

Erasmus+ for Studies, FAQ ”

This document is divided into sections

- ✓ before the mobility
- ✓ during the mobility
- ✓ after the mobility

to clarify the students most frequent doubts and the main procedures of the Erasmus+ programme

Whenever mentioned:

e-mail address

erasmus@uninsubria.it

webpage

<https://www.uninsubria.eu/international-relations/exchange-programs>

means

Office

International Relations Office - IRO

I VARESE02

Erasmus+ ID code
Università degli Studi dell'Insubria

University

Università degli Studi dell'Insubria

the Erasmus+ circuit ”

before

during

after

The ERASMUS+ programme

DESTINATIONS

CALL (Participation/Selection/Results)

ACCEPTANCE

NOMINATION (by the Office)

APPLICATION

ACCOMMODATION/TAXES

LEARNING AGREEMENT (exams/modules/
traineeships/thesis/attendance)

LINGUISTIC SKILLS

FINANCIAL AGREEMENT/FINANCIAL

SUPPORT

USEFUL DOCUMENTS

STATEMENT PERIOD, Arrival

LEARNING AGREEMENT CHANGES

FINANCIAL SUPPORT'S TRANSFER

INSURANCE

MOBILITY'S EXTENSION

STATEMENT PERIOD, Departure

FINANCIAL SUPPORT'S RETURN

TRANSCRIPT OF RECORDS

ACTIVITIES RECOGNITION

PARTICIPANT REPORT

ESN

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FAQ: before the mobility

The ERASMUS+ programme	Erasmus+ offers the opportunity to participate in mobility programmes based on bilateral agreements signed with other partners. Following such agreements students (regularly enrolled in the AY) will: • follow classes and take exams at the host Institution • access all the services available for students regularly enrolled at the host Institution with no need to pay further enrolment taxes¹ see note, page 13 • receive full academic recognition for the activities successfully taken during the mobility, as listed in the Learning Agreement Students participate in a call published EVERY YEAR, usually in February.
Erasmus+ student's chart	The Erasmus+ student's chart lists rights and duties and explains what to expect both from the home and the host Institutions throughout the mobility. Refer to https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus
DURATION	It can vary from a minimum of 2 months to a maximum of 12/24* months, according to the duration/no. of available places stated in the bilateral agreement. *24 months for master single cycle degree courses only; 12 months for all the other courses (bachelor, master, PhD)
How to choose a DESTINATION	When choosing a destination, students shall PERSONALLY and under their responsibility: • check the webpage to identify the agreements activated for their degree course and, for each agreement: requirements, available places, deadlines, and so on • check on the host institution's website ○ classes offered, academic calendar, language requirements, Application's deadlines, and so on ○ the minimum level of knowledge of the language required and the need for producing language certificates within a certain deadline (more and more locations, especially in Northern Europe, require high level linguistic competence) • verify possible incompatibilities between their study plan and the academic offer at the host institution, in order to ○ prevent a denial → check the partner's website and the list of <i>Exams taken abroad</i> during the previous years, refer to https://www.uninsubria.it/servizi/erasmus-studio ○ comply with the 20 CREDITS/semester minimum requirement fixed in the Call (CFU/ECTS resulting from the Transcript of Records issued by the host Institution at the end of the mobility) • identify exams that are consistent, in terms of contents, with those included in your study plan and, in general, with the Regulations of your degree course → otherwise please, CHECK the procedure with the Student's Office (e.g. free exams, exceeding credits) • check further requirements (e.g. blocking or preparatory subjects) inside the Regulations of your degree course, refer to https://www.uninsubria.it/la-didattica/corsi-di-laurea/regolamenti-didattici Students shall follow the deadlines set by the partner institution: for some locations they are very close (mid / end of April) please check them as soon as possible directly on the host university's website.

List of DESTINATIONS	The complete List of destinations for each degree course is available on the website.
Further information about the DESTINATIONS	Beside checking the host institutions' web pages, students can: • contact coursemates who have already undertaken a mobility send an email to erasmus@uninsubria.it and ask for their email addresses or contact insubria@esn.it • check the list of Exams taken abroad during previous academic years, refer to https://www.uninsubria.it/servizi/erasmus-studio
Is it possible to choose a host institution available for a degree course different from the one I am enrolled in?	NO. Students can only choose among the destinations that our University has signed bilateral agreements (specific for their degree course) with. The complete List of destinations for each degree course is available on the website.
Is it possible to... subscribe NEW AGREEMENTS?	It is not possible to choose Universities and Countries different from the ones listed and/or ask for new agreements while the Call is published and ongoing.
What is the... MINIMUM level of linguistic knowledge?	It's the minimum degree of knowledge of the language required by the host Institution to profitably attend the educational activities offered, as per the Common Framework of Reference for the knowledge of languages recognized by the Council of Europe (CEFR) http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
Is it possible to... learn the language by attending LANGUAGE CLASSES abroad?	The Erasmus+ programme is intended to: • attend classes and take exams, compatible with the ones at the home Institution, in the MAIN TEACHING LANGUAGE of the host Institution or in ENGLISH • perform researches to draft the degree thesis, including practical ones (e.g. lab activities) It is therefore not possible to undertake an Erasmus+ mobility, without the minimum knowledge of the host Institution's main language of instruction or of the English language.
Participation in the Erasmus+ programme	Students participate in the Erasmus+ programme by answering to a Call that the International Relations Office publishes EVERY YEAR, usually in February, refer to: https://www.uninsubria.it/servizi/erasmus-studio All students meeting with the requirements stated in the Call can apply.
APPLICATION	Students interested in applying for the mobility programme must complete the application online only (no forms or paper documents), refer to https://www.uninsubria.it/servizi/erasmus-studio click on the link and enter the access credentials to the online services, indicating no more than three different destinations among those listed for their degree course, in order of preference (being the first destination the preferred one, and so on).
APPLICATION's deadline	Refer to the date/time set in the Call, refer to https://www.uninsubria.it/servizi/erasmus-studio

