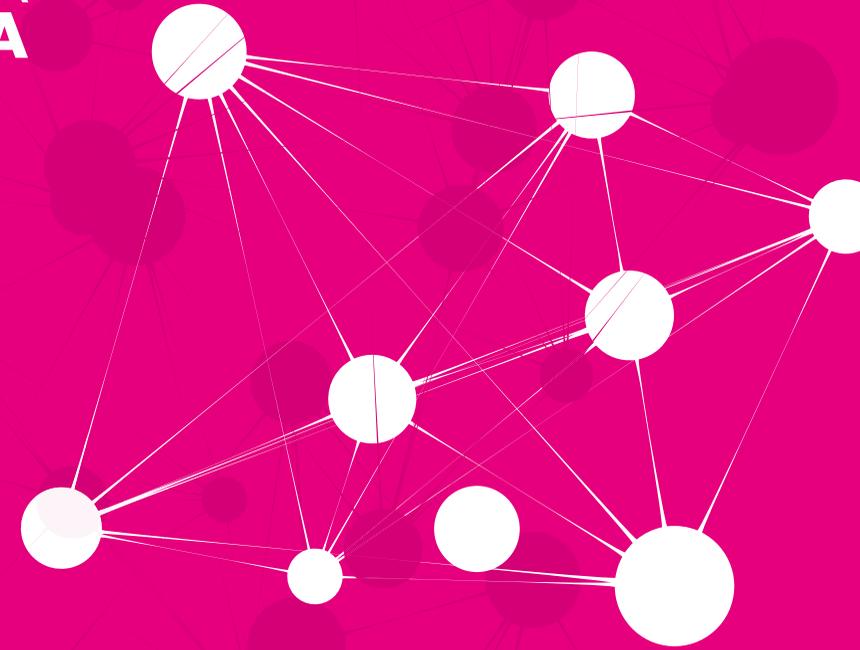




UNIVERSITÀ
di **VERONA**



HANDBOOK FOR OUTGOING STUDENTS
ERASMUS+
FOR STUDY

A.A. 2019/2020



University of Verona
International Office

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(available online in the "Outgoing Students" section)

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1. HOW TO PREPARE FOR YOUR ERASMUS+ MOBILITY

1.1 Information

We recommend you start planning your *Erasmus+* mobility well in advance so that you can find out about the different study options, accommodation in student residencies or private flats, and language courses (if applicable) offered by the relevant host university (*Receiving Institution*).

You can find information by:

- reading the information sheets of our partner universities, which are available as attachments online from the [Erasmus+ Call for applications \(2019/2020\)](#) page;
- visiting the host university's website;
- contacting your Coordinator at Univr.

No enrolment fees will be charged at the host university; however, some institutes may treat you as a local student, charging an additional fee to cover insurance costs, public transport agreements, teaching materials, etc.

1.2 Your Coordinator at Univr

Feel free to speak with the faculty member who has been delegated Coordinator regarding when to do a mobility programme and which modules to attend while abroad. The contact details of the coordinator are listed in *Annex 1*, available [online](#).

1.3 Application Form

After the International Office has sent the list of students nominated for an Erasmus+ study grant to the relevant host universities, you should:

- check the host university's enrolment *deadlines*;
- complete the *application form* and send it as specified;
- keep a copy of all the documentation sent.

In urgent cases, if required by the host university, you can send the documents earlier (via the [Service Desk](#)) to the International Office, which will forward your documents to the host university.

In addition to the *application form*, the host university may ask you to provide other documents such as the *Learning Agreement* (see section 2), language certificates and/or other documents regarding the university studies you have already completed (*Academic Transcript*).

To obtain an *Academic Transcript*, see the student office of your area and ask for a printout **in English** of your **certificate of enrolment showing the exams you have taken** (*marca da bollo*, or stamp duty, required).

For the *Diploma Supplement* (for completed Bachelor's degrees), please visit the office for University degree and certificate requests (*Ufficio Diplomi*).

1.4 Accommodation

We recommend you take a look at the accommodation offered by the host university and apply by sending them the necessary documents by the specified deadline.

1.5 Financial contract

Taking into account the available funds and the monthly grant allocation for each destination country based on the student's income - ISEE (see section 5 of the [Call for applications](#)), the International Office provides each Erasmus+ mobility grant student with a financial contract, based on the number of months specified in their Learning Agreement.

Information about the student's ISEE will be acquired from the INPS database for all students who will submit a single benefits application (DUB) to the Scholarships and Benefits Office starting from July 2019.

