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(available online in the “Outgoing Students” section)
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Annex 3: Certificate of Attendance
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1. PREPARING FOR YOUR ERASMUS+ STUDY ABROAD

1.1 Information
We recommend you start organising your Erasmus+ mobility in advance by finding out about the different study options, accommodation possibilities 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+ 2017-2018 page;
- By visiting the host university’s website;
- By contacting your Coordinator.

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 coordinators, department representatives and/or sector representatives are listed in Annex 1, available online.

1.3 Application Form
After the International Relations 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, you can send the documents earlier via the Service Desk, asking for assistance from the International Relations Office. Apart from 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 your Student Secretary and ask for a printout in English of your certificate of enrolment showing the exams you have taken.

For the Diploma Supplement (for completed Bachelor’s degrees), please visit the Diploma Office.

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
In correspondence with the available funds and the monthly grant allocation for each destination country (see section 4 of the public announcement), the International Relations Office stipulates a financial contract for each Erasmus+ mobility grant student, based on the number of months specified in their Learning Agreement.

Your financial contract must be signed before you go, respecting the instructions and deadline specified, and having already submitted your 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 be up to date with your payment of 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 and Finnish.

In your financial contract, you must specify the working language you will use at the host university (except for mother tongue speakers). The International Relations Office will send a licence to your university email account to allow you to take the initial evaluation test (compulsory). If you do not complete the test within 30 days of the licence being sent, this will be considered a renouncement on your part and the licence will be assigned to another participant. 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

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 fulfill the objectives of a study programme. This system makes it easier to compare and transfer education credits between institutions in different countries. Like in Italy, most of the partner universities in Europe that participate in Erasmus+ programmes have adopted the ECTS credit transfer system, so:

1 Italian credit (CFU) = 1 ECTS credit

For UK universities: 1 Italian credit (CFU) = 2 UK credits

Regarding your Erasmus+ mobility, you can ask for recognition of a maximum of 30 credits per semester (30 CFU, corresponding to 30 ECTS).

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 course modules and activities
To choose the modules/activities you 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 UniVr coordinator (see section 1.2) if you need advice;
- Check that the courses you wish to attend at the host university respect any propaedeutic requirements that may be part of your degree programme at UniVr;
- Choose modules/activities that are coherent with your degree programme and the level of studies specified in the public announcement (Bachelor’s, Master’s or PhD);
- See the host university’s academic calendar for module and semester dates;
- Follow the instructions and deadlines to enrol in the modules (make sure you check for pre-enrolment requirements or limited entry courses, etc.).

2.3 Learning Agreement (L.A.)
The Learning Agreement for Studies is a European document for the Erasmus+ programme, specifying 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 has three phases:
- Before the mobility (preparation);
- During the mobility (execution);
- After the mobility/Transcript of Records (recognition).

2.4 LA. 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 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.

N.B. 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 that make up part of your normal degree programme, up to an equivalent number of credits. Modules offered by host universities have been selected in such a way that, on the whole, they provide 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 credits between the individual modules offered by the two institutions.

Attention: 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) and indicate the correct number in Table A.

You must select the modules you will take during your Erasmus+ mobility in line with 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:
- follow the instructions and deadlines to enrol in the modules (make sure you check for pre-enrolment requirements or limited entry courses, etc.); and
- consult:
  - your UniVr coordinator (see section 1.2), to check in advance if it will be possible to do this at the host university;
  - your UniVr supervisor, to agree on the thesis/dissertation topic;
  - your UniVr coordinator (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.

For more information or to check for any updates, please visit the "Outgoing Students" section on the website.
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 fax number) 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 Relations Office (or send it via the Service Desk).

More information on how to complete 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 Relations 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 or L.A. After the mobility) 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.

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 and in the specific regulations for your area of studies.

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 placements
As part of the Erasmus+ study exchange programme, it is also possible to do your compulsory internship or a work placement in a company or business, as long as it is agreed upon in the Learning Agreement. The two activities (study + internship/work placement) must be carried out consecutively.

There are two ways to activate a curricular internship/work placement:
• Between the internship body and 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.
• Between the internship body and 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). For compulsory internships, please follow the instructions outlined in the specific degree programme.

To check the activation procedures or for further information, please contact the Internships and Work Placements Office.

CONTACTS
Teaching and Student Services Head Office
Internships and Work Experience Office
Address: Via Campofiore 19/8, 37129, Verona
+39 045 802 8287 / 8787 / 8184 / 8036
ufficio.stage@ateneo.univr.it

Exercise Science Teaching Administration Office
Dott.ssa Patrizia Cavazzana
+39 045 842 5125 / 5132
patrizia.cavazzana@univr.it
3. Before you go

Please read the Erasmus+ for Study Handbook for Outgoing Students 2017-2018 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 from the International Relations Office;
- 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 Arriving 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 Relations Office of the host university. Make sure there are no manual corrections of the date written by the host university, or of any of the names.