DOCUMENTS, CERTIFICATES, PAPER COPIES, SELECTION INTERVIEWS ... are they necessary?	NO. The selection will take place exclusively on the basis of the Erasmus+ Formula, analysed in detail below (page 9). There is NO need to submit any hard copy of the online application which, however, students shall save as proof of their successful application. In the absence of this document the Office will not take into consideration any disputes. IMPORTANT: The selection of Double Degree students will also be carried out at a departmental level and may differ from a degree course to another.				
Apply before the final exam (graduation)... is it possible?	Students enrolled in the third year of first level degrees, who plan to graduate before the beginning of the Erasmus+ mobility, can apply -for future career- under provided that they enroll in a second level (master) degree course at the University of Insubria.				
Apply if you have already undertaken an Erasmus+ mobility... is it possible?	YES. Students who have already undertaken a Study/Traineeship Erasmus+ mobility are allowed to apply again, provided that they do not exceed the maximum no. of months available, as follows: <table> <tr> <td> - First level degree - Second level degree - PhD, Master degree, Postgraduate school (specialization) </td><td>Max no. of months available: 12 Erasmus+ Studio and/or Erasmus+ Traineeship</td></tr> <tr> <td> - Long single cycle degree </td><td>Max no. of months available: 24 Erasmus+ Studio and/or Erasmus+ Traineeship</td></tr> </table>	- First level degree - Second level degree - PhD, Master degree, Postgraduate school (specialization)	Max no. of months available: 12 Erasmus+ Studio and/or Erasmus+ Traineeship	- Long single cycle degree	Max no. of months available: 24 Erasmus+ Studio and/or Erasmus+ Traineeship
- First level degree - Second level degree - PhD, Master degree, Postgraduate school (specialization)	Max no. of months available: 12 Erasmus+ Studio and/or Erasmus+ Traineeship				
- Long single cycle degree	Max no. of months available: 24 Erasmus+ Studio and/or Erasmus+ Traineeship				
PREVIOUS MOBILITY	Considering the student's study cycle, the previous mobility consists in the overall mobility period already undertaken. The effective duration will be verified as follows: • if the previous mobility (already carried out/in progress) was undertaken through a Call issued by the University of Insubria, the verification is carried out by the Office (by means of the Attestazione periodo/Statement period form, students won't need to supply any documentation) • if the previous mobility was undertaken through a Call issued by other Universities, students shall specify the number of months already spent abroad (by means of a substitute declaration of certification, pursuant to art. 46 of Presidential Decree 445/2000, to be sent to erasmus@uninsubria.it within the application's deadline)				
ACTUAL DURATION	The actual duration consists in the overall mobility period: initial number of months added to any extension requested and obtained, although not financed. For example: Initial no of months: 5 + extension (4 months) = Actual duration: 9 months Available months left: <table> <tr> <td> - First level degree - Second level degree - PhD, Master degree, Postgraduate school (specialization) </td><td>3 months</td></tr> <tr> <td> - Long single cycle degree </td><td>15 months</td></tr> </table> IMPORTANT: the number of months still available cannot be lower than the minimum number fixed for the Erasmus+ mobility (2 months).	- First level degree - Second level degree - PhD, Master degree, Postgraduate school (specialization)	3 months	- Long single cycle degree	15 months
- First level degree - Second level degree - PhD, Master degree, Postgraduate school (specialization)	3 months				
- Long single cycle degree	15 months				

SPECIAL provisions for students enrolled in the degree course of MEDICINE AND SURGERY	Following please find special provisions for students enrolled in the degree course of Medicine and Surgery • applications of students enrolled "under condition" who, within the deadline of the contribution's acceptance won't have passed their block, are accepted UNDER RESERVE • as to the recognition of exams/traineeships/internships, students shall refer directly to the local Erasmus+ departmental coordinator, BEFORE their mobility; if needed the coordinator will get in touch with the colleagues → any authorizations obtained directly from students will not be considered as valid • following the didactic regulations of the degree course, exams taken during the mobility shall comply with the preparatory ones • practical internship activities will be recognized as part of the curricular internship if they meet the requirements of: duration (equal to or greater than the activity in the booklet) and contents (please check the information with the Didactical office and/or the web page of the degree course) >> they must be expressly listed both in the LA and ToR • the compulsory attendance to classes will be recognised if expressly listed both in the LA and ToR All other activities will be recognized as ADE (didactical elective activities) for the number of credits specified in the didactic regulation of the degree course. In case of doubt or for further information as to the exams that need to be successfully passed before the mobility, please contact the local departmental coordinator >> the complete list is available online, https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus section Attachments
I have passed EXAMS that are NOT YET REGISTERED in my booklet... can I apply?	YES. Because after the Call's closing the IT system automatically updates the exams/activities successfully taken by each candidate: therefore, we recommend not waiting for the very last day to apply. Please contact the Professors in case of exams passed but not yet registered in the booklet.
I have passed one MODULE of an EXAM CONSISTING OF several modules... will it be considered?	NO. The selection is done exclusively on the basis of the Erasmus+ formula, analysed in detail hereafter. The formula considers exams/activities registered within the expiry date/time stated in the Call. The system that manages the selection procedure is linked to the ESSE3 application, marks and credits registered after the expiry date/time stated in the Call will not be taken into consideration, as well as partial exams or self-certifications. Please contact the Professors in case of exams passed but not yet registered in your booklet.
Erasmus+ FORMULA	The selection is done exclusively on the basis of the Erasmus+ formula that considers the exams registered in the students' booklets by the deadline of the Call. The procedure is managed via Esse3 and will not take into consideration marks/credits registered after the Call's deadline as well as self-certifications or partial exams. $(0,7 \times M) + [(0,3 \times R) \times 30]$ M= weighted average number, as registered in the ESSE3 platform at the Call's expiration date/time

	R= Ratio between the credits already earned and those required in the booklet (in relation to the enrollment year); the formula will take into consideration only "active" activities (i.e. <i>in piano/ fuori piano</i>) while the activities indicated by Esse3 as supernumerary and/or excluded from the average grade (i.e. <i>sovrannumerarie/escluse da media</i>) will be excluded. The numerator is the sum of the credits earned and registered in the booklet at the Call's expiration date/time; the denominator is the number of credits expected by the booklet in relation to the student's enrollment year. EXAMPLE Student's enrollment position: IC (has completed university exams within set time period) Student's enrollment year: II Degree course: abc_course Weighted average number registered (Esse3): 23,5 Credits already obtained (Esse3): 72 CFU Credits in the booklet (II year), following the abc_course's study plan: 126 $(0,7 \times M) + [(0,3 \times R) \times 30] >>> (0,7 \times 23,5) + [(0,3 \times 72/126) \times 30]$ $16,45 + 5,14 = 21,59$ Upon the Call's deadline the IT system will automatically update the student's booklet and consider exams/activities registered within the expiry date/time stated in the Call. Please contact the Professors in case of exams passed but not yet registered in the booklet. In case students gain the same score, priority will be given in the ranking to the student with the highest average; in case of further equality, priority will be given to the oldest student.
The result of the E+ Formula DOES NOT MATCH with a useful score CALL's results	Students shall submit their application and wait for the rankings, on this occasion they may ask for clarifications. Before the communication concerning the rankings, NO information is provided. The Office calculates the scores and draws up the rankings that are sent to the candidate's e-mail (to the address @students.uninsubria.it) within 15 working days (Saturdays, Sundays and holidays excluded) from the closing of the Call, together with information as to deadlines and terms (acceptance/renunciation). IN-PERSON ACCEPTANCES ARE NOT NEEDED PHONE ACCEPTANCES ARE NOT ALLOWED
RANKING	The ranking of each degree course is published on the University website https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus Students receive an e-mail to the institutional e-mail address @students.uninsubria.it
SCORE OBTAINED... is it final?	YES. It will not be updated with any other results obtained after the Call's deadline date/time.
Contact the host University for information... when?	When the Office sends the nominations, host Universities receive an official communication together with the data of the future Erasmus+ students (who will be in CC in the e-mail). We therefore suggest students should not contact the Universities for information before this phase.
ACCEPTANCE of the destination	Students shall wait for the results of the Call (ranking) which states the assignment of the destinations. Check on the host University website: • academic calendar (beginning/end of semester, exam session) • updated courses catalogue

