



CALL FOR APPLICATIONS
FOR INTERNATIONAL MOBILITY PROGRAMMES

ERASMUS+ STUDY
AY 2026/27

Deadline: March 2, 2026, at 11:59 PM

PART I – GENERAL INFORMATION

Art. 1 – What is the Erasmus+ Programme

Erasmus+ is the European Union programme in the fields of education, training, youth, and sport that supports the international mobility of students and recent graduates to and from Program countries.

The main objectives of the program are: to deepen knowledge of a foreign language, to acquire soft skills and transversal competences increasingly demanded by the labor market, and ultimately to contribute to the building of a European society through study and training in intercultural contexts.

Rights and responsibilities of the Erasmus student, as well as guidance on what to expect from the home university and the host institution at each stage of the mobility, are outlined in the Erasmus+ Student Card, available at the following link: <https://www.uninsubria.it/internazionale/mobilita-allestero/programma-erasmus>.

The student selected as a winner of the mobility call will be granted Erasmus+ student status (which does not necessarily include the allocation of a financial grant).

Art. 2 – Activities Eligible for Erasmus+ Mobility

Erasmus+ Study mobility involves the completion of mainly academic activities (lectures/exams) that are consistent with and aligned to the student's study plan and provided for in the Teaching Regulations of the relevant degree programme, including thesis preparation (provided that it is indicated as an independent activity, separate from the final examination, and assigned a specific credit value). It may also include a traineeship or internship period, provided that it is an integral part of the student's study plan, fully managed by the host institution and certified by it.

The academic activities successfully completed during the mobility period will be recognized in the student's study plan.

Art. 3 – Erasmus+ Destinations

The Program is carried out in collaboration with Higher Education Institutions located in one of the countries participating in Erasmus+ and holding an ECHE (Erasmus Charter for Higher Education), with which the University of Insubria has signed a specific Erasmus+ Inter-Institutional Agreement (IIA).

The countries participating in the programme are: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania,



Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary.

Additionally, EFTA/EEA countries: Iceland, Liechtenstein, North Macedonia, Norway, Serbia, and Turkey.

For Switzerland and the United Kingdom, mobility is permitted only to institutions with which a valid Erasmus+ inter-institutional agreement is in place.

In particular, for the United Kingdom, students are advised to:

- Check the partner universities' websites for any updates to the language requirements needed for access to and participation in the mobility period;
- verify the UK entry regulations by gathering in advance the necessary information for the possible issuance of a visa, health insurance coverage, and documents required for lawful residence abroad;
- consider additional costs related to visas, health insurance, and any other fees required for entry into the United Kingdom or for acceptance by the host institution, which cannot under any circumstances be reimbursed by the home university.

Erasmus+ Mobility Coordinators (Academic Staff)

The Erasmus+ Coordinator, who supports the student from an academic perspective throughout the entire mobility period, has the following responsibilities:

- agrees on and approves the Online Learning Agreement (OLA) with the student and any subsequent amendments;
- authorizes any request for an extension of the mobility period;
- is responsible for the full recognition of the academic activities successfully completed abroad and for the conversion of foreign grades.

The complete list of Coordinators for E+ mobility is available on the University website (see **Documenti** on the page <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-studio>). Students must not contact individual Insubria lecturers directly to obtain prior consent for the recognition of the proposed academic activities abroad; this responsibility lies exclusively with the Coordinators, who, in case of doubt, will consult directly with the relevant colleagues.

Art. 5 – Eligible students

Students eligible to apply for Erasmus+ Study mobility are those who have recorded at least one exam with a grade in their academic transcript by the application deadline and who are:

- properly enrolled for the 2025/2026 academic year in a bachelor's degree programme (first cycle), a master's degree or single-cycle master's degree programme (second cycle), a school of specialization, a master's programme, or a PhD programme (third cycle).
- or*
- enrolled for the 2025/2026 academic year in the final year of a bachelor's degree programme and intending to enroll for the 2026/2027 academic year in a master's degree programme at our University, and therefore applying to the Erasmus+ Study call to carry out mobility during their future academic career.

According to the Erasmus+ Programme, each participant may undertake multiple Study and Traineeship mobility experiences during their academic career, within the total duration allowed



for each study cycle (12 months for bachelor's, master's, PhD, master's programmes, and specialization schools; 24 months for single-cycle master's programmes). By submitting an application to the Erasmus+ call for the 2026/2027 academic year, the participant, after deducting any previous Study or Traineeship mobility periods, confirms that they still have the minimum number of months required by the programme available (2 months, 60 consecutive days).

Participation is not allowed for students whose academic career is suspended for any reason or who are on a study break, for those enrolled as an intermediate/retaking student for more than one academic year, or for those enrolled as a final-year repeating student.

