opportunities such as:
 - a) disability certified on the esse3 platform (exemption H)
 - b) student with an ISEE of the year 2024 (uploaded on the Esse3 platform) equal or inferior to € 27.726,79

^{1*} UE contribution for the mobility based on the country of destination:

- **350,00€ for GROUP 1** (HIGH living costs): Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden + Third countries not associated to the Programme from Region 13: (Andorra, Monaco, San Marino, Stato della Città del Vaticano) + Third countries not associated to the Programme from Region 14: (Fær Øer Islands, United Kingdom, Switzerland)
- **300,00€ for GROUP 2** (MEDIUM living costs): Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain
- **300,00€ for GROUP 3** (LOW living costs): Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye

- c) student with minor children
- d) working student (if the employment contract is active during the mobility)
- e) professional athlete student
- f) student orphan of at least one parent
- g) student whose parents were victims of terrorism or organised crime

The student will autonomously certificate the situation from point c) to g) only if the circumstances can be verified by the university (which must be certified by other public authorities) by attaching the certification to the application, otherwise the student must provide appropriate documentation.

For circumstances between a) and b) the university will extract the information directly from the Esse3 platform.

Important: certificates and documents submitted after the deadlines set by the call for applications will NOT be accepted; only certificates and documents attached to the application will be considered as valid.

ATTENTION: top ups, both for travel and less opportunities, CANNOT be assigned to students who carry out a zero grant mobility

Art. 17.1 - Financial contribution payment modality

The financial contribution is linked to the Erasmus+ *Financial Agreement*

Before the departure for the mobility, the student who got assigned a destination must:

- 1) communicate the start and end dates of the mobility according to the instructions received by e-mail from the International Relations Office.
- 2) sign and send the *Financial Agreement* prepared by the International Relations Office which will include the exact amount of the financial contribution calculated according to the dates previously communicated by the student. The financial contribution is calculated for each day taking into consideration the 360 days business year; the contribution's total amount will be divided in 30 and multiplied for the number of actual days spent abroad for the mobility. The actual first day of the mobility, which usually coincides with the arrival at the host institution, the student will have to send to the e-mail address erasmus@uninsubria.it the *Statement period form* on which there must be: the arrival date, the stamp and signature of the host institution/organization.
- 3) update the bank data on the Esse3 profile.

The financial contribution will be paid through a bank transfer divided in two tranches:

- the first tranche equal to the 70% of the whole contribution, within 120 days from the receipt of the signed and stamped *statement period form*
- the second tranche of the remaining sum (30%) at the end of the mobility, after having sent the *statement period form* with the departure date, the ToR and after having submitted the *participant report*.

During the first month, until the payment of the first tranche, the student must **autonomously** take care of the expenses abroad.

During August, December and January the university will not release payments for the scholarships.

PART V - DURING THE ERASMUS+ MOBILITY

Art. 18 - Compatibility with the Erasmus+ program

During the mobility, students can:

- submit the study plan (*piano di studio*)
- submit the application for the graduation (*domanda di laurea*), as long as the final exam takes place after the end of the mobility
- submit the application for the university's scholarship and the *Diritto allo Studio* scholarship
- submit the ISEE declaration and pay the university taxes
- take an exam at our university, leaving the host institution/organization only for a limited period (3 days)

Art. 19 - Online Learning Agreement changes (OLA)

During the mobility, from the first day of the mobility or the confirmation of the extension, it is possible to modify the OLA if the changes are accepted by the departmental Erasmus+ coordinator and the host institution coordinator.

