



**CALL FOR APPLICATIONS FOR INTERNATIONAL
MOBILITY PROGRAMS
AY 2025/26**

**ERASMUS+ FOR STUDIES
ERASMUS+ TRAINEESHIP**

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	E+ FOR STUDIES	E+ TRAINEESHIP
Minimum period of stay	2 months , 60 days	
Maximum period	12 months for Bachelor and Master degrees, professional programs, doctoral programs (previous mobilities included); 24 months for single cycle Master's degrees according to the duration and number of available spots set with the partner institution on the inter-institutional agreement	12 months for Bachelor and Master degrees, professional programs, doctoral programs (previous mobilities included); 24 months for single cycle Master's degrees
Start	not before the start of the semester at the host institution	not before 01/06/2025
End	within 31/12/2026	
Activities permitted during the mobility	Academic activities (classes/exams) related to the student's study plan: - Classes attendance with the related exams, together with curricular internship/seminars - Research dedicated to the thesis, approved by the responsible professor, ONLY IF the work dedicated to the thesis is separated from the final exam in the study plan, with its own credit amount	Only practical activities related to the student's study plan:: - Stage at public/private organizations - Formative internship in a laboratory or hospital ward - Research dedicated to the thesis, approved by the responsible professor, ONLY IF the work dedicated to the thesis is separated from the final exam in the study plan, with its own credit amount Before the departure the winners must get informed about the study plan and the CFU recognition (at the Ufficio Stage or Segreteria Didattica)
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	
Erasmus deadlines	Students who won the call must proceed accordingly to the deadlines regarding the documents that are requested by the local and host institution	
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	No minimum required
	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 - ERASMUS+ for Studies

This call for applications regulates the access to the available international mobility programs for students: Studies e Traineeship.

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. 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+ program must last at least 2 months (an academic continuative period of at least 60 days), and maximum 12 months (360 days) between 01/06/2025 and 31/12/2026.

The possible modalities for the mobility are:

- Traditional mobility – the whole mobility is carried out abroad, in first person or through E-learning; with the authorization of the host university, students that are abroad but are using the E-learning modality for the activities will be considered as traditional mobility students.
- Blended Learning – the Erasmus+ mobility consists of a period of time spent in Italy through E-Learning and a period spent abroad of at least 60 days (in first person and/or through E-learning)
- Short term mobility – only for PhD students exclusively for Traineeship activities; in this case the duration of the mobility stays between 5 and 30 days.

The modality for the mobility is set every year by the partner institution according to the academic offer organized for the Erasmus+ incoming students.

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 assignment's priority.

Art. 3 - Admitted activities for the Erasmus+ mobility

The admitted activities during the mobility are the ones listed on the Regolamento Didattico of the student's course of study, including the thesis preparation (only if separated from the final exam with its own credit amount). The activities will be recognized on the student's study plan.

The E+ mobility for Studies allows students to carry out didactic activities (classes/exams) according to the student's study plan and degree; it can include an internship or stage, if part of the student's study plan, entirely organized by the host institution which will certify it at the end of the mobility.

The E+ mobility for Traineeship allows students to carry out a formative internship abroad at organizations, research centers and companies that the student autonomously selected and contacted. The traineeship can be carried out before or after the graduation (in this case the mobility has to end within 12 months from the final exam), if the student is regularly enrolled **when applying**. Students who already graduated, whose academic career is completed, can indicate the mobility experience in their CV; in case of a following enrollment for another degree course, it is possible to have the internship recognized.

Art. 4 - Destinations for Erasmus+

Countries participating to the program

Austria, Belgio, Bulgaria, Cipro, Danimarca, Estonia, Finlandia, Francia, Germania, Grecia, Irlanda, Lettonia, Lituania, Lussemburgo, Malta, Paesi Bassi, Polonia, Portogallo, Repubblica Ceca, Romania, Slovacchia, Slovenia, Spagna, Svezia, Ungheria, Croazia.

EFTA/SEE countries: Islanda, Liechtenstein, Macedonia del Nord, Norvegia, Serbia e Turchia.

United Kingdom

According to the Erasmus+ program, even if the United Kingdom is not part of the European Union, it is possible to carry out a mobility there. In this case students must:

- verify, on the host universities' websites, the updated language requirements to access and carry out the mobility
- verify the entrance rules for the United Kingdom, gathering the necessary information related to the visa, insurance and required documents
- consider possible expenses for the visa, insurance and others, required to stay in the United Kingdom or to be accepted by the host university, which cannot be paid by the university

Switzerland

E+ for Studies: the mobility can be carried out only at institutions with which there is an Erasmus+ Inter-Institutional Agreement.