A student simultaneously enrolled at multiple universities must not have been selected for the Erasmus mobility call for the same academic year at another university.

Candidates who do not meet the above requirements will be automatically excluded from the selection process.

Art. 6 – Conditions, Duration, and Procedures

The Erasmus+ mobility programme allows university students to undertake a **continuous** period of study abroad (courses and/or practical activities), to make use of the facilities at the host institution, and to receive full recognition, upon their return, for the **successfully completed** activities in accordance with the Online Learning Agreement (OLA) and the Transcript of Records (ToR) issued by the host institution.

Mobility opportunities **require students to commit to following the procedures, organizational arrangements, and schedule of activities established by the host institution**, in order to maximize the benefits of the experience and ensure proper and efficient management of administrative and academic activities by all parties involved.

Study mobility must have a minimum continuous duration of 2 months (equal to 60 days, according to the counting methods established by the Erasmus+ programme) and a maximum duration of 12 months (360 days).

For the academic year 2026/2027, mobility must take place no later than December 31, 2027 and may begin only after the mobility agreement has been signed by the student and the Head of the International Relations Office.

The experience can take place in the following formats:

- **Traditional Mobility** – the entire Erasmus period is carried out abroad, either in person or via e-learning; with prior authorization from the host institution, students who are abroad but participate in activities through e-learning will be considered, in all respects, as undertaking traditional mobility.
- **Blended Learning** – the Erasmus+ mobility consists of a period carried out in Italy via e-learning and a period spent abroad, lasting at least 60 days (either in person and/or via e-learning).
- **Short-term Mobility** – reserved for PhD students (in this case, the duration ranges from 5 to 30 days).

The format of the mobility is determined annually by the partner university based on the academic planning for incoming Erasmus+ students.



Art. 7 – Language Requirements

Students participating in the mobility programme must meet both of the following requirements:

1. Language requirement of the Erasmus+ host institution

Selected students are required to meet the language requirements set by the Erasmus+ destinations within the deadlines established by those institutions. It is the students' responsibility, before submitting an application to this call, to check on the Erasmus+ host institutions' websites both the required language level and the type of certification needed.

2. University language requirement

Selected students are required to achieve at least a B2 level in the language of instruction by the date of departure. Since courses are often taught in English, it is recommended to obtain a B2-level certification in this language.

The following can be used to meet this requirement:

- passing the foreign language exam required by the student's degree programme, if applicable;
- the certificate of passing the mandatory initial OLS test on the EU Academy portal;
- an official certification attesting the appropriate level according to the CEFR (Common European Framework of Reference for Languages).

To strengthen their language skills, selected students can make use of an **OLS license** provided by the European Union, as well as a **free intensive language course** offered by the University for French, German, or Spanish (provided that the departure period is compatible with the course schedule), or participate in any language courses offered at the host institution (free or paid).

PART II – FINANCIAL SUPPORT FOR ERASMUS+ MOBILITY

Art. 8 – Mobility Grant

The European Community funds mobility based on the destination country, as indicated by the Erasmus National Agency (see note *). An additional contribution from the University is added to reach the amount specified in the following table, which varies according to the score obtained from the Erasmus+ formula (as indicated in Art. 14) and the student's level of study.

| Type of Degree Programme | Erasmus+ Formula Score | Grant awarded |
|----------------------------------------------------------------|--------------------------------------------------|----------------------|
| Bachelor's degree <i>or</i> Single-cycle master's degree | greater than or equal to 24,5 | Grant A (650€/month) |
| | less than 24,5 and greater than or equal to 22,5 | Grant B (500€/month) |
| | less than 22,5 and greater than or equal to 18 | No grant (0 grant)* |

| Type of Degree Programme | Erasmus+ Formula Score | Grant awarded |
|--------------------------|--------------------------------------------------|----------------------|
| Master's Degree | greater than or equal to 25,5 | Grant A (650€/month) |
| | less than 25,5 and greater than or equal to 23,5 | Grant B (500€/month) |



| | | |
|--|------------------------------------------------|---------------------|
| | less than 23,5 and greater than or equal to 18 | No grant (0 grant)* |
|--|------------------------------------------------|---------------------|

*** EU funding for mobility based on destination countries:**

- **€400 for GROUP 1 (HIGH cost of living):** Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden + third countries not associated with the Programme in Region 13: Andorra, Monaco, San Marino, Vatican City State + third countries not associated with the Programme in Region 14: Faroe Islands, United Kingdom, Switzerland
- **€350 for GROUP 2 (MEDIUM cost of living):** Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain
- **€350 for GROUP 3 (LOW cost of living):** Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary

| Type of Degree Programme | Average degree grade | Grant awarded |
|----------------------------------------------------------------------------|--------------------------------------------------------|----------------------|
| Third Cycle Student (Master's, PhD, or Specialization) without scholarship | greater than or equal to 105/110 | Grant A (650€/month) |
| | less than 105/110 and greater than or equal to 100/110 | Grant B (500€/month) |
| | less than 100/110 | No grant (0 grant)* |

*A student receiving a **0 grant** will undertake the mobility period at their own expense but will still enjoy **Erasmus+ student status**.

