



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

2023/2024 ERASMUS+

GUIDE FOR SELECTED STUDENTS FOR EXTRA-EU INSTITUTIONS¹

Italian version conditionally issued with Management Order 3948/2023 Prot. n. 176230 dated 29/06/2023

LANGUAGE

This English version is for publicity purposes only. For resolving any dispute and for all legal purposes only the Italian version is valid

¹ Extra- EU institutions are considered those in the following countries: Albania, Argentina, Bosnia and Herzegovina, Botswana, Georgia, Ghana, Jordan, Iran, Lebanon, Tanzania

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GENERAL INFORMATION AND CHECKLIST

Once the Erasmus+ exchange place has been won and confirmed, a number of steps must be taken involving the host University, the competent offices at the University of Bologna's AFORM - Education and PhD Programmes Division and your own Degree Programme. Below are the steps to be taken, in chronological order.

Please note that all fulfilments, except those relating to the application procedure at the host University, must be carried out using the Unibo on-line portal AlmaRM <https://almarm.unibo.it>

Below is a short CHECK LIST of things to do before leaving, while abroad and after returning. Details for each section are provided in the next sections of the Guide.

BEFORE LEAVING

1. Register with your host university i.e., complete the “**Application Procedures**”
2. Draft your **Learning Agreement** and get the approval for it from your Degree Programme Board (DPB) (*Consiglio di Corso di studio*)
3. Sign and upload your **Mobility Agreement** to the AlmaRM portal
4. Renew your enrolment at the University of Bologna for the **2023/2024 academic year**
5. Fulfil **Visa and health insurance** requirements

WHILE ABROAD

6. Upload your **Certificate of dates, with the date when the mobility starts** (Part 1 of the document signed and stamped by the host University) to AlmaRM.
7. Upload your **Learning Agreement**, signed by you, UNIBO and the host University
8. If necessary, **amend your Learning Agreement** via AlmaRM
9. You can request **an extension of your study period**, if necessary.
10. Complete the **participant report** (EU Survey)
11. When the study period ends, **have the end date certified** (Part 2 of the document signed and stamped by the host University)
12. Request the **Transcript of Records** (certification of the activities completed) from the host University

AFTER RETURNING

13. Upload your **Certificate of dates, with the date when the mobility ends** (Part 1 and Part 2 of the document must be duly filled in) to AlmaRM.
14. Submit your **request for recognition** of the exams and/or other activities completed abroad according to the guidelines published on AlmaRM.

IF YOU WITHDRAW

If you decide to withdraw from the mobility programme after acceptance, you must communicate this via AlmaRM: see **OUTGOING MOBILITY** and click on the **Withdraw** button.

This should be done as soon as possible in order to give the next student in the ranking list the opportunity to take advantage of your exchange place.

VISAS AND HEALTH INSURANCE

VISA

In order to stay in a non-EU country for study reasons, **all students enrolled at the University of Bologna** must comply with the regulations established by the host country regarding visas and residence permits linked to the study activities.

Depending on your citizenship and the bilateral agreements between the host country and the home country, you must follow one of the two procedures described below:

a) Apply for a study visa before starting the mobility period. In this case, the study visa must be requested from the competent consular representations of the host country according to your citizenship and residence, and according to the times and terms established by consular representations. You must attach to the visa application various documents, among which the following are generally required: valid passport, original invitation letter from the host University, health insurance covering the entire stay, travel reservation. In some cases, the Certificate of Criminal Records and the Certificate of Pending Charges and some medical tests may also be required.

b) Apply for a study visa and/or residence permit for study purposes immediately after arriving in the host country. In this case, you must register your presence in the host country with the competent authorities (e.g. Police, Immigration Offices, etc.) within the allotted time. Also in this case, you may be asked for a list of documents to be presented, generally including: passport, certificate of registration at the host University, health insurance covering the entire stay, travel reservation and/or any further documents to be presented in Italy or in the country

of origin before leaving (such as the Criminal Record Certificate and the Certificate of Pending Charges or any medical tests).