E+ Traineeship: the financial contribution can be paid according to the actual period of stay abroad of the student. If the host organization stays within 100 km from the University of Insubria, it is required to certify the actual stay in the university's city or vicinities (ex. rent contract, certification from residences or other).

Eligible organizations: private or public research institutions.

Not eligible organizations: embassies or consulates of Italy or of the country which the student is from; UE institutions and other UE organizations, specialized Agencies included (the list is available at the link: https://europa.eu/european-union/contact/institutions-bodies_it).

Art. 4.1 - Destination's selection

E+ for studies

The Program is organized in collaboration with other Higher Education Institutions with a ECHE-Erasmus Charter for Higher Education (abroad institutions) with which the University of Insubria stipulated specific Erasmus+ Inter-Institutional Agreements.

The choice can be made exclusively between the available destinations which can be found at the link <https://www.uninsubria.it/servizi/erasmus-studio> (sez. Allegati -> *Destinazioni per Studio*). Applicants **cannot in any case** choose destinations which are available for other courses of study different from the one they are enrolled in (even if they are from the same department and there are available spots).

Before submitting the application, applicants can, autonomously and under their responsibility, check the host universities' websites in order to:

- verify the minimum language level required
- verify the academic calendar and the compatibility with the didactic offer
- verify (with the aid of the local coordinator) that all the available exams are compatible with those listed on the student's study plan, according to the Regolamento Didattico (if not, verify with the Segreteria Studenti the modalities, ex. free choice exams, extra credits) and according to the minimum of **20 CFU/semester** which have to be obtained at the host institution
- verify and respect the deadlines for the nomination, application and necessary documents; some universities plan these steps early (half/end of April) so the mobility might be available only for the second semester.

E+ Traineeship

Before applying, students must, autonomously and under their responsibility, choose a destination abroad and:

- verify the minimum language level required
- check the calendar (festivities, closing days...); closing days at the host organization (holidays, festivities...) will not be considered when calculating the minimum continuative duration of 60 days
- verify and respect instructions and deadlines (cover letter, documents, nomination, application...)

In order to find an organization, students can refer to: personal contacts or those received from the Erasmus+ departmental coordinator, organizations found through an Internet research or through the European platform <http://erasmusintern.org/> or the ones listed on the university's website <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship> (Attachments section at the bottom of the website -> *Proposte di destinazioni per traineeship*).

When applying, the student must demonstrate the official acceptance of the host organization by attaching the signed Learning Agreement_1st part. The student must inform the International Relations Office if the host organization requires an official nomination from the university before signing the Learning Agreement_1st part.

It is not possible to carry out an E+ Traineeship mobility at two different host organizations.

For both E+ for Studies and E+ Traineeship, the applicant can ask for a list of the contacts and destinations of the students that carried out a mobility in the previous AY, by writing an e-mail to the address erasmus@uninsubria.it.

Art. 5 - 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 of the student's course of study.

The Erasmus+ local coordinator:

- assesses and approves the Online Learning Agreement (OLA) and each later variation to it
- authorizes the mobility extension's request
- 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

It is strictly forbidden for departmental coordinators to ask students to contact professors individually regarding the correspondences with the courses at the host university, being it the coordinator's role.

Art. 6 - Eligibility's criteria for the call for applications

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

1. be enrolled for the AY 2024/2025 at a Bachelor degree (first cycle), Master degree or single cycle Master degree (second cycle), a residency course, a master, or a PhD (third cycle); this condition must be valid from the application to the end of the mobility

or

be close to the graduation, at the last year of a Bachelor's degree, and willing to enroll to a Master degree at our university before the start of the mobility; in this case, the participation to the Erasmus+ for Studies is aimed to a future career (when applying, the student must be still enrolled to the university, not yet graduated)

or

be close to the graduation, at the last year of a Bachelor's degree, and willing to carry out an E+ Traineeship mobility before or after the graduation (in this case, the mobility has to end within 12 months from the graduation and within 31/12/2026); when applying, the student must still be enrolled at the university, not yet graduated

2. not be beneficiary of other financial contributions offered by the European Union during the AY 2025/2026
3. have the minimum number of months required by the call for applications available (2 months, 60 continuative days), not having previously received an Erasmus+ scholarship for 12 months during the same course of studies (24 for single cycle Master degrees)
4. not have the career suspended for any reason or have interrupted their studies
5. not be enrolled out of intermediate/repeat course for more than 1 academic year
6. not be enrolled outside prescribed time
7. have registered in their booklet at least one exam before the call for applications' closing
8. 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. 6.1 - Application for Studies and Traineeship

According to the repeatability of the mobility (Art. 1), the student can apply for the E+ for Studies and E+ for Traineeship at the same time: if the student wins both, it is possible to leave for a mobility for Studies and after its end, during the same AY, start the E+ Traineeship (or the contrary). In this case the student must organize both mobilities in order to carry them out one after the other, avoiding overlaps (overlaps aren't allowed, even if partial).