In the event that the funds allocated by the Erasmus+ National Agency are insufficient, the International Relations Committee will adjust the amount of the grant, awarding funding to eligible students in order of ranking **until the available funds are exhausted**.

It should be noted that the grant is provided as a contribution towards costs abroad; it is therefore **not intended to cover the student's entire expenses** nor to reimburse any costs incurred in the event of non-departure, whether due to personal or family reasons, health issues (personal or family), force majeure, decisions or regulations of the host institution, or errors resulting from failure to consult the information provided by the Office and/or the host institution.

Note: Students receiving an Erasmus grant cannot simultaneously receive other financial contributions funded by the European Union for the 2026/2027 academic year.

Art. 9 – Travel Grant

For all funded mobility periods, a **travel grant (TRAVEL TOP-UP)** is also provided, which will be increased for those who travel to and from the destination using a **green mode of transport** (eco-friendly travel), such as: train, car-sharing (only with a proper car rental agreement), bus, or bicycle.

This one-time grant, paid at the end of the mobility, is calculated based on the distance in kilometers between the University's main campus (Varese) and the host institution, as shown in the following table:

| Travel Distance | Eco-Friendly Travel | Non-Eco-Friendly Travel |
|-----------------|---------------------|-------------------------|
| 10 – 99 km | 56,00€ | 28,00€ |



| | | |
|----------------|---------|---------|
| 100 - 499 km | 285,00€ | 211,00€ |
| 500-1999 km | 417,00€ | 309,00€ |
| 2000 - 2999 km | 535,00€ | 395,00€ |

The green travel grant will be awarded at the end of the Erasmus mobility period, after verification of the travel documents. Students who complete their round-trip journey to the host institution using an eco-friendly mode of transport must **keep all proof of travel expenses** (both outbound and return) and submit them to the International Relations Office at the end of their mobility.

Art. 10 – Additional Grant, TOP-UP MO

For participants in disadvantaged economic situations and/or with fewer opportunities, the grant amount can be increased by €250/month through an additional top-up in the following cases:

- a) certified disability in the Esse3 system (H exemption)
- b) student with a 2025 ISEE (uploaded in the Esse3 system) up to €27,948.60
- c) student with minor children
- d) working student (if the employment contract is active during the mobility period)
- e) professional athlete student
- f) student who has lost at least one parent
- g) student who is the child of victims of terrorism or organized crime

For conditions a) and b), the University will extract the data directly from the Esse3 system, so the student **does not need to provide any documentation**. Conditions c) through g), however, **can be self-certified** by the student using the self-certification form attached to the call.

Self-certification is allowed only for situations that can be **directly verified by the University** (i.e., documented by other public entities); in all other cases, the student must provide appropriate documentation and attach it to the online application.

IMPORTANT: Top-ups, both for travel and for fewer opportunities, cannot be awarded to students undertaking mobility with a zero grant.

PART III – SELECTION OF CANDIDATES AND RANKINGS

Art. 11 – Submission of Application and Deadlines

Students who meet the requirements set out in Art. 5 may submit their application **exclusively online** by accessing the following link <https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php> during the period indicated below:

| | |
|----------------------------|-------------------------------------------------------------------------------------|
| Opening of the call | January 20, 2026, at 12:00 PM |
| Closing of the call | March 2, 2026, at 11:59 PM (This deadline is strict and non-extendable) |

Before submitting the application, students must attach:



- a valid **front and back identity document** (mandatory)
- the **optional self-declaration for fewer opportunities** using the form attached to the call, if the criteria outlined in Art. 10 are met (optional).

Important: Self-certifications and documents submitted after the application deadline will NOT be accepted; only self-certifications and documents uploaded online with the application will be considered valid.

It is also not necessary to submit paper documents or a printed copy of the online application to the International Relations Office.

It is recommended to submit the application as early as possible, avoiding the last available days and without waiting for any potential updates to the academic record. The system managing the procedure, being connected to ESSE3, will take into account **all exams passed by the date indicated in Art. 14** for the calculation of the Erasmus+ formula.

