



ALMA MATER STUDIORUM | AREA
UNIVERSITÀ DI BOLOGNA | FORMAZIONE E DOTTORATO

Guide for selected students

ERASMUS+ FOR STUDY CALL 2024/2025 For EU, Switzerland and UK

Disclaimer: the University of Bologna is committed to raising awareness against gender stereotypes. It was decided to give linguistic differences greater visibility. When masculine gender is used in this document, the form is to be understood to refer in an inclusive manner to all persons operating within the academic community.

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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LEARNING AGREEMENT	5
1. WHAT IS IT?.....	5
2. PREPARE YOUR L.A.....	5
3. PRESENTATION OF THE L.A. AND APPROVAL BY UNIBO.....	6
4. APPROVAL BY THE HOST UNIVERSITY	6
5. CHANGES TO THE L.A. DURING MOBILITY	7
BEFORE DEPARTURE	9
1. GET INFORMED	9
2. NOMINATION.....	10
3. APPLICATION.....	10
4. PREPARE YOUR DOCUMENTS.....	11
4.1. Identification Documents.....	11
4.1.1. For students with EU citizenship.....	11
4.1.2. For students with non-EU citizenship	11
4.1.3. Students in exchange to United Kingdom.....	12
4.2. Health Insurance	12
4.3. Financial documents/ISEE	12
5. TRAVEL SAFELY.....	12
6. REMEMBER THE REQUIREMENTS OF THE CALL.....	13
7. UPLOAD MOBILITY AGREEMENT	14
8. ONLINE LINGUISTIC SUPPORT (OLS) – ASSESSMENT TEST	16
DURING MOBILITY.....	17
1. DECLARE YOUR ARRIVAL	17
2. HOW TO APPLY FOR AN EXTENSION	17
3. REQUEST THE NECESSARY DOCUMENTS TO COMPLETE THE MOBILITY	18
3.1. Certificate of attendance	18
3.2. Transcript of Records (TOR)	19
UPON YOUR RETURN	21
1. DECLARE YOUR RETURN	21
2. SUBMIT YOUR REQUEST OF CREDIT RECOGNITION.....	21
3. FILL OUT THE QUESTIONNAIRE	22

MOBILITY FUNDING	23
1. SCHOLARSHIP.....	23
1.1. EU contribution	23
1.2. MUR contribution based on ISEE	23
1.3. Contribution to green travel	25
1.4. Short-term mobility (only for PhD students)	25
2. Scholarship Calculation.....	25
3. Payment methods and timing.....	26
3.1. Payment of the grant at the beginning of the mobility period.....	26
3.2. Payment of the balance instalment/request for partial repayment upon return...	27
4. Full Scholarship Refund.....	28
WITHDRAWAL AND REVOCATIONS	28
CONTACTS OF THE COMPETENT OFFICES.....	29
ANNEX 1.....	31
ANNEX 2.....	37

CHECK LIST

Are you a winner of an Erasmus+ for Studies 2024/2025 exchange place?

This guide describes all the administrative procedures that you will have to carry out for the purposes of your mobility under the Erasmus+ Study Call. Procedures are described in chronological order and must be done mainly online through the AlmaRM application.

<i>LEARNING AGREEMENT</i>	
Present and obtain approval of your Learning Agreement from your Degree Programme Board	<input type="checkbox"/>
Obtain approval of your LA from the hosting institution	<input type="checkbox"/>
If necessary, request a change in the LA during your exchange	<input type="checkbox"/>
<i>BEFORE THE DEPARTURE</i>	
Get informed	<input type="checkbox"/>
Register with your host university, i.e. complete the “Application Procedures”	<input type="checkbox"/>
Fulfil the eventual procedures to enter the hosting country (VISA request, Schengen permit of stay renewal, and so on...)	<input type="checkbox"/>
Read, sign, and upload your Mobility Agreement to AlmaRM	<input type="checkbox"/>
Renew your enrolment at the University of Bologna for the A.Y. 2024/2025	<input type="checkbox"/>
You can request the MUR contribution submitting your ISEE/financial documentation	<input type="checkbox"/>
<i>DURING THE EXCHANGE</i>	
Ask the hosting institution to release your certificate of dates – with the date when the mobility starts (signed and stamped by the host university)	<input type="checkbox"/>
Upload your certificate of dates in AlmaRM to start the mobility and obtain the scholarship	<input type="checkbox"/>
If needed, you can request an extension of your study period	<input type="checkbox"/>
Ask the hosting institution to release your certificate of dates – with the date when the mobility ends (signed and stamped by the host university)	<input type="checkbox"/>
Ask the hosting institution to release your Transcript of Records	<input type="checkbox"/>
<i>AFTER THE EXCHANGE</i>	
Upload your certificate of dates in AlmaRM to conclude the mobility	<input type="checkbox"/>
Submit your request of recognition of the exams and/or other activities completed abroad	<input type="checkbox"/>
Complete the “ Erasmus+ participant report ” after receiving the e-mail invitation	<input type="checkbox"/>

LEARNING AGREEMENT

1. WHAT IS IT?

During the mobility, you will carry out teaching activities at the host university for which you will receive recognition upon your return to Bologna in place of some activities included in your study plan. These activities must be pre-authorized by UNIBO and the hosting institution through a document called "Learning Agreement" (L.A.).

The purpose of the L.A. is to provide transparent preparation of your exchange to ensure that you can receive recognition of all the successfully completed activities at the host university. The L.A. establishes the programme of study to be carried out at the host university and the list of activities that will be recognized upon your return from the Erasmus+ exchange at UNIBO. You will be able to obtain the recognition of the activities outlined in the L.A. only if you have successfully completed them at the host university during your mobility and if you will submit an appropriate request for recognition at the end of the exchange.

2. PREPARE YOUR L.A.

In the Learning Agreement you must indicate the educational activities you intend to undertake at the host university and the corresponding courses of the University of Bologna, with the relevant credits.

You will have to inform yourself in relation to the educational offer of the hosting institution (by consulting, for example, their website) within the disciplinary area of the exchange. Eventual authorization to carry out activities in different disciplinary sectors must be acquired in advance from the host university.

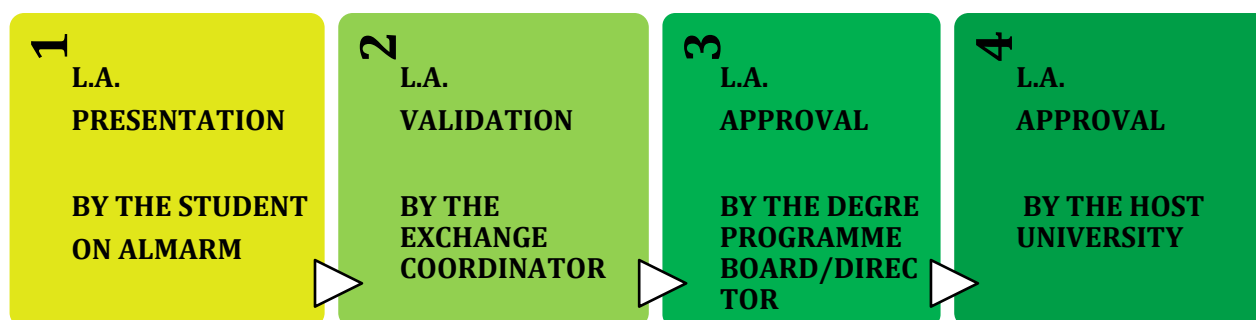
We remind you that you are required to submit the Learning Agreement even when the activity to be carried out involves thesis preparation and/or extracurricular internship (where applicable). In the latter case, for information on obligations and subsequent recognition, you will have to contact the competent Internship Office. For the thesis preparation activity, you must identify a tutor at the host university who can certify the activities that you have completed at the end of your exchange.

