



UNIVERSITÀ
di **VERONA**



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ERASMUS+ INFO DAY - Science and Engineering

ERASMUS+
PER STUDIO

Outgoing Erasmus Students
Erasmus+ for STUDIES A.Y. 2024/2025



Monday June 3rd, 2024 - 10:30 PM



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WHO'S WHO?

UNITÀ OPERATIVA **MOBILITÀ INTERNAZIONALE INTERNATIONAL OFFICE**

OUTGOING students Erasmus+ for Studies

Our lines are open Monday, Wednesday and Friday, **from 9.00 AM to 1.00 PM**

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**Medicine, Health Professions,
Natural Sciences and Engineering,
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SERVICE DESK

***Only write messages via Service Desk
(NO e-mails)***

Service Desk: <http://www.univr.it/helpdesk>

***Make sure to select the correct area of your
degree programme***

***100 - DIREZIONE STUDENTI > MOBILITA' INTERNAZIONALE > ERASMUS+
Studio > Area ...***



FIND THE INFO YOU NEED

1. Call for applications (*bando*) ERASMUS+ for Study A.Y. 2024/2025
2. Website <https://www.univr.it/en/our-services/-/servizi/opportunities-abroad-for-students-and-staff/erasmus-per-studio>
3. University's regulations on international mobility programmes
4. Department/School regulations on international mobility
5. ESSE3 Guidelines on Erasmus+ mobility programmes

To get some tips from **former years Erasmus students:**

ERASMUS STUDENT NETWORK

ASE-ESN Verona

verona@esn.it or via Facebook



TYPES OF MOBILITY

- 1. PHYSICAL mobility** = only on-site abroad
lectures take place **both on site** (physically present) or **online**

- 2. BLENDED mobility** = online partly in Italy +
partly physically abroad for at least **2 months = 60 days**,
provided the **agreement in advance** with the University of Verona and
the Host University.



MINIMUM DURATION START DATE

As stated in the Erasmus Charter for Higher Education - ECHE 2021/2027

- **2 months = minimum 60 days abroad** at the Host University

The duration of Erasmus+ mobility must be one Semester, one academic year, or 2 months (healthcare-related internships), as set out in Article 1 - Erasmus+ *Call for applications* A.Y. 2024/2025.

- **June 1st, 2024 = start date** of Erasmus academic activities

If your **start date** is expected to be **in August 2024** = do inform our International Office



ERASMUS+ FOR STUDIES KEYPOINTS

1. **Nomination**
2. **Application Form**
3. **Accommodation**
4. **Academic activities**
5. **Learning Agreement**
6. **Withdrawing from Erasmus Mobility**
7. **Financial contract**
8. **BEFORE the Mobility**
9. **DURING the Mobility**
10. **AFTER the Mobility**



1. *NOMINATION*

The International Office sends to Receiving Institutions
the names of candidates (**nominations**)
for the full Academic Year 2024/2025 (**9 to 12 month stay**)
and for the 1st and 2nd semester 2024/2025 (**2 to 6 months**)

ADMISSION and **ACCEPTANCE LETTER:**

Host Universities take the final decision whether to **admit** each candidate (or not) and to **accept** students for suitable modules and activities **previously agreed**, according to their own guidelines



2. APPLICATION FORM

1. Students must fill out and send their **Application Form** by the **deadline** set and by the **methods** adopted by the Host University (usually **online** or **by e-mail**)
2. **ACADEMIC TRANSCRIPT** or **TRANSCRIPT OF RECORDS** (to be requested to **Student Secretary's Office Services**)
= copy of one's personal academic career.
3. Always comply with the **deadlines** set for Semester 1 or for Semester 2 (see [Host University's fact sheet](#))
4. Together with the Application Form, Receiving Institutions might ask students to send also a **provisional Learning Agreement** and a **language certificate** for their recommended language level.



3. ACCOMMODATION

- **website** of the Host University
 - **accommodation service** of the Host University
 - **accommodation form**: fill out and submit by the deadlines and methods set by the Host University → **BEWARE OF ONLINE FRAUDS!**
 - **Feedback** from former Erasmus students
-
- ✓ consider the accommodation options provided by the Host University
 - ✓ submit the relevant documents by the deadlines set



4. *ACADEMIC ACTIVITIES*

Purposes of the Erasmus+ for Study Mobility

1. Attending **lectures**, courses, completing modules successfully, passing **exams**;
2. **Internship/traineeship**;
3. **Research** activities for PhD students;
4. Preparing the **final dissertation/thesis (*)**: prior agreement with the Host University and your **Erasmus Coordinator** in Verona (= needed to fill out a **final report**)

GOAL = gaining **CFU/ECTS**
= recognition of the activities completed abroad,
previously approved in the Learning Agreement ESSE3



