ERASMUS+ INFO DAY - Science and Engineering

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

Monday June 3rd, 2024 - 10:30 PM
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

Phone number: +39 045 802 8004

Roberta CASALINI
045 802 8530

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

Sabina Faccio
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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+ Study > Area ...
FIND THE INFO YOU NEED

1. Call for applications (bando) ERASMUS+ for Study A.Y. 2024/2025
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 \( \rightarrow \text{BEWARE OF ONLINE FRAUDS!} \)
- **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
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:

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
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**

<table>
<thead>
<tr>
<th>Mobility towards:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP 1</strong></td>
<td>Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland*, The Netherlands, UK*</td>
</tr>
<tr>
<td><strong>GROUP 2</strong></td>
<td>Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain</td>
</tr>
<tr>
<td><strong>GROUP 3</strong></td>
<td>Bulgaria, Croatia, Hungary, Lithuania, Poland, Republic of North Macedonia, Republic of Serbia, Romania, Turkey</td>
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* Concerning mobilities to Switzerland and to the UK, please refer to Art. 5
**STUDY GRANT calculated per month**

<table>
<thead>
<tr>
<th>Group:</th>
<th>EU grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 1</td>
<td>350 € + possible additional contribution (to be defined)</td>
</tr>
<tr>
<td>GROUP 2</td>
<td>300 € + possible additional contribution (to be defined)</td>
</tr>
<tr>
<td>GROUP 3</td>
<td>250 € + possible additional contribution (to be defined)</td>
</tr>
</tbody>
</table>
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:

1\textsuperscript{st} payment = \textcolor{red}{BEFORE} THE BEGINNING OF MOBILITY

2\textsuperscript{nd} payment = \textcolor{red}{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.
ADDICTIONAL 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


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)
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
U.O. Mobilità Internazionale
International Office

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

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