Check with the [International Mobility Office responsible for your educational field](#) the rules set by your Degree Programme regarding the activities abroad and the presence of any deadlines for submitting the Learning Agreement and obtaining recognition. Also remember to check with the host university if there are any limitations in the choice of courses at their location.

The Learning Agreement must be submitted before the start of the mobility, often even before the application is sent to the host university!

3. PRESENTATION OF THE L.A. AND APPROVAL BY UNIBO

You must fill in the Learning Agreement through the dedicated section of AlmaRM. Your Learning Agreement will be validated by the coordinator responsible for the exchange and then approved by your Degree Programme Board and/or its Coordinator. You will receive an e-mail notification on your institutional e-mail address both after validation and approval. Briefly, the approval process of the Learning Agreement is, therefore, as follows:



Some Degree Programmes have their own deadlines within which approval must be obtained. Submit your L.A. in time, considering the time to choose the courses, to discuss with the teacher responsible for the exchange and to obtain the approval.

Preparing for L.A. takes time, so you need to get started right away!

Attention! The Learning Agreement does not replace the individual study plan which must be regularly submitted according to the deadlines set by your study Degree Programme.

4. APPROVAL BY THE HOST UNIVERSITY

After obtaining the approval from UNIBO, you will need to obtain the approval of the L.A. from the host university, which will thus confirm that you are authorized to take the courses contained in the LA during your mobility.

The approval of the LA by the host university can take place in two ways:

- 1) **If the host university is connected to the Erasmus Without Papers (EwP) network, your L.A. will be sent digitally.** The submission is made automatically by AlmaRM following approval by your Degree Programme. This type of L.A. is called a "Digital Learning Agreement" (DLA). The host university will receive your DLA and evaluate the content. You will then be notified of the approval and/or rejection of the DLA via AlmaRM.
 - If approved, you will see that the status of the L.A. on AlmaRM changes to "Approved by Partner".

- If rejected, you will have to proceed again with the submission of the L.A. after applying the changes requested by the host university.
- 2) **If the university is not connected to the EWP network, you will need to send your approved L.A. in pdf format to the host institution.** Download the L.A. approved by your Degree Programme, which you will find on AlmaRM, and send it to the host university which will evaluate the content and notify you about the approval or rejection.
- If approved, you will have to receive the countersigned L.A. from the host institution and upload the signed document to AlmaRM in the dedicated "Outcome Learning Agreement" section.
 - In case of rejection by the partner, you can upload the indication of the rejection received (you can upload the text of an e-mail, for example) in the "Outcome Learning Agreement" section and proceed again to submit the L.A after applying the necessary changes indicated by the host university.

Ask the host university if they accept the L.A. digitally via EWP!

5. CHANGES TO THE L.A. DURING MOBILITY

During your mobility you may need to change the L.A. to include or cancel some courses. You will be able to modify the Learning Agreement up to twice during the period abroad.

The request of changes on the LA must be submitted through AlmaRM, using the appropriate "MODIFY L.A." section. Also in this case, the L.A. must be approved by UNIBO and the host institution following a process similar to that of the first Learning Agreement approval you submitted.

BEFORE DEPARTURE

1. GET INFORMED

During your mobility you will have to follow different administrative procedures and there will be different actors with whom you will interface:

- UNIBO.
- Host university.
- Competent authorities (embassy, consulate, etc.).

The first step you must do is to collect the information about the procedures foreseen by UNIBO and by the hosting institution.

Read this guide carefully, as here we will explain all the steps you will have to carry out before your departure, during the exchange and after your return.

Consult the website and/or contact the international relations offices of the host university to know and understand what procedures you will have to follow to be accepted by them for the Erasmus+ exchange for which you have been selected. You will be asked to submit your application; therefore, it is very important that you are aware of the admission requirements set by the hosting institution and the deadlines by which you will have to send the required documents.

Consult the website of the relevant Embassy or Consulate to understand what the entry requirements are in the hosting country.

Pay attention of deadlines!

Remember that, to have confirmation about the Erasmus+ mobility for which you have been selected, you will need to obtain acceptance from the host university and be in possession of all the necessary documents to enter the country in which it is based. It is essential that you meet all deadlines!

2. NOMINATION

Once you will formalize the acceptance of your exchange place via AlmaRM, the [Erasmus+ Mobility for Study Office](#) will inform the host university that you have been selected for an Erasmus+ mobility, i.e., it will send your nomination to the host university. Nominations are sent starting from 28 March 2024 and, in any case, by the deadline set by the host university, according to the required methods.

Check your institutional mailbox @studio.unibo.it regularly (including your spam folder) as you may be asked for additional information necessary to submit your nomination (e.g. your ID details, language certificates, choice of campus/course of study, etc.).

3. APPLICATION

Once you have been nominated by the office, you will (usually) have to submit your application to the host university.

The application procedure (i.e. the admission request to the host university) is your responsibility and must be carried out according to the procedures established by the University that will host you for the exchange. You will need to check the procedures, deadlines, and **specific requirements (linguistic, academic, enrolment, access to courses)** of the host university well in advance, by consulting the websites, or by contacting the university itself.

*Pay attention to the deadlines for the application of the hosting institution!
Some universities require you to submit the application immediately after your nomination!*

Language certifications: if the host university requires you to obtain an international language certification (e.g.: TOEFL, IELTS, DELE, SIELE, DELF, GOETHE, etc.), you will have to obtain it privately, through accredited certification bodies, typically, before submitting your application. If you have taken the CLA test, you can download the certificate relating to the CLA assessment test directly from Studenti OnLine (SOL). Check with your host university whether it is possible for them to accept the CLA certificate. Note that the mobility offices do not have the possibility to sign documents certifying certain language levels.

The host university may require, at this stage, that you submit your [Learning Agreement](#) simultaneously with your application.

We remind you that the Erasmus+ status and grant that are awarded to the selected students are subject to admission to the host university. In the event of refusal or cancellation of mobility by the host university, there is no provision for relocation to another location.

To carry out your exchange, you must be formally accepted by the host university first!

4. PREPARE YOUR DOCUMENTS

Before leaving, you will need to prepare a series of documents necessary to receive the scholarship and obtain authorization to enter the country where you will carry out your mobility.

Here are the most important ones:

- Documents to enter the host country (identity card/passport/visa).
- Health Insurance.
- Income and assets documentation/ISEE if you want to apply for the MUR contribution.

*Start preparing the documents you need well in advance.
It may take several weeks to get some of them!*

4.1. Identification Documents

4.1.1. For students with EU citizenship

If you are a European citizen, to stay in a country of the European Union it is sufficient to have a **valid identity card for travelling abroad**. Check that yours has not expired or will expire during your time abroad, otherwise activate for the renewal before leaving.

Attention! The countries of the **European Economic Area** (Iceland, Norway, and Liechtenstein), the candidate country North Macedonia, the United Kingdom and Switzerland do not fall under the same rules valid for the 27 countries of the European Union.

If you are the winner of an Erasmus+ exchange in one of the countries of the European Economic Area, **contact the Embassy or Consulate of the hosting country in advance** to check what identity documents are required for enter the country and the bureaucratic procedures to be carried out before your departure (obtaining a visa, residence permit, health care, etc.).

4.1.2. For students with non-EU citizenship

If you are a student with NON-EU citizenship enrolled at the University of Bologna, you may need a **visa and/or residence permit** to enter the country where you will carry out your mobility.

Check with **the Embassy or Consulate of the hosting country** what procedures you need to carry out before your departure (visa, residence permit, health care, etc.).

If you need the issuance/renewal of the **residence permit**, you will have to move well in advance before departure to the Erasmus destination: some partner universities require

a copy of the residence permit already during the application phase and the procedures for issuance/renewal can take a very long time.