PART VI - CONCLUSION OF THE ERASMUS+ MOBILITY

Art. 20 - Conclusion of the Erasmus+ mobility

The conclusion of the mobility requires the following documents and procedures:

- Final *statement period form* in which the host institution officially certifies the start and end dates of the mobility; the Office verifies the actual period spent abroad by the student and, if necessary, requests the partial refund for the exceeding days paid according to the *Financial Agreement*
- *Transcript of Records* released by the host institution, which is the certification of all the exams passed during the mobility; all the activities passed with the associated credits and listed on the OLA can be recognized in the student's career (students can 'refuse' the activities passed abroad by not listing them on the *Scheda di riconoscimento*)
- *Participant Report* of the UE, which is an online survey about the Erasmus+ experience; students who concluded the mobility will receive the notification through e-mail directly from the European platform

The recognition of the activities carried out abroad is **not** automatic: students must submit the required documents directly to the International Relations Office after the end of their mobility.

Only AFTER the *Statement period form* and *Transcript of Records* have been submitted to the office, students can fill the *Scheda di riconoscimento* of the activities carried out abroad, according to the *Online Learning Agreement* (and its changes) and the *Transcript of Records*.

IMPORTANT: the recognition of partial activities (single topics of a module or class) is not allowed and so taking integrative exams after the mobility as well

Art. 20.1 – Recalculation of the contribution and balance payment (second tranche)

Only after the Office received by e-mail the *Statement period form* and the *Transcript of Records* and students submitted the *participant report*, it will be possible to proceed with the recalculation of the actual owed contribution.

The financial contribution is given according to the end and start dates expected for the mobility and communicated by the student before receiving the *Financial Agreement*, but the final

amount must be calculated according to the actual number of days spent at the host institution; therefore, at the end of the mobility, the Office will proceed with the recalculation of the scholarship by taking into consideration the *Statement period form* received from the students.

If the actual duration of the mobility is inferior to what was indicated on the *Financial Agreement*, the second tranche of the payment will be equal to the difference between the total recalculated contribution and what has been already paid through the first tranche; otherwise, students will receive the remaining part, equal to 30% of the scholarship indicated on the *Financial Agreement*.

The payment, if assigned, will be sent within 90 days from the submission of the *participant report*.

ATTENTION: the amount of the contribution of the second tranche can be modified based on the actual availability of the necessary funds.

Art. 20.2 - Refund of the financial contribution

The Erasmus+ program requires considerable investments from the European Union and the university, and it must be approached by students with respect and according to the rules; measures are taken in case of non-compliance.

Type of measure	The student incurs the measure if:
Career freeze until full repayment of financial contributions	<ul style="list-style-type: none"> After the end of the mobility, the student does not submit the <i>Participant report</i>
Career freeze until the total return of the economic contribution as well as a fine of 200,00€	<ul style="list-style-type: none"> Returns from the mobility before reaching the required minimum period (60 consecutive days)
Career freeze until partial return of financial contributions (co-financing)	<ul style="list-style-type: none"> Although having spent the minimum period abroad (60 consecutive days), the student returns before the end date indicated in the <i>Financial Agreement</i> Does not obtain the minimum number of credits <i>at the host institution</i> (E+ Studio)
Career freeze until payment of a fine of 200,00€	<ul style="list-style-type: none"> Having accepted the mobility, without a relevant and documented reason, the student does not give any news and does not comply with the indications and deadlines set by the host institution Having accepted the mobility, without a relevant and documented reason, withdraws less than one month before the start date indicated on the <i>Financial Agreement</i> Accepts to participate in the free language course offered by the university but attends less than 80% of the classes Agrees to participate in the free language course offered by the university but later withdraws from the mobility
Blocking the recognition of activities carried out abroad	<ul style="list-style-type: none"> Within 15 days from the conclusion of the mobility, the student does not deliver the original <i>Statement period form</i>

PART VII - APPLICANTS WITH SPECIAL NEEDS

Art. 21 - Applicants with special needs

The university particularly encourages the participation of students with disabilities in all forms of mobility; after the university's selection, the Erasmus+ National Agency may award each successful applicant (who, when enrolling, has submitted supporting documentation) an additional scholarship to cover costs related to regularly documented special needs (equipped accommodation, specific teaching material, accompanying person).