	• Application expiration date to identify both the Erasmus+ period start/end date and the activities to be listed in your Learning Agreement The selected students must in any case accept/refuse the assigned destination, following the instructions given upon the ranking's publication.
NOMINATION	As soon as all the acceptances/renunciations are gathered, the Office sends an e-mail containing the names of the candidates selected for the mobility (Nomination phase) to each partner institution, students will be in CC. After such formal nomination students will receive information directly from the host University or through the Office. Each host University has its own forms and deadlines, the selected students are usually required to fill out an online Application Form.
The NUMBER OF MONTHS in the ranking is different from the no. of months in the nomination...	In some Universities the semester can have an effective duration of less than 6 months that may also vary depending on the term chosen: the departure in the first semester rather than the second will allow students to attend a specific (maximum) number of months. We recommend doublechecking this information directly on the host University's website.
What to do after the official nomination	Students are required to frequently check their mailbox (@studenti.uninsubria.it spam box included) to verify all communications received from the host University (Application request, deadlines, ...).
Application	The <i>Application</i> is the registration procedure requested by the host University and consists of a series of information and documents: personal data, language certification, list of activities that will be carried out abroad, and so on... It is up to the student to proceed in compliance with the procedures and deadlines stated by the host Institutions that, otherwise, may also reject the mobility's request (without any possibility of intervention/help by the Office).
I haven't received any messages from the host Institution yet...	Students are usually contacted directly by the host University who provides for specific information about procedures/documents. In case this first contact does not occur, it is up to the student to: • make sure that this information is not yet available on the host University's website (international mobility web pages, usually referred to as International/Exchange Students/Erasmus, ...) or contact the partner directly to ask for the information • proceed with online registration (Application) at the host University It is up to the student to proceed in compliance with the procedures and deadlines stated by the host Institutions that, otherwise, may also reject the mobility's request (without any possibility of intervention/help by the Office).
On the host University's website, I encounter technical problems/I cannot find the information...	Students shall contact the host University directly by replying to the Application request email, reporting the problem encountered and/or making their request.

How to fill the Application form	Following please find a few DATA that you might find useful while filling out the Application: Home Institution/Sending Institution I VARESE02 - Università degli Studi dell'Insubria Official address via Ravasi 2, 21100 Varese, Italy contact details of the Office Phone +39 0332 219341 erasmus@uninsubria.it Name and full address: Departmental coordinator – name: Prof. _____ Please write the name of your local coordinator >> the complete list is available online, https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus section Attachments Next to the name of the coordinator please ALWAYS write the Office's email address erasmus@uninsubria.it so that we will receive all the information sent by the host Institution.
List of the Erasmus+ Departmental coordinators	The complete list is available online, https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus section Attachments Next to the name of the coordinator please ALWAYS write the Office's email address erasmus@uninsubria.it so that we will receive all the information sent by the host Institution.
Signature of the Institutional coordinator on the Application	At the end of the Application students might be asked for the signature of the Institutional coordinator. In this case, please contact the Office erasmus@uninsubria.it For example:  IMPORTANT: please contact the Office well in advance in case you need to ask for documents to be produced/signed/stamped and sent by regular mail/e-mail within a certain date to the host Universities, otherwise you might run the risk of not being able to meet their deadlines. The Erasmus+ departmental coordinator SIGNS the LA ONLY, the Office stamps/signs all the other papers.
How to send your Application to the host Institution	Please follow the instructions received directly by the host Institutions: • if they ask for an email, please also send it to our address erasmus@uninsubria.it • if they ask for regular mail, please send us the complete documentation -at least 2 weeks before their deadline- and the Office will take care of the delivery

	Students must meet the host Institution's deadlines: some of them are very close (mid/end of April) we therefore suggest you should check them as soon as possible directly on the host University's website.
The host University asks for the TRANSCRIPT OF RECORDS...	A Transcript of Records certifies the exams successfully passed and all the activities carried out by the student: - before departure: students shall contact the Students Office and ask for a Certificate of enrolment with exams In English. IMPORTANT: our Student's Office issues certificates for carriers carried out at the University of Insubria only >> Students who obtained their degree in a different University must turn to the relevant Students Office - at the end of the mobility: the host University will issue a ToR that officially certifies the exams/activities taken
The host University asks for the E+ assignation and enrollment at I VARESE02...	This document, issued by the Office in English language, certifies the enrollment in our University and the amount of the Erasmus+ financial contribution granted. Students can request the document once the assignment operations are complete, please contact erasmus@uninsubria.it
Recognition of a language course that the host University offers before the beginning of the semester...	At the end of the mobility, students can ask for recognition of a language course attended at the host University, only if - it was specifically listed in the Learning Agreement - it is properly certified (by the external language school or by the partner) in the ToR: with duration, credits and achieved result
Attendance of a language course not included in the host University's didactical offer...	At the end of the mobility, students can ask for recognition of a language course attended abroad, only if - it was specifically listed in the Learning Agreement - it is properly certified (by the external language school or by the partner) in the ToR: with duration, credits and achieved result
During the mobility, do I keep my benefits (housing/other services)?	For information please contact the office in charge, Diritto allo Studio dirittoallostudio@uninsubria.it
Taxes at the host University...	Students can participate in the Erasmus+ program only if they are regularly enrolled in our University from the moment of selection to the end of the mobility. Therefore, even during the period spent abroad, they must enrol in the A.Y. and regularly pay their fees at the University of Insubria until the recognition procedure for the activities carried out abroad is complete. Students are usually not asked to pay further taxes at the host University. ¹However, the host University may request the payment of a small amount in order to cover insurance costs, memberships or the use of equipment/tools (photocopies, laboratory products, etc.) applying an identical treatment to that of local students.
VISA	Only Erasmus+ students with a NON-EU citizenship or Erasmus+ students (any nationality) headed to Turkey or another extra-Schengen country need a VISA (for study reasons).