(*) *THESIS/FINAL DISSERTATION*

- **ONLY Thesis/Final dissertation** → before departure, prior agreement with the Erasmus Coordinator in Verona and the Host University = students willing to work only for dissertation during the Erasmus mobility must first check **whether this option is possible**
- The Host University decides whether to admit (or not) a student intending to carry out only a **dissertation work** during the Erasmus mobility
- **FINAL REPORT** → After research for dissertation/thesis work, part of a PhD programme or internship, upon completion of the mobility period you need to ask the Host University to sign (together with the Transcript of Records), **a document in which dates, activities and results are reported**
- **CFU/ECTS** → Please check that the final report contains the **CFU/ECTS gained**, or relevant work hours, to be recognised by the University of Verona

**CAREFULLY READ THE ERASMUS REGULATIONS
OF YOUR DEPARTMENT**



CHOOSING ACTIVITIES

1. COURSE CATALOGUE = how to choose modules?

= **Academic offer** of the Host University (see fact sheet on website)

2. ERASMUS COORDINATOR

= Find the name of the Professor in Verona, «**Commissario Erasmus**» (area of Foreign Languages and Literatures), **Department Representative, President of Field of Study**

3. REGULATIONS

= search for our University Regulations on international mobility programmes and the **Erasmus regulations** of your Department or School

4. RECOGNITION OF EXAMS

Contact your **Student Secretary's Office Services** (= **Gestione Carriere Studenti**) for specific information on CFU/ECTS and modules/exams equivalence to register after your Erasmus+ mobility



5. *LEARNING AGREEMENT*

1. LEARNING AGREEMENT **BEFORE** THE MOBILITY

= STUDY PLAN

- mandatory European document to be filled out by the student **on ESSE3** to have modules/exams recognized in the academic career upon return
- The document must be approved by the Receiving Institution **BEFORE DEPARTURE** to ensure to have actually access to the study activities chosen and listed
- **OLA (Online Learning Agreement)** = new template of Learning Agreement
- For specific information on the **content** in your LA and number of **CFU/ECTS** read the **University's regulations** on international mobility programmes and the **Erasmus regulation** of your Department/School
- **TABLE A = TABLE B** - the total **number of CFU/ECTS credits must be EQUAL**
A difference of up to **2 CFU/ECTS** is **acceptable** between the credits of modules/activities held at the University of Verona and the corresponding activities taken abroad.
- **send a copy** of LA BEFORE THE MOBILITY **to the International Office** via Service Desk before departure



2. LEARNING AGREEMENT **DURING** THE MOBILITY

= CHANGE OF STUDY PLAN

- **within 5 weeks** from the beginning of each Semester = **change of Learning Agreement** for specific reasons (e.g. cancelling an activity, substituting a cancelled activity)
- **ESSE3 GUIDELINES** = information on how to **change your Learning Agreement** on ESSE3, available [online](#)
- **send a copy** of LA DURING THE MOBILITY **to the International Office** via Service Desk once your change has been approved by Sending and Receiving Institution



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IMPORTANT!!!!

FOR SCIENCE AND ENGINEERING STUDENTS

BEFORE GETTING THE APPROVAL VIA ESSE3, IT IS NECESSARY TO REQUEST THE APPROVAL OF THE STUDENT PRACTICES COMMITTEE SENDING AN EMAIL TO THE STUDENT SECRETARIAT
carriere.scienze@ateneo.univr.it

The procedure to follow before and after you mobility can be found in the *Science and Engineering Regulation*:

<https://www.univr.it/it/i-nostri-servizi/gestione-carriere-studenti-scienze-e-ingegneria/erasmus-e-altre-esperienze-allestero-scienze-e-ingegneria>



Minimum CFU / ECTS

CFU/ECTS credits to gain during Erasmus Mobility

A minimum number of CFU/ECTS credits must be recognized, or else you will need to **refund** the Erasmus grant in **total**.

12 CFU/ECTS = for **one semester** (= 2 - 6 months)

24 CFU/ECTS = for **academic year** (= 7 - 12 months)

Some Host Universities may set their **minimum number of credits** required to Erasmus students in their fact sheet



Maximum CFU / ECTS

CFU/ECTS credits to be recognized after Erasmus Mobility

A maximum number of CFU/ECTS credits must be recognized, as similar as possible to the corresponding activities in Verona.

30 CFU/ECTS = for one semester (= 2 - 6 months)

60 CFU/ECTS = for academic year (= 7 - 12 months)

For specific information on the modules/exams included in the LA please refer to the **University regulations** on international mobility programmes and the **Erasmus regulation** of your Department/School



6. WITHDRAWING FROM ERASMUS MOBILITY

In the event of severe **circumstances**
or events beyond your control, contact us and

fill out and send the form 2024/2025 via [**Service Desk**](#)

**Send your request by specifying the reason
to the International Office:**

we will inform the **Host University** and the **Erasmus Coordinator** in Verona.