Information about the student's ISEE will be taken from the INPS database for all those who will submit a single benefits application (DUB) to the Scholarships and Benefits Office starting from July 2019. You will need to sign the financial contract **before you go**, in accordance with the instructions and deadlines specified, upon completion and approval of the Learning Agreement (see Section 2). At the time of signing the contract and for the entire duration of the mobility you must be enrolled as a **full-time student** at the University of Verona, and must be **up to date with the payment of the university fees**.

1.6 Online Linguistic Support(OLS)

As language support for mobility students, the European Commission offers a system called **Online Linguistic Support (OLS)** for self-evaluating, monitoring and improving your own language skills before, during and after your Erasmus+ mobility stay (initial evaluation test -> online course -> final evaluation test). It is available for students learning the following 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.

In your financial contract, you must specify the working language you will use at the host university. The International Office will send a licence to your university email account to allow you to take the **initial evaluation test (compulsory, except for native speakers)**. We recommend you make use of the **online language course** (optional) and do your best to complete it. At the end of the mobility period, you will need to take the **final evaluation test (compulsory)** in order to receive the second part of your Erasmus+ mobility grant, independently of the result obtained.

2. RECOGNITION OF YOUR STUDY ABROAD

You must select the modules you will take during your Erasmus+ mobility, following the guidelines set out in the [University Regulations for international student mobility](#) and the specific regulations of your degree programme. For more information or to check for any updates, please visit the “[Outgoing Students](#)” section on the website.

If you intend to carry out research for your thesis/dissertation during the Erasmus+ mobility (see Art. 3 of the Regulations), you will need to consult:

- your dissertation Supervisor at Univr, to agree on the thesis/dissertation topic;
- your Coordinator at Univr (see section 1.2), to check in advance if it will be possible to do this at the host university.

Host universities will have the final word in whether or not to admit students who intend to do research only. If you are a PhD student, you should contact the [PhD Office](#) to notify them of your period abroad.

2.1 CFU and ECTS credits

ECTS (*European Credit Transfer System*) is the European system of calculating education credits based on the workload necessary to fulfil the objectives of a study programme. Most of the European universities taking part in Erasmus+ programmes including the University of Verona have adopted the ECTS credit transfer system, which establishes the following:

1 Italian CFU = 1 ECTS

For UK universities: 1 Italian CFU = 2 UK credits

The approved study programme should match the duration of your period abroad, with as many credits as possible equivalent to the corresponding period of study at your university, i.e. 60 CFU for an entire academic year (from 7 to 12 months), 30 CFU for a semester (from 3 to 6 months).

The *minimum* number of ECTS/CFU credits you must gain while abroad depends on the duration of your mobility, as specified below. Students who do not gain the minimum number of credits will have to return their Erasmus+ mobility grant *in full*.

- **12 credits** for periods of 3-6 months;
- **24 credits** for periods of 7-12 months.

For further information, please see the specific Regulations [online](#).

2.2 Choosing your modules and activities

To choose the modules/activities you'd like to take at the host university, you should:

- consult the host university's information sheet to check that the modules/activities you would like to do are compatible with your disciplinary area, contacting your Coordinator (see section 1.2) if you need advice;
- some modules held at the University of Verona must be attended following a specific order (i.e. attending a module is not allowed until you have passed the previous module): check that the modules you wish to attend at the host university comply with such requirements, if any;
- choose modules/activities that are consistent with your degree programme and the level of studies specified in the Call for applications (Bachelor's, Master's, or PhD);
- see the host university's academic calendar for module and semester dates;
- follow the instructions and deadlines to register for the modules (pre-enrolment requirements, limited entry programmes, etc.).

2.3 Learning Agreement (L.A.)

The *Learning Agreement for Studies* is a European document for the Erasmus+ programme which provides details on the activities to be completed during the mobility. It is each student's responsibility to make sure it is correctly filled out and approved by all the parties involved (student, *Sending Institution* and *Receiving Institution*). **This process MUST be completed before you go.**

Your *Learning Agreement* should be completed on Esse3, following the Esse3 guidelines for Erasmus+ mobility (Annex 2), which are available [online](#).

The *Learning Agreement* for Studies includes **three steps**:

- **Before** the mobility (preparation);
- **During** the mobility (execution);
- **After** the mobility/Transcript of Records (recognition).

2.4 L.A. “Before the Mobility”

Before the mobility you need to fill out the *Learning Agreement* in Esse3. This **MUST** be completed before you go.