	It's up to students to start the VISA application procedures for study reasons on time, thus meeting with deadlines/indications provided by the partners. VISA must be requested: • to the Italian Consulate and/or Embassy of the country of destination • for study and NOT tourism reasons (the tourist VISA is easier to obtain but has a limited time validity - usually 90 days - and upon expiration it cannot be converted into a study VISA → the student is obliged to return to Italy)
ACCOMMODATION during the mobility	Accommodation during the mobility is up to the host University that provides the nominees with useful information as to accommodation inside university residences or affiliated structures. Students must proceed in compliance with the indications received by the partner institutions that might well may also reject the request (without any possibility of intervention/help by the Office). Students can also autonomously look for accommodation.
Where did other students stay?	The Office sends an e-mail with the contacts of those who will leave/have already left as well as of incoming students. These contacts can be useful to get practical information from students involved in a mobility and to share any doubts with the ones leaving. Student can also contact the ESN section of Varese/Como, please refer to insubria@esn.it
Organization of your stay	The nominees must personally organize their stay abroad. We therefore advise they should check the host university's website and, for any practical information, contact other students who have already carried out a mobility. Please send us an email erasmus@uninsubria.it to receive the list. Student can also contact the ESN section of Varese/Como, please refer to insubria@esn.it
Learning Agreement (LA)	The LA contains all the activities that the student intends to take abroad and must be: • signed by the student • approved and signed by the local Erasmus+ departmental coordinator • approved and signed by the host University's coordinator The form must be typewritten. We recommend students proceed with the LA's drafting in agreement with the local Erasmus+ departmental coordinator. Both the form and the list of coordinators are available online, https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus section Attachments
Final LA	Students must send their LA the form is available online, https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus typewritten and duly signed (student + local departmental coordinator + host coordinator) to erasmus@uninsubria.it before their departure, UNLESS the host University specifies a different deadline.
Subjects to list in the LA... how to choose them?	Students shall carefully verify (by checking the host universities' websites) the information on the courses taught at the host University and on their teaching structure: semester/annual duration, prerequisites, contents, level, ECTS credits and, if the scholarship has a biannual duration, the semester when courses are delivered, the procedures to sit the exams, the minimum language level required.

When choosing the Erasmus+ semester students must consider the host university's academic calendar and, in particular, the start date of the courses.

The academic calendar can be very different from one University to another (e.g. in Northern Europe classes might start in August). In addition, some partner universities ask for specific enrollment procedures (level of study of the student and or formal approvals, limited number of students admitted to courses, linguistic certificates).

We suggest students verify the information well in advance, to ensure that they can actually carry out a mobility at the chosen location, we also remind that the whole planning is a student's responsibility.

Right after the destination's acceptance:

- identify, on the host University website, subjects that have contents consistent with your Degree Course (i.e. with the courses inside your study plan)
 - get in touch with students who joined the same destination in previous years send an email to erasmus@uninsubria.it to receive their email contacts
 - double-check the lists of exams taken by students who have already completed a mobility <https://www.uninsubria.it/servizi/erasmus-studio>
- PLEASE NOTE: that these lists are approximate, do not take for granted that an equivalence previously approved will be confirmed in the following year: the programs' contents might change and shall therefore be evaluated and approved by the local Erasmus+ departmental coordinator

LA... how to fill the form in?

The LA form, to be typewritten, is available here

<https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionale/erasmus/modulistica-studenti-erasmus>

the document must be drawn up in agreement with the local Erasmus+ departmental coordinator.

In the first section students enter their data and those of the host University (the data of our University are pre-filled)

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name		Faculty/Department	Erasmus code	Address	Country	Contact details
	Università degli Studi dell'Insubria		International Relations Office	IVARESE02	Via Ravasi, 2 21100 Varese	ITALY - IT	erasmus@uninsubria.it +390332219340/341
Receiving Institution	Name		Faculty/Department	Erasmus code	Address	Country	Contact details

In the section *Study cycle and field of Education*, students specify their Degree course's data

Degree course	Study cycle	Field of education (Field of study)
A010 - SCIENZE DELLA MEDIAZIONE INTERLINGUISTICA E INTERCULTURALE	EQF level 6	0230: Languages
A012 - SCIENZE DEL TURISMO	EQF level 6	1015: Travel, tourism and leisure
A016 - LINGUE MODERNE PER LA COMUNICAZIONE E LA COOPERAZIONE INTERNAZIONALE	EQF level 7	0230: Languages
A21 - GIURISPRUDENZA	EQF level 7	0421: Law
F001 - INGEGNERIA PER LA SICUREZZA DEL LAVORO E DELL'AMBIENTE	EQF level 6	0712: Engineering and engineering trades/ Environmental protection technology

F002 - SCIENZE E TECNOLOGIE BIOLOGICHE	EQF level 6	0510: Biological and related sciences
F003 - SCIENZE DELLA COMUNICAZIONE	EQF level 6	0320: Journalism and information
F004 - INFORMATICA	EQF level 6	0611: Computer Use
F007 - BIOTECNOLOGIE MOLECOLARI E INDUSTRIALI	EQF level 6	4211: Biotechnology
F010 - SCIENZE E TECNICHE DELLA COMUNICAZIONE	EQF level 7	0320: Journalism and information
F011 - BIOTECNOLOGIE	EQF level 6	4211: Biotechnology
F013 - BIOMEDICAL SCIENCES (BIOLOGIA APPLICATA ALLA RICERCA BIOMEDICA)	EQF level 7	0910: Health (Biomedical Sciences)
L001 - ODONTOIATRIA E PROTESI DENTARIA	EQF level 7	0911: Dentistry
L002 - MEDICINA E CHIRURGIA	EQF level 7	0912: Medicine
U010 - ECONOMIA E MANAGEMENT	EQF level 6	0311: Economics
U015 - ECONOMIA E MANAGEMENT (PART-TIME)	EQF level 6	
U016 - GLOBAL ENTREPRENEURSHIP ECONOMICS AND MANAGEMENT (GEEM)	EQF level 7	
U017 - ECONOMIA, DIRITTO E FINANZA D'IMPRESA (EDIFI)	EQF level 7	
W001 - CHIMICA E CHIMICA INDUSTRIALE	EQF level 6	0531: Chemistry
W005 - FISICA	EQF level 7	0533: Physics
W006 - MATEMATICA	EQF level 6	0541: Mathematics

In the section *Level of language competence*, students certificate the level of knowledge acquired before the mobility

The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐
Native speaker ☐

In the table of the following section *Table B before the mobility*, students list all the activities (exams and language courses, practical and internship activities, elective teaching activities, compulsory attendance for degree courses belonging to the School of Medicine) that they intend to carry out during their mobility and for which they will ask for recognition after their mobility.

