



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

AREA
FORMAZIONE E DOTTORATO



Preliminary information for selected students

ERASMUS+ CALL FOR APPLICATIONS

A.Y. 2024/2025

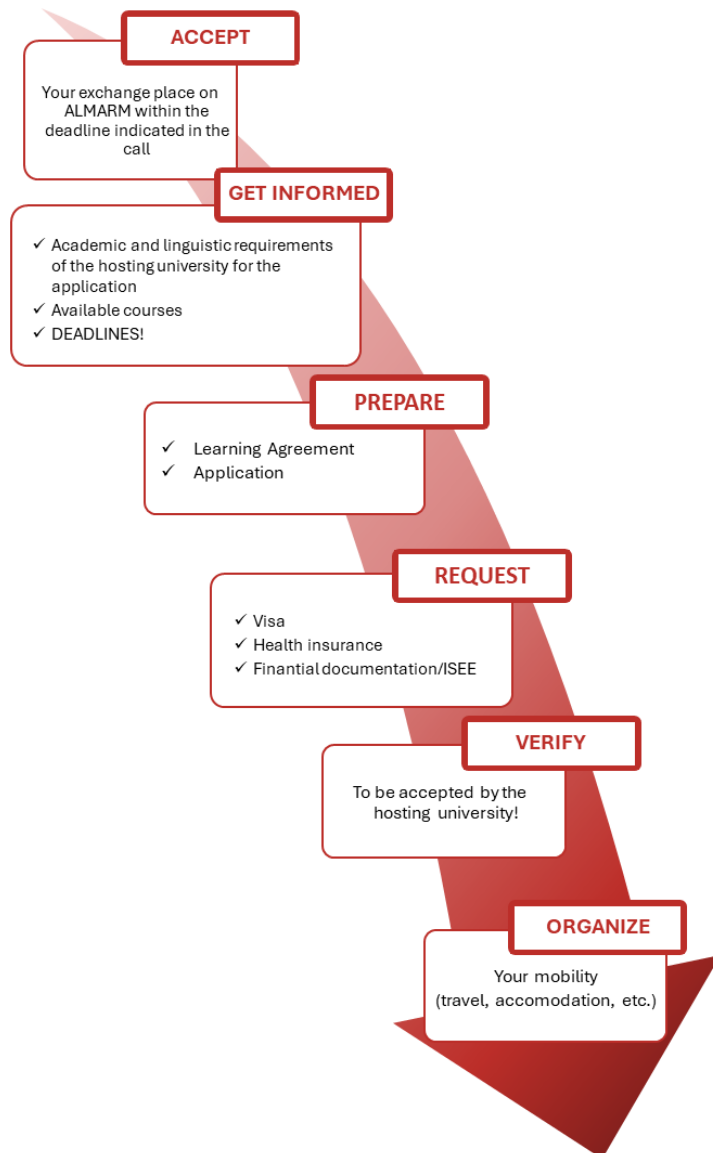
for EU, Swiss and UK institutions

ERASMUS+ AGREEMENTS AND MOBILITY DIVISION "UE" | MOBILITY FOR STUDY OFFICE

Via Filippo Re 4 | 40126 Bologna | Italia | erasmus@unibo.it

Are you a winner of an Erasmus+ for Studies 2024/2025 exchange place and you have already accepted it into AlmaRM?

In this short guide we will explain what you are required to do before leaving abroad.



This document contains preliminary information useful for students who have accepted an Erasmus+ for Studies exchange place a.y. 2024/2025. **A full guide will be published in the coming weeks and will include further guidance.** All Erasmus+ for Studies students a.y. 2024/2025 will receive a notification on their institutional inbox (@studio.unibo.it) when the full guide will be published on the AlmaRM.

Check your institutional inbox frequently!

1. GET INFORMED

During your mobility you will have to follow various administrative procedures and the actors you will be in contact with are the following:

- UNIBO;
- Hosting 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 host institution

Read this guide carefully, as here we explain all the steps you will need to do before your departure. Further information will be published on the [UNIBO institutional portal](#) and on AlmaRM.

Check the website and/or contact the international relations offices of the hosting university to find out and understand the procedures you must follow to be accepted by them for the Erasmus+ exchange for which you are successful. You will be asked to send 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.

Check the website of the competent Embassy or Consulate in order to find out the entry requirements of the host country.

