



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA



Preliminary information for selected students

**ERASMUS+ FOR STUDIES 2024/2025
For Non-EU countries**

This document contains preliminary information useful for students who accepted an Erasmus+ for studies a.y. 2024/25 exchange place. A complete Erasmus+ guide will be published during the next months with further information.

Note: Remember that, for Erasmus+ grant purposes, **you must:**

- Complete a physical mobility period of at least 60 days or, for student enrolled at a PhD course, in case of short mobility, between 5 and 30 days.
- Obtain recognition for at least 1 learning activity completed at the host institute.
- Complete your mobility period between 01/06/2024 and 31/07/2025.

Your Erasmus+ status and grant **will be revoked** if you do not satisfy these requirements.

VISA AND HEALTH INSURANCE

Visa

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

Depending on your citizenship and the bilateral agreements between the host country and the home country, the student will have to follow one of the two procedures described below:

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

b) Apply for a study visa and/or residence permit for study purposes immediately after arriving in the host country. In this case, the student must register their presence in the host country with the competent authorities (e.g. Police, Immigration Offices, etc.) within the allotted time. Also in this case, the student may be asked for a list of documents to be presented, generally including: passport, certificate of registration at the host university, health insurance covering the entire stay, travel booking and/or any further documentation to be produced in Italy or in the country of origin before leaving (such as the Criminal Record Certificate and the Certificate of Pending Charges or any medical tests).

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

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

ATTENTION:

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

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

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

HEALTH INSURANCE

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

NOMINATION PROCEDURE

The nomination procedure is in charge of the Mobility Office that sends the student's nomination to the host University, starting from 31 March 2024 and in any case **within the deadline set by the host University**, following partners' provisions.

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The selected students **must check their institutional @studio.unibo.it regularly** as the Mobility for Study Office might require additional information needed for the nomination procedure (such as identity document details, language certifications, campus or degree programme choice, etc.)

APPLICATION PROCEDURE

The application procedure is instead responsibility of the selected students who are responsible for submitting the application after checking the application submission procedures, deadlines and the specific requirements (linguistic, enrolment, access to degree programmes) of the host universities, consulting their websites or contacting them directly.

The student will be supported in the preparation of his Application by the Mobility Office responsible for non-EU locations. However, it remains the responsibility of the student to complete all the formalities required by the host University, respecting all the deadlines. Please note that any omissions and/or delays in submitting the documentation could result in a refusal by the host University.

The Erasmus+ grant is assigned to selected students upon their admission to the foreign institution concerned.

In case of rejection by the partner University, students cannot be placed with an alternative institution.

LEARNING AGREEMENT APPROVAL

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

- SUBMISSION of the Learning Agreement by the student.
- VALIDATION by the teacher responsible for the exchange.
- APPROVAL by the relevant Degree Programme Board (Director).

Some degree programmes set deadlines for submitting the Learning Agreement and obtaining approval. Check with the relevant office for didactic issues:

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

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Your learning agreement (LA) has to be approved and signed before your departure. For further information, consult the instructions found in the Learning Agreement section of AlmaRM.

WARNING: learning agreement doesn't replace your UNIBO study plan that must be submitted according to the deadlines set by your Degree Programme Board.

It takes a long time to prepare the LA, so start immediately!

IF YOU WITHDRAW

If you decide to withdraw from the mobility programme after acceptance, you must communicate this via AlmaRM: see **OUTGOING MOBILITY** and click on the **Withdraw** button. Official withdrawal by 30/06/2024 will enable the mobility office to contact the next eligible student on the ranked list.

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

TIMING OF PAYMENTS OF THE SCHOLARSHIP

Erasmus+ students will receive their ay 2024/25 scholarship starting **from the end of September 2024** only after the arrival certificate will be uploaded onto AlmaRM. Further details on deadlines for uploading the certificate of arrival and the related timing of payments will be provided in the Erasmus students guide.

CONTACTS OF THE RELEVANT OFFICES

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