In the last section *Commitment* students add their signature, then contact both the local coordinator and the host coordinator for their check/signature.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person at the Sending Institution			Erasmus Departmental Coordinator at IVARESE02		
Responsible person at the Receiving Institution					

Students must send their LA typewritten and duly signed (student + local departmental coordinator + host coordinator) to erasmus@uninsubria.it before their departure UNLESS the host University requires a different deadline.

I have submitted my LA but I have not yet left... can I change it now?	NO. During the mobility students will make the necessary variations (agreed with both the local and the host coordinator) and submit the <i>Learning Agreement changes</i> form https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus to erasmus@uninsubria.it
LA... can I pick courses delivered in an AY different from the one I am enrolled in?	YES. It is possible, provided students comply with the existing rules: blocks and preparatory courses (propedeuticità) remain valid during the E+ mobility. Students shall double-check with the Didactic office and the Students office and/or the departmental coordinator: the required preparatory courses, the exams that cannot be taken abroad, the potential recognition of language courses they will attend at the host University.
LA... can I pick courses/exams that do not match with the subjects inside my Study plan?	YES. These exams might be recognized as <i>free choice credits</i> or as <i>extra credits exams</i> (the latter will not contribute to the average mark's calculation, to reaching the credits number and/or to the final thesis' mark). Any activities, different from the educational subjects (e.g. artistic, sports, recreational activities) although mandatory at the host University WILL NOT BE RECOGNIZED (not even as <i>extra credits</i>). IMPORTANT: the mobility program is funded by the European Commission that strictly prohibits partial recognitions (individual topics within a course) and the consequent impossibility of taking partial/complementary exams at the home Institution. Preparing a Learning Agreement does not correspond to modifying one's study plan: students who pick subjects not included in their original study plan are asked to comply with provisions/deadlines set by the Students office for the exams taken abroad to get easily recognized in their booklet. Mobility students are generally allowed to modify their study plan AFTER they get back.
INTERNSHIP activities during the mobility... is it possible?	YES. Internships can be carried out provided that: • they are part of the didactic Erasmus+ activity and therefore specified in the LA (or LA changes) • they are listed in the final Transcript of Records (ToR) issued by the host University at the end of the mobility As an alternative, when students take exams of subjects that are in their study plan and have a CFU no. corresponding to the internship's one can ask for these exams to be recognised as the internship. Please also note that the Erasmus+ Traineeship programme is expressly dedicated to full-time traineeships inside institutions/companies in Countries that adhere to the Erasmus+ network.
Can I take exams in Italy during the mobility?	YES. As the Erasmus+ experience is intended to be continuous the student will leave the host University for a limited period only (approximately 3/5 days). It is not necessary to certify this to the Office.
Do students gain additional credits through the mobility?	NO. Only the activities taken abroad and successfully PASSED, as per the final Transcript of Records issued by the host institution, will be considered valid. The local departmental coordinator will decide the resulting recognition (a mark from 18/30 to 30L/30 or a value judgement, e.g. attended, approved, ...).
ECTS/CFU credits that outgoing students must gain abroad	The European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area for making studies and courses more transparent. It helps students to move between countries and to have their academic qualifications and study periods abroad recognised.

Commentato [BC1]:

	ECTS allows credits taken at one higher education institution to be counted towards a qualification studied for at another. Its application facilitates the recognition of the academic results obtained by students, thanks to the use of common measures -credits and grades- as well as to a better understanding of national higher education systems. ECTS credits represent learning based on defined learning outcomes and their associated workload: 25 hours (lectures, exercises, seminars, library research, individual study) correspond to 1 credit. A whole academic year is worth 60 credits, which means 30 credits for a semester and 20 for a quarter. The recognition of ECTS credits is therefore based on the amount of work done by the student during the mobility at the host university. The Italian CFU/credits are ECTS credits. Each course at the host University is accounted for in credits and, while drawing their LA, students must take into account the number of credits assigned to each course >> The final Transcript of Records issued by the host institution: shall list 20 credits (2-6 months mobilities) or 40 credits (6-12 months mobilities).
Exact CFU/ECTS match between the home and the host institutions	NO. Provided that the Learning Agreement and its changes are prepared correctly. In particular, in the event that the courses provided by the host University "count" - less than those delivered at our University: students will pick several foreign courses that are similar to each other or in any case belonging to the same disciplinary sector (at our University) - more than those provided at our University: students might combine several local courses - as long as they are in their study plan - that are similar to each other or in any case belonging to the same disciplinary sector (at our University) so to reach a number of credits as similar as possible to that of the activity to be recognized.
Thesis activities during the mobility... are they possible?	YES. Students can work on their thesis during the mobility and obtain a recognition provided that: • they obtain the approval from the thesis' supervisor • they promptly inform the Office → we will turn the request to the host University asking for the availability of a referent professor (who will issue a proper document at the end of the mobility: list of the activities carried out, assessment obtained and number of hours) PLEASE NOTE: that a positive answer to such request is not guaranteed! • they specify the title of the thesis in their LA • their booklet specifically contains a number of credits for the thesis preparation's work (for which recognition will be requested) At the end of the mobility, the local thesis' supervisor will check the declaration issued by the host university and establish the credits to be recognized for the activity carried out.
Minimum language knowledge	Before their departure, students must achieve the level of knowledge (in the teaching language) required by the host university; in the absence of a specific requirements we recommend a minimum B2 level knowledge of the English language.

How do you certify the language level?	The nominees usually require a certificate of knowledge of their language level. Unless the partner university specifically requests a certificate students can self-certify their language level while <i>Applying</i> online. When the partner university expressly requires an official certificate, students: • will contact the International Relations Office for the issue of a certificate if • they have passed one or more language exams required by their DC • they have a certificate (issued from a high school/language school, ...) that specifies the level of knowledge achieved • will provide the host institution with a specific certification (e.g. IELTS, PET, FIRST CERTIFICATE, DELF, DALF, DELE, Goethe-Zertifikat, ...)
I have NOT yet reached the language level required at the host Institution... what shall I do?	Before their departure, students must achieve the level of knowledge (in the teaching language) required by the host university; in the absence of a specific requirements we recommend a minimum B2 level knowledge of the English language, to be achieved as follows: • the nominee passes the language exam required by the study plan • the nominee attends the basic language course (French, German or Spanish) that our University offers to outgoing students • the nominee follows the OLS online course (students receive specific access credentials)
OLS: online language courses	Through their home university, the European Union offers online linguistic support to students selected for E+ mobilities. Such courses are available for most European languages (Czech, German, English, Spanish, French, Portuguese, Swedish, Dutch, Polish, Danish, Greek, Bulgarian, Croatian, Hungarian, Romanian, Slovak and Finnish) and are delivered through the OLS -Online Linguistic Support- portal.
Mandatory OLS test and results	Before their departure nominees shall take a mandatory online test of language skills in the foreign teaching language. The activities proposed by the OLS are exclusively in support of outgoing students: • they do not affect the possibility of carrying out the mobility • they do not assign marks/credits/certificates of any kind The results of the initial mandatory OLS test do not affect the selection and are neither communicated to nor verified by the host University. Following the result of the first assessment test and the number of licenses received by the National Agency, students will be assigned a license for an online language course. Its attendance is not mandatory and the course remains active throughout the whole Erasmus+ period thus allowing students to practice and get the most out of their experience abroad.
PREPARATORY LANGUAGE COURSES before the mobility	Our University offers a 30-hour preparatory language course to the outgoing students for the following languages: FRENCH, SPANISH, GERMAN. Students subscribe to the course by answering to an invitation email received from our office. Each student can attend ONE course only. The language course: • BEGINNER level, i.e. students with no knowledge of French, Spanish or German • FREE for those • attending an 80% minimum of the overall duration of the course • actually leaving for the mobility * • does not assign marks, credits or any kind of certificates.

