UNIVERSITÀ di **VERONA**

ERASMUS+ PROGRAMME A.Y. 2020/2021

Erasmus+ Mobility for Studies – Esse3

Student's Guide

Before completing the Learning Agreement you must read carefully the University Regulations on International Student Mobility (*Regolamento di ateneo per la mobilità studentesca internazionale*) and the specific regulations for each Area for any further details (Regolamenti specifici).

STUDENTS WHO HAVE COMPLETED THE APPLICATION DURING THEIR BACHELOR'S AND WISH TO TAKE PART IN A MOBILITY PROGRAMME ONCE ENROLLED IN A MASTER'S DEGREE MUST NOTE THE FOLLOWING:
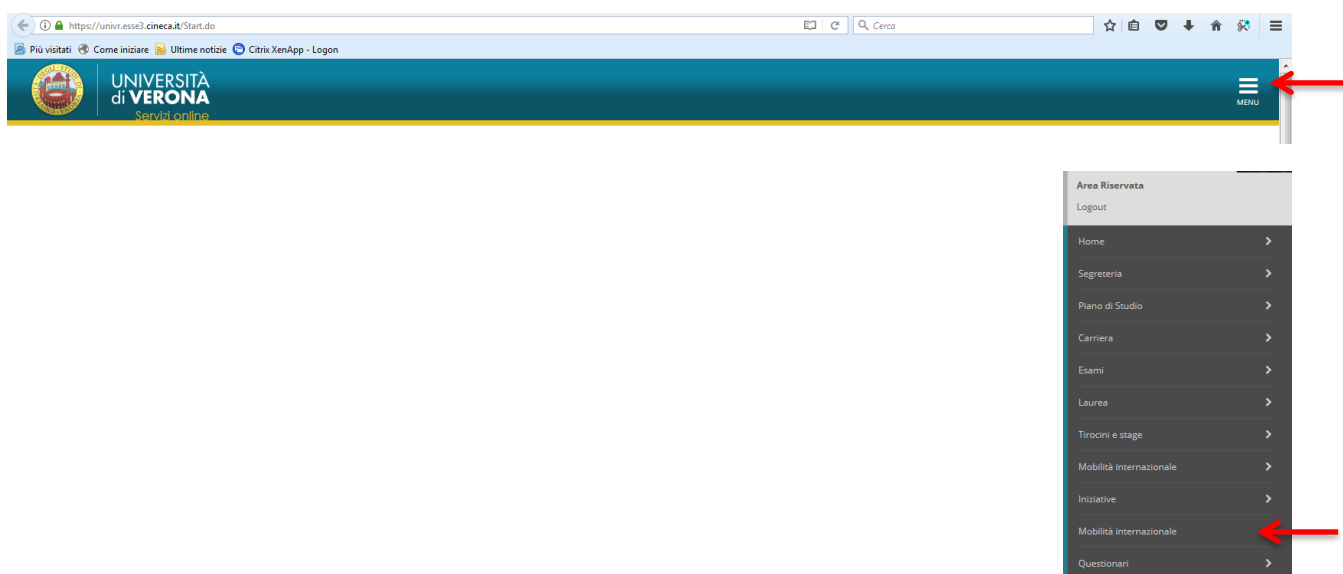
You must inform us promptly through service desk of your graduation details (title of your completed degree programme and date of graduation) and your new student status (student ID no. and title of your degree programme).

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1. CONFIRM YOUR ALLOCATED HOST UNIVERSITY

Log into the student services portal **(ESSE3)** https://univr.esse3.cineca.it/Start.do with your username and password.

Once logged in, select *Programmi di mobilità internazionale* under the *Mobilità internazionale* section, on the right:

Click on the magnifying glass icon in the column labelled ⎢ **Azioni** ⎢ ('Actions'), on the right:

In section **5 - Pubblicazione dati Graduatoria** you will find your allocated destination/host University.

In section **6 - Conferma della sede assegnata** you can either accept or reject the offer by the deadlines set for each area.

To **accept** the offer and **confirm your allocated host university** click on Conferma Assegnazione and select the **period** (Periodo) of your mobility from the drop down menu below (first semester, second semester, or academic year in case of annual scholarships).

To **reject the offer** click on Rinuncia assegnazione

You will be allowed to either confirm or reject the offer on your allocated host university by the deadline specified in the email sent to you, which includes "**Erasmus+ A.A. 2020/2021 – Richiesta conferma assegnazione e promemoria**" in the subject line.