Based on the information available about the modules offered by the host university, your *Learning Agreement* should specify the modules you intend to take while abroad (Table A) that will substitute the corresponding modules in your degree programme (Table B) for a number of credits that is appropriate to the duration of your study abroad, in order to get full recognition of your agreed plan.

Please note: the total number of credits in Table A must be equal to, or greater than, the total number of credits in Table B.

The modules you take at the host university will substitute some of the modules included in your normal degree programme for an equivalent number of credits. The modules to be taken abroad should then be selected in such a way as to provide, on the whole, suitable knowledge and skills that fit in with the University of Verona's degree programmes and can flexibly substitute a number of modules in the curriculum. It is not necessary to have a direct correspondence of module title or number of credits between the modules offered by the two institutions.

Please note: if the host university does not use ECTS (see Section 2.1) you will need to convert their local credits into ECTS (e.g. for UK institutions, 2 local credits = 1 ECTS credit), including the correct number in Table A.

If you intend to do thesis/dissertation research, a medical internship or a work placement, this must be specified in your *Learning Agreement*. For further details, see the Esse3 guidelines for Erasmus+ mobilities available [online](#).

Approval

In the "**Commitment**" section, the approval and signature of all three parties involved is required, i.e.

- **Student:** electronic signature and the date automatically generated by Esse3;
- **University of Verona (Sending Institution):** electronic signature of the relevant professor and the date automatically generated by Esse3;
- **Host university (Receiving Institution):** handwritten signature of the relevant professor and the date.

Sending Institution

Esse3 automatically sends the approval request to the relevant professor at the University of Verona. (This will be the Coordinator at Univr, Department Representative or Erasmus Officer, depending on your field of studies.)

Receiving Institution

After obtaining the *Sending Institution's approval* in Esse3, you need to send your Learning Agreement to the host university and ask them to sign the "*Receiving Institution*" field.

In the information sheets published [online](#) you can find all the host universities' contact details (email address and/or postal address) where the document should be sent.

In accordance with the provisions of the Erasmus+ programme, either a **scanned handwritten signature** or an **electronic signature** from the host university is acceptable, so it is no longer necessary to obtain a handwritten signature on the original hard copy of the document.

After getting your signed *Learning Agreement* back from the host university, **before you go** you must submit a copy of the completed document - with all the signatures - to the International Office (or send it via the [Service Desk](#)).

More information on how to complete your *Learning Agreement* electronically in Esse3 is available [online](#).

2.5 L.A. "During the Mobility"

After arriving at the host university, you are only permitted to make ONE single change to your *Learning Agreement* **within the first 30 days of each semester**. This is admissible only in exceptional cases where there is a good reason for doing so (e.g. module cancelled, timetable clashes, extension of the mobility or adding an internship or work placement, see section 3.5).

More information on how to modify your *Learning Agreement* electronically in Esse3 is available [online](#).

Once the change to your *Learning Agreement* has been approved, you must submit a copy of it - with all the updated signatures - to the International Office, or send it via the [Service Desk](#).

2.6 L.A. "After the Mobility"/Transcript of Records

At the end of your mobility period, the host university should issue you a certificate of the modules taken (*Transcript of Records* corresponding to the *L.A. After the mobility section*) so that what you accomplished during your study abroad can be officially recognised.

If you did thesis or dissertation research, an internship or a work placement, you will need to ask the host university for a statement containing a brief description of what you successfully accomplished, to be added to a potential *Transcript of Records*. You must also ensure that the document includes all the useful information for the academic recognition (number of ECTS credits and/or hours).

Recognition of activities

You can ask for recognition of the modules and activities you participated in abroad within 30 days of receiving your *Transcript of Records* from the host university, as specified in the [University Regulations for international student mobility](#) LINK 3 and in the specific regulations for your area of studies.

The International Office does not deal with the procedures of recognition of activities.

Credits gained abroad may be counted towards applications for study scholarships/grants and tax exemptions. As such, you should ask for academic recognition as soon after the mobility as possible, so that when the opportunity comes to apply for a scholarship/grant and/or tax exemption, those credits will already be registered.

2.7 Internships and work placement

As part of the Erasmus+ study exchange programme, it is also possible to do your compulsory internship or work placement in a company or business.

The two activities (study + internship/work placement) may be carried out consecutively or at the same time. The activities will be carried out in accordance with the relevant funding regulations and the minimum duration for study mobility (90 days).