	The language school, in Varese and in Como, will be the winner of the annual bid specific for this service. Minimum 3 students, for the same language (the course will not be activated for a lower number of students). A course that is activated for the minimum number of 3 people, might be organized only at the location with the higher number of participants. The student must be a winner of the Erasmus Call, with or without grant, the host destination shall be: FRANCE, BELGIUM (French-speaking Universities), SWITZERLAND (French and German-speaking Universities), SPAIN and GERMANY THE START DATE of the courses will be communicated by the schools DIRECTLY TO THE STUDENTS who will plan their calendar (day/time) together with the teachers. * BLOCKS AND PENALTIES: students who: • attend less than 80% of the course • attend the course then withdraw their mobility will pay a €200 penalty, otherwise their academic career will be blocked
Financial Agreement, signature	Before departure the nominees receive on their institutional email address an official e-mail from the IRO as to the signature of the Financial Agreement, which regulates the relationship between the student and the University during the mobility abroad. The information necessary for the agreement's signature: the start/end dates of the mobility period.
Financial Agreement, start and end DATES	Students shall verify -AUTONOMOUSLY and under their own responsibility- the official start and end dates of the activities at the host University, double-checking the information on the host University's website: educational offer and academic calendar (including: welcome week, interviews or mandatory courses, classes, exam sessions, ...).
Financial contribution	In accordance with the provisions of the Erasmus+ Student Charter candidates selected for a mobility in one of the Programme Countries get the status of Erasmus+ student. The Erasmus+ Student Charter clarifies rights and duties and specifies what to expect from the home and the host organization throughout the mobility. The document is available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus see useful links Getting the Erasmus+ student status does not necessarily give the right to receive the financial support. Following the indications of the Erasmus National Agency and MIUR, mobility grants are determined annually by the Call. The amount of the monthly contribution varies based on the Country of destination and the candidates' position in the ranking. In case of inter-institutional agreements with Swiss partners, students traveling to Switzerland might get a contribution that is paid directly by the Swiss host Institution.
Financial contribution, amount and refunds	Students receive their contribution, in a single transaction, at the beginning of the mobility on the basis of the start/dates specified in the Financial Agreement. But the actual duration of the mobility will be calculated upon the students' return, considering the official arrival/departure dates specified in the <i>Attestazione periodo/statement period form</i> from the host university. The minimum period to be eligible for the Erasmus+ for Studies contribution is: 3 months. Fractions of months spent abroad will be calculated based on the

	actual number of mobility days; the “year” adopted is the financial one consisting of 360 day (therefore, regardless of its exact duration, each month will be considered as 30 days, February included). IMPORTANT: as decided by the European Commission, the contribution must be paid on the basis of the days actually completed: students who do not complete their mobility (thus spending a shorter period at the partner university than the one specified in the Financial Agreement) must return the quota not earned. At the end of their mobility, students deliver the original of the <i>Attestazione periodo/statement period form</i> to the IRO that verifies the period actually carried out and contacts the student as to any refund. EXAMPLES: The basis of the calculation is equal to one thirtieth of the monthly contribution. The financial contribution will then be calculated by multiplying the number of days in the incomplete month(s) by 1/30 of the monthly unit cost. Expected mobility: from 01/10 to 31/03 >> 180 days Monthly contribution= €230.00/month (EU contribution) 6-month contribution= 30x6= 180 days Resulting financial contribution (230/30) x180 days= € 1,380.00 Financial contribution paid= € 1,380.00 Actual period spent abroad: 01/10 - 31/03 that matches with the one originally set >> no refund request Expected mobility: from 01/10 to 31/03 Actual period spent abroad: 01/10 - 20/03 >> 170 days That is: 30 days x 5 full months (Oct/Nov/Dec/Jan/Feb) + 20 days in March total days = (5 x 30) = 150 days + 20 days = 170 Resulting financial contribution (230.00 / 30x170) = €1,303.00 Financial contribution paid= € 1,380.00 Actual period spent abroad: less than the one originally set >> partial refund request >> (€ 1,380.00 - € 1,303.00) = € 77.00
Grant data	Students receive their contribution via a SINGLE bank transfer on a current account they are either holder or co-holder of. Therefore, they must provide the IRO with complete bank details. The <i>Grant data</i> form is available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionale/erasmus/modulistica-studenti-erasmus and must be sent to erasmus@uninsubria.it
Number of months completed less than the one specified in the Financial Agreement	Students who accept the mobility and leave for a number of months lower than the one specified in the Financial Agreement, must: - inform the IRO, sending an email to erasmus@uninsubria.it so that we can update both the Financial Agreement and the amount of the contribution - guarantee a minimum mobility period of three months
Withdrawal	Students who accept the mobility and later decide to withdraw without a valid and documented reason: - might not be readmitted for the Call in progress - may incur in the penalties specified in the Call The place left CANNOT BE REASSIGNED.

**DOCUMENTS to
take abroad**

Before leaving for the mobility, students shall prepare the documents that follow:

MANDATORY

- valid ID document (double-check asap!)
- national health service card
- credit/debit card valid abroad (double-check with your bank/post office)
- copy of your LA
- copy of the *Copertura assicurativa/Confirmation of insurance*, available here <https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus>

OPTIONAL

- driving license
- certificates required by the host University (Erasmus+ assignment, ...) issued by the Office

FAQ: during the mobility

STATEMENT PERIOD form, Arrival

Upon arrival at the host University, students must fill and send the Statement period form:

- print the form, available on our website at the page <https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus>
- fill in the upper part (ARRIVAL section) with their data (name and last name, name of the host University, Erasmus code of the host University)
- bring the form to the office specified by the colleagues of the host University, during its opening days/time
- ask the office/colleague to fill in the first section of the document, ARRIVAL (arrival date/name and position of the signee, signature, stamp)
- transmit the official start date of your mobility by sending a LEGIBLE scan/pic of the form to the email address erasmus@uninsubria.it

Students shall keep the original form as they shall:

- submit it again to the host University's office at the end of the mobility for signature/stamp
- return it to the International Relations Office within 15 days after their arrival in Italy

Contribution's transfer

Student will receive a one-time transfer on the bank account specified in the Grant data form.