Pay attention to deadlines!

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

2. NOMINATION

Once you will formalize the acceptance of your exchange place via AlmaRM, Erasmus+ for Study Mobility Office will inform the partner University that you have been selected for an Erasmus+ mobility, i.e. it will send your nomination to the hosting University.

Nominations will be sent starting from 28 March 2024 and, in any case, by the deadline set by the host University and according to the required methods.



Regularly check your institutional inbox @studio.unibo.it as you may be asked for additional information necessary for sending your nomination (for example, the data of your identity document, language certificates, choice of campus/course of study, etc.).

3. APPLICATION

Once your nomination will be sent by our office, normally, you will have to send your application to the hosting university.



The application procedure (i.e. the admission procedure to the host institution) is your responsibility and must be done according to the procedures established by the institution that will host you. You will have to check the **procedures, deadlines and specific requirements (language, academic, enrolment, access to courses)** of the hosting University well in advance, checking the websites and/or contacting directly their international relations offices.

*Pay attention to the application deadlines of the hosting university!
Some universities request that students send it soon after the nomination!*

Language certifications: if the hosting University requires an international language certification (e.g. TOEFL, IELTS, DELE, SIELE, DELF, GOETHE, etc.), you will have to obtain it privately, through official certifying bodies, typically, before sending the application. If you have taken the CLA assessment test, you can check with the host university whether it is possible for them to accept the relevant certificate. You can download the CLA assessment test certificate (if you have taken it) directly from Studenti OnLine (SOL). The Erasmus+ for Study Mobility Office does not have the possibility to sign particular documents certifying certain language levels.

The hosting university may request, at this stage, that you send your **Learning Agreement**. In the next section we will provide you with more information about this document.

We remind you that the scholarship and Erasmus+ status that are awarded to the winning students are subject to admission to the hosting university.

If your application will be rejected by the hosting university, you will not be re-allocated to another destination.

Before you can leave you must be formally accepted by the hosting university

4. LEARNING AGREEMENT APPROVAL

During the mobility, you will carry out academic activities at the hosting University for which you will then request recognition upon your return to Bologna, replacing the activities included in your study plan at UNIBO. These activities must be pre-authorized by UNIBO and the hosting institution through a document called "Learning Agreement" (LA).

The purpose of the LA is to provide transparent and efficient preparation of your exchange to ensure that you receive recognition for activities successfully completed at the hosting University. The LA establishes the study plan to be carried out at the partner institution and the list of activities that will be recognized at UNIBO once you return from the Erasmus+ exchange. You will be able to obtain recognition of the activities foreseen in the LA only if you will successfully pass them at the hosting University during your mobility and if you will submit an appropriate request for recognition at the end of your exchange.

You must obtain the approval of your Learning Agreement before the departure, often even before submitting your application!

The approval process takes place online, via AlmaRM, as follows:



- SUBMISSION of the Learning Agreement by the student
- VALIDATION of your UNIBO exchange coordinator
- APPROVAL of your Degree Programme Board

Check with the International Mobility Office responsible for your study area the rules established by your Degree Programme regarding activities you can carry out abroad and the presence of any deadlines for Learning Agreement submission and recognition request. Furthermore, remember to check with the hosting University whether there are any limitations in the choice of courses.

At the following link you can find the contacts of International Relations Offices for each study field:

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

The Learning Agreement preparation takes time, so you must start well in advance!

5. PREPARE YOUR DOCUMENTS

Before leaving you will have to prepare some documents necessary to receive the scholarship and obtain the authorization to enter the country where you will carry out your mobility.

We list the most important ones here below:



- Documents necessary for entering the country (identity card/passport/Visa)
- Health insurance
- Income and assets documentation/ISEE, if you intend to request the additional MUR contribution

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

5.1. Identity documents

5.1.1. For students with EU citizenship



If you are a European citizen, to stay in a European Union country it is sufficient to have an identity card valid for travelling abroad. Check that identity card has not expired or is expiring during your period abroad, otherwise you will have to renew it before leaving.



PLEASE NOTE! 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 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 host country** well in advance to check which identity documents are necessary to enter the country and the bureaucratic procedures you will be required to carry out before your departure (i.e. obtaining a visa, residence permit, health insurance, etc.).

5.1.2. For students with an Extra-UE citizenship

If you are a student with an Extra-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 the mobility.