Art. 6.2 - Language requirements

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

1. Language level required by the host university/organization
Students who won the selected destination must have the language level required by the host university/organization within the deadlines; students have the responsibility of verifying the level and certification required by the Erasmus+ mobility's destination, before presenting 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 abroad. Classes are often held in English, so we recommend to obtain a certification with level B2 of the language.

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. 7 - 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.

The application must be submitted **exclusively online** by accessing to the following link:
<https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php>

In order to confirm the application, the following documents must be attached:

- Erasmus for Studies: the identity card's scan (both front and rear)
- Erasmus Traineeship: *Learning Agreement_1st part* signed by all 3 parts (student, Erasmus coordinator, host organization).

The student must inform the International Relations Office promptly if there are issues with the procedure.

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. 8 - Applicants' selection and Erasmus+ destination assignation

The applicants' selection takes into consideration the Erasmus+ formula, explained in detail at Art. 8.1.

The final rankings are generated through this calculation of merit scores and are 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/organization (Art.10).

Art. 8.1 - Erasmus+ Formula

$(0,7 \times M) + [(0,3 \times R) \times 30]$	
M	weighted average number, as registered in the ESSE3 platform at the Call for applications' expiration date/time
R	<p>Ratio between the credits already earned and those required in the booklet</p> <ul style="list-style-type: none"> - The numerator is the sum of the credits earned and registered in the booklet at the Call for applications' expiration date/time - the denominator is the number of credits expected by the booklet in relation to the student's enrollment year. <p>the formula will take into consideration only "active" activities (i.e. in piano/fuori piano) while the activities indicated by Esse3 as supernumerary and/or excluded from the average grade will be excluded (see how to recognize these activities on the booklet → https://www.uninsubria.it/sites/default/files/2023-11/formula_erasmus.pdf)</p>

The formula includes all the activities registered within the call for applications' closing date. Grades and credits registered in the career after the 28/02/2025 will not be included in the calculation, not even self-certifications and partial exams' results. Students enrolled in a Doctorate are an exception since their calculation will consider the weighted average number of the final exam's grade or the single cycle Master degree's final exam's grade out of thirty.

If more students have the same result, the priority will be given to the higher weighted average number; if the result remains the same, the priority will be given to the student with the major chronological age.

Art. 8.2 - Exclusion from the selection

The student is automatically excluded from the selection if:

- the final points obtained through the Erasmus+ formula are less than 18
- enrolled out of intermediate/repeat course for 1 academic year
- enrolled outside prescribed time
- after the call for applications' closing there are no graded exams registered on the booklet
- he/she already carried out one or more mobilities for the maximum period allowed by the program (Art. 1)
- taking into consideration previous mobilities, the student has a number of months available inferior to the minimum required by the program (2 month, 60 days)
- (E+ Traineeship) does not attach the *Learning Agreement_1st part* to the application
- (E+ Traineeship) attaches an incomplete *Learning Agreement_1st part*

If the application is incomplete/inadmissible, the applicant will be automatically excluded from the selection.

Art. 8.3 - 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. 8.4 - 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 from 16:00
Acceptance/withdrawal of the student	from 18/03/2025 at 17:00 to 24/03/2025 at 23:59
Automatic withdrawal	from 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 Erasmus+ call for applications (see <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-studio> and <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-traineeship>).

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 want to carry out the mobility (first semester, second semester, whole academic year).

Students can withdraw from a destination that they previously indicated as preferred: in this case they will be considered renunciative.

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 and excludes the student from any possible following assignation, even for destinations with free spots; 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. 8.5 - Rankings' reviewing and reassignment

The destinations which have free spots after withdrawals and/or missing confirmation will be, when possible, reassigned according to the rankings, exclusively to eligible students who weren't previously assigned a destination. Only one reassignment is permitted.

Art. 8.6 - 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 procedure
- can ask for a reassignment for a free spot of a destination compatible with their course of study

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 destination.

