



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

EDUCATION
AND PHD PROGRAMME
DIVISION

OVERSEAS PROGRAM 2024/2025 Outgoing Student Guide

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

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This guide provides information on the procedures that outgoing students will need to follow before, during and upon return from their exchange. Most of the University's internal procedures and fulfillments are carried out through the [AlmaRM](#) application.

The guide may be supplemented with additional information if new provisions should be approved by the Academic Bodies.

CHECK LIST

Please remember that for the Overseas program you must:

- carry out a mobility period of at least 90 days.
- complete and apply for recognition of at least one learning activity carried out at the host university per academic period (quarter or semester). Such activities must always be attested by the host university through a certificate/transcript of records.
- In cases where final thesis research activities are permitted, it is mandatory to be in possession of a declaration from the host university which certifies the activity performed by the exchange student.

A student who fails to comply with these provisions will have his or her award status and financial aid revoked.

BEFORE DEPARTURE

- ☐ Register with the host university, i.e., complete the "Application Procedure."
- ☐ Carry out the necessary procedures for your entry into the host country (visa application, renewal of Schengen residence permit, purchase of health insurance).
- ☐ Obtain approval of the Learning Agreement from your UNIBO Degree Course.
- ☐ Sign and upload the Mobility Agreement on the AlmaRM portal.
- ☐ Renew enrollment at the University of Bologna for A.Y. 2024/2025.

DURING THE MOBILITY PERIOD

- ☐ Upload the Certificate of Period/Start of Mobility form signed and stamped by the host university to AlmaRM.
- ☐ Attend the host university's orientation days prior to the start of educational activities, if mandatory.
- ☐ Register for the minimum number of courses required by the host University for visa maintenance regulations, attend them, and pass the final exams.
- ☐ If necessary, make changes to your Learning Agreement through AlmaRM.
- ☐ Comply with the regulations of the host location and in particular with the academic calendar.
- ☐ Inform the AFORM Mobility Office and the host University in case you want to interrupt or shorten the mobility period for personal reasons and/or force majeure.
- ☐ Request the issuance of the End of Mobility Certificate signed and stamped by the host university and the "transcript of records" (or certification regarding the academic activities that you have carried out).

AT THE END OF THE MOBILITY PERIOD

- ☐ Upload the End of Mobility Certificate to AlmaRM.
- ☐ Submit the request for recognition of exams and/or other activities performed abroad.

Before Departure

1. Visa

In order to stay for study purposes in a non-EU country, you will need to comply with the regulations on study-related visas and residence permits.

Depending on your citizenship and the bilateral agreements between the country of the exchange site and the country of your citizenship, you will need to follow one of two procedures described below.

- (a) Apply for a study visa before the mobility period. In this case you will have to apply for a study visa at the Consular Representations of the country of your host university. The Consular Representation you will need to apply to is the one with jurisdiction according to your citizenship and residence. You will have to attach several documents to your visa application, among which the following are generally required: valid passport, original letter of invitation from the host university, health insurance covering your entire stay, and travel reservations. In certain cases, you may also be required to provide a Criminal Records Certificate and a Certificate of Pending Charges, and some specific medical examinations.
- (b) Apply for a study visa and/or residence permit for study purposes immediately upon arrival at the host country. In this case you will have to register your presence on the territory of the host country with the relevant Authorities (e.g. Police, Immigration Offices, etc.) within the timeframe stipulated by them. In this case too, you may be asked for several documents including generally: passport, certificate of registration at the host university, health insurance to cover your entire stay, travel reservation and any additional documentation that you will have to request in Italy or in your country before leaving (e.g. Certificate of Criminal Records and Certificate of pending charges or any medical examinations).

For both procedures, it will be your responsibility to check, with the assistance of the host university and on the websites of the relevant authorities, the complete list of documents required for visa issuance. This verification must be done well in advance so that you can submit your visa application to the Consular Representation and/or the relevant Authorities while respecting the timeframe and procedures required for visa issuance. This will enable you to meet your mobility start date and regular registration with the host country.

Since visa and entry rules can change, it is important to contact the Embassy and/or Consulate of the host country well in advance in order to obtain updated information.

If necessary and limited to the extent of its competence, AFORM's Mobility Office (hereafter Mobility Office) will provide you with due support so that you can properly obtain your visa and/or residence permit.