In both cases, you must check the complete list of documents to be presented together with the host University and the competent authorities before leaving. It must be prepared well in advance and presented according to the times and procedures established by the competent authorities in such a way as to respect the starting date of the mobility and the regular registration in the host country.

Since the access rules change for each country, students (both with EU and non-EU citizenship) are advised to contact the host country's Embassy and/or Consulate well in advance in order to obtain updated information in relation to **visa and health insurance**.

If necessary and within the scope of its competence, AFORM – Education and PhD Programmes Division will provide due support to ensure that the student correctly obtains a visa and/or residence permit.

HEALTH INSURANCE

The Italian national health insurance does not provide health coverage in non-EU countries. Therefore, students must buy a special health coverage that is valid in the host country and for the entire duration of the mobility period. Health coverage is generally required from the moment of the presentation of the Study Visa Application and/or registration for study reasons at the Immigration Offices of the host country, and must be activated according to the instructions provided by the competent consulate for the host country or by the competent authorities at the host country.

PLEASE NOTE

VISA and health insurance fees, along with other costs related to the entrance to the host country, will not be covered by the University of Bologna.

We suggest students with non-EU citizenship who need the release/renewal of their **Italian permit of stay** to start well in advance the procedure before leaving for the Erasmus destination: some universities ask for a copy of the valid permit of stay already during the application phase and the procedure for the permit of stay release/renewal can last several months.

All students are advised to check the validity of their **passport** and, in case of an expiring document, to promptly start the request for renewal or the issuance of a new passport, if they do not have one.

BEFORE LEAVING

1. Prepare and submit your Application

The Mobility Office of AFORM – Education and PhD Programmes Division takes care of transmitting the names and e-mail contact of the students who are awarded an Erasmus exchange place. This step is called **Nomination**: it is the official message containing the list of the selected students sent by the University of Bologna to the host universities.

After the Nomination step, you can prepare and deliver your application in accordance with the timing and procedures demanded by the host University.

You will be supported in the preparation of your Application by the Mobility Office of AFORM – Education and PhD Programmes Division. However, it is your responsibility to complete all procedures that are required by the host University, and respect the related deadlines. Please note that any omissions and/or delays in submitting the documents may determine the rejection of the application by the host University.

Below are the documents that the host University may require during the Application procedure:

- Application form
- Transcript of Records (this is the certificate of the exams you have passed; it can be downloaded from the “Student on line” page available on Unibo portal)
- Learning Agreement (the official study plan to be completed abroad). The host University may require the submission of its own Learning Agreement model. In this case you have to remember that this model does not replace the Learning Agreement that must be presented via AlmaRM to your Degree Programme Board (*Consiglio di Corso di studio*). In case the host University does not require a specific model, you must use the model retrievable from AlmaRM.
- Language certificates
- Accommodation demand

Some Universities set minimum requirements of language proficiency, which are specified in the call for proposal.

Finally, it is worth emphasizing that the Erasmus+ grant is assigned to selected students upon their admission to the foreign partner institution.

2. Learning Agreement approval

The Learning Agreement (LA) is the official study plan to be completed abroad, including courses or dissertation preparation. The approval process is carried out on-line via AlmaRM, as follows:

1. **SUBMISSION OF THE LEARNING AGREEMENT**: At the time of submission, you must have already consulted the Coordinator of your Degree programme regarding your LA and you must enter any indications received regarding the equivalence of credits and teaching activities in the “*Note*” field.
2. **VALIDATION BY THE TEACHER RESPONSIBLE FOR THE EXCHANGE**: The teacher responsible for the Extra-EU exchange may not be a teacher of your Degree Programme. For this reason, in the “*Note*” field you shall state what has been agreed with the Coordinator of your Degree

Programme. If you fail to do so, the teacher responsible for the Extra-EU exchange may NOT validate the LA.

3. APPROVAL BY THE RELEVANT DEGREE PROGRAMME BOARD

It takes a long time to prepare the LA, so start immediately! For further information, consult the instructions downloadable from the Learning Agreement section of AlmaRM.