Art. 12 – Choice of Destination

In the online application, students must indicate up to **5 destinations in order of preference** among the available host institutions for their degree programme (which can be consulted at <https://www.uninsubria.it/servizi/erasmus-studio>).

Under no circumstances may the applicant choose destinations that are active for degree programmes **different from their own**, even if they belong to the same disciplinary area or have available places.

Before submitting the application, the candidate is required, independently and under their own responsibility, to consult the websites of the host institutions of interest in order to:

- verify the **minimum language requirement**;
- check the **academic calendar** and the compatibility of the course offerings;
- ensure (with the support of the local coordinator) that the available courses are **coherent in content** and compatible with those in their study plan, respecting any prerequisites or course blocks (if not, check with the Student Office for the applicable procedures, e.g., elective courses, extra credits) and in sufficient number to meet the **minimum requirement of 20 ECTS per semester** at the host institution;
- check the deadlines for **nomination, application, and submission of documents**; for some institutions, these may be very close together (mid/end of April), and the mobility may only be possible for the second semester.

By sending an email to erasmus@uninsubria.it, candidates can request contacts and information from students who have previously completed mobility periods to help guide their choice of destination.

Art. 13 – Application for Study and Traineeship

In compliance with the total number of months allowed per study cycle, a student may apply in the same academic year for both Erasmus+ Study and Erasmus+ Traineeship mobility. If the student is selected for both, since **overlaps are not permitted**, they will be required to carefully organize the two experiences so that they can take place **consecutively**, without any overlap, even partial.

Art. 14 – Candidate Selection and Erasmus+ Formula

The selection of candidates for the first and second cycle will be based exclusively on the Erasmus+ formula:

| $(0,7 \times M) + [(0,3 \times R) \times 30]$ | |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M | Weighted average calculated considering all exams, both within and outside the study plan, taken by 28 February 2026 and extracted from the Esse3 transcript. |
| R | Ratio between credits already earned and credits required, specifically: <ul style="list-style-type: none"> the numerator is the sum of credits acquired by 28/02/2026; the denominator is a fixed number based on the year of enrollment: 1° year= 30 2° year= 90 3° year= 150 4° year= 210 5° year= 270 6° year= 330 |

Both in-study plan and out-of-study plan activities will be considered, while activities marked in Esse3 as **excluded from the average** or **extra credits** will be disregarded (see the instructions on how to identify these activities in the transcript). → www.uninsubria.it/sites/default/files/2025-09/Erasmus_formula.pdf)

The formula takes into account all activities recorded in the transcript with a date of 28/02/2026 or earlier. Grades and credits dated after 28/02/2026, as well as self-certifications or partial exam results, will not be considered.

For students enrolled in a PhD programme (third cycle), the total score will be given by the average of degree grades or the single-cycle Master's degree grade converted to a 30-point scale.

A student will be automatically excluded from the selection if they:

- are repeating a year for more than one academic year, or are in final-year repeating status;
- do not have at least one exam with a grade recorded in their transcript by the application deadline;
- have already completed a total mobility period equal to the maximum allowed by the programme;
- or, after deducting months already spent during previous Erasmus+ mobility, have fewer than the minimum required months available (2 months, 60 consecutive days).

Art. 15 – Publication of Rankings, Acceptance/Withdrawal

After the application deadline, a merit score will be calculated to create a ranking, which will be published on the University website (see <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-studio>) on 17/03/2026 at 4:00 PM.

Students who obtain a score below 18 according to the Erasmus+ formula will be considered *ineligible*. In the case of students with equal scores, priority in the ranking will be given to the student with the higher average grade; if still tied, priority will be given to the older student.

Students placed in a successful position on the ranking and assigned a destination will be awarded the mobility grant indicated in Art. 8, based on the score obtained from the Erasmus formula.

However, being listed as a winner in the ranking does not automatically entitle a student to undertake mobility abroad; the actual assignment of the host institution will depend on the subsequent verification of compliance with constraints/requirements (e.g., calculation of remaining mobility months) and the formal acceptance by the host institution (Art. 17).



After the ranking is published, students are required to accept or decline the mobility through the online Services portal used to submit their application, within the deadlines indicated below:

| | |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Student Acceptance/Withdrawal: | from March 17, 2026, at 5:00 PM to March 22, 2026, at 11:59 PM |
| Automatic Withdrawal (if the student has not responded by March 22) | starting March 23, 2026 |

In case of **acceptance**, students must simultaneously and mandatorily indicate the chosen semester (first semester, second semester, or full academic year).

A student may decline the assigned destination even if it was among their expressed preferences; in this case, they will be considered to have **voluntarily withdrawn**. If no choice is made by the indicated deadline, the student will be considered to have **automatically withdrawn**.