Upon arrival at the host University, students must fill and send the *Statement period form* which:

- certifies the actual start date of the mobility
- activates the contribution's payment procedure

- print the form, available on our website at the page <https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus>
- fill in the upper part (ARRIVAL section) with their data (name and last name, name of the host University, Erasmus code of the host University)
- bring the form to the office specified by the colleagues of the host University, during its opening days/time
- ask the office/colleague to fill in the first section of the document, ARRIVAL (arrival date/name and position of the signee, signature, stamp)
- transmit the official start date of your mobility by sending a LEGIBLE scan/pic of the form to the email address erasmus@uninsubria.it

Students shall keep the original form as they shall:

- submit it again to the host University's office at the end of the mobility for signature/stamp
- return it to the International Relations Office within 15 days after their arrival in Italy

	The office will order the payment within 120 days from the receipt of the <i>Statement period form</i> → without the Statement period form no payment will be made IMPORTANT: contributions are generally not transferred in August, December and January. Students shall therefore independently provide for their sustenance during the first few weeks.
CHANGES to the LA	If necessary, during the mobility (possibly WITHIN one month from the beginning of the semester at the host University) students can modify their LA provided that any changes are always discussed and agreed, via e-mail, with both the local and the host coordinators. The <i>Learning Agreement changes</i> form, available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus duly filled in and with the 3 signatures: student/local departmental coordinator/host coordinator, shall be sent to erasmus@uninsubria.it
LA changes... can I choose exams that are not yet included in my study plan?	Changing your Learning Agreement DOES NOT mean that you modify your study plan at the same time. If your LA contains subjects that were not present in the original study plan, in order not to “lose” an exam successfully taken abroad: you need to follow provisions and deadlines set by the Students Office. As a general rule, a study plan can be modified AFTER the mobility, once you submit the ToR and the recognition form.
LA changes... mere correspondence of exams at Insubria (same exam at the host University, different exam's name at the home University)	Students who change the correspondence of an exam (same exam at the host University, different name at the home University) need to fill in the <i>Learning Agreement changes</i> form, available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus specifying in the deleted_subject_column the “old” name and the new correspondence in the added_subject column, i.e. the name of the course that they will ask for recognition once back from the mobility. The form, duly filled in and with the 3 signatures: student/local departmental coordinator/host coordinator, shall be sent to erasmus@uninsubria.it
LA changes... I need to delete an exam	Students can decide to delete an exam, to do so they need to fill in the <i>Learning Agreement changes</i> form, available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus specifying in the deleted_subject_column the name of the exam they will no longer take. The form, duly filled in and with the 3 signatures: student/local departmental coordinator/host coordinator, shall be sent to erasmus@uninsubria.it
Extension of the mobility	Students can request ONE extension of the mobility to: - take further exams, in addition to the ones already listed in the LA or LA changes forms As classes usually end in June/July the extension is not meant to stay at the host university to take further exams in September >>

	if the host University allows students to do so, they can go back in September specifically for this purpose, in this case please inform us sending an email to erasmus@uninsubria.it - do stage/lab/thesis research activities, ONLY if such activities are included in the study plan and will be recognized (CREDITS), the request must therefore be accompanied with all the necessary attachments (e.g. for stages). To extend a mobility for less than 30 days, students simply need to send an email to erasmus@uninsubria.it To extend a mobility for more than 30 days, students must obtain the local coordinator's acceptance and fill in the: - <i>Request for Extension of the Erasmus Period</i> form - <i>Learning Agreement changes</i> form available online https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus and send both, with the 3 signatures required (student, local coordinator and host coordinator), to erasmus@uninsubria.it at least 30 gg prior to the end of the mobility as stated in the Financial Agreement. The overall mobility period (initial period + additional months requested) must not exceed 12 months and must end within the date stated in the Call. The extension of the Erasmus+ mobility period will NOT be financed with a further contribution. Students will keep the insurance coverage and all the didactic activities successfully carried during the extension will be validated, as per the <i>Learning Agreement changes</i> form.
INSURANCE	All students regularly enrolled at the University of Insubria are covered against accidents, both in Italy and abroad, either for study reasons or during recreative and sport activities (Erasmus+ mobilities included). The document (in Italian and English) <i>Copertura assicurativa/Confirmation of insurance</i> is available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus If necessary, students can download and send it to the host University.
Health care abroad... what to do?	To be entitled to health care abroad, students must show the CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD issued by their Region where they reside. For the Lombardy Region: www.crs.lombardia.it/ The CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD works as a European health insurance card (TEAM) and guarantees the necessary health care when temporary residing in countries inside the European Union, Norway, Iceland, Liechtenstein and Switzerland. For the reimbursement of health costs, students need to: - turn, when possible, to a public structure or to the structure that manages the service in the host Country (in Italy a service

	might be provided by the public service but the host country might provide it privately, and vice versa) - bring and show the CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD and ask for an invoice (or an equivalent document issued in the host Country) deliver -once back- invoices and receipts to the Healthcare district office they belong and ask for a refund (each health district has its own, for Varese refer to: http://www.asl.varese.it/distretti-socio-sanitari#main for Como, refer to: http://www.asl.como.it/index.php/il-nostro-territorio.html) The Healthcare district office will determine the opportunity as well as the extent of the reimbursement. DO NOT FORGET TO: - carry the CARTA REGIONALE DEI SERVIZI / REGIONAL SERVICE CARD with you always - ask and keep the invoice/receipt in case of direct payment (private services) Students take full care of the procedure, no papers need to be delivered to the Office or to the home University. ATTENTION: some Countries (e.g. United Kingdom and Ireland) require a supplementary health insurance, we suggest students verify this before departure.
Injuries... what to do?	All students regularly enrolled at the University of Insubria are covered against accidents, both in Italy and abroad, either for study reasons or during recreative and sport activities (Erasmus+ mobilities included). The document (in Italian and English) <i>Copertura assicurativa/Confirmation of insurance</i> is available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionaleerasmus/modulistica-studenti-erasmus If necessary, students can download and send it to the host University. Students are covered against accidents suffered during their staying in the University building or elsewhere, even outside the University -in Italy or abroad- such as enterprises, industrial or research laboratories where they might stay for various reasons (study, visits, experiments, transfers, university activities) provided they are authorized by the competent academic authorities. Students are NOT covered by the insurance for events different from the above-mentioned (evenings out, trips, personal transfers, and so on) which are therefore NOT refundable. The IRO does NOT take care of the complaints, students must contact the reference structure of their degree courses (Department/School of Medicine). For further information as to the procedure, the forms and the list of facilities to contact, please refer to http://www4.uninsubria.it/on-line/home/naviga-per-profilo/studente/coperturaassicurativa/articolo1759.html

