



UNIVERSITÀ
di **VERONA**

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

ERASMUS+ INFO DAY

***Outgoing Erasmus Students
ERASMUS+ FOR STUDIES***

A.Y. 2022/2023

Thursday May 12th, 2022 - 10 AM



UNIVERSITÀ
di **VERONA**

WHO'S WHO?

UNITÀ OPERATIVA **MOBILITÀ INTERNAZIONALE** **INTERNATIONAL OFFICE**

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

Dr Manuela ARVEDI
045 802 8596

Humanities

Dr Matteo RIMA
045 802 8440

Foreign Languages and Literatures

Dr Barbara MANCASSOLA
045 802 8043

Economics and Law

Dr Roberta CASALINI
045 802 8530

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



SERVICE DESK

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

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

Make sure to select the correct area of your degree programme

***U.O. MOBILITÀ INTERNAZIONALE
INTERNATIONAL OFFICE***

***Chostro San Francesco - 1st floor, staircase A
Via San Francesco, 22
I - 37129 VERONA***

Front Office temporarily closed



FIND THE INFO YOU NEED

1. Call for applications (*bando*) ERASMUS+ for Study A.Y. 2022/2023
2. Handbook for Outgoing Students Erasmus+ for Study A.Y. 2022/2023
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 (for instance due to COVID-related reasons).

As set out by the European Commission's regulations,
ERASMUS MOBILITIES CAN'T TAKE PLACE REMOTELY ONLY



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 Annex 1 - Erasmus+ *Call for applications* A.Y. 2022/2023.

- **June 1st, 2022 = start date** of Erasmus academic activities

If your **start date** is expected to be **in August 2022** = 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 2022/2023 (**9 to 12 month stay**)
and for the 1st and 2nd semester 2022/2023 (**2 to 6 months**)
in the due delay

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 upon**,
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. Always comply with the **deadlines** set for Semester 1 or for Semester 2 (see Host University's fact sheet)
3. Together with the Application Form, Receiving Institutions might ask students to send also a **provisional Learning Agreement (= wish list)** 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** = see Handbook for Outgoing Erasmus Students A.Y. 2022/2023;
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 **Teaching and Student Services Unit** (= **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 L.A. and number of **CFU/ECTS** read the **University's regulations** on international mobility programmes and the **Erasmus regulation** of your Department/School



2. LEARNING AGREEMENT **DURING** THE MOBILITY

= CHANGE OF STUDY PLAN

- **within 5 weeks** of the beginning of each Semester = **change of Learning Agreement** for specific reasons (e.g. cancelling an activity, substituting a cancelled activity)
- **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.
- **ESSE3 GUIDELINES** = information on how to **change your Learning Agreement** on ESSE3, available [online](#)
- **send a copy** of L.A. 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 **six-month** periods (= 2 - 6 months)

24 CFU/ECTS = for **annual** stays (= 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 **six-month** periods (= 2 - 6 months)

60 CFU/ECTS = for **annual** stays (= 7 - 12 months)

For specific information on the modules/exams included in the L.A. 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 2022/2023 via Service Desk

**Send your request by specifying your motivation
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 2022 (First Semester and Academic Year)
and **in November/December 2022 (Second Semester)**

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

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**, for students who submitted their benefits application form (DUB) in **July 2022**



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 + 350 Euros extra contribution)	<u>550 Euros</u> (350 Euros EU grant + 350 Euros extra contribution)
GROUP 2	<u>600 Euros</u> (350 Euros EU grant + 350 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