Withdrawal is **irrevocable**, both during the acceptance window and, in case of initial acceptance, for any subsequent withdrawal for any reason. It results in exclusion from any further reassignments, including available destinations, and the loss of all rights to Erasmus+ mobility for the 2026/2027 academic year.

IMPORTANT: The non-EU student selected in the call must take immediate action to obtain a VISA (to be requested from the Embassy/Consulate of the destination country).
Selected candidates are advised to check the expiration date of their travel document and, if it expires during the mobility period, to request its renewal promptly before departure.

Destinations that become available due to withdrawal and/or failure to confirm the host institutions will, where possible, be reassigned in ranking order, exclusively to eligible students who initially were not assigned any destination. Only one reassignment will be carried out.

PART IV – AFTER THE SELECTION

Art. 16 – Nomination of Students to Erasmus+ Destinations

After the publication of the rankings and the students' acceptance of the destinations, the International Relations Office will contact the host institutions to communicate the names of the assigned students (*Nomination*) and the semester in which the mobility will begin, as indicated by the students at the time of destination acceptance.

Nominations will be carried out according to the timelines set by the host institutions. Students will receive the nomination email in CC and must then contact their host institution to complete the enrolment procedures (*Application*), following the instructions and deadlines provided by the institution.

Art. 17 – Rejection by the Host Institution

A student successfully placed in the ranking must receive formal acceptance from the assigned host institution. Acceptance of applications is not automatic and may be rejected due



to force majeure or for internal reasons of the host institution related to course organization (e.g., if the maximum number of students for that degree program or for a specific course has been reached).

A student whose application is rejected for any of the above reasons will not face any penalties and may request reassignment to another available destination within their degree program, if any remain vacant.

Art. 18 - Online Learning Agreement (OLA)

The mobility period is governed by the Online Learning Agreement (OLA), the official document containing the study programme for the experience, which must be signed by the student, the University, and the host institution **before departure**, strictly respecting the deadlines.

At the University of Insubria, the only person authorized to approve the study activities proposed in the OLA is the Erasmus+ delegated faculty member of the relevant degree programme.

To submit the OLA, the student must access it online at <https://learning-agreement.eu/> and enter all the courses they intend to take abroad, indicating their correspondence with courses at the home university.

Only full courses/modules from the student's study plan can be included in the OLA. Each home university course must be associated with one or more foreign learning activities. If more than one is associated and the student fails any of the foreign exams linked to the course, they must modify the OLA or they will lose recognition for the entire home university course. It is also possible to associate a group of home courses with a single foreign activity.

The student may modify the OLA once the mobility has started, as provided in Art. 27.

For E+ Study, the number of credits to be earned at the host institution, as indicated in the OLA, should roughly correspond to what the student would earn at the home university in the same period: 60 credits for a full academic year and 30 credits for a semester. Although this optimal goal may not always be achievable, it should still be strived for, and the number of **credits earned abroad** must in any case not be less than 20 for a semester and 40 for a full academic year.

Art. 19 – Signing the Erasmus+ Mobility Agreement and Bank Details

One month before the start of the mobility period, the student and the University must sign the Erasmus+ Mobility Agreement, which governs both the financial support, if applicable, and the insurance coverage. Without signing the Erasmus+ Mobility Agreement, the **student is not authorized to depart** and will not receive any financial and/or insurance coverage.

The start and end dates of the mobility, which the student must declare at least one and a half months before departure, are essential for the agreement.

- The **start date** must coincide with the first day of academic activities at the host institution (e.g., beginning of classes, welcome week, language course start, etc.).



- The **end date** must coincide with the day of the last exam taken or the last day of academic activities at the host institution, according to its academic calendar.

At the same time as signing the Mobility Agreement, the student must **update their bank details** in their personal Esse3 profile. The student may provide an IBAN linked to the University Card, their personal bank account, or a joint account in which they are a holder.

Art. 20 – Zero Grant Mobility

A student who is successfully ranked, deemed eligible, and assigned a destination but does not receive a financial grant will still be recognized with Erasmus+ student status, even if undertaking the mobility with a *zero grant* (similarly to students in specialization schools or doctoral students with a scholarship), and will cover all related expenses independently.

A student on *zero-grant* mobility is still required to sign the Erasmus+ Mobility Agreement (without which they are not authorized to depart and are not covered by insurance) and to comply with all other obligations in the same way as students receiving financial support.

Art. 21 – Calculation and Payment of Financial Contribution

Except for the travel top-up, the financial contribution is calculated on a daily basis, using a commercial year of 360 days (where all months, including February, are considered 30 days); the total contribution is therefore divided by 30 and multiplied by the number of days actually spent abroad.