FAQ: after the mobility



STATEMENT PERIOD form, Departure	Before departure, students shall bring the form <i>Attestazione periodo/Statement period form</i> (previously filled in the section Arrival) to the colleagues at the host University, asking them to fill in the second section of the document, DEPARTURE (end date/name and position of the signee, signature, stamp). IMPORTANT: within 15 days from their arrival in Italy student will deliver the original paper to the International Relations Office.
Early termination of the mobility, I have not completed the mobility period as per the financial agreement... do I have to return the contribution?	Students communicate an early termination of their mobility to erasmus@uninsubria.it As specified by the European Commission, the minimum duration of the Erasmus+ Study mobility is 2 months. Students who: • end the experience abroad before these 60 days, lose the Erasmus+ student's status, must return the whole contribution and are NOT entitled to the exams' recognition (unless they justify the event with a valid reason) • do not complete the mobility according to the period specified in their financial agreement, must return the difference Within 15 days from their arrival in Italy student will deliver the original <i>Attestazione periodo/statement period form</i> to the International Relations Office. The form certifies the official duration of the mobility and the IRO will confirm and/or recalculate the financial contribution (and request for a total or partial refund, when needed).
RECOGNITION for activities carried out abroad	Students can ask for the recognition of the activities carried out abroad, provided that they have been previously and correctly listed in their LA (or any LA changes form) and that they have been successfully taken (and therefore listed in the Transcript of Records issued by the partner university at the end of the mobility).
TRANSCRIPT OF RECORDS	Following its own procedures and timing, the host University issues and sends the Transcript of Records directly to the student's address (who will forward the document to the IRO), or to the Office (that forwards it to the student).
The ToR is incomplete or incorrect..	Students must contact the International Relations Office of the host Institution, asking them to double-check, correct and resend the document.
RECOGNITION of the activities carried out abroad	If their ToR is incomplete or incorrect, students must contact the International Relations Office of the host Institution, asking them to double-check, correct and resend the document. If the ToR is complete/correct:

	1. students fill in the <i>Recognition form</i>, available here https://www.uninsubria.it/la-didattica/mobilit%C3%A0-internazionale/erasmus/modulistica-studenti-erasmus and send it to erasmus@uninsubria.it Provided they achieve the minimum number of credits (20/term at the host University), students are not required to accept a low grade and may retake the exam at our University Only exams listed in the ToR* as successfully PASSED will be taken into consideration The word form (rows can be added/deleted as needed) must be: • typewritten and sent as a word file • sent to erasmus@uninsubria.it together with any and all the attachments (e.g. language courses, internship papers, ...) but does not require the students' handwritten signature 2. the office double-checks the recognition form's contents and forwards it both to the local Erasmus+ departmental coordinator and to the student, together with all the useful documents (original LA, LA changes, ToR, extension request for extension, internship papers, language certificates, ...) 3. we suggest the local Erasmus+ departmental coordinator and the student should meet in order to comment on the mobility experience and define the Italian marks (that may go from 18/30 to 30L/30); "ECTS Credits" correspond to Italian credits (1 credit = 25 hours) This interview has a double purpose: to illustrate the activities carried out and to determine the marks thus to avoid subsequent recriminations 4. the local Erasmus+ departmental coordinator sends back the form to the Office that forwards it formally to the competent Students Office 5. the Students Office updates the booklet **In case of: ACTIVITIES listed as PASSED in the ToR issued by the host University • students are allowed to ask for the recognition of the ones regularly listed in the original LA (or in the LA changes form) • students are not allowed to ask for the recognition of the ones NOT listed in the original LA (or in the LA changes form) ACTIVITIES listed as NOT PASSED in the ToR issued by the host University • students are not allowed to ask for any recognition ONCE THE BOOKLET IS UPDATED, IT WILL NOT BE POSSIBLE TO ASK FOR CHANGES AND/OR ADDITIONS. The recognized activities will contribute to the calculation of the average marks and credits, as well as the exams passed in Italy. IMPORTANT: the mobility program is funded by the European Commission that strictly prohibits partial recognitions (individual topics within a course) and the consequent impossibility of taking partial/complementary exams at the home Institution.
MINIMUM number of credits to obtain abroad	The ToR, issued by the partner university at the end of the mobility, officially certifies the number of credits obtained by the student (for activities listed in the Learning Agreement). During their mobility students must carry out at the host University activities (exams, and/or internship activities) for the minimum number of credits required:

	• 20 CFU for 3 to 6-month mobilities e.g. credits earned: 15 → minimum not reached • 40 CFU for 6 to 12-month mobilities, the minimum is reached considering the overall credits earned e.g. credits earned in the first semester: 25 + credits gained in the second semester: 15, for an overall amount of 40 → minimum reached otherwise they will return part of the contribution received.
The local Erasmus+ Departmental Coordinator has filled and signed my recognition form... what's next?	The local Erasmus+ departmental coordinator fills in and signs the form then sends it back to erasmus@uninsubria.it; the Office forwards it formally to the competent Students Office that soon updates the booklet. ONCE THE ACADEMIC CAREER IS UPDATED, IT WILL NOT BE POSSIBLE TO ASK FOR CHANGES AND/OR ADDITIONS. The recognized activities will contribute to the calculation of the average marks and credits, as well as the exams passed in Italy.
PARTICIPANT REPORT	The Participant Report is the final step of the students' experience abroad. At the end of their mobility, students receive directly from the European Commission an email containing the personalized link to the report. The participant report is mandatory, students who do not take it shall return the full amount of the contribution. IMPORTANT: this email might end up in the spam directory, once back from the mobility, please (often!) double-check the email box, spam folder included.
ESN, Erasmus Student Network	Erasmus Student Network (ESN) is a non-profit international student organisation founded in 1990 by former mobility students on the initiative of the Erasmus Bureau of the European Community. Its mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students. The sections provide support both to incoming and outgoing students. The volunteers are largely students with a former international exchange experience or students about to leave for a mobility, who enjoyed/will enjoy a mobility in countries with a cultural and social background very different from their own. Once back from your mobility ... join the ESN section of the University of Insubria! For further information please contact insubria@esn.it