Degree programme	Mobility to:	BAND 1 ISEE ≤ € 22,000 max grant amount per month:	BAND 2 ISEE > € 22,000 and ≤ € 30,000 max grant amount per month:	BAND 3 ISEE > € 30,000 max grant amount per month:
Economics and Data Analysis	Julius-Maximilians Universität Würzburg D WURZBUR01	€ 1,100 € 300 EU grant + € 800 extra contribution	€ 1,000 € 300 EU grant + € 700 extra contribution	€ 900 € 300 EU grant + € 600 extra contribution
International Economics and Business	University of Bamberg D BAMBERG01 Université de Bordeaux F BORDEAU58	€ 1,100 € 300 EU grant + € 800 extra contribution	€ 1,000 € 300 EU grant + € 700 extra contribution	€ 900 € 300 EU grant € 600 extra contribution
Languages, Literatures and Digital Culture	Universidade la Coruña E LA-CORU01	€ 1,100 € 300 EU grant + € 800 extra contribution	€ 1,000 € 300 EU grant + € 700 extra contribution	€ 900 € 300 EU grant + € 600 extra contribution
Mathematics	Université Bourgogne Franche-Comté F BESANCO27 Institute Polytechnique de Grenoble F GRENOBLE22	€ 1,100 € 300 EU grant + € 800 extra contribution	€ 1,000 € 300 EU grant + € 700 extra contribution	€ 900 € 300 EU grant + € 600 extra contribution
Storia delle Arti	Technische Universitaet Dresden D DRESDEN02	€ 1,100 € 300 EU grant + € 800 extra contribution	€ 1,000 € 300 EU grant + € 700 extra contribution	€ 900 € 300 EU grant + € 600 extra contribution
Tradizione e interpretazione dei testi letterari	Université de Fribourg CH FRIBOUR01	€ 750 € 350 EU grant + € 400 extra contribution	€ 650 € 350 EU grant + € 300 extra contribution	€ 550 € 350 EU grant + € 200 extra contribution
Tradizione e interpretazione dei testi letterari	Universität Augsburg D AUGSBUR01	€ 1,100 € 300 EU grant + € 800 extra contribution	€ 1,000 € 300 EU grant + € 700 extra contribution	€ 900 € 300 EU grant + € 600 extra contribution



ISEE 2022

ISEE 2022 = self-declaration on income received in 2020

Data on eligible students will be acquired from the **INPS database** for those who submit their single **benefits application (DUB)** to the Scholarships and Grants Office in **July 2022**

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

Without submitting a DUB, the amount of the Erasmus grant will be automatically calculated based on **BAND 3 (ISEE > €30,000)**

See Art. 4, point 6, Erasmus+ Call for applications A.Y. 2022/2023



ISSUING ERASMUS GRANT

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

1st STEP = BEFORE THE BEGINNING OF MOBILITY = full UE grant

2nd STEP = AFTER THE END OF MOBILITY = refund of the expenses held for a maximum total amount equal to the full extra contribution (150 € up to 350 € expected for each month of mobility), on the basis of the cost of living of the destination Country and according to the student's ISEE band.

RUFUNDABLE EXPENSES:

1. Travel abroad (to the Host University)
2. Accommodation
3. Local transports
4. Insurance (if necessary)
5. Visa (if necessary)



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 in 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** = **START/END** dates of academic activities (e.g. check dates of last exams)

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. **HANDBOOK for OUTGOING STUDENTS ERASMUS+ for Studies 2022/2023** read and print, with the annexes available online;
2. **L.A. BEFORE THE MOBILITY ESSE3**: send **before departure** via Service Desk to the International Office in Verona, both **already signed for approval by the Receiving Institution** (electronic signature), and by the Sending Institution (online signature);
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**



ONLINE LINGUISTIC SUPPORT (OLS)

OLS = Online Linguistic Support = self assessment test

offered by the European Commission to students participating in Erasmus+ for study mobilities in order to enable them to monitor and improve their language skills

1. **BEFORE** = initial evaluation test - **MANDATORY**
2. **DURING** = online course - **OPTIONAL**
3. **AFTER** = final evaluation test - **MANDATORY**

Languages: English, French, German, Italian, Spanish, Dutch, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovak, Finnish, Estonian, Irish, Latvian, Lithuanian, Maltese, and Slovenian



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 upon arrival **within 5 days** via Service Desk a copy of your certificate to the International Office in Verona (**pdf file**)



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 you 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 your worked for



10. AFTER THE MOBILITY

Within **30 days of your return** submit the following documents to the International Office:

1. **Original** Certificate of Attendance
2. L.A. **BEFORE** and L.A. **DURING** THE MOBILITY ESSE3
3. **TRANSCRIPT OF RECORDS**

In case of **dissertation work**: please submit a brief **report** on the activities you have completed abroad. This must be signed by your **tutor/coordinator** at the Host University.

- Take and pass the **mandatory OLS final test**;
- 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 **Teaching and Student Services** unit (= **Gestione Carriere Studenti**) of your area



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Thank you for your attention!

U.O. Mobilità Internazionale

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Service Desk - FRONT OFFICE TEMPORARILY CLOSED

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