Check at the Embassy or Consulate of the host country what procedures must be carried out before your departure (visa, residence permit, health insurance, etc.).

If you need the issuance/renewal of the **Italian residence permit** you have to start the procedure well in advance before leaving for your Erasmus destination: some partner universities require a copy of the residence permit already at the stage of application and the procedure for issuing/renew the residence permit might take time.

*Check the application deadlines of the hosting university.
Some universities have different deadlines for Extra-UE students.*

5.1.3. Special instructions for all the exchange students towards the UK



The United Kingdom is still part of the Erasmus+ Programme as a Partner Country and, for the purposes of its 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 are the winner of an exchange place 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>.

PLEASE NOTE! 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.

5.2. Health insurance

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

If you are a European citizen you can use your **European health card - EHIC (European Health Insurance Card)** to obtain healthcare in European countries. The methods of using the EHIC are different depending on the country of destination.

Alternatively, you will have to check the rules for accessing the healthcare system in the host country and, if necessary, **obtain private health insurance**.

6. REMEMBER THE REQUIREMENTS OF THE CALL

We remind you that the Erasmus+ for Studies Call for applications a.y. 2024/25 foresees that:

- you carry out a physical mobility period of at least 60 days or, only if you are enrolled in a PhD programme and will do a short mobility, between 5 and 30 days;
- you obtain the recognition of at least one academic activity you successfully passed at the hosting university;
- your mobility period is carried out in the period between 01/06/2024 and 31/07/2025.

PLEASE NOTE! If you do not comply with all the requirements listed above, **your Erasmus+ status will be revoked**, which will also entail the **Erasmus+ scholarship revocation** (and of the additional MUR contribution, if any).

7. SCHOLARHIP

We anticipate some important information regarding the scholarship related to the Call for applications Erasmus+ for Studies 2024/2025. Further information will be provided in the full version of the Guide for selected students which will be published in the coming weeks.

7.1. Timing of the payment

You will receive the payment of the scholarship for your Erasmus+ mobility for the academic year 2024/25 only starting from **the end of September 2024**, once you will declare the start of your mobility.

To declare the start of the mobility you will have to upload your certificate of arrival, completed and signed by the hosting university within certain deadlines, which will be published later in the full version of the Guide for selected students.

7.2. Additional MUR contribution

You can apply for the additional MUR contribution, which will be calculated on the basis of ISEE data/income and asset documentation.

The deadlines and the ISEE submission rules for the purposes of the additional MUR contribution will be made available in the coming weeks on the web page <https://www.unibo.it/en/study/international-experiences/Studying-abroad/General-information-on-Erasmus/Erasmus-funding>

The full Guide for Erasmus+ selected students for EU, Swiss and UK institutions will be published in the coming weeks with information related to the ISEE submission and any further information that may be received from the Erasmus+ National Agency INDIRE regarding other aspects of mobility.

To obtain the ISEE certification you can contact INPS, the CAF (Fiscal Assistance Centre) or the Municipality and you must expressly request the calculation of the ISEE 2024 valid for benefits for the right to university studies.

We advise you to start the necessary procedures for the ISEE 2024 (valid for benefits for the right to university studies) request as soon as possible.

However, **if you have income abroad** you will be required to submit the documentation related to it. Further information will be published in the full Guide for selected students.



The additional MUR contribution will be paid only to students who submit the ISEE and/or financial documentation within the deadlines, and will be eligible to receive it.

Students who do not submit the ISEE certification, do not complete the economic data or do not submit the paper documentation related to income abroad by the deadlines, those who prove to have an ISEE greater than 50,000 euros and students enrolled “fuori corso” from the second year onwards, they will not obtain the additional MUR contribution, but only the Erasmus+ grant.

8. IN CASE OF WITHDRAWAL

If you decide to cancel your exchange after the acceptance, you will have to formalize it via AlmaRM: go to the OUTBOUND MOBILITY detail, make sure to select the tab relating to the correct mobility (if you have more than one) and click on the "Rinuncia" button. Withdrawals registered **by 30 June 2024** will allow the offices to offer the exchange place to next candidates in the ranking, if any.

PLEASE NOTE! The withdrawal is a **permanent action**. In case you formalise your withdrawal onto AlmaRM, your status cannot be reverted anymore.

9. CONTACTS

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