Please note

The Learning Agreement does not replace the individual study plan which must be submitted according to the deadlines set by your Degree Programme. Check the specific deadline with the competent office.

<https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>

3. Upload the Mobility Agreement

The mobility agreement governs the principal rights/duties of Erasmus+ students during the mobility period.

All students must read, complete, print and sign the mobility agreement BEFORE LEAVING. When completing the form, you will be asked to enter the details of the bank account into which the grant will be paid (you must be the holder or co-holder of the account).

Upload only one pdf file (max 2 Mb) consisting of a completed and signed "Mobility Agreement" to your AlmaRM homepage. Signing your Mobility Agreement implies the acceptance of the LA approved by your Degree Programme Board.

Please note: you will be able to sign the mobility agreement only after your approved Learning Agreement (.pdf version) has been uploaded onto your AlmaRM homepage by the relevant office.

Please note that:

1) Those who have not concluded a previous Erasmus+ period, if any, will not be able to sign the new contract before closing it.

2) After submitting the mobility agreement and its registration by the offices, the "Arrival communication" step in AlmaRM will be enabled and the Certificate of Dates form can be printed to be used on arrival at the host University.

4. Renew your enrolment at UNIBO for a.y. 2023/2024

Mobility students are exempt from paying the tuition fees of the host University; however, they have to pay fees at the home University. For this reason, students are required to renew their enrolment at UNIBO for the 2023/2024 academic year by the set deadlines.

WHILE ABROAD

1. Certificate of dates - ARRIVAL

Once you have arrived at the host University, **you must have the start date of your study (date of registration at the host University) certified WITHIN THE FIRST WEEK.**

What you have to do:

- Have the START DATE OF THE STUDY PERIOD certified by the International Relations Offices of the host University on the Certificate of Dates form which can be downloaded from the "ARRIVAL COMMUNICATION" section of AlmaRM. Get PART 1 of the Certificate of Dates completed.
- Upload the Certificate of Dates in pdf format to AlmaRM.

Please note: Uploading the certificate starts the payment procedure of the study grant. You have to check that the date certified by the host University is correct, as this date will be considered to calculate the actual period and thus the amount of the grant. Students are responsible to have the date immediately amended in case the arrival date is incorrect, before uploading the certificate on AlmaRM. **NO CHANGES AND/OR CORRECTIONS ARE POSSIBLE AFTER THE CERTIFICATE HAS BEEN UPLOADED.**

PLEASE NOTE: Erasmus+ funding is calculated according to the actual start and end dates of the study period!

2. Upload the Learning Agreement signed by host University

If no amendment is necessary, print the Learning Agreement approved by your Degree Programme Board from AlmaRM, sign it and get the host University signature. When all signatures are collected, upload the document to AlmaRM in pdf format.

Please note: Should you need to amend your Learning Agreement, please request the host University to sign the amended Learning Agreement ONLY AFTER it has been approved by your Degree Programme Board. The form to upload, approved by both universities and signed by the student, is only the form that can be retrieved from AlmaRM.

3. Amending the Learning Agreement

During the mobility period it is possible to modify the Learning Agreement no more than twice: the procedure to follow is that used to submit the original L.A., i.e.:

1. SUBMISSION OF THE LEARNING AGREEMENT
2. VALIDATION OF THE LEARNING AGREEMENT BY THE TEACHER RESPONSIBLE FOR THE EXCHANGE
3. APPROVAL OF THE LEARNING AGREEMENT BY THE CHAIR OF THE DEGREE PROGRAMME BOARD
4. APPROVAL OF THE LEARNING AGREEMENT BY THE HOST UNIVERSITY

You are strongly urged to submit requests to amend the Learning Agreement at least within 5 weeks from the start of the courses at the host University. The Degree Programme Board engages to approve (or notify non-approval of) the amendment to the Learning Agreement within two weeks from the student request.

