



UNIVERSITÀ
di **VERONA**



UNIVR
IL SAPERE A COLORI



ERASMUS+ INFO DAY

ERASMUS+
PER STUDIO

Outgoing Erasmus Students
Erasmus+ for STUDIES A.Y. 2023/2024



Thursday May 4th, 2023 - 2 PM



UNIVERSITÀ
di **VERONA**

WHO'S WHO?

UNITÀ OPERATIVA **MOBILITÀ INTERNAZIONALE INTERNATIONAL**
OFFICE

OUTGOING students Erasmus+ for Studies
Our lines are open from Monday to Friday, **9.00 AM to 1.00 PM**

Phone number: +39 045 802 8004

Dr Roberta CASALINI
045 802 8530

*Medicine, Health Professions,
Natural Sciences and Engineering,
Sport Sciences*

Dr Barbara MANCASSOLA
045 802 8043

Economics and Law

Dr Maddalena PIGOZZI
045 802 8196

Humanities

Dr Matteo RIMA
045 802 8440

Foreign Languages and Literatures



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. 2023/2024
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. 2023/2024.

- **June 1st, 2023 = start date** of Erasmus academic activities

*If your **start date** is expected to be **in August 2023** = 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 2023/2024 (**9 to 12 month stay**)
and for the 1st and 2nd semester 2023/2024 (**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



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 2023/2024 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 2023 (First Semester and Academic Year)
and **in November/December 2023 (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	Denmark, Finland, Iceland, Ireland, Luxembourg, Norway, Sweden, Switzerland*, UK*
GROUP 2	Austria, Belgium, Cyprus, France, Germany, Greece, Malta, The Netherlands, Portugal, Spain
GROUP 3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Republic of Serbia, Romania, Slovakia, Slovenia, Turkey

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



STUDY GRANT calculated per month

Mobility groups	BAND 1 ISEE ≤ 22.000 € Study grant maximum amount established per month:	BAND 2 ISEE > 22.000 € e ≤ 30.000 € Study grant maximum amount established per month:	BAND 3 ISEE > 30.000 € Study grant maximum amount established per month:
GROUP 1	<u>700 Euros</u> (350 Euros EU grant + 350 Euros extra contribution)	<u>650 Euros</u> (350 Euros EU grant + 300 Euros extra contribution)	<u>550 Euros</u> (350 Euros EU grant + 200 Euros extra contribution)
GROUP 2	<u>600 Euros</u> (300 Euros EU grant + 300 Euros extra contribution)	<u>600 Euros</u> (300 Euros EU grant + 300 Euros extra contribution)	<u>500 Euros</u> (300 Euros EU grant + 200 Euros extra contribution)
GROUP 3	<u>500 Euros</u> (250 Euros EU grant + 250 Euros extra contribution)	<u>500 Euros</u> (250 Euros EU grant + 250 Euros extra contribution)	<u>400 Euros</u> (250 Euros EU grant + 150 Euros extra contribution)



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 2023

ISEE 2023 = self-declaration on income received in 2021

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 2023**

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;
4. **OLS:** take your Online Linguistic Support test = **self assessment test**



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



UNIVERSITÀ
di VERONA

Thank you for your attention!

**U.O. Mobilità Internazionale
International Office
Service Desk**

**Erasmus+ for Studies and mobility programmes
Phone number: +39 045 802 8004**

Dr Maddalena PIGOZZI
+39 045 802 8196

Humanities

Dr Matteo RIMA
+39 045 802 8440

*Foreign Languages and
Literatures*

Dr Barbara MANCASSOLA
+39 045 802 8043

Economics and Law

Dr Roberta CASALINI
+39 045 802 8530

*Medicine, Health Professions,
Natural Sciences and Engineering,
Sport Sciences*