*Check the deadlines for submitting the application!
Some hosting universities have specific deadlines for non-EU students.*

4.1.3. Students in exchange to United Kingdom

The United Kingdom is still part of the Erasmus+ Programme as a Partner Country and, for the purposes of the mobility and scholarship rules, the British Universities are equivalent to the other EU Universities, but not with regards to the rules related to the entry into the country.

If you have been selected for an exchange at a university based in the United Kingdom, **contact the UK Embassy and/or Consulate** well in advance to obtain updated information in relation to the Visa and health insurance requirements.

Official and updated information is available at the following webpage: <https://www.gov.uk/check-uk-visa>.

Attention! The costs for Visa request, health insurance and any other costs required for immigration purposes or for acceptance by the British institution cannot be covered by the University of Bologna.

4.2. Health Insurance

Before the departure, make sure to find out how to access healthcare in the hosting country.

Mobility students benefit from **accident and civil liability insurance coverage** provided by the University of Bologna.

If you are a European citizen, you can use your **European Health Insurance Card (EHIC)** to obtain healthcare in European countries. How to use it varies depending on the country of destination.

Alternatively, you will have to check the rules for accessing the healthcare system in the hosting country and consider whether it is necessary to **obtain private health insurance**.

4.3. Financial documents/ISEE

For information on the scholarship, please consult the appropriate section of this document "[Financing mobility](#)" and the attachments to this guide.

5. TRAVEL SAFELY

It is strongly recommended to consult the <https://www.viaggiasesicuri.it/home> website to find out about the risks in the hosting country, and the authorities to contact in case of need.

Before departure, you will be able to take the following online preparation courses:

- **MOOC "Personal Risk Reduction in Insecure Contexts"** (available on the AlmaRM homepage), a free online course (in English) that you can take before departure. Read the description of the course.
- **Training course in the field of safety and health promotion in the workplaces of study and research:** <https://www.unibo.it/en/study/life-at-university-and-in-the-city/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>

It is also advisable to carefully read the following document:

- **Protocol for activities carried out abroad by staff and students of the University of Bologna:** https://www.unibo.it/en/attachments/Protocollomobilitestero_UNIBO.pdf (section 2.3 "Students", paragraphs 2.3.1 Activities without specific risks and 2.3.2 Activities with specific risks).

6. REMEMBER THE REQUIREMENTS OF THE CALL

We remind you that the Erasmus+ call provides:

- That you carry out in presence mobility period of at least 60 days or, if you are enrolled in a PhD course and decide to do a short-term mobility, between 5 and 30 days.
- That you obtain recognition of at least one teaching activity that you have carried out at the host university.
- That you complete your mobility in the period between 01/06/2024 and 31/07/2025.
- That you are regularly enrolled at UNIBO for the academic year 2024/2025.

Selected students are required to renew their enrolment (and to regularly pay the fees due) for the A.Y. 2024/2025 at UNIBO within the deadlines established by the University (except in the cases provided for in the Call for Applications in the section "General eligibility requirements" on page 5).

If you submitted a "future career" application and will leave as a student enrolled in the first year of the second-cycle degree programme, you must formalize your enrolment in the second-cycle degree programme before leaving. In addition, you will only be able to leave in the second semester.

Attention! You must enrol in the second-cycle degree programme you have indicated in your application, or another one listed in the exchange offer. Otherwise, you will not be eligible anymore for the exchange and will be asked to withdraw from the exchange programme.

Students enrolled in a double/multiple/joint second cycle Degree course can leave during the first semester of their first year, only if this is mandatory to get the double/multiple/joint title. Students must give proper communication to the [Erasmus+ Mobility Office for Study](#) after the acceptance of the exchange place.

Erasmus+ students are exempt from paying tuition fees at the host university. However, a small contribution may be required by the host institution to cover costs such as insurance, use of materials, etc., which is also requested for local students.

Remember that it is mandatory to meet the requirements of the Erasmus+ for study Call, under penalty of revocation of the Erasmus+ status and scholarship.

Attention! If you do not comply with all these provisions, your **Erasmus+ student status will be revoked**, which will consequently result in the **revocation of the Erasmus+ scholarship (and any MUR integration)**.

7. UPLOAD MOBILITY AGREEMENT

The **Mobility Agreement** is the contract that describes the main rights and obligations of the Erasmus+ student during the mobility. The agreement contains all relevant information relating to the exchange, such as:

- The details of the student who won the scholarship.
- The university where the mobility will take place.
- The expected duration of the exchange.
- How the scholarship is calculated and paid.
- Permission to share contact details with other winning students in subsequent years.
- The student's commitments.

Before the start of your mobility, you will need to submit your mobility agreement duly completed and signed by you. Read the conditions carefully!

The Mobility Agreement will be available on AlmaRM only after you have obtained the approval of your Learning Agreement by your Degree Programme. You will find the Mobility Agreement on AlmaRM by entering your exchange page, in the dedicated section.

You will then need to upload your Mobility Agreement completed and signed to AlmaRM.

Attention! You must upload all the pages of your mobility agreement in a single pdf file of maximum 2 Mb.

Signing the Mobility Agreement also implies your acceptance of the L.A. approved by the Degree Programme Board.

Here are some guidelines for the correct compilation of the agreement:

- **Data relating to the bank account where the scholarship will be paid.** You will need to indicate the details of the bank account where you want to receive the scholarship. You must be the account holder or joint holder.
- **Expected start and end dates of mobility and duration of the exchange.** You will be asked to enter the expected start date of mobility. The system automatically proposes the one you entered when filling out your L.A. The start date of the mobility is set by the host institution, and it is the student's responsibility to obtain this information. If, on the other hand, the host institution does not provide precise indications, you will have to decide based on the start date of the lessons.

Find out with your host university about the planned start date of the mobility!

Once you have indicated the expected start date of the mobility, AlmaRM will automatically calculate the expected end date of the mobility considering the expected duration of the exchange, according to the conditions of the vacancy for which you won the exchange. We remind you that Erasmus+ mobility cannot in any case go beyond the date of **31/07/2025**; Therefore, the mobility end date on the Mobility Agreement cannot be later than that date. In the latter case, the Mobility Agreement will show an approximate duration (in months) calculated from the expected date of the start of the mobility and 31/07/2025.

Remember that, if you have been selected for a vacancy that provides for an annual mobility and you have accepted the exchange place for the first or second semester only, the duration of your mobility was automatically reduced to 6 months.

Attention! Please consider that the duration of the mobility provided in the Mobility Agreement may not coincide with the actual duration of the semester at the host university:

- If you know that the duration of the semester according to the calendar of the host institution will be shorter than what is set in the Mobility Agreement, you can request a reduction by writing an e-mail to the [Erasmus+ Mobility Office for study](#). The reduction will be recorded in the application and your scholarship will be adjusted to the new duration.
- If it is necessary [to close the mobility](#) before the date indicated in the Mobility Agreement, you do not need to ask for pre-authorization to the host institution, but you are still required to inform them. The [Erasmus+ Study Mobility Office](#) will provide information on the amount of reimbursement for the period of physical mobility not used on the basis of the period certificate, directly at the end of the mobility.

- If the semester will be longer than the number of monthly scholarships awarded through the call, it will be necessary to request an [extension](#) through the AlmaRM application. The request must be submitted within one month before the expected end of the mobility according to what is indicated in the Mobility Agreement. The extension can only be requested once mobility has begun.

Attention! Please note that the expected duration of your exchange is the one stated in the vacancy for which you have applied. This duration is NOT the actual one, which will be calculated based on the dates stated on the certificate of dates provided by the host institution. The certificate of dates will be used as the basis for calculating the scholarship at the end of the mobility.