The Erasmus+ National Agency communicates the opening of the evaluation procedure for the assignment of the contribution to the International Relations Office, which informs the winners; from that moment the student can apply for the additional contribution. In order to compete for the addition, the student must provide an estimate of the additional costs for carrying out the mobility.

The additional contribution is based on real costs, **actually** incurred: the student is therefore required to keep all the receipts. After completing the expense assessment, the Erasmus+ National Agency will forward a communication to the university which, after verifying the receipts, will arrange the payment.

PART VIII - FINAL PROVISIONS

Art. 22 - Digitalization process Erasmus Without Paper (EWP)

The norms of this call for applications can be modified due to the Digitalization process Erasmus Without Paper (EWP). In this case, the University of Insubria will make sure to promptly give a communication to all eligible students.

Art. 23 - Closing remarks, attachments and links

The only communication channel accepted between students and the University of Insubria is the institutional e-mail address (username@studenti.uninsubria.it)

The Decree announcing the public selection is published on the University's online Notice Board <https://www.uninsubria.it/albo-line>

Any communication/change will be promptly published on the university's website and communicated by e-mail.

For the following information:

- **general**, see the page <https://www.uninsubria.it/internazionale/mobilita-allestero/programma-erasmus>
- **administrative**, contact the International Relations Office, tel. 0332.219361 – 031.2383217, e-mail: erasmus@uninsubria.it
- **didactic-academic** (contents of the OLA, classes/activities, exams, ecc.), contact the Erasmus departmental coordinator of your course of studies
- **Double Degree programs- for administrative or didactic information refer to** the departmental Erasmus+ coordinator of the course of study or the Double Degree program coordinator (*see the forms attached to this call for applications*)

General requirements for students carrying out a mobility

<https://www.uninsubria.it/internazionale/mobilita-allestero/programma-erasmus/studenti-ho-confermato-la-destinazione-e-adesso>

FAQ Erasmus+

E+ Studies/E+ Double Degree:

https://www.uninsubria.it/sites/default/files/2024-12/FAQ%20E%2B%20Studio_ITA_0.pdf

Forms

<https://www.uninsubria.it/internazionale/mobilita-allestero/programma-erasmus/modulistica-studenti-erasmus>

Erasmus departmental coordinators

https://www.uninsubria.it/sites/default/files/2024-12/Delegati_Erasmus.pdf

Insurance coverage (english and french)

https://www.uninsubria.it/sites/default/files/Doc_Rel_int/Certificato_assicurazioneIT-EN_2022_updated.pdf

https://www.uninsubria.it/sites/default/files/2023-07/Certificato_assicurazioneIT-FR_2022_updated.pdf

Art. 24 - Personal data processing

This call for applications refers to the "University Regulations for the international mobility of students and teachers", issued with D.R. n. 6645 of the 03.06.2004, modified with D.R. Rep. n. 9/2013 of the 08/01/2013, active from the 24/01/2013 and published on the University website.

Regarding the processing of personal data the University is committed to, according to the UE Regulation 2016/679 on the General Data Protection Regulation (GDPR), respect the confidentiality of the information provided by the candidate: all data provided will be processed only for the purposes of managing the selections and the following phases of the project, within and for the institutional purposes of the Public Administration. Applicants are invited to consult the related "Information on the processing of personal data of candidates for selection procedures for participation in international mobility programs" available on the website <https://www.uninsubria.it/protezione-dati-personali>

Please note that, according to the art. 71 of the Italian Presidential Decree 445/2000, the Administration will proceed to carry out appropriate checks, also by sample, and in all cases in which well-founded doubts arise regarding the veracity of substitute declarations.

Art. 25 - Procedure supervisor

Procedure supervisor: dr. Luca Gallo, Head of the Internationalization Office, telephone 0332.219341; e-mail luca.gallo@uninsubria.it

For information, contact the International Relations Office, tel. 0332.219361 - 031.2383217, erasmus@uninsubria.it

The Rector
Professor Maria Pierro