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).

The student whose application is rejected due to one of the previously mentioned reasons, will not be required to pay a fine and can ask for a reassignment for a free spot of a destination compatible with their course of study (Art. 8.6).

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 presents the OLA by accessing online 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 just one time after the beginning of the mobility, according to Art. 20.

Regarding the E+ Studio, the number of credits expected to be obtained at the host institution, indicated on the *Online Learning Agreement*, must be chosen according to the amount the student would achieve at the University of Insubria during the same period, more precisely: 60 credits for a whole year and 30 credits for a semester. Even though it is not always possible to reach this result, which still requires the student's effort, the **minimum amount that must be obtained at the host institution** is 20 credits for a semester and 40 for the whole AY.

The E+ Traineeship mobility does not require a minimum number of credits to be achieved.

Art. 12 - Declaration of the definitive 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 - Signature for the Erasmus+ *Financial Agreement*

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 university's deadlines. Students that have already graduated and that applied for the E+ Traineeship mobility are an exception.

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.

Students that graduated and carry out a E+ Traineeship mobility: students who leave for a mobility after the graduation, even if not enrolled in the university at the departure, will have the insurance coverage during the mobility, exclusively for the activities listed in the *Learning Agreement part 1*.

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**. The financial contribution will be assigned according to the points obtained (the minimum is 18 points):

Contributo "A"	<ul style="list-style-type: none"> • Student enrolled to a Bachelor's degree or single cycle Master degree with a number equal to or greater than 23 • Student enrolled to a Master degree with a number of points equal to or greater than 24 • Student enrolled to a third cycle course (Master, PhD or residency) without a scholarship and with a weighted average of the Bachelor and Master degrees grades or single cycle Master degree grade not inferior to 105/110
Contributo "B"	<ul style="list-style-type: none"> • Student enrolled to a Bachelor's degree or a single cycle Master degree with a number of points equal to or greater than 21 and inferior to 23 • Student enrolled to a Master degree with a number of points equal to or greater than 22 and inferior to 24 • Student enrolled to a third cycle course (Master, PhD or residency) without a scholarship and with a weighted average of the Bachelor and Master degrees grades or single cycle Master degree grade equal to or greater than 100/110 and inferior to 105/110

No contribution (zero grant)*	<p>Students will carry out the mobility at their own expense but will have the Erasmus+ student status</p> <ul style="list-style-type: none"> • Student enrolled to a Bachelor degree or single cycle Master degree with a number of points equal to or greater than 18 and inferior to 21 • Student enrolled to a Master degree with a number of points equal to or greater than 18 and inferior to 22 • Student enrolled to a third cycle course (Master, PhD or residency) without a scholarship and with a weighted average of the Bachelor and Master degrees grades or single cycle Master degree grade inferior to 100/110
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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:

E+ STUDIES	UE contribution	University contribution	TOTAL
Contributo A	based on the country of destination*	650€ minus the UE contribution	650,00€/ month
Contributo B	based on the country of destination*	500€ minus the UE contribution	500,00€/ month

E+ TRAINEESHIP	UE contribution	University contribution	TOTAL
Contributo A	based on the country of destination* + 150,00€	650€ minus the UE contribution	650,00€/ month
Contributo B	based on the country of destination* + 150,00€	500€ minus the UE contribution	500,00€/ month

DOCTORAL Short-term physical mobility	Up to the 14th day	From the 15th to the 30th day
	€ 79,00 / day	€ 56,00 / day

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),

^{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

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 can be added to the contribution, based on:

1. the student's circumstances (TOP UP FEWER OPPORTUNITIES)
 2. the travel modality (TOP UP GREEN TRAVEL)
1. TOP UP FEWER OPPORTUNITIES, added contribution equal to € 250,00/month for participants with disadvantaged economic circumstances and/or less opportunities
 - 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
 - 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.

Doctorate students with less opportunities who carry out a **short-term physical mobility** will receive the following contributions:

- an added contribution equal to € 100,00 for a physical mobility between 5-14 days
- an added contribution equal to € 150,00 for a physical mobility between 15-30 days

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.

2. TOP UP GREEN TRAVEL, for travel modalities with a low level of CO₂ emissions- only for short-term mobilities

In order to make the international mobility inclusive and sustainable, the Erasmus+ program gives the possibility for short-term mobilities to receive a contribution addressed to cover the travel expenses for students who use a green means of transport like: train, car sharing (only with a rental contract), bus, bicycle.