8. ONLINE LINGUISTIC SUPPORT (OLS) – ASSESSMENT TEST

The Erasmus+ programme provides the so-called Online Language Support (OLS) with the aim of:

- Enable participants to increase their language skills, so that they can get the most out of the Erasmus+ mobility period.
- Offering accessible language support in a fluid and simple way that allows to promote language learning and linguistic diversity.

Participants will have the opportunity to improve their language skills by taking online language courses before and during their stay abroad. Assessment tests and "communities of learners" are available in 29 languages (24 official EU languages + the languages of the Erasmus+ associated countries). Online courses for 24 languages are available from A1 to B2 levels. More courses will be gradually included to reach all levels for the 29 languages. In addition to that, students can communicate with each other through OLS forums.

In order to access the services, take the tests and take the language courses, students must register on the [EU Academy platform](#). To take the test, you need to search for the keywords "placement test".

All students with Erasmus+ status are required to take the OLS test for the assessment of language level before departure. At the end of the test, you will be able to download a certificate indicating the result.

The pre-departure OLS test for language assessment is mandatory!

DURING MOBILITY

1. DECLARE YOUR ARRIVAL

At the beginning of the mobility, you will have to ask the international relations offices of the host university to fill in and issue the **Period Certificate** that officially certifies the effective start date of your mobility. The certificate must be correctly completed, signed, and stamped by the host institution. You will need to upload the certificate to AlmaRM in the "ARRIVAL CONFIRMATION" section. In the same section, you can download the **Period Certificate form** to be filled in. This feature is active only after you have uploaded and obtained the approval of the Mobility Agreement.

It is the student's responsibility to check, before uploading the arrival certificate to AlmaRM, that the arrival date certified by the host university is correct. After uploading the certificate, no replacements or corrections are possible.

Check that the Period Certificate is well filled out, signed, and stamped and that the date is correct. Once uploaded to AlmaRM, it will no longer be possible to replace or modify it!

DEADLINE: upload your Period certificate to AlmaRM within one week of the start of the mobility. The upload of the Period Certificate activates the scholarship payment procedure. The payment of the scholarship is provided exclusively for the days of physical mobility. Consequently, if your mobility is blended and starts remotely, the payment of the scholarship will be activated only after uploading the certificate of arrival at the host university.

Declare your arrival within a week of the start of physical mobility!

2. HOW TO APPLY FOR AN EXTENSION

If you want to extend your mobility period, or if the duration of the semester is longer than what is provided for in your Mobility Agreement, you can request an extension once you have started your mobility. The request for extension must be agreed with the exchange coordinator and the host institution and approved by the [Erasmus+ Study Mobility Office](#).

If the host University agrees to the extension, request a signature on the **Request for Extension form**, which you can download from AlmaRM in the "EXTENSION REQUEST" section. Upload the form correctly completed, signed, and stamped by the host institution to AlmaRM.

DEADLINE: request the extension no later than one month before the end date of the period provided for in your mobility agreement.

If you want to request an extension, submit your request signed by the host institution within one month of the scheduled end of the mobility on AlmaRM.

The extension, if authorised, will confer the status of Erasmus+ student and entitle you to receive funding (EU and MUR, if due) for the additional period. **The grant related to the extension period will be paid on a balance basis, at the end of the exchange period.** For further information on the calculation and payment of the scholarship, please refer to the section [“Mobility Funding”](#) and the Annex 1 of this guide.

Extensions carried out without prior authorization will not entitle you to receive funding for the additional period carried out without authorization. Non authorized extension will however contribute to the calculation of the 12/24 months that can be used per study cycle as per Erasmus+ rules.

Attention! In any case, the mobility must **be completed by 31 July 2025** as specified in the Erasmus+ study 2024/2025 Call. In addition, the request for an extension may be automatically refused if the total number of months of Erasmus+ mobility exceeds the limit of 12/24 months allowed per study cycle.

3. REQUEST THE NECESSARY DOCUMENTS TO COMPLETE THE MOBILITY

To complete your mobility, you will have to upload the **Period Certificate** where the end date of the mobility is indicated, and a document certifying the activities you have carried out during the mobility, with the relative grades (the **Transcript of Records**). You will need to ask your host institution to provide you with the following documents before your return to Italy.

3.1. Certificate of attendance

At the end of your mobility period, ask the host university to fill in and sign the **Period Certificate**, where the official and actual end date of your mobility will be reported.

It is possible to use the form that can be downloaded from the "ATTENDANCE CONFIRMATION" section of AlmaRM. You can use another form duly completed and signed on headed paper by the host University, only if it contains the same information as on the UNIBO Period Certificate.

Attention! Remember that the scholarship is calculated based on the actual duration of physical mobility declared in the Period Certificates uploaded to AlmaRM. It is your responsibility to check, before uploading the attendance certificate to AlmaRM, that the arrival and end dates certified by the host university are correct. After uploading the certificate, no replacements or corrections are possible. Make sure to check that the actual duration of the physical mobility complies with the provisions of the Call for Applications.

If the end date of the physical mobility is 1 to 5 days before the scheduled end of your exchange, your physical mobility period will be fully funded. For example:

- Estimated duration of mobility: 6 months
- Start of physical mobility as per period certificate (arrival): 01/11/2024
- End of physical mobility as per period certificate (return): 25/04/2025
- Effective duration of physical mobility: 5 months and 25 days (175 days)
- Funded duration: 6 months (180 days)

For further information on the calculation and payment of the scholarship, please refer to the ["Mobility Funding" section](#) of this guide.

Attention! We remind you that, according to the requirements of the call, the actual duration of the exchange must be at least 60 days to be held in person. Days carried out in virtual mode do not contribute to the calculation of the 60 days of exchange provided for by the Program. PhD students can choose to carry out "short mobility" lasting between 5 and 30 days.

Check that the attendance certificate is well filled out, signed, and stamped and that the date is correct. Once uploaded to AlmaRM, it will no longer be possible to replace or modify it!

3.2. Transcript of Records (TOR)

Before completing the mobility, ask the international relations offices of the host university for your **Transcript of Records - ToR** (the certificate that reports the teaching activities you have carried out, with the relative credits and grades). The ToR is necessary to obtain **recognition of activities** carried out and successfully passed once you return to UNIBO. Many host universities send the ToR after several weeks directly to the students or to the UNIBO International Relations Offices. In the latter case, you will be informed by email. However, it remains your responsibility **to request the sending of the ToR**, to avoid delays in the recognition of credits.

Attention! It is always a good idea to ask the host university, together with your ToR, for the **table and scale of ECTS grades** that can be used for the purpose of converting grades to the Italian scale.

For information regarding the conversion of credits, please contact the [International Mobility Office of your field of study](#).

If you have been engaged in **Thesis preparation** activities, you will need to request the **recognition** as well. The host University could:

- Issue you a TOR including the thesis preparation activity and the credits awarded.
- Do not issue a TOR for this activity because it is not provided by the partner office. In this case, you will have to request a letter on headed paper and signed by the academic tutor at the Partner University, in which the activity carried out is described and an opinion is expressed on it.

Students of **doctoral courses** will also have to request a document certifying the activity carried out because, although this activity does not provide for the attribution of training credits, it is still necessary that it is recognized by the doctoral board.

UPON YOUR RETURN

1. DECLARE YOUR RETURN

To conclude the mobility period, **upload your Period Certificate** in pdf format to AlmaRM in the section: "ATTENDANCE CONFIRMATION". The declaration of return allows the [Erasmus+ for Study Mobility Office](#) to calculate the actual scholarship based on the actual duration of the mobility, and triggers the possible payment of the balance instalment, or the issuance of the refund request, depending on your specific case.