7. FINANCIAL CONTRACT

The Erasmus financial contract will be sent to each student with the nominative arrival certificate
in June/July 2024 (First Semester and Academic Year)
and **in November/December 2024 (Second Semester)**

The contract must be **signed** by the student
and **submitted via Service Desk** to the International Office
before departure

The total grant amount is calculated on the **cost of living** in the destination country adding the **EU grant amount** to the **extra contribution amount**, which depends on the student's **income band (ISEE)**

Information about the students' ISEE for Erasmus grants will be processed from the **INPS database**



ERASMUS+ = COST OF LIVING

	Mobility towards:
GROUP 1	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland*, The Netherlands, UK*
GROUP 2	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain
GROUP 3	Bulgaria, Croatia, Hungary, Lithuania, Poland, Republic of North Macedonia, Republic of Serbia, Romania, Turkey

* Concerning mobilities to Switzerland and to the UK, please refer to Art. 5



STUDY GRANT calculated per month

Group:	EU grant
GROUP 1	350 € + possible additional contribution (to be defined)
GROUP 2	300 € + possible additional contribution (to be defined)
GROUP 3	250 € + possible additional contribution (to be defined)



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DOUBLE DEGREE PROGRAMMES

For mobilities concerning
Double/Joint Degree programmes,
and the specific grant amounts, please refer to the Table in
Art. 4.5



ISEE 2024

ISEE 2024 = self-declaration on income received in 2022

Data on eligible students will be acquired from the **INPS database** and for those who submit their single **benefits application (DUB)** to the Scholarships and Grants Office from **July 2024**

No request to receive these benefits has to be submitted to the International Office



ISSUING ERASMUS GRANT

Students will receive the Erasmus grant in **two tranches**:

1st payment = **BEFORE** THE BEGINNING OF MOBILITY

2nd payment = **AFTER** THE END OF MOBILITY



GRANT AMOUNT CALCULATION

GRANTS WILL BE ISSUED FOR THE DAYS **PHYSICALLY SPENT ABROAD**

- **Certificate of Attendance**

= the amount of the Erasmus grant will be calculated taking into account the **start/end dates** of the Erasmus Mobility done abroad for **academic purposes** certified by the Host University in the certificate of attendance

1 month = 30 days

- **NO CORRECTION, NO CANCELLATION**

= Check that **name** and **dates** reported in the certificate of stay **have not been corrected** by hand

- **TRANSCRIPT OF RECORDS** = academic activities achieved abroad

In case of an **incomplete month**, the amount of the grant is calculated by multiplying the **number of days** of the incomplete month by **1/30** of the unit cost per month.



ADDITIONAL GRANTS ***(see Call Erasmus, Art. 4, point 7)***

1. DISADVANTAGED STUDENTS = an **additional allocation** awarded by the European Commission for students with physical, mental or general disabilities and/or with limited financial means.

2. GREEN TRAVEL = **one-off grant of 50 €**
Students who choose to travel **by using low-emission means of transport**, such as **bus, train or carpooling**.

The criteria for awarding these grants will be communicated at a later date.



8. *BEFORE THE MOBILITY*

1. **Check the International Office website:**
<https://www.univr.it/en/our-services/-/servizi/opportunities-abroad-for-students-and-staff/erasmus-per-studio>
2. **LA BEFORE THE MOBILITY ESSE3:** send before departure via Service Desk to the International Office, **already signed for approval by the Receiving Institution** and by the Sending Institution;
3. **FINANCIAL CONTRACT Erasmus:** fill out, sign and send it before departure via Service Desk to the International Office in Verona



9. DURING THE MOBILITY STARTING MOBILITY

- ✓ Hand in your **Certificate of Attendance** to the International Office at the Host University;
- ✓ Have **the ARRIVAL section** completed and signed by the Receiving Institution: **check date and name**;
- ✓ Send **within 5 days** via Service Desk a copy of your certificate to the International Office in Verona (**pdf format**)



ENDING MOBILITY

1. **CERTIFICATE OF ATTENDANCE**

Have possibly the hard copy signed in the DEPARTURE section by your Host University = **no correction** or cancellation by hand.

Before departure check that **start** and **end** dates are **correct**, as indicated by the Host University

2. **LEARNING AGREEMENT BEFORE AND DURING THE MOBILITY ESSE3**

Make sure to have them duly **signed** for approval

3. **TRANSCRIPT OF RECORDS**

Ask for your certificate of modules/exams taken and passed.

If **unavailable**, ask **when**, **how** and **who** will receive it

4. **REPORT** or **CERTIFICATE** for **TRAINEESHIP** or **FINAL DISSERTATION**

Ask to sign **your final report** for internship or for thesis research, indicating the CFU/ECTS number or the number of hours you worked



10. AFTER THE MOBILITY

Within **30 days of your return (if possible)** submit the following documents to the International Office:

1. **Certificate of Attendance**
 2. **LA BEFORE** and **LA DURING** THE MOBILITY ESSE3
 3. **TRANSCRIPT OF RECORDS**
- complete the online questionnaire (**EU SURVEY**) on your Erasmus+ experience;
 - Apply promptly for **recognition** of modules/exams and activities taken and done abroad, by contacting the **Student Secretary's Office Services** (= **Gestione Carriere Studenti**) of your area



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U.O. Mobilità Internazionale *International Office* [Service Desk](#)

Erasmus+ for Studies and mobility programmes
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Foreign Languages and Literatures