Please note:

- If you need to renew your Italian residence permit, start the paperwork well in advance. Some offices may require a copy of the residence permit already at the application stage and the procedures for issuance/renewal may take a long time.
- Check the validity of your passport. Promptly start the application for renewal or issuance of a new passport.
- Visa, health insurance and any other costs required for entry into the host country will not be covered by the University of Bologna

2. Health Insurance

The Italian National Health System does not provide health coverage in all non-EU countries. You must therefore take out private insurance that is valid in the host country and for the duration of the mobility period. In some cases, it is mandatory to purchase the one offered by the host university. Generally, you need to prove that you have health insurance coverage when you apply for a study visa or study registration at the host country's immigration offices. Regarding the features of health

insurance, you must follow the instructions provided by the Consulate or the relevant authorities at the host country.

In some countries you will be able to receive health care through special conventions and agreements made with non-EU countries. You can check whether a convention is in force between Italy and the country where you will carry out your mobility period on the Ministry of Health [website](#).

3. Nomination Procedure

The UNIBO Extra EU Mobility Office sends the nominations of the selected exchange students to the host universities within the deadlines and in accordance with the instructions provided by the partner institutions. Please check your institutional mailbox @studio.unibo.it regularly as you may be asked for certain information needed to send the nomination (e.g., ID information, language certificates, choice of campus/course of study, etc.).

4. Application Procedure

It is your responsibility to complete the application procedure (i.e., the application for admission to the host institution). At this stage you need to check which documents are required, deadlines, and specific requirements (language, academic, enrollment, and course access) demanded by the host university. The UNIBO Extra EU Mobility Office will assist you in preparing your application through an information meeting. If you have any questions you can contact the office by email or through the telephone or virtual counter. In some cases, the Mobility Office is also involved in the application process and must email or upload application documents to the appropriate portals of the host universities. Please note that you will be entitled to Overseas financial aid only after you have received confirmation of admission from the host university and only in the case that you will carry out the exchange period. In case the host university rejects your application for admission or cancels the mobility, you will not be able to be relocated to another exchange site.

5. Submitting the Overseas Mobility Agreement.

Once you have received your acceptance letter from your host university and have been admitted as an exchange student, you will need to print, carefully read, complete, and sign the Overseas Mobility Agreement (which you will find on your exchange page in the AlmaRM application) and then upload it back to AlmaRM **before departure**. By signing the Mobility Agreement, you are subscribing to the exchange placement and contribution and agree to comply with all the requirements of the exchange program. On your AlmaRM page you will need to upload the Agreement complete with all pages and in a single pdf file (max 2Mb). When completing it, you will be asked to indicate the details of the bank/financial institution account to which you will be credited the Overseas contribution: please note that you must be the account holder or co-holder in order to be credited with the contribution.

6. Submission of the Learning Agreement and renewal of enrollment.

In order to obtain recognition by the University of Bologna for the educational activities that you will carry out as well as for the credits that you will acquire from the partner university, you must submit a Learning Agreement (L.A.) through your exchange page on AlmaRM. The L.A. must be validated by the Overseas Academic Contact Person (Referente Didattico Overseas) and approved by your Degree Course council. You will find detailed instructions on the submission and approval of the L.A. on AlmaRM and in this guide (see the 'Steps towards the recognition of academic activities' section). Prior to departure, you will also need to enroll to the University of Bologna by paying the tuition fees. As an exchange student you are exempt from paying the host university's tuition fees.

In the case that during the selection process you have applied under the 'Carriera Futura' profile to and you will leave for the exchange as a student enrolled in a Master's Degree Course, you must pass the selections (in the case of a restricted access course) and formalize your enrollment before departure. The Master's Degree you will be enrolling in must be the same one that you specified in your application or, alternatively, another degree course which must be compatible in terms of educational objectives and curriculum. Otherwise, you will not be able to take advantage of the mobility period and will have to give up the exchange place.

7. Training on security issues and registration on the Ministry of Foreign Affairs and Cooperation “Dove siamo nel mondo” website.

The University of Bologna believes it is important for students to be aware regarding the measures to be followed during the mobility to protect their safety. To this end, prior to departure, you are required to:

- complete the online course (MOOC) “Personal Risk Reduction in Insecure Contexts.” The course is free from charge and is available on AlmaRM.
- carefully read the instructions contained in the document “Required steps for managing possible emergencies” (available on AlmaRM).
- register on the Ministry of Foreign Affairs and Cooperation's [Dove siamo nel mondo](#) (Where we are in the world) website.

During the exchange

1. Notify the start of the mobility period (Certificate of period).

Once you arrive at your host university, you must ask the international relations office of your host institution to complete and sign the first part of the Certificate of Period to give immediate confirmation of the start of your exchange to the Mobility Office. You can download the certificate form from your AlmaRM page, in the “arrival communication” section. Once completed and signed, you will need to scan the certificate and upload it back to your AlmaRM page.

You will be able to complete the notification process of the start of the exchange via the Certificate of Period only if your Overseas Mobility Agreement has been approved by the UNIBO Mobility Office. Once the Period Certificate has been approved by the Mobility Office, the exchange period can be considered officially started.