DEADLINE: within 15 days following the end date of the period, and in any case **no later than 21 August 2025**.

2. SUBMIT YOUR REQUEST OF CREDIT RECOGNITION

The recognition of activities carried out abroad is the responsibility of the Degree Programme/Doctoral Board. The process is activated after the student's request is made through AlmaRM. For information and/or support, please contact [International Mobility Office of your field of study](#).

To activate the recognition procedure, you will need to:

- **Upload the Transcript of Records** (or the certification attesting to the thesis/internship preparation activity) in AlmaRM in the appropriate section.
- **Submit the Recognition Request** through AlmaRM following the instructions published in the application.

Students enrolled in PhD programmes, as for the Learning Agreement, will not be able to use the AlmaRM online procedure for recognition. They will have to send to the [Erasmus+ Mobility Office for Study](#) the resolution of the Doctoral Council approving the recognition of the activity carried out and the letterhead letter, drafted by the tutor professor at the host university who will act as ToR. The office will upload the documentation to AlmaRM.

DEADLINE: 4 September 2025, unless there is a previous deadline indicated by your Degree Programme.

Attention! Remember that, if you do not obtain the recognition of at least one teaching activity (exams, internship, or thesis preparation) the Erasmus+ status and the scholarship may be revoked, and you may have to return the scholarship received. It is therefore necessary to apply for recognition, even in the case of thesis research activities for which no credits are provided.

Upload the attendance certificate to AlmaRM, the ToR and submit your Recognition Request.

3. FILL OUT THE QUESTIONNAIRE

Fill in the online questionnaire (Erasmus+ participant report) that is sent to your institutional email address a few weeks after your return. The online questionnaire will be automatically sent from an EU institutional email address (replies-will-be-discarded@ec.europa.eu) and the subject line of the email will be “Erasmus+ participant report”. The automatic sending is carried out by the EC system only once the [Erasmus+ Mobility Office for Study](#) has carried out the monthly data upload required by the European Commission. Data uploading typically takes place monthly, starting from January 2025 and up to 4 September 2025, and contains all the mobilities with a return validated by the day of uploading. Immediately after uploading the data, the Mobility for Study Office sends students whose mobilities have been uploaded to the system an email informing them of the successful upload and pre-alert them on the receipt of the automatic email, which usually occurs within the following 72 hours after the upload of data. After receiving the email from the office, it is advisable to check your institutional mailbox, paying particular attention to junk mail.

DEADLINE: by the deadline indicated in the automatic e-mail requesting the completion of the Erasmus+ participant report questionnaire.

Remember that the completion of the Erasmus+ participant report questionnaire is mandatory.

MOBILITY FUNDING

1. SCHOLARSHIP

Erasmus+ funding is linked to the activities carried out abroad and to obtaining recognition of the activities, at the request of the student.

The status of Erasmus student and the scholarship (which implies the consequent return of the full amount of funding received) will be revoked from all students who:

- Do not complete any activity with satisfactory results.
- Who do not receive any recognition of the activities they support.
- Who do not request the recognition of the activities taken before the graduation.
- Who refuse the recognition of the activities.

The funding consists of an EU contribution, which can be supplemented by the MUR contribution based on the Equivalent Financial Situation Indicator (ISEE). Students that use “green transport” can request an additional contribution. For PhD students who decide to carry out a short-term mobility, the conditions are described in the appropriate section and in Annex 2 of this guide.

1.1. EU contribution

The EU funding is automatically granted to all students who have been selected for an Erasmus+ exchange, without any further application.

The EU contribution amount depends on the country of destination:

- **€350 per month for group 1 countries** (high cost of living): Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden, United Kingdom, Switzerland.
- **€300 per month for group 2 countries** (average cost of living) and **for group 3 countries** (low cost of living): Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic, Slovakia, Slovenia, Spain, Bulgaria, Croatia, Lithuania, Republic of Northern Macedonia, Poland, Romania, Serbia, Turkey, Hungary.

The EU contribution will be paid in a single instalment at the beginning of the mobility comprising all the months envisaged for the duration of the exchange. The payment is made following the upload of the Period Certificate by the dates indicated in the "[Payment methods and timing](#)" section of this guide.

1.2. MUR contribution based on ISEE

The Erasmus+ scholarship can be supplemented by a MUR contribution, calculated on an ISEE basis, which is paid to students who apply and are eligible. To apply for this contribution, you will need to upload documents proving your financial situation (ISEE and/or

documentation relating to any income received abroad) within specific deadlines. Information on the requirements to be followed to obtain the MUR contribution on an ISEE basis and the related deadlines are available in Annex 1 of this guide.

Please find below the table with the monthly amounts to be awarded as MUR additional contribution to the Erasmus+ grant, according to the ISEE range, as indicated by the Ministerial Decree 1047/2017:

ISEE RANGE	MUR ADDITIONAL CONTRIBUTION AMOUNTS PER MONTH ¹
ISEE ≤ 13.000	€ 400,00
13.000 < ISEE ≤ 21.000	€ 350,00
21.000 < ISEE ≤ 26.000	€ 300,00
26.000 < ISEE ≤ 30.000	€ 250,00
30.000 < ISEE ≤ 40.000	€ 200,00
40.000 < ISEE ≤ 50.000	€ 150,00
ISEE > 50.000	€ 0

The MUR contribution will be calculated on an ISEE basis (as per Ministerial Decree no. 1047 of 29 December 2017) and will be paid to eligible students, in relation to the date of submission of the financial documents (see Annex 1):

- to the extent of 50% at the beginning of the mobility, disbursed simultaneously with Erasmus+ funding. The remaining 50% will be disbursed after the end of the exchange period (lasting at least 60 days – in person),
- or 100% on balance at the end of the exchange period.

Attention! Students will be ineligible for the MUR grant in the following cases:

- Students who do not submit ISEE paperwork, who do not complete the economic data section or who do not send the documentation concerning income and assets abroad within the deadlines (see Annex 1).
- Students whose ISEE calculation is higher than €50,000.
- Students who are enrolled as “fuori corso” from the second year onwards.

Those students will not receive the MUR contribution. They will receive only the EU contribution.

¹ As deliberated by the Academic Boards on May 29th, 2018.

1.3. Contribution to green travel

It is possible to request a "green travel support" if sustainable and "environmentally friendly" means of transport have been used for travel to and from the host country. For the academic year 2024-2025 the students eligible to this contribution, which consists in a **fixed amount of 50,00 euros**, are those who will take train(s) or bus(es) to reach and to return from the mobility destination. To get the green travel support, participants will have to upload, at the end of their mobility, the relevant invoices/tickets for the mean(s) of transportation used in the dedicated section on AlmaRM.

1.4. Short-term mobility (only for PhD students)

If the PhD student opts for a short-term mobility, the amounts of the scholarship and additional contributions will differ from those described in the previous paragraphs. More information can be found in Annex 2 of this guide.

2. Scholarship Calculation

The whole Erasmus+ grant is calculated on the actual period spent abroad (in presence). The duration of the exchange is calculated considering date of arrival and the date of departure indicated on the Period Certificate provided by the host university.

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

If the actual mobility period does not correspond to a whole number of months, the grant will be calculated by multiplying the number of days attended in the incomplete month(s) by one thirtieth of the monthly unit amount (total days per daily rate), rounding up or down to the nearest unit.

In any case, the Erasmus+ grant (both the EU contribution and the MUR integration) will be paid only **after departure**, following the declaration of the start of physical mobility at the host university, and will be calculated according to the financial rules described in the mobility agreement.

Please bear in mind that the funding for the eventual approved extension will be paid at the end of the mobility period.