Within 5 days of arriving, you must send this a copy of this Certificate to the International Relations 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).

N.B. Remember that, as specified in the financial contract signed before departure, payment of the first instalment is also subject to the International Relations Office receiving your Learning Agreement, which must be correctly completed and approved by both the Sending Institution and the Receiving Institution.

3.3 At the end of your Erasmus+ stay

Before returning, you will need to ask for the following documents from the International Relations 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;
- Learning Agreement with each section completed and approved;
- Transcript of Records (see section 2.6), if available.

3.4 Returning to UniVr

Within 30 days of your return, and in all cases by 5th October 2018, you must submit all the documents listed in section 3.3 to the International Relations 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 (see section 1.6).
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 30th September 2018.
As a general policy, extension periods are not covered financially. However, if there are funds remaining at the end of the 2017-2018 academic year (around October 2018), it may be possible to offer funding retrospectively for the extension months.
Extension requests must be sent to the International Relations Office via the Service Desk at least 15 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 Relations 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 Relations 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 Experience Office about the necessary procedures to activate the internship (see section 2.7 Internships and work experience). Your extension request must then be sent to the International Relations 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 an email from the International Relations Office notifying you that the extension has been authorised.
At the end of your mobility period, you must submit a Certificate of Attendance (see section 3.4) that includes the extension period.

N.B. 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 and then wish to reapply for an Erasmus+ mobility grant in the future, your application may be penalised during the selection process.
4. USEFUL INFORMATION

4.1 Bachelor’s degree students in their third 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 (2017-2018 academic year), or else the grant will be revoked.

Before signing the financial contract (see section 1.5) it is your responsibility to update the International Relations Office, via the Service Desk, on your academic status (new student ID number and your exact new degree programme).

4.2 Master’s or joint Bachelor’s+Master’s degree students in their final year
If you are in the second year of a Master’s degree or the final year of a joint Bachelor’s+Master’s degree at the time of applying, you are exceptionally admitted to the Erasmus+ programme for the last time and must complete your mobility AND graduate by the winter/spring graduation session of 2018, or else the grant will be revoked.

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 contents.

In the case of an accident while abroad, or for more detailed information regarding the insurance cover, please get in touch with the International Relations 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 your 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.

Attention: 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).
### 4.7 Key words

<table>
<thead>
<tr>
<th>Accommodation form or housing form</th>
<th>A form usually requested by the host university, which the Erasmus student uses to request accommodation during their period abroad. There may be certain deadlines by which to send the form, and different means to do so (online, via fax, post, etc.).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transcript of Records</td>
<td>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 Secretary for a Certificate of exams taken printed in English.</td>
</tr>
<tr>
<td>Application Form</td>
<td>Enrollment form from the host university, 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.).</td>
</tr>
<tr>
<td>Erasmus+ grant statement</td>
<td>Statement issued by the International Relations Office attesting the status of the outgoing Erasmus+ student (issued only upon request).</td>
</tr>
<tr>
<td>Certificate of Attendance</td>
<td>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).</td>
</tr>
<tr>
<td>ISCED code</td>
<td>Numerical code that identifies the disciplinary area specified in the exchange agreement with each partner university.</td>
</tr>
<tr>
<td>Erasmus+ code</td>
<td>Each partner university has its own Erasmus+ code. The University of Verona’s code is: VERONA01.</td>
</tr>
<tr>
<td>Financial contract</td>
<td>Document signed by the student receiving the grant and the university’s legal representative (Recto) specifying the student’s bank account details and how the grant will be paid.</td>
</tr>
<tr>
<td>Erasmus Coordinator</td>
<td>Professor at the University of Verona appointed to coordinate Erasmus exchange activities with the partner universities (see Annex 1).</td>
</tr>
<tr>
<td>Erasmus Officer</td>
<td>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).</td>
</tr>
<tr>
<td>Department Representative for Internationalisation</td>
<td>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 is appointed (e.g. Science and Engineering, Exercise Science) or a representative for the School of Medicine, who has the same role as the Department Representative.</td>
</tr>
<tr>
<td>Diploma Supplement</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 4.8 Reminder

Before your departure, check that:
- Your identity document is valid for the entire duration of your stay.
- Non-EU countries require a passport. For more information, please contact the Registry Office (Ufficio Anagrafe) of the Commune 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).