This financial contribution is conditional upon signing the Erasmus+ Mobility Agreement.

One month before departure, the selected student must:

1. Communicate the start and end dates of the mobility according to the instructions received via email or on the International Relations Office website.
2. Sign and submit the Mobility Agreement prepared by the International Relations Office, which will indicate the exact amount of the financial contribution calculated based on the dates provided by the student.
3. Update the payment IBAN in their Esse3 profile, which will be used for the transfer of the contribution.

On the first actual day of mobility, usually coinciding with arrival at the host institution, the student must send to erasmus@uninsubria.it the Statement Period Form, showing the start date, stamp, and signature of the host institution.

The financial contribution will be paid via bank transfer in two installments:

- First installment: 70% of the total contribution, to be paid within 120 days of receipt of the Statement Period Form duly signed by the host institution.
- Second installment: remaining 30% (recalculated), at the end of the mobility, after submitting the Transcript of Records (ToR), the Statement Period Form with the end date, and completing the Participant Report.

During the initial period, until the first installment is paid, the student must cover their own living expenses independently.

No payments will be made by the University in the months of August, December, and January.

Art. 22 – Renewal of Enrollment for A.Y. 2026/2027



A student participating in the Erasmus program must maintain active enrollment at their home university for the entire duration of the mobility and remain up to date with tuition and fees according to the deadlines set by the University.

They are therefore exempt from paying tuition fees at the host institution, which may still request a small payment (for insurance, use of materials, photocopies, lab supplies, etc.), applied under the same conditions as for local students.

Art. 23 – University Insurance Coverage and National Health Assistance

The University has taken out the following insurance policies (against accidents and for civil liability): Accident Policy No. 408966321 and Liability Policy No. 420270430 in favor of the duly enrolled student; full insurance coverage is available on the Erasmus Forms page.

The University does not provide health insurance. For this purpose, the student may use the Regional Services Card, which functions as a European Health Insurance Card (EHIC/TEAM).

Before departure, the student can also check the extension of the national health coverage in the host country by consulting the interactive guide: “Se parto per...” available on the Ministry of Health website at the following link:

[:https://www.salute.gov.it/new/it/tema/assistenza-sanitaria-paesi-extra-ue/se-parto-perguida-interattiva/?tema=Cure+nell%27Unione+Europea](https://www.salute.gov.it/new/it/tema/assistenza-sanitaria-paesi-extra-ue/se-parto-perguida-interattiva/?tema=Cure+nell%27Unione+Europea)

Art. 24 – Impossibility to Carry Out Mobility Due to Force Majeure

A student selected for mobility to a country that becomes inaccessible due to force majeure (unforeseeable situations or events that may endanger their safety or prevent the normal conduct of academic activities):

- will not incur any penalties or sanctions
- may request reassignment to other available destinations within their degree programme.

PART V – DURING THE ERASMUS+ PROGRAMME

Art. 25 – Compatibility with the Erasmus+ Programme

During the mobility, students may:

- submit their study plan;
- submit their graduation application, provided that the defense takes place after the end of the mobility period;
- apply for University scholarships and for scholarships under the Right to Education program;
- submit their ISEE declaration and pay tuition fees;
- take an exam at our University, being absent from the host institution for a limited period only (up to 3 days).

Art. 26 – Extension of Erasmus+ Mobility

If the inter-institutional agreement allows it and the academic activities at the host institution justify it, up to one month before the scheduled end date, the student may request an extension of the mobility at the same assigned destination without interruption, by adding additional courses/activities/exams to their OLA. After obtaining approval from both the local coordinator and the host coordinator, the student must complete and send the *Request for extension of the E+ period* form (available in the [Forms section](#) of the website) to erasmus@uninsubria.it, along with the modified OLA containing the additional activities to be undertaken.

The extension must comply with the repeatability rules of the mobility and cannot go beyond December 31, 2027. Only one extension request can be submitted and authorized, and it will not be funded with additional financial support.

Even if not funded, during the extension the student will retain Erasmus+ student status: the student is therefore guaranteed both insurance coverage and academic recognition, with validation of the additional activities completed during the extension in accordance with the ToR and the contents of the OLA.

Art. 27 – Modification of the Online Learning Agreement (OLA)

During the mobility, starting from the first day of the program or from the confirmation of acceptance of the extension, it is possible to modify the OLA on the dedicated portal, provided that the changes are agreed upon both with the Erasmus+ Mobility Coordinator at the home university and with the coordinator at the host institution.

Art. 28 – Reduction of Mobility

If the student decides to spend fewer months abroad than indicated in the Mobility Agreement, they must notify erasmus@uninsubria.it.