Attention! Remember that the first instalment of the grant that you will receive at the beginning of the physical mobility (after declaring the start of the mobility), is calculated based on the expected duration of your mobility (defined by the vacancy you applied for) stated on your mobility agreement that you signed before departure. However, the expected duration of the exchange may not coincide with the actual duration of the mobility, calculated according to the dates of arrival and departure indicated in the Certificate of Dates. Consequently, if the actual duration is shorter than the expected duration, you may be required to return part of the advance. We remind you that the periods of virtual mobility (teaching activity carried out remotely without reaching the country where the partner university is located) are not funded

and do not contribute to the calculation of the minimum 60 days of mobility provided for in the Call for Applications.

3. Payment methods and timing

Payment is made only by **credits (wire transfers)** to a bank or postal account (it is mandatory that you are the holder or joint holder) or on a **prepaid card with an IBAN code**. The data relating to the bank account/prepaid card to which the scholarship will be paid will be requested on AlmaRM when filling out the mobility agreement.

Prepaid cards must allow credits equal to the amount of the grant. It is your responsibility to check with your bank what the limit is on the amount of credit by bank transfer allowed. If your grant exceeds this limit, the payment will not be successful.

Postal saving books are not accepted because, even if they have an IBAN, they cannot receive money transfers.

Attention! Be careful to indicate the IBAN code correctly (both for the code and the name of the account holder). **If the data are incorrect, any bank fees for unsuccessful transactions will be charged directly to you.**

3.1. Payment of the grant at the beginning of the mobility period

Students will receive the payment of the Erasmus+ funding, plus the first part of the MUR integration (to the extent of 50%, if foreseen considering the ISEE value and the and date of uploading of the documents – see Annex 1 of this guide) at the beginning of the exchange. The payment takes place in a single solution, for all the months provided for by the exchange, **following the uploading of the certificate of start of physical mobility on AlmaRM.**

Below is the payment schedule in relation to the loading of the mobility start certificate:

CERTIFICATE OF ARRIVAL UPLOADED ON ALMA RM BY	DATE OF PAYMENT
12 September 2024	30 September 2024
14 October 2024	31 October 2024
12 November 2024	29 November 2024
2 December 2024	19 December 2024
12 February 2025	28 February 2025
12 March 2025	31 March 2025
14 April 2025	30 April 2025
12 May 2025	30 May 2025

Attention! In January 2025, no payments will be issued, consequently, students who upload their certificate of arrival after December 2, 2024, and by February 12, 2025, will receive the payment of the scholarship on February 28, 2025.

3.2. Payment of the balance instalment/request for partial repayment upon return

Following the upload on AlmaRM of the certificate of attendance certifying the end of mobility (no later than 21 August 2025), the [Erasmus+ Mobility Office for Study](#) will re-calculate the scholarship based on the actual duration of the mobility carried out in physical mode.

If the student is eligible for the MUR contribution on an ISEE basis and/or the "green travel" contribution, the calculation will consider these contributions. Thus, the student's debt will be balanced with the student's credit.

- If the balance is positive, the office will disburse the remaining part of the scholarship to the student's credit to the current account indicated on AlmaRM (it is advisable to check its correctness and modify it if necessary).
- If the balance is negative, the office will notify the student who will be asked to refund the corresponding amount. In this case, you will receive an e-mail with the payment details, on your personal institutional mailbox @studio.unibo.it.

The procedures for re-calculation, for refund requests and for payments of any balances will be activated **following the submission of the declaration of end of mobility (no later than 21 August 2025)** by the student.

Below is the payment schedule in relation to the loading of the mobility attendance certificate:

CERTIFICATE ATTESTING THE END DATE OF MOBILITY UPLOADED ON ALMA RM BY	REFUND REQUEST OR THE PAYMENT OF BALANCE BY
12 February 2025	28 February 2025
12 March 2025	31 March 2025
14 April 2025	30 April 2025
12 May 2025	30 May 2025
12 June 2025	30 June 2025
14 July 2025	31 July 2025
21 August 2025 (deadline for uploading the certificate attesting the end date of mobility)	30 September 2025

Attention! In August 2025, no payments or return requests will be issued. In January 2025, the refund, if due, may be requested to those who have declared the end of the exchange period by 14/01/2025.

In the event of a request for restitution, please note that failure to return the contribution within the deadline communicated by e-mail will result in the inhibition of any career act, in compliance with the provisions of art. 13 of the University Regulations on student fees issued with D.R. 662/2018 of 07/05/2018, published in the B.U. no. 257 of 15 May 2018, and subsequent amendments.

4. Full Scholarship Refund

The student who has received the scholarship and formalizes his/her withdrawal, **and therefore does not complete the mobility**, is required to fully reimburse the contribution received, if any.

Specifically, the participant is required to reimburse the total contribution received in the following cases:

- **WITHDRAWAL FROM MOBILITY IN PROGRESS OR CONCLUDED:** the student has formalized the withdrawal after the departure or after return from the exchange.
- **REVOCAION OF STATUS AND SCHOLARSHIP:** the Erasmus+ status and scholarship of the student will be revoked if the requirements indicated in the Erasmus+ for study Call for Applications, the Mobility Agreement and in this guide are not met.

The request for the total refund of the scholarship will be sent by e-mail (to the personal institutional mailbox @studio.unibo.it) with the details for payment specified.

Please note that failure to return the contribution within the deadline communicated by e-mail will result in the inhibition of any career act, in compliance with the provisions of art. 13 of the University Regulations on student fees issued with D.R. 662/2018 of 07/05/2018, published in the B.U. no. 257 of 15 May 2018, and subsequent amendments.

WITHDRAWAL AND REVOCATIONS

If you decide to renounce the exchange place after acceptance, you will have to notify it via AlmaRM. Go to the "Outgoing mobility" detail and click on the **Renounce button**.

The withdrawal is a permanent action, for this reason once the withdrawal has been formalized on AlmaRM, it will not be possible to accept requests for reinstatement of Erasmus student status.

The withdrawals registered by **30/06/2024** will allow the Offices to contact the next eligible candidates in the ranking list of the vacancy, if any.

Attention! It is always possible to renounce your exchange both before and after departure and even after declaring your return. However, if you have already received the scholarship, you will be required to return it in full. The request for the full refund of the scholarship will be sent by e-mail (to your personal institutional mailbox @studio.unibo.it) with the details for the payment specified.

Please note that failure to return the contribution within the deadline communicated by e-mail will result in the inhibition of any career act, in compliance with the provisions of art. 13 of the University Regulations on student fees issued with D.R. 662/2018 of 07/05/2018, published in the B.U. no. 257 of 15 May 2018, and subsequent amendments.

CONTACTS OF THE COMPETENT OFFICES

At this link you will find the contact details of the Erasmus+ Offices of each campus, which deal with administrative matters:

<https://www.unibo.it/en/study/international-experiences/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/contacts-international-relations-administration-offices>

At this link you will find the contacts of the International Mobility Offices of the various educational fields, which deal with all issues of a didactic nature:

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

ANNEX 1

MUR CONTRIBUTION TO THE ERASMUS+ STUDY GRANT 2024/2025

This annex describes the deadlines and procedures for submitting the ISEE Certificate and/or the documentation necessary for verifying the economic condition, amounts, payment timing, categories of exclusion from the integration and further control measures.

The Erasmus+ study grant, financed by the Erasmus National Agency, foresees an additional contribution financed by MUR funds (so-called “MUR additional contribution”). According to the Ministerial Decree 1047/2017, containing the regulations to allocate the funds, this additional contribution must be calculated according to students’ ISEE (Equivalent Financial Situation Indicator).

Students selected under the Erasmus+ study Call for applications 2024-2025 can submit their **ISEE 2024** for services for the right to higher education **starting as of now**, through the ER.GO website (www.er-go.it), section online services, using the SPID credentials. If you cannot apply for them, use your UNIBO credentials (@studio.unibo.it). The completion of the **personal and economic data section** is needed to submit the ISEE.