In this case, you should:

1. include the internship/work placement activities in the Learning Agreement;
2. follow the relevant guidelines for each degree programme and contact the Teaching and Student Services unit of your area;
3. check the activation procedures by getting in touch with the Internships and Work Placement Office, specifying such activities are due to take place during your Erasmus experience.

There are two ways to activate a curricular internship/work placement:

- The internship entity is the host university: the internship/work placement is activated in accordance with the host university, who signs the Learning Agreement in the *Receiving Institution* section; in this case, the documentation provided by the University of Verona for the activation and recognition of internships/work placements is not used.

OR

- The internship entity is the University of Verona: the internship/work placement is activated in accordance with the University of Verona; in this case, the documentation provided by the University of Verona is used to activate the internship/work placement (request for accreditation from the host company/entity, internship agreement, training project) and for the recognition of internship credits (attendance sheet, student's final report, final report by the tutor in the company, certificate of completed internship issued by the professor).



CONTACTS

Teaching and Student Services Unit
Internships and Work Placement Office

via San Francesco n. 22 - 37129 Verona

+39 045 802 8145 / 8287 / 8184 / 8036 / 8787

ufficio.stage@ateneo.univr.it

3. DOCUMENTS AND PROCEDURES

3.1 Before you go

Please read the Erasmus+ for Study Handbook for Outgoing Students 2019-2020 and other useful mobility documents, available [online](#).

You will need to take the following documents with you for the mobility:

- **Certificate of Attendance** and copy of the **Financial Contract** available in Esse3 in the “Student” section in Esse3 (see guidelines [Esse3](#));
- **Learning Agreement** completed in Esse3 and approved by all the parties involved.

Before your departure, you should also sit the **OLS initial evaluation test** online (see section 1.6).

3.2 Arrival at the host university

As soon as you arrive, you should get the ARRIVAL section of your Certificate of Attendance (Annex 3) completed at the International Office of the host university. Make sure that the date or any of the names included by the host university have not been changed by hand.



Within 5 days of arriving, you must send a copy of this Certificate to the International Office of the University of Verona, via the [Service Desk](#), in order to receive the first instalment of your mobility grant at the time specified on your financial contract (see section 1.5).

3.3 At the end of your Erasmus+ stay

Before returning, you will need to ask for the following documents from the International Office of the host university:

- **Certificate of Attendance in original**, completed and signed by the host university in the DEPARTURE section as well, without manual corrections of dates or names;
- *Transcript of Records* (see section 2.6), if available.

3.4 Returning to Verona

Within 30 days of your return, and in all cases by 15 October 2020, you must submit all the documents listed in section 3.3 to the International Office of the University of Verona.

You will also need to complete online:

- *OLS final evaluation test* (see section 1.6)
- Final questionnaire (EU *SURVEY Participant Report*) about your Erasmus+ experience abroad.

If you do not complete all the necessary procedures by the deadline, the University will require you to pay back the mobility grant and any other contributions received, as indicated in the Financial Contract.

Calculating your Erasmus+ mobility grant

For the purposes of calculating the amount of funds to be administered, only the dates specified on your Certificate of Attendance are taken into account.

We recommend you fill in the statement as soon as you arrive and on the day before you leave the host institution.

Mobility periods lasting less than 3 months (90 days) are not permitted, or the entire grant will be revoked.

To calculate the duration of each mobility, the following rule applies: 1 month = 30 days. For shorter months, the financial contribution will be calculated by multiplying the number of days in that month by 1/30 of the regular monthly sum.

3.5 Extending your mobility period

If you wish to request an extension, this must be applied for in advance (at least two months before your current mobility grant terminates) in order to obtain authorisation from the host university. You may request an extension only once, and your entire mobility period, including the extension, cannot be more than 12 months in total. All mobilities must conclude **by 30 September 2020**.

Extension requests must be sent to the International Office via the [Service Desk](#) at least 30 days before the mobility expires, using the specific form ([Annex 5](#) - Request for extension). Forms must be fully completed and signed.

You can ask for an extension:

- of **up to 1 month** for study purposes related to the academic calendar of the host university - send a request for extension directly to the International Office (see above form);
- of **more than 1 month** by first contacting your Coordinator at Univr (see section 1.2) to agree on a modification of the *Learning Agreement* (see section 2.5) - the activities to be completed during the extension must be added and approved (signed) by all the parties involved. Your extension request must then be sent to the International Office using the specific form (Annex 5), together with the updated Learning Agreement;
- **to carry out an internship**. You will need to contact the Internships and Work Placement office about the necessary procedures to activate the internship (see section 2.7). Your extension request must then be sent to the International Office using the specific form (Annex 5) together with the updated *Learning Agreement*, which must include the approved internship.