To avoid the sanction outlined in Art. 31, the student must guarantee the minimum mobility period (2 months, 60 consecutive days). Failure to return the unused portion of the financial grant will result in a block on the student's academic career.

PART VI – CONCLUSION OF THE ERASMUS+ MOBILITY

Art. 29 – Conclusion of the Erasmus+ Mobility

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

- **Final Statement Period Form** – issued by the host institution, officially certifying both the start and end dates of the mobility. The International Relations Office verifies the actual period completed abroad by the student and, if necessary, requests the return of any unused portions of the grant.
- **Transcript of Records (ToR)** – issued by the host institution, detailing the exams taken and the grades obtained during the mobility. All successfully completed activities included in the OLA can be recognized in the student's academic record (the student



may choose to “refuse” certain completed activities simply by not including them in the Recognition Form).

- **EU Participant Report** – an online questionnaire on the Erasmus+ experience. Students who have completed their mobility will receive a notification via email directly from the European platform.

The recognition of activities carried out abroad is **not automatic**: upon returning, the student must submit a request directly to the International Relations Office.

After the **Attestazione periodo / Statement period form** and the **Transcript of Records** have been received by the Office, the student will **fill out the Recognition Form** for the activities completed abroad, in accordance with the **Online Learning Agreement** (and any subsequent modifications) and the Transcript of Records.

IMPORTANT: Partial recognition (individual topics of a module or course) is strictly prohibited, and consequently, taking supplementary exams upon return is not allowed.

Art. 30 – Recalculation of the grant and payment of the balance (second installment)

Only after the Office has received by email the Attestazione periodo / Statement period form and the Transcript of Records, and after the student has completed the Participant Report, will the recalculation of the grant actually due be carried out.

The funding is in fact calculated (and partially paid) before departure on the basis of the dates planned and communicated by the student in order to issue the Mobility Agreement; however, since the final amount of the grant must be calculated on the actual days spent at the host institution, a recalculation will be carried out at the end of the mobility, taking into account the dates indicated on the Statement Period Form.

If the actual number of mobility days is lower than those indicated in the Mobility Agreement, the second installment will correspond to the difference between the recalculated total contribution and the amount already received; otherwise, the student will receive the remaining 30% of the total grant provided for in the Mobility Agreement. The travel grant will be added to the second installment.

Payment, where applicable, will be made within 90 days of completion of the Participant Report.

ATTENTION: The amount of the second installment may, however, be adjusted based on the actual availability of the necessary funds.
No payments are made by the University in August, December, and January.

Art. 31 – Refund of financial contribution and penalties

The Erasmus+ Programme requires significant financial investment from both the European Union and the University and must therefore be undertaken by students seriously and in compliance with the established rules; in cases of non-compliance, measures and penalties are provided.

| Type of measure | The student will be subject to penalties if |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Career block until full repayment of the financial contribution | <ul style="list-style-type: none"> • Upon return, does not complete the <i>Participant report</i> |
| Career block until full repayment of the financial contribution (if already received) and payment of a €200.00 penalty | <ul style="list-style-type: none"> • Returns from the mobility before completing the minimum required period (60 consecutive days) |
| Career block until partial repayment of the financial contribution (co-financing) | <ul style="list-style-type: none"> • Although having spent the minimum required period abroad (60 consecutive days), returns before the end date indicated in the Mobility Agreement • Does not achieve the minimum number of credits at the host institution |
| Career block until payment of a €200.00 penalty | <ul style="list-style-type: none"> • After accepting the mobility, without a relevant and documented reason, the student ceases communication and fails to comply with the instructions and deadlines set by the host institution • After accepting the mobility, without a valid and documented reason, the student withdraws less than one month before the start date indicated in the Mobility Agreement • Accepts participation in the free language course offered by the University but attends less than 80% of the lessons • Accepts participation in the free language course offered by the University but later decides to withdraw from mobility |
| Block on recognition of activities carried out abroad | <ul style="list-style-type: none"> • Fails to deliver the original <i>Statement of Period form</i> within 15 days of the end of mobility |

PART VII – CANDIDATES WITH SPECIAL NEEDS

Art. 32 – Candidates with Special Needs

The University particularly encourages the participation of students with disabilities in all forms of mobility. Following the University's selection procedures, the National Erasmus+ Agency may award each successful candidate (who, at the time of enrollment, submitted the supporting documentation) an additional grant to cover costs related to documented special needs (e.g., adapted accommodation, specific learning materials, personal assistant).

The National Erasmus+ Agency notifies the University's International Relations Office when the evaluation procedure for awarding the additional grant opens. The Office then informs the successful students, who can submit their application for the extra contribution. To apply, the student must provide an estimate of the additional costs required for the mobility.