The paperwork for grant credit can also begin only after the Mobility Office has approved the Certificate of Period, showing the start date of the exchange, and only if your LA has been validated by the Overseas Academic Contact (Referente Didattico Overseas). You will need to keep the paper original of the certificate until the end of the exchange, when you will have the second part of the certificate completed and signed by the international relations office of the host university.

2. Changing Your Learning Agreement.

You have the opportunity to request a modification of the L.A. up to twice during the entire exchange period. A prerequisite for requesting an L.A. modification is that the previous L.A. has already been approved by the Degree Course council. The request to change the L.A. follows the same process as the approval of the first version and it is always completed through AlmaRM. When modifying the L.A. you will be able to request multiple changes, in other words, the substitution of several teachings. Check your Degree Course deadlines for requesting L.A. changes (see instructions regarding Learning Agreement changes): for this information you must contact the [offices](#) responsible for the academic contents of the exchange.

3. Withdrawal from the exchange and shortening of year-long mobility.

If you intend to withdraw from the exchange or shorten the mobility period, you must notify the relevant offices of the host institution and the UNIBO Mobility Office timely. Please note that if you give up the exchange you will have to return the first installment of the financial contribution, if it has already been paid to you. You can apply for a shortened term only if you have applied for a one-year exchange and intend to drop a semester. Once you have communicated your intention to shorten or waive your exchange, you must proceed with the waiver/abbreviation using the appropriate function on the AlmaRM application.

Please note: Under no circumstances will extensions of the exchange period be granted.

4. Liability insurance

During your exchange period, the liability and accident insurance you benefit from as an enrolled student at the University of Bologna will also be valid in the event of an accident occurring on the premises of the host university. Please note that you will still need to have health insurance that complies with the rules of the host country and university.

5 Who to refer to

For general exchange-related issues you should contact the international relations office of the host university and the UNIBO Mobility Office. If, on the other hand, you need information related to the L.A. and other educational matters you should contact the appropriate Degree Course [offices](#).

6 Before returning to Italy

Before concluding your exchange period and returning to Italy, you must complete several procedures that are necessary to obtain the second installment of the economic contribution and initiate the request for recognition of the credits and teaching activities that you have carried out during the exchange. Specifically, you must:

- have the person in charge of the international relations office of the host university complete and sign the second part of the Certificate of Period to certify the end date of the exchange.
- ask the host university to release the Transcript of Records, which is the certificate attesting the educational-training activities which you have carried out during the exchange.

Also remember to return all materials borrowed in university facilities (books etc.) and make all necessary arrangements for any suspended payments (rent, utilities etc.). If you fail to do the above, the host university may not send you the transcript of records until you regularize your position.

Upon return

1. Certificate of Period

At the end of the exchange, you will have to upload to your AlmaRM page the Certificate of Period completed in all its parts.

Check carefully the end-of-period date that has been certified by the host university: the end-of-period date in fact represents, together with the arrival date, the basis for the calculation of the actual duration of the exchange and the amount of the Overseas contribution. If you notice any mistakes in the dates which have been reported, it is important that you have them corrected before uploading the Certificate of Period to your AlmaRM page. In fact, subsequent replacements of the Certificate of Period will not be allowed.

2. Steps towards the recognition of academic activities

In order to obtain recognition of the academic activities carried out during the exchange period and to avoid reimbursement of the grant, you must submit the application for recognition to your course council. The offices responsible for the academic aspects of the exchange (*Uffici Didattici*) - **not the UNIBO Mobility Office** – are in charge of the recognition procedure of the teaching activities that you have carried out during your exchange. To apply for recognition of the academic activities, it is necessary to upload the transcript of records on the AlmaRM page and follow the instructions (also published on AlmaRM).

Having submitted the request for recognition of at least one academic activity is a necessary prerequisite for you to keep the Overseas contribution and avoid a request for reimbursement from the UNIBO Mobility Office. For this reason, the paperwork for crediting the second part of the contribution, if due, can only begin after the request has been submitted and the Mobility Office has approved the Certificate of Period which attests the end date of the exchange.

The stages of recognition of teaching activity

1. Before the mobility

Recognition of the academic activities and credits acquired during the exchange period takes place at the end of the mobility, but since this is not an automatic procedure, it is necessary to take a few steps already before departure, which first involve drafting the Learning Agreement.

The L.A. is a document that contains the proposal of the academic activities you intend to carry out during the exchange period. These activities will replace some of the activities in your study plan and your Degree Course for an equivalent number of credits.