Please note: Changes to the Learning Agreement are to be considered exceptional and, generally, one change per exchange semester is permitted. This means that, generally, two changes are permitted only for exchange periods longer than one semester. When changing the LA, more than one change can be requested.

The deadlines set by your own Degree Programme must be verified by contacting the competent offices. **Check the specific deadline with the competent office.**

<https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>

4. Request of extension

For Extra-EU institutions, it is possible to extend the study period abroad solely and exclusively for the purpose of completing activities envisaged in the last approved Learning Agreement. On the other hand, it is not permitted to request an extension in order to carry out new activities, nor is it permitted to request an extension in order to attend an additional semester at the host University.

What do you need to do to properly request an extension?

- request the authorization for the extension from the host University by getting the signature of the "Request for Extension" form, which can be downloaded from AlmaRM, in the REQUEST FOR EXTENSION section; please note that the extension is requested regardless of its funding
- upload the completed and signed document in pdf format to AlmaRM

Please note: extensions undertaken without prior authorization cannot be financed under any circumstances; however, they will be included in the calculation of the 12/24 months in total of mobility period that the students can benefit from per study cycle according to the Erasmus+ rules.

When must the extension be requested?

No later than one month before the official end date.

Is the extension funded?

The extension is not automatically financed or fundable. The request for an extension and its authorisation or refusal is exclusively related to the educational aspects of the extension and not to its funding.

Any funding to cover the extension period will be confirmed to the student at the time of the calculation of any balance or repayment of the Individual Support Grant (see Fund section).

PLEASE NOTE:

1) The request for an extension may be refused on administrative grounds:

- in the event that the number of total months exceeds the limit of 12/24 months allowed by the programme (for students who have benefited from another Erasmus mobility scheme in the same study cycle)
- in the case of not uploading in AlmaRM the request for extension at least one month prior to the initially foreseen end date of the period.

2) The Erasmus+ Extra-EU period must in any case end no later than 31 July 2024.

5. Participant Report – EU SURVEY

The Participant Report (EU Survey) is an online survey that will be automatically e-mailed to institutional email address of the student. The survey will be sent out by the institutional email of the European Commission (replies-will-be-discarded@ec.europa.eu); the subject of the email is "Erasmus+ individual participant report request". In case of not filling in the survey, the Erasmus+ grant may be withdrew.

The student will receive the request one month before the official end of the mobility period; the survey must be filled in within 15 days from the receipt.

6. Certificate of dates – end of period

At the end of the mobility period, **the end date of the period must be certified.**

What you have to do:

- Have the END DATE OF THE STUDY PERIOD certified by the International Relations Offices of the host University on the **Certificate of Dates** form which can be downloaded from the "ATTENDANCE COMMUNICATION" section of AlmaRM. Get PART 2 of the Certificate of Dates completed.
- Upload the Certificate of Dates, duly filled in and signed by the host University, in pdf format to AlmaRM. All parts of the Certificate of Dates must be completed (start and end dates, certified by the host University).

You must check that the date certified by the host University is correct, as this date will be considered to calculate the actual period and thus the amount of the grant. Students are responsible to have the

date immediately amended in case the departure date is incorrect, before uploading the certificate on AlmaRM. **NO CHANGES AND/OR CORRECTIONS ARE POSSIBLE AFTER THE CERTIFICATE HAS BEEN UPLOADED.**

PLEASE NOTE: Erasmus+ funding is calculated according to the actual start and end dates of the study period. The Erasmus+ programme does, however, provide for flexibility of up to five days: this means that if you return 1 to 5 days before the end of the exchange, the mobility period will be fully funded, i.e.:

- Expected duration of your mobility period: 6 months
- Start day of your mobility as stated in the Certificate of dates – arrival 01/11/2023
- End day of your mobility as stated in the Certificate of dates – end date: 25/04/2024
- Actual duration of your mobility: 5 months and 25 days (175 days)
- Financed duration of your mobility: 6 months (180 days)

7. Transcript of Records

At the end of your exchange period, you have to enquire the international relations offices of the host University about the **Transcript of Records - ToR** (a certificate stating the learning activities completed by you, together with the related credits and grades). The ToR is needed to obtain **recognition of the activities** stated in the Learning Agreement. Many host universities send the ToR directly to students, or to the Mobility Office of UNIBO, after a few weeks. In the latter case, you will be informed by email. In both cases, you are responsible for **requesting** the issue of the ToR to avoid delays in the recognition of your credits.