The additional grant is based on **actual** expenses incurred; therefore, the student is required to keep all payment receipts. Once the cost evaluation phase is completed, the National



Erasmus+ Agency sends a communication to the University, which, after verifying the receipts, will proceed with the payment.

PART VIII – FINAL PROVISIONS AND USEFUL LINKS

Art. 33 – Erasmus Without Paper (EWP) Digitalization Process

The rules set out in this call may be subject to changes as a result of the Erasmus Without Paper (EWP) digitalization process. The University of Insubria will provide appropriate and timely communication to all eligible students.

Art. 34 – Final Notes, References, and Useful Links

The only official communication channel between students and the University is the University email account (username@studenti.uninsubria.it).

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

Any communication or change will be promptly published on the reference webpage and communicated via email.

This is an unofficial translation provided for informational purposes only. For matters concerning the implementation of the call, dispute resolution, and all legal purposes, the Italian version shall prevail as the only valid document.

For information:

- **General**, consult the page <https://www.uninsubria.it/servizi/tutti-i-servizi/erasmus-studio>
- **Administrative**, contact the International Relations Office: email: erasmus@uninsubria.it
Tel.: 0332.219361 – 031.2383217
- **Academic/didactic** (OLA content, courses/activities, exams, etc.), contact the Erasmus+ Coordinator of your degree programme

Art. 35 – Processing of Personal Data

This call refers to the “University Regulations for the international mobility of students and teachers” issued by D.R. No. 6645 of 03.06.2004, amended by D.R. Rep. No. 9/2013 of 08/01/2013, effective from 24/01/2013 and published on the University website.

Regarding the processing of personal data, the University undertakes, pursuant to EU Regulation 2016/679 on Personal Data Protection (GDPR), to respect the confidentiality of the information provided by the candidate: all data provided will be processed solely for the purposes of managing the selection and subsequent phases of the project, within and for the institutional purposes of Public Administration. Candidates are invited to consult the specific “Privacy Notice for the Processing of Personal Data of Candidates for Selection Procedures for Participation in International Mobility Programs” available at: <https://www.uninsubria.it/protezione-dati-personali>

Please note that, pursuant to Art. 71 of Presidential Decree 445 of December 28, 2000, the Administration will carry out appropriate checks, including random checks, and in all cases where there are reasonable doubts about the truthfulness of substitute declarations.



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**



Art. 36 – Officer Responsible for the Procedure

Officer responsible for the procedure: dr. Luca Gallo, head of the Internationalization Service, tel. 0332.219341; email luca.gallo@uninsubria.it

General Director
Dr. Antonio Romeo



E+ STUDY SUMMARY SHEET

| | |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum period | 2 months , 60 days |
| Maximum period (including any previous experiences) | <ul style="list-style-type: none">• 12 months for Bachelor's Degree, Master's Degree, Specialization School, PhD• 24 months for Single-Cycle Master's Degrees in compliance with the duration and number of places available as defined with the partner institution in the interinstitutional agreement |
| Departure | Not before the start of academic activities at the host institution and the signing of the Mobility Agreement |
| Return | No later than 31/12/2027 |
| Activities covered by mobility | Mainly academic activities (lectures/exams) consistent with the study plan: <ul style="list-style-type: none">- Attendance of courses with corresponding exams, possibly combined with curricular internship or elective academic activities- Conducting thesis research activities, approved by the thesis supervisor, provided that in the study plan/academic regulations it is indicated as independent from the final exam and carries credit value |
| Student Office deadlines | <i>Before departure</i> , the candidate is required to check with the Student Office regarding deadlines, administrative and financial obligations (that occur during their period abroad), and any related penalties |
| Erasmus deadlines | The selected student must comply with all deadlines for preparing and submitting the documents required both by the University and the host institution |
| Minimum credits to be earned at the host institution | <ul style="list-style-type: none">• 20 ECTS for mobility lasting one semester• 40 ECTS for mobility lasting a full academic year <p>Credits are officially certified by the host institution: the Transcript of Records, issued at the end of the mobility period, will formally attest the number of ECTS earned by the student, in accordance with the activities listed in the OLA</p> |
| Application deadline | 02/03/2026 |
| Online application link | https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php |
| Attachments to be submitted | <ul style="list-style-type: none">• Valid identity card (front and back)• Any top-up for fewer opportunities (with required certification) |
| Publication of the ranking | 17/03/2026 at 4 PM |
| Acceptance/Withdrawal of mobility | from 17/03/2026 at 5 PM to 22/03/2026 at 11:59 PM |