This contribution depends on the total of kilometers between the official address of our university (Varese) and the destination, according to the following tables:

Travel distance	Top up green travel
10 - 99 km	56,00 €

Travel distance	Top up green travel
500 - 1.999 km	417,00 €

100 - 499 km	285,00 €	2.000 - 2.999 km	535,00 €
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At the end of the mobility, all receipts and tickets (departure and return) must be sent to the International Relation Office in order to verify the actual travel modality; for this reason, students must keep all the necessary receipts.

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. Except for the green travel top up, 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.

Art. 17.2 - ZERO (0) GRANT mobility

Students who got assigned a destination and do not obtain a financial contribution but still decide to carry out the mobility as a *zero grant*, the same way as residency and doctoral students with a scholarship, will stay abroad at their own expense but will have the Erasmus+ student status (Art. 2).

Students who carry out a 0 grant mobility are still required to sign the Erasmus+ *Financial Agreement* and to send the *statement period* signed by the host institution.

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 - Extension of the Erasmus+ mobility

In accordance with the Inter-Institutional agreement and if the academic activities at the host institution are valid, within one month from the expected conclusion, students can request the extension of the mobility at the same destination and without interruptions.

- E+ for Studies – ulterior classes/activities/exams
- E+ Traineeship – ulterior stage activities, laboratory or research for the thesis (which have to be: indicated in the student's study plan and can be evaluated in credits)

Once it has been confirmed by the local and host coordinators, students must fill and send to the e-mail address erasmus@uninsubria.it the module *Request for extension of the E+ period* (available in the section [Modulistica](#) of the website). It is also necessary to modify the OLA, listing the added activities to be carried out.

The extension must be carried out according to the repeatability of the mobility (Art. 1) and it has to end within December 31st 2026. It is possible to submit the request and be authorized for only ONE extension.

Students are responsible of sending the module *Request for extension of the E+ period* to the International Relations Office once it has been signed by all.

No scholarship will be additionally granted during the extension.

However, the Erasmus+ student status is valid during the whole period of the mobility: students are still granted the insurance coverage and the didactic coverage (recognition of the added didactic activities carried out during the extension, according to the final ToR and the OLA).

Art. 20 - 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.

Art. 21 - Early conclusion of the mobility

If students decide to spend abroad a number of months inferior to the duration indicated in the *Financial Agreement*, they must inform the Office by writing an e-mail to the address erasmus@uninsubria.it

To avoid the fine indicated in the Art. 23.2, students must carry out the minimum required for the mobility abroad (2 months, 60 consecutive days). In absence of the partial refund of the financial contribution, students' career will be freezed.

Art. 22 - Interruption for a change of destination (only for E+ Traineeship)

A destination change is admitted, according to the following conditions:

- students provide a valid motivation for their request
- students stayed less than 45 days from the beginning of the mobility at the host organization (festive days included)
- the variation does not require an interruption of the mobility (with a margin of tolerance of 5 days for logistic reasons and/or travel).

The new destination can be in a different country, as long as it is part of the Erasmus+ program..

PART VI - CONCLUSION OF THE ERASMUS+ MOBILITY

Art. 23 - 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*). For the mobility for Traineeship, students must have prepared and signed the *Learning Agreement part 3*
- *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* (or *Learning Agreement part 3* for the Traineeship mobility) are submitted to the office, students will fill the *Scheda di riconoscimento* of the activities carried out abroad, according to the *Online Learning Agreement* or *LA part 1* for Traineeship (and its changes) and the *Transcript of Records* (or *Learning Agreement part 3* for the Traineeship mobility)

Students who already graduated can add the Erasmus+ experience in their CV; in case of further enrollment to a degree it is possible for students to ask for the recognition of the activities carried out during the mobility.

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. 23.1 – 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/Learning Agreement part 3* 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. 23.2 - 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. 24 - 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. 25 - 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. 26 - 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

General requirements for students carrying out a mobility

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

List of available destinations

E+ Studies: https://www.uninsubria.it/sites/default/files/2024-01/Destinazioni_Studio_0.pdf

E+ Traineeship: https://www.uninsubria.it/sites/default/files/2024-01/Destinazioni_Traineeship_0.pdf

FAQ Erasmus+



E+ Studies/E+ Double Degree:

<https://www.uninsubria.eu/services/all-services/erasmus-study-mobility>

E+ Traineeship:

<https://www.uninsubria.eu/services/all-services/erasmus-traineeship>

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

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. 27 - 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. 28 – 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