2. COMPLETE OR EDIT YOUR LEARNING AGREEMENT

Detailed information on how to complete the Learning Agreement can be found at the following link: Guida per lo studente Erasmus+ in partenza.

Once you have confirmed the allocated host university in section **7 - Compilazione Learning Agreement** you will be allowed to complete the Learning Agreement.

To fill in the Learning Agreement or edit a completed Learning Agreement you must click on the magnifying glass icon in the column labelled **Azioni** ('Actions'), on the right.

Please note: in case you have applied for more than one mobility call make sure you select the correct application form!

Then click on "**Vai al learning Agreement**":

Modules abroad (Tab. A)

Under the **"AD da svolgere all'estero tab. A"** section **on the left** you will need to enter all modules that you intend to take at the host university.

Under the **"Attività da libretto da associare (tabella B)"** section **on the right** you can match the host university's modules with equivalent modules at the University of Verona included in your study plan and yet to be taken, or additional modules of your degree programme.

To add a module abroad click on: **"Aggiungi Attività didattica"** *(add module)*

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Complete the required fields: codice attività (*module code*); nome dell'attività (*module title*); CFU (*number of ECTS credits*); link web programma AD (*link to the Host University module's web page*).

As shown below, the website link must always start with "http://".

Compilazione Learning Agreement

TAF D or TAF F modules (Tab. A)

If you intend to take a module abroad for which an equivalent module is not available at the University of Verona, and therefore matching is <u>not</u> possible, you should flag **"AD non associabile",** as shown below (Example 1):

The entered module will not be included in table A (which displays all equivalent modules that can be matched) but it will appear under the specific section labelled **"Attività didattiche NON ASSOCIABILI"** (*modules that cannot be matched*).

Matching modules

In order to match **modules abroad (table A)** with those you would otherwise take at the University of Verona, i.e. those included in your Student's Academic Record (mandatory modules or internships) or your degree programme, just tick the box in the column labelled **"Sel."** for all modules (two or more) that you intend to match, then click on **"Associa"** (*match*) on the bottom left.

Example 2:

Please note!

You will be allowed to take **single sections** of modules abroad as long as the equivalent modules at the University of Verona are also split into **separate sections**. Please see Art. 3 of the *University Regulations on international student mobility* (Regolamento di Ateneo):

Example 3 (Healthcare internship):

LEARNING AGREEMENT

Attività da sostenere all'estero

Codice	Descrizione	SSD	CFU	AD Associata	TAF D
3	Nursing practical training		10	Si	No
1	Nature and Adventure Promoting Well-being		3	Si	No
2	Finnish survival course		3	Si	No

Totale CFU No TAF D: 16
Totale CFU TAF D: 0

Associazione 1

Codice	Descrizione	CFU	>	Descrizione	CFU
2	Finnish survival course	3		4S01556 - TIROCINIO PROFESSIONALIZZANTE (TERZO ANNO)	24
1	Nature and Adventure Promoting Well-being	3			
3	Nursing practical training	10			

Totale CFU: 16   Totale CFU: 24

Matching modules abroad with modules not included in your Student's Academic Record (Tab. B)

Some modules provided by the University of Verona in academic years different from your enrolment year may not be included in your Student's Academic Record. To match such modules with any modules abroad, click on **"Aggiungi attività didattica"** next to "*Attività Didattica da Offerta"*.

Select the exact academic year and the corresponding module in the menu below.

e.g.: a student who enrolled in his/her first year in the academic year 2019/2020 will need to select the academic year 2020/2021 in the section "Anno di Offerta" in order to display the exams taught in the second year.

In the field labelled **"Note dello studente"** (*student's notes*) you can add any useful details and information for the Professor appointed to approve your Learning Agreement.

Please note! This field will appear only once you have clicked on **"presenta il Learning Agreement"** (*submit your Learning Agreement*).

In order to confirm your Learning Agreement click on Presenta il Learning Agreement and then on Conferma Learning Agreement

By now your Learning Agreement status will change from "**Bozza**" (*Draft*) to "**Presentato**" (*Submitted*), i.e. pending Professor's approval.

The Professor will receive an automatic e-mail informing him/her that a new Learning Agreement must be approved.

Once approved by the Professor, the status will change from "**Presentato**" (*Submitted*) to "**Approvato**" (*Approved*). By now you will be able to print or save your Learning Agreement as a pdf file to be sent to the host university by clicking on Stampa (Standard Europeo) (*Print*).