Please note: A document attesting to the activity carried out is also required for dissertation preparation activity. This document may be a declaration on headed paper written and signed by the academic tutor of the host University, containing the description and the evaluation of the activity performed by the student.

UPON YOUR RETURN

Within 15 DAYS from the end date of the mobility period AND, IN ANY CASE, NO LATER THAN 8 AUGUST 2024, YOU MUST:

- upload to AlmaRM the Certificate of Dates with the END DATE OF THE STUDY PERIOD certified by the International Relations Offices of the host University in the section ATTENDANCE COMMUNICATION.
- The Participant Report (EU SURVEY) have to be finalised already (refer to point 5 in the above section)

- Submit travel documents in original (boarding passes, ship/train/bus tickets) of both outward and return journey to the Mobility Office of the Education and PhD Programmes Division or by mail.

PLEASE NOTE: it is recommended to keep the Certificate of Dates in original since the Student Administration Office may request it in order to proceed to the recognition of the activities completed abroad.

RECOGNITION

Your Degree Programme Board is responsible for recognising the activities completed abroad. For information and/or support, check:

<https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/international-mobility-offices-contacts>

To request the recognition of the activities completed abroad:

- upload the **Transcript of Records** (or the certificate confirming dissertation activity) issued by the host University to the relevant section of AlmaRM and validated by the competent office identified above (upon submission of the original version)
- submit the **request for recognition** via AlmaRM, by 15th of September, 2024, at the latest, unless a specific deadline is set by the Degree Programme

PLEASE NOTE:

1) The recognition by the student's own Degree Programme is essential either to update the academic career or to maintain the financial contributions, which will be revoked in case the recognition is not done.

2) The recognition must be requested also for dissertation activity.

FUND

TIMING AND AMOUNT OF THE ERASMUS+ EXTRA-EU CONTRIBUTION

The Erasmus+ Extra-EU grant is made up of two European Union contributions: Individual Support and Travel.

INDIVIDUAL SUPPORT

Individual support consists of a contribution to the expenses generated by a mobility abroad for board, lodging, local transport and any other personal and/or academic expenses (books, lectures, etc.) that arise during the stay at the host University.

Individual support is transferred directly to the student and is due to the student on the basis of the actual duration of the stay at the host University.

Amount: 700 € per month regardless of the destination country.

Payment procedure:

Payment may ONLY be made by crediting a bank or postal account (you must be the holder or joint holder) or a prepaid card with an IBAN code. Prepaid cards must allow credit of an amount equal to that of the grant. It is your responsibility to check with your bank what the amount limit is for credits by bank transfer. If the grant exceeds this limit, the payment cannot be successful.

Postal savings books are not accepted because, although they have an IBAN, they cannot receive credit transfers. Bank details must be included in the Mobility Agreement which you must submit before departure to the Mobility Office of the Education and PhD Programmes Division (see point 3 of the BEFORE LEAVING section).

Please note: Please ensure you provide the correct IBAN (both the code and the name of the account holder). If incorrect, any bank charges for unsuccessful transactions will be charged directly to you.

How the payment is made and timing: the payment of the Individual Support is made in one instalment comprising all months foreseen by the exchange. The total amount is calculated multiplying the total number of months established as per Article 2.3 of the Mobility Agreement with the monthly amount as per Article 3.1 of the Mobility Agreement.