The presentation of the ISEE and/or the documentation concerning the income and assets, necessary for the verification of the economic condition for the purpose of integrating the Erasmus+ scholarship will also be valid for the UNIBO tuition fees 2024-2025 calculation.

In particular, the procedure for entering the ISEE and/or the documentation necessary for the verification of the economic situation (for students with income and assets abroad) is the same for the calculation of student contributions and for the calculation of the MUR integration, but:

- 1) Students who plan to leave for the **first semester/full year** who submit the ISEE certificate by **28/06/2024**, will receive 50% of the MUR integration at the same time as the payment of the EU contribution (i.e. at the beginning of the mobility) and the remaining 50% together with the balance (i.e. at the end of the mobility). If, on the other hand, they submit the documentation **after 28/06/2024 but within the deadline set for the calculation of tuition fees for the a.y. 2024-2025**, they will receive 100% of the MUR integration together with the balance, at the end of the mobility.
- 2) Students who plan to leave for the **second semester** and who submit the ISEE certificate **by the deadline for the calculation of tuition fees for the a.y. 2024-2025** will receive 50% of the MUR integration at the beginning of the mobility together with the EU contribution and the remaining 50% together with the balance, at the end of the mobility.
- 3) PhD students selected under the Erasmus+ study Call for Applications must also comply with all the instructions contained in this communication and follow the procedure indicated at the below.

All the information for calculating the ISEE or the economic condition for income/assets abroad received, as well as information on how to fill in the personal and economic data section are available at the following link: <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/tasse-e-contributi/tasse>.

DEADLINES

TYPE OF STUDENT	DEADLINE TO FILL IN THE PERSONAL AND ECONOMIC DATA SECTION	SUBMISSION OF THE ISEE DECLARATION WITH SENDER'S PROTOCOL NUMBER	DEADLINE FOR COMPLETING THE ECONOMIC DATA SECTION (sender's protocol number and ISEE with annotations)	DEADLINE FOR SENDING ONLINE THE DOCUMENTATION CONCERNING INCOME AND ASSETS ABROAD
Student leaving for the first semester or full year	Friday 28/06/2024	27-28/06/2024	Friday 12/07/2024	Friday 05/07/2024
Student leaving for the first semester, full year* or second semester	30/10/2024 (at 18:00)	29-30/10/2024 (at 18:00)	Friday 20/12/2024	Wednesday 20/11/2024
Student leaving for the first semester, full year* or second semester - submission with an extra-charge on the tuition fees amount**	15/11/2024 (at 18:00)	14-15/11/2024 (at 18:00)	Friday 20/12/2024	Wednesday 20/11/2024

* Students leaving for the first semester or full year who submit the ISEE after 28/06/2024 but within the deadlines set for the calculation of student contributions will receive 100% of the MUR integration together with the balance, at the end of the mobility.

**The submission of the ISEE by 15/11/2024 implies the payment of an extra-charge on the tuition fees amount, as ruled by the UNIBO regulations about students' tuition fees, published at the following link: <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-deadlines>.

STUDENTS WHO DO NOT SUBMIT THE ISEE, DO NOT COMPLETE THE ECONOMIC DATA OR DO NOT SEND THE PAPER DOCUMENTATION RELATING TO INCOME ABROAD WITHIN THE DEADLINES INDICATED ABOVE WILL NOT OBTAIN THE ADDITIONAL MUR CONTRIBUTION, BUT ONLY THE EU CONTRIBUTION REFERRED TO ON PAGE <https://www.unibo.it/en/study/international-experiences/Studying-abroad/General-information-on-Erasmus/Erasmus-funding>.

REQUIRED DOCUMENTS:

- ***Students whose family unit resides in Italy.***

To submit the ISEE, the student must log in with SPID credentials or, if unable to request them, with institutional credentials to the ER-GO online services and fill in the "Personal data" and "Economic data" sections.

In the ECONOMIC DATA section, the student will ONLY enter the INPS protocol number of the ISEE Attestation (e.g. INPS-ISEE-2024-XXXXXXXX-00) and will view in real time the ISEE, ISPE and equivalence coefficient data of the ISEE Attestation, acquired directly from ER.GO. from the INPS database.

Those who still do not have an INPS protocol number for their ISEE certificate (e.g., INPS-ISEE-2024XXXXXXXX-00) will nonetheless be able to submit and confirm their applications online by entering the sender's protocol number (e.g., CAF000XX-PG0000-2024-N0000000), contained in the RECEIPT issued at the time of the application, but may do so solely during the period **from June 27th to June 28th, 2024** (for students leaving for the first semester/full year); **or from October 29th to October 30th, 2024** (for students leaving for the second semester, or for those who did not respect the previous deadline). ER.GO will then obtain the details of the ISEE certificate by querying the INPS IT system. Students will be informed by SMS about the availability of the ISEE data and will be asked to confirm them entering again the ER.GO online system **within July 12th, 2024** (for students leaving for this first semester/full year) **or December 20th, 2024** (for students leaving for the second semester, or for those who did not respect the previous deadline). Students failing to respect these deadlines will not receive the additional contribution.

If the ISEE certificate contains ANNOTATIONS, the student must contact INPS, a tax assistance center (CAF) or the municipality again to sign a new complete and correct Self Certification (DSU) to replace the version containing omissions or discrepancies. Once obtained the corrected ISEE, it must be submitted to ER.GO by filling in again the ECONOMIC DATA section and entering the INPS protocol number for the ISEE without omissions. This procedure must be done **within July 12th, 2024** for students leaving for the first semester/full year and within **December 20th, 2024** for students leaving for the second semester or for those who did not respect the previous deadline. Students failing to respect these deadlines will not receive the additional MUR contribution.

Until the student completes the application, after the information has been obtained from the INPS IT system, the application will not be able to be considered for the payment of the UNIBO/MUR additional contribution.

The **ISEE without specifying a family nucleus** can be presented only if, for at least two years prior to submitting the application, the student has lived independently (in accommodation not owned by a family member) and have earned income of not less than € 9,000 per annum for at least two years.

- ***Students whose nuclear family has income and/or assets abroad.***

International students with income and/or assets abroad who wish to receive the additional contribution must always and, in any case, follow the guided procedure proposed by the online application within the deadlines listed above.

International students cannot request an ISEE calculation. Instead, they must present the documentation confirming their economic situation and assets issued by the authority competent for the territory in which the income was earned and where the assets are held. This documentation must be translated into Italian and legalized by the Italian diplomatic authorities in the place of origin, or apostilled where required. The application will be complete only if the section of personal and economic data is filled in online, and if the documentation of foreign income/assets is sent according to the deadline specified above and the procedure specified on the web page <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/ISEE-and-other-documentation-for-tuition-fee-exemptions>.

However, if your family resides in Italy and receives income and/or owns assets in Italy, you must request the ISEE calculation.

- ***Students whose family has mixed incomes.***

Students residing in Italy or with Italian citizenship, but who (themselves or a family member) have income or assets abroad, must document foreign income and assets in the same way as international students, even if these values were included in the Self Certification (DSU) submitted (and therefore in the ISEE calculation). Documents must be released by the local authorities, in charge for the territory where the income is produced, and the assets owned and must be translated by a sworn translator and legalized according to the law.

Failing to submit the documentation within the deadlines listed in this communication, late submissions, the submission of incomplete documentation or the submission of documentation not in compliance with the information provided by this communication will result in ineligibility to the MUR additional contribution.