If your extension request is accepted, you will receive a specific notification in the "Student" section in Esse3 (see guidelines [Esse3](#)).

The costs related to the approved extension – if actually carried out – will be covered by European funding. At the end of your mobility period, you must submit a Certificate of Attendance (see section 3.4) that includes the extension period.

Please note: even if you extend your mobility, the final payment of your grant will be made only when you definitively return from the mobility.

3.6 Returning early

You may interrupt your stay abroad in proven cases of force majeure by notifying your Coordinator at Univr of the reasons for your early return. The remainder of your grant must be paid back.

For stays of less than 3 whole months (i.e. < 90 days), no financial contributions are administered by the National Agency, nor by the University of Verona (see section 1.5 Financial Contract).

To calculate the sum to be returned, the criteria specified in section 3.4 applies.

3.7 Renouncing your mobility grant

In the case of a serious impediment, you can turn down your Erasmus+ mobility grant by sending a statement of justified renouncement with your name, surname, student ID number, degree programme, destination institution and reason for turning down the grant to the [Service Desk](#) (see Renouncement form: Annex 4).

If you do turn down a grant with no justified reason (family bereavement or serious illness) and then wish to reapply for an Erasmus+ mobility grant in the future, your future mobility grant may be reduced.



4. USEFUL INFORMATION

4.1 Bachelor's degree students in their 3rd year

If you are in the third year of a Bachelor's degree at the time of applying, you must undertake your mobility during the first year of a Master's degree at the University of Verona (2019-2020 academic year), or else the grant will be revoked.

Before signing the financial contract (see section 1.5) it is your responsibility to inform the International Office, via the [Service Desk LINK 7](#), about your academic status (new student ID number and your exact new degree programme).

4.2 Travelling safely

We recommend that you register online on the [MAE](#) (Ministry of Foreign Affairs of Italy) website in order to receive assistance abroad in case of emergency.

4.3 Insurance

Students who are correctly enrolled at the University of Verona, even when they are abroad being hosted by a foreign university as part of a mobility programme or a collaboration that is officially recognised by Univr, are covered by:

- an insurance policy for civil liability for any events related to student status at the University of Verona;
- a group accident policy for permanent damage to a person resulting from injuries sustained while exercising primary and secondary institutional activities related to the mobility or collaboration programme.

The University of Verona website has a detailed description of the [insurance policy](#).

In the case of an accident while abroad, or for more detailed information regarding the insurance cover, please get in touch with the International Office, who will then contact the relevant authorities. If you are a medical student intending to do an internship during the mobility, you should contact the host entity, who can then request insurance against any damages caused to patients. A suitable private insurance policy will also be required to cover you as a student.

4.4 Health care

For health care while abroad, you need to have a European Health Insurance Card (EHIC), which allows you to access the public health care services in your destination European country in accordance with their national laws.

In some non-EU countries that do not have an agreement with Italy, the laws are different (Art. 15 of Presidential Decree no. 618/1980), meaning you will need to cover any health care costs initially and then request a reimbursement.

Upon request, your Local Health Authority can issue you a statement called "Statement for health care assistance for Italian citizens abroad".

For more information on health care assistance abroad, please contact the competent Local Health Authority or visit the [Ministry of Health website](#).

Non-EU students who are properly enrolled at the University of Verona and have registered their residential address in Italy may request a European Health Insurance Card by registering for the Italian National Healthcare Service, except in some particular cases.

Please note: non-EU citizens cannot use their EHIC in Switzerland and Norway, as it is not provided for in the current European Community legislation (EC Regulation no. 859/2003). In such cases, it is recommended you purchase a private insurance policy.

For further information, please consult the International Students Union (see below).



4.5 Non-EU students

Fully enrolled University of Verona students of non-EU citizenship holding a valid stay permit may participate in Erasmus+ mobilities in many Schengen Area countries without a specific visa (*Ministry of Internal Affairs Circular no. 400/A/2010/12.214.39 - Art. 8 Directive 2004/114/CE para. 4 bis and 4 ter Art. 39 Legislative Decree no. 286/98 and subsequent modifications*).