For this reason, you must make get in touch with the Overseas Academic Contact Person/Referente Overseas (or, alternatively, with the Ufficio Didattico of your degree course) prior to the submission of the L.A. to evaluate together the plan of the academic activities to be carried out during the exchange and the possible complementarities with the courses in your study plan. It will also be important to assess the teaching load of these activities in order to determine the course credit match. Find the name of your Overseas Contact person on your AlmaRM page.

Once you have agreed on the activities with the Overseas Referent, you must submit the L.A. through AlmaRM, wait for validation by the Referent, and then for approval by your course council.

2. During the mobility

It is important that you keep in touch and inform the Overseas Contact Person and the office responsible for the Academic part of the exchange about the academic offer of the partner in order to change your L.A.

During the exchange period, you have the option to request approval for changes to your LA twice. The request may include multiple changes to the previous L.A. and must be submitted through AlmaRM.

Finally, we would like to remind you that regardless of whether credits acquired during the mobility period are recognized by UNIBO, the maintenance of most student visas requires a minimum number of credits to be earned per semester.

3. Upon completion of the mobility

Once in possession of the transcript of records you must apply for recognition, always through AlmaRM.

In some cases, the host university will send you the transcript directly. In other cases though, it will be sent to the UNIBO Mobility Office by post or e-mail. Upon reception, the office will notify you so that you can collect the Transcript of Records.

Method of disbursement of the Overseas grant

The Overseas grant is disbursed in two installments.

The first installment is disbursed only on the condition that your L.A. has been validated by the Overseas Academic Contact Person, the Mobility Agreement has been uploaded and validated, and the Period Certificate (completed and signed by the partner location) has been approved by the UNIBO Mobility Office on your AlmaRM page.

The second installment is disbursed only once the UNIBO Mobility Office has approved the Certificate of Period, complete with the end date attested by the host university, and only when you have submitted the request for recognition of the teaching activity carried out abroad. Please note that both procedures must be completed through AlmaRM.

The amount of the Overseas contribution is defined, in accordance with the provisions of DM 1047 of 29/12/2017, based on the economic condition resulting from the ISEE certificate submitted, if it was submitted, according to the indications provided in art. 12 of the Overseas Announcement A.A. 2024/2025.

The amount of the contribution will vary depending on the actual period spent abroad between the start date and the end date of the period, and attested in the Certificate of Period. The contribution amount is calculated in monthly payments and can only be maintained if you will stay at the host institution a minimum number of months, namely:

- short term contribution (for a stay of not less than three months and not more than six months).
- academic year contribution (for a stay of not less than eight months and not more than 12 months).

Should the exchange period not correspond to the whole number of monthly payments, the following rule conventionally applies:

- if the Beneficiary has completed a given number of months plus a fraction of a month less than or equal to 14 days, rounding down shall be applied
example: 3 months and 14 days equals 3 monthly payments.
- if the Beneficiary has completed a given number of months plus a fraction of a month equal to or greater than 15 days, rounding up applies
example: 3 months and 15 days correspond to 4 monthly payments.

You must upload the Certificate of Period to AlmaRM by the deadlines below in order for the first or second installment of the Overseas contribution to be credited to you by the end of the same month. If you upload the Period Certificate on dates later than those indicated below, you will receive the first or second installment payment by the end of the month following the month in which you uploaded the certificate to AlmaRM.

Below are the payment timelines in relation to the uploading of the Period Certificate to AlmaRM:

Certificate of period uploaded by	Credit available by
10 July 2024	31 July 2024
4 August 2024	30 August 2024
11 September 2024	30 September 2024
10 October 2024	31 October 2024
12 November 2024	29 November 2024
12 January 2025	31 January 2025
12 February 2025	28 February 2025
12 March 2025	31 March 2025
10 April 2025	30 April 2025

12 May 2025	30 May 2025
11 June 2025	30 June 2025
10 July 2025	31 July 2025

Please note: During the months of August and January, due to the summer and financial year-end closure, payment procedures may be delayed. During the month of December, payments are suspended.

Method of disbursement.

The grant is disbursed by crediting a bank or postal account (it is mandatory for the beneficiary to be the account holder or co-holder) or a prepaid card with an IBAN code. Prepaid cards must allow credits equal to the amount of the Overseas contribution. You need to check with your bank what the amount limit is to credits by wire transfer. In case the contribution exceeds this limit, the payment will fail.

Please note that you must enter the IBAN details in the appropriate section on AlmaRM.

Pay close attention to the indication of the IBAN code, because if this is not correct, the payment will fail.

In the case of foreign accounts, the BIC/SWIFT code must be specified in addition to the IBAN.

In the case of foreign accounts without IBAN, the account number, BIC/SWIFT code and name and address of the bank should be given.