The payment will be executed after the upload of the Certificate of Dates (duly filled in and signed) to AlmaRM and according to the below timing:

The timing of payment depends on the uploading of the certificate of mobility period on AlmaRM according to the following dates:

- by August 4, 2023: payment value date August 31, 2023
- by September 11, 2023: payment value date September 29, 2023
- by October 10, 2023: payment value date October 31, 2023
- by November 12, 2023: payment value date November 30, 2023
- by January 11, 2024: payment value date January 31, 2024
- by February 11, 2024: payment value date February 29, 2024
- by March 11, 2024: payment value date March 29, 2024
- by April 9, 2024: payment value date April 30, 2024
- by May 12, 2024: payment value date May 31, 2024
- by June 11, 2024: payment value date June 28, 2024
- by July 9, 2024: payment value date July 31, 2024

Please note: due to the summer break and the year-end financial close, in August and January payment procedures may be delayed. During December all payments are suspended.

Balance and refund: at the end of the exchange, the Mobility Office of the Education and PhD Programmes Division will calculate any balance or refund amount due based on the actual period spent abroad, as stated by the dates indicated on the Certificate of Dates.

You may receive a balance in case you have obtained an extension that can be covered by a contribution.

You will have to return:

- a part of the Individual Support, if you have come back before the end of the exchange period (unless you have come back within 5 days before the end)
- the whole Individual Support and the travel contribution, if either the Mobility Agreement has not been respected (all requested documents have not been submitted; the minimum period abroad has not been carried out; activities have not been recognized, etc.) or if you fail to comply with the access requirements to the exchange place or to the contributions as set in the call for proposals.

How is the total Individual Support calculated: Erasmus+ funding is calculated on the actual period spent abroad between the start date and the end date indicated on the Certificate of Dates.

The duration is calculated according to the commercial year of 360 days; therefore, each month, regardless of its duration, is considered to be 30 days.

If the mobility period does not correspond to a full number of months, the contribution will be calculated by multiplying the number of days in the incomplete month(s) by 1/30 of the monthly unit amount. The monthly amount for extra-EU destinations is always €700.00.

Please find below some examples of calculation:

1. Mobility from 01 October 2023 to 31 March 2024

Calculation: 30 dd * 6 full months (October - November - December - January - February - March) Total days = 6 * 30 = 180 dd $700.00 / 30 * 180 = € 4,200.00$

2. Mobility from 16 October 2023 to 02 March 2024

Calculation: 15 dd (from 16 October to 30 October) + 30 dd * 4 full months (November - December - January - February) + 2 dd in March

Total days = 15 + (30 * 4) + 2 = 137 dd

$700.00 / 30 * 137 = € 3,196.6$

3. Mobility from 01 October 2023 to 02 March 2024

Calculation: 30 dd * 5 full months (October - November - December - January - February) + 2 dd in March Total days = (30 * 5) + 2 = 152 dd

$700.00 / 30 * 152 = € 3,546.6$

The below cases may thus occur:

1. Returning early with respect to the planned duration of the mobility: the total amount of the contribution will be recalculated on the basis of the actual duration of the mobility, therefore the amount not due will have to be returned to the University.
2. Return postponed with respect to the planned duration of mobility: any funding relating to the extra days will be determined on the basis of the actual number of days certified and may be paid only if the request for extension and the relative availability of funds are received. Please note that the authorisation for extension requests is valid in terms of education but do not imply the automatic payment of the corresponding funding.

PLEASE NOTE: 1) The minimum period abroad equals 60 days; if this requirement is not fulfilled, the entire grant have to be returned. 2) Funding is also linked to studies and/or activities carried out abroad and to obtaining recognition of these by the Degree Programme. This means that students who do not complete any study activities with satisfactory results, and therefore do not obtain any recognition by their Degree Programme Board, will have to return the entire amount of the funding received.

When requested, if you fail to return the Erasmus+ grant within the payment term, your enrolment will be suspended in compliance with Art. 13 of the Student Tuition Policy issued with Rector's Decree n. 662/2018, dated 07 May 2018, published in B.U. no. 257, 15 May 2018.