ADDITIONAL CONTRIBUTION AMOUNTS:

The Ministerial Decree 1047/2017 gives the indications about the monthly amounts to be awarded as additional contribution to the Erasmus + grant, according to the ISEE range:

ISEE RANGE	MUR ADDITIONAL CONTRIBUTION AMOUNTS PER MONTH ²
ISEE ≤ 13.000	€ 400,00
13.000 < ISEE ≤ 21.000	€ 350,00
21.000 < ISEE ≤ 26.000	€ 300,00
26.000 < ISEE ≤ 30.000	€ 250,00
30.000 < ISEE ≤ 40.000	€ 200,00
40.000 < ISEE ≤ 50.000	€ 150,00
ISEE > 50.000	€ 0

PAYMENT SCHEDULE:

Students eligible for the MUR integration will receive it according to the following timelines:

- **Students leaving for the first semester/full year who have submitted the ISEE certificate by 28/06/2024:** they will receive the 50% of the MUR grant with the payment of the EU grant and the remaining 50% with payment of the balance, at the end of their mobility period, according to the rules and schedule available in the Erasmus + students guide 2024/2025.
- **Students leaving for the first semester/full year who have submitted the ISEE Certificate after 28/06/2024, but within the deadline for the calculation of tuition fees 2024-2025:** they will receive the payment of the total amount of the MUR grant at the end of their mobility period, according to the rules and schedule that will be available in the updated Erasmus+ students guide 2024/2025. These students will anyway receive the Erasmus+ regular grant at the beginning of their mobility period, according to the rules and schedule that available in the Erasmus+ students guide 2024/2025.
- **Students leaving for the second semester:** they will receive the 50% of the MUR grant with the payment of the EU grant and the remaining 50% with payment of the balance, at the end of their mobility period, according to the rules and schedule available in the Erasmus+ students guide 2024/2025.

² As deliberated by the Academic Boards on May 29th, 2018.

EXCLUSION CATEGORIES:

Students who will be **excluded** from the MUR additional contribution, according to the ministerial decree are:

- a) Those who will lack to submit the ISEE declaration or will not complete the economic data section within the deadlines listed in this communication.
- b) Students with income and/or assets abroad who will not fill out the ER.GO online form (personal and economic data sections) and will not send to Er.GO the complete and compliant documentation concerning their income and asset situations within the deadlines listed in this communication.
- c) Those who hold an ISEE calculation higher than 50.000 €.
- d) Those who will be enrolled as “fuori corso” from the second year onwards at the moment of their departure, regardless of their economic situation.

FURTHER CONTROLS AND LOSS OF THE ADDITIONAL CONTRIBUTION

Further controls on economic situations will be managed by ER.GO on behalf of the University by using the databases involved in the ISEE calculation (i.e. Agenzia delle Entrate and INPS databases).

Self-declarations about economic data of ISEE with annotations and/or omissions will be controlled by ER.GO, even asking students further documentation stating the completeness and truthfulness of self-declared data.

Evidence of untruthful declarations finalized to obtain the UNIBO/MUR additional contribution will lead to its revoke and the student will be asked to refund the sum already received.

For information and clarification regarding compilation of the personal and economic data section, contact ER.GO by telephone at tel. 051 – 6436788 and 051-6436759.

ANNEX 2

INDICATIONS FOR PHD STUDENTS IN SHORT-TERM MOBILITY

This annex describes the specific funding conditions for Erasmus mobility for PhD students carrying out short-term mobility.

Doctoral students interested in carrying out a short-term mobility period are requested, for the management of their mobility period, to refer to the indications given. This document integrates and deepens only some aspects related to short-term mobility and its financing.

DURATION

Short Mobility has a duration from a minimum of 5 days to a maximum of 30 days and must be carried out exclusively in presence at the host institution (physical mobility).

Physical mobility of 30 days **cannot** be extended.

Mobilities planned for a period of less than 30 days can be extended up to a maximum of 30 days.

FUNDING

The **mobility grant** varies depending on the number of days of physical mobility (from 5 to 30) and is determined as follows:

Duration of the physical activity	Amount
Until the 14th day of physical activity	79 EUR per day
From 15th to the 30th day of physical activity	56 EUR per day

The mobility grant is determined based on the dates of physical mobility certified by the host university in the period certificate. Eventual activities carried out in virtual mode do not entitle you to any financial contribution. The duration of mobility is calculated in calendar days.

TRAVEL CONTRIBUTION

It is possible to cover travel expenses up to certain limits. The PhD student must apply through a specific procedure through AlmaRM, by accessing the portal with the institutional credentials @studio.unibo.it.

PhD students carrying out short mobilities are requested to provide the [Erasmus+ for Study Mobility Office](#) with their travel documents **from and to the hosting institution** by using AlmaRM. The limits are described in the following table, based on the distance in KM and on the type of travel (Green/non-Green).

Travel distance	Standard travel (non-Green) Max amounts per participant	Green travel (bus, train only) Max amounts per participant
Between 10 and 99 KM	€ 28,00	€ 56,00
Between 100 and 499 KM	€ 211,00	€ 285,00
Between 500 and 1999 KM	€ 309,00	€ 417,00
Between 2000 and 2999 KM	€ 395,00	€ 535,00
Between 3000 and 3999 KM	€ 580,00	€ 785,00
Between 4000 and 4999 KM	€ 1.188,00	€ 1.188,00
More than 8000 KM	€ 1.735,00	€ 1.735,00

“Travel distance” means the distance between the city of departure and the city of destination, while the “max amounts” means the total contribution for the travel to and from the city of destination. Distance will be determined by using the following EC tool: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

In case the country of departure is not Italy, or the city of destination is not the one of the hosting institution, the student must provide a justification via a duly signed self-certification. If the travel costs have been covered by other EU funds other than Erasmus+, the student must inform immediately the Mobility for Study Office as there is an incompatibility with the travel costs coverage.

In case of a “green travel”, the amount indicated in the table above can be paid only to the students who will **travel by train or by bus for both the trip to and from the city where the mobility takes place** and will submit the travel receipts via the dedicated section in AlmaRM.

Calculating the coverage of the costs for a standard travel: an example	Calculating the coverage of the costs for a green travel: an example
<ul style="list-style-type: none"> • Start: Florence • End: Oslo • Distance (Florence Oslo): 1795.4 km • Travel distance: 500-1999 km • Max amount: € 309,00 (roundtrip) 	<ul style="list-style-type: none"> • Start: Florence • End: Oslo • Distance (Florence Oslo): 1795.4 km • Travel distance: 500-1999 km • Max amount: € 417,00 (roundtrip)

Short term mobility PhD students are asked to **keep their travel documents** as they will be asked to upload them onto AlmaRM at the end of their mobility.

SUPPORT INCLUSION

PhD students with limited opportunities receive a top-up amount in addition to the individual support of their EU Erasmus+ grant in the amount of 100 EUR for a physical mobility activity period of 5-14 days or 150 EUR for a physical mobility activity period of 15 and 30 days.

“People with fewer opportunities” means students with one of the following conditions:

- **Economic disadvantage:**

This requirement will be checked based on your ISEE. The maximum limit of the Equivalent Economic Situation Indicator (ISEE), to provide students with special subsidies in relation to the right to higher education, for the a.y. 2024/2025, is € 27,726.79.

The ISEE value will be acquired by the offices and will refer to the ISEE 2024 for the services related to the right to study that doctoral students have been asked to upload with the methods and deadlines set out in Annex 1 of this guide.

- **Physical, mental, or health needs:**

The PhD students in possession of a medical certification from their GP or a specialist attesting their state of health may apply for inclusion support at the end of the mobility period.

At the end of the physical mobility period, before uploading the certificate of attendance, the student will need to provide the documentation certifying their state of health to the [Erasmus+ Mobility Office for Study](#). The individual support will be transferred to the student only after the approval of their request for recognition.