Please note:

- Non-EU students participating in an Erasmus+ mobility in Germany, France, UK or Ireland must request a visa for study reasons, independently of the type of stay permit they hold;
- Non-EU students who have an Italian stay permit for family or work reasons, or a long-stay permit for Italy regardless of their country of origin, must request a visa for study reasons.

Upon returning to Italy, non-EU students will have to confirm their stay permit by enclosing the documentation of their stay abroad.

Students may contact the International Students Union to clarify any doubts.



International Students Union (ISU)

Via Campiolo, 17- 37129 Verona
+39 045 800 3198

Manager: Dr. Andres F. Maldonado G.

✉ info@isu-services.it

🕒 Monday to Friday, 9:30 am - 1:00 pm
(afternoons by appointment).

4.6 Keywords

Accommodation Form	A form also known as <i>Housing Form</i> , usually requested by the host university, which the Erasmus student uses to request accommodation during their period abroad there. There may be certain deadlines by which to send the form, and different means to do so (online, via email, fax, post, etc.).
Academic Transcript of Records	Certificate describing previous studies, sometimes requested by the host university when submitting the application form (see section 1.3). It is possible to ask the Student Services units for a Certificate of exams taken printed in English (stamp duty required).
Application Form	Enrolment form from the host university, to be completed by mobility students who intend to go there. There may be certain deadlines by which the form must be sent, and various means to do so (online, via fax, post, etc.).
Erasmus+ grant statement	Statement issued by the International Office attesting the status of the outgoing Erasmus+ student (issued only upon request).
Certificate of Attendance	Document issued by the host university at the end of the Erasmus+ period, reporting the start and finish dates of the student's stay (see sections 3.3 and 3.4 and Annex 3).
ISCED Code	Numerical code that identifies the disciplinary area specified in the exchange agreement with each partner university.
Erasmus+ Code	Each partner university has its own Erasmus+ code. The University of Verona's code is: I VERONA01
Financial contract	Document signed by the student receiving the grant and the university's legal representative (Rector) specifying how the grant will be paid.
Erasmus Coordinator	Professor at the University of Verona appointed to coordinate Erasmus exchange activities with the partner universities (see Annex 1).
Erasmus Officer	Professor from the Department of Foreign Languages and Literatures who approves the educational activities to be done abroad (see the Foreign Languages and Literatures Erasmus Regulations).
Department Representative for Internationalisation	Professor at the University of Verona appointed by each department's director, who coordinates international activities, including the Erasmus programme (see Annex 1). In some cases a representative of the field including several departments is appointed.
Diploma Supplement	The Diploma Supplement (DS) is a document that is a part of the official degree certificate issued at the completion of a study programme at a university or higher education institute. The DS describes the nature, level, context, content and status of the studies carried out and completed by the student, following a standard 8-point model developed by the European Commission, the European Council and UNESCO.

Institutional email	Email account assigned by the University to each student, usually made up of the student's ID number followed by @studenti.univr.it or name.surname@studenti.univr.it The International Office communicates with students via their institutional email account.
EU Survey Participant Report	Final survey on the student's experience abroad, to be completed online via the Mobility Tool platform.
Learning Agreement	Study plan of the activities to be taken abroad (see section 2).
Nomination	This is when the International Office sends each host university the list of students who have been assigned to go there
OLS Online Linguistic Support	Language support for Erasmus+ mobility students to self-evaluate, monitor and improve their language skills before (= initial evaluation test), during (= online course) and after (= final evaluation test) the mobility (see section 1.6).
Extension	Extension of the study abroad period beyond the duration specified in the financial contract (see section 3.5).
Receiving or Host Institution/University	The university that will host the student for their Erasmus+ mobility.
Sending or Home Institution/university	The university sending the student (in this case, the University of Verona).
Transcript of Records (o L.A. After the mobility)	Certificate of the modules/activities taken during the mobility period, issued by the host university (see section 2.6)
Internship, work placement	In this guide, the term <i>internship</i> refers to the practical component that forms a compulsory part of a degree (e.g. medical internships and educational studies internships). <i>Work placement</i> refers to educational or training activities in companies or businesses that are included in the curriculum but as an alternative to other educational modules.

4.7 Reminder

Before your departure, check that:

- your identity document is valid for the entire duration of your stay. Note: Non-EU countries require a passport. For more information, please contact the Registry Office (Ufficio Anagrafe) of the Municipality where you permanently reside, or see the Verona Police Office website (Passport Office);
- your European Health Insurance Card (EHIC) is valid (see section 4.4).