Please note! By clicking on **"Nuovo Learning Agreement"**, your new Learning Agreement will become a draft (*Bozza*) and it will not be possible to cancel this operation. Therefore you will need to complete your Learning Agreement again and submit it to the Professor for approval. This procedure can be used only in case you really intend to change/edit your Learning Agreement (see pag. 13, "How to edit your Learning Agreement").

Attività da sostenere all'estero non associabili (TAF D)

Codice	Descrizione	SSD	CFU
093050	Ejercicios de gramática II		5
312067	Introducción al español económico y comercial		3
312066	Mesa redonda		3

Associazione 1

Codice	Descrizione	CFU		Descrizione	CFU
202029	Niveau C1 - Oberstufe/UNIcert® Stufe III (auch für Niveau B2 - Mittelstufe 2/UNIcert® Stufe II): Fachsprache Ökonomie, Schwerpunkt Lesen German for Specific Purposes: Economics (Emphasis: Reading Skills)	3	▶	4S002981 - VARIETÄTEN DES DEUTSCHEN 2	6
202030	Niveau C1 - Oberstufe/UNIcert® Stufe III (auch für Niveau B2 - Mittelstufe 2/UNIcert® Stufe II): Fachsprache Ökonomie, Schwerpunkt Schreiben German for Specific Purposes: Economics (Emphasis: Writing Skills)	3			

Associazione 2

Codice	Descrizione	CFU		Descrizione	CFU
042389	Industrial Marketing	6	▶	4S02575 - MARKETING AVANZATO PER BENI E SERVIZI	9
042092	Media Marketing	3			

Note   Chiudi ▼

Note dello studente:

```
LINK AI PROGRAMMI DEI CORSI INSERITI:
Codice 202029: http://spz.uni-muenster.de/de/courses/20267
Codice 202030: http://spz.uni-muenster.de/de/courses/20267
```

Note del docente:

[Nuovo Learning Agreement] [Stampa Riepilogo] [Stampa (Standard Europeo)] [Esci]

In the printed Learning Agreement **pdf** document all modules abroad will be included in Table 1, regardless of any match with other modules:

Table A: Study programme abroad.

Component code	Component title	Semester	ECTS credits
093050	Ejercicios de gramática II		5
042389	Industrial Marketing		6
312067	Introducción al español económico y comercial		3
042092	Media Marketing		3
312066	Mesa redonda		3
202029	Niveau C1 - Oberstufe/UNIcert® Stufe III (auch für Niveau B2 - MIttelstufe 2/UNIcert® Stufe II): Fachsprache Ökonomie, Schwerpunkt Lesen German for Specific Purposes: Economics (Emphasis: Reading Skills)		3
202030	Niveau C1 - Oberstufe/UNIcert® Stufe III (auch für Niveau B2 - Mittelstufe 2/UNIcert® Stufe II): Fachsprache Ökonomie, Schwerpunkt Schreiben German for Specific Purposes: Economics (Emphasis: Writing Skills)		3
			Total: 26

Research activities for dissertation

To include any research activities for your dissertation you must enter **"Attività di ricerca per tesi"** (*Research activities for dissertation*) in the field labelled **"Titolo attività didattica"** (*Module title*), specifying the relevant number of CFU credits. Then you should match it with the **"Prova Finale"** (*Final examination*) entry on your Student's Academic Record.

Please note! You should refer to the regulations of your area to know the maximum number of CFU credits that you can earn abroad while working on your dissertation.

Example 2: research activities for dissertation

MATCHING MODULES – PLEASE NOTE:

In case of multiple modules abroad, **you can match only one module code at a time** in order to have that recognised by our University. It is not possible to match several international modules with a number of Italian modules as a single block: you must match these separately. An incorrect usage is shown below:

Codice	Descrizione	CFU	>	Descrizione	CFU
SMZMP3B2	Introduction à l'étude qualitative des EDP nonlinéaires	6		4S001099 - REPRESENTATION THEORY	6
				4S001106 - OPTIMIZATION	6
SMZMP3B3	Analyse et simulations numériques pour les EDP	6		4S001444 - STOCHASTIC DIFFERENTIAL EQUATIONS	6
SMZM107	Optimisation	6			

To sum up, **ONE OR MORE** modules to be taken abroad can be matched with **ONLY ONE** module in your study plan.

How to edit your Learning Agreement

Please note you will be allowed to edit your Learning Agreement **only ONCE in each semester** (please refer to: Guida per lo studente Erasmus+ in partenza)

To change a Learning Agreement already approved by the Professor:

1. Click