TRAVEL

The travel contribution is envisaged only for destinations financed by Erasmus+ KA171 (see list below) and is due as reimbursement of the actual costs incurred by the student for the purchase of his/her travel ticket to leave Bologna and reach the host University and of his/her travel ticket to return to Bologna from the host University up to a maximum of:

- Albania: Bologna – Tirana, until € 275 (€ 320 in case of green travel)
- Bosnia and Herzegovina: Bologna – Sarajevo until € 275; Bologna – Mostar, until € 275 (€ 320 in case of green travel)
- Ghana (PhD position): Bologna – Cape Coast, until € 820
- Iran: Bologna – Shiraz, until € 530
- Israel: Bologna – Haifa, until € 360; Bologna – Beer Sheva, until € 360; Bologna – Jerusalem, until € 360
- Tanzania: Bologna – Ifakara, until € 820

The travel ticket to reach the host University and return to Bologna must be purchased by the student. The Mobility Office of the Education and PhD Programmes Division will reimburse the costs incurred as specified below.

The reimbursement will be made in **a single instalment**. This means that you will have to submit only one request for reimbursement. Should you decide to book the outward journey only and postpone

the purchase of the return journey until after departure, you can submit the request for reimbursement once you have all the documents available to request the reimbursement of both trips.

The reimbursement will be issued following the submission of the following documentation:

1. the form to request the reimbursement duly filled in and signed by you (the form will be provided by the competent offices)
2. certificate of dates – part 1 on arrival duly filled in
3. flight/train/ship/ bus reservation;
4. payment receipt clearly showing the ticket price, currency and issuance date;
5. travel document in original (train/ship/bus ticket, boarding pass) of the outward journey at least; the travel document in original of the return ticket will have to be submitted along with the final report;
6. a 2€ revenue stamp (*marca da bollo*), which is necessary when you request reimbursement exceeding 77.47€.

Only costs related to the purchase of the ticket will be reimbursed, in accordance with the principle of cost-effectiveness and respecting the below conditions:

- travel by public transport only (train, ship, bus, flight)
- travel in economy class only
- travel departing from Bologna and arriving at the host University
- travel departing from the host University and arriving in Bologna
- outward and return journeys reflecting the start and end dates of mobility certified by the host universities. Reimbursement can still be made if students travel within one week from/until the certified mobility dates.

No reimbursement will be made for travel costs incurred by taxi, own or other private means of transport, for first class or business class travel, costs of visas, residence permits, health and/or travel insurance, overnight stays, etc.

FULL GRANT REPAYMENTS

If you have already received the grant and you decide to withdraw from the Erasmus+ exchange either after your departure or return, you must refund the total amount of the grant.

Moreover, you must refund the total amount of the grant (if you already received it) if your Erasmus+ status and grant are revoked ex officio.

The request to refund the grant will be sent by email to your institutional email address (@studio.unibo.it) with the relevant information.

If you fail to return the Erasmus+ grant within the payment term, your enrolment will be suspended in compliance with Art. 13 of the Student Tuition Policy issued with Rector's Decree n. 662/2018, dated 07 May 2018, published in B.U. no. 257, 15 May 2018.

CONTACTS

Students awarded an Erasmus+ Extra-EU grant must refer to the Mobility Office of the Education and PhD Programmes Division for what concerns the submission of the Application to the host University, the management of the grant, the organisation and general supervision of the mobility, while they will have to refer to the Degree Programme Board for what concerns the educational content of the mobility period.

The contacts of the Mobility Office of the Education and PhD Programmes Division AFORM are the below:

Via Filippo Re, 4 – 40126 Bologna

Email: aform.extraeumobility@unibo.it

Virtual help desk: <https://unibo.zoom.us/j/86581817375>

Opening hours: Monday and Wednesday: 10:00 - 12:00

Tuesday and Thursday: 14:30 - 16:00

Telephone: +39 051 2099424

Opening hours: Tuesday and Friday: 10:00 – 12:00

FOR MORE INFORMATION

- **Guidelines on Learning Agreement** can be downloaded from the AlmaRM student page
- **Check the Erasmus Student Charter** here:
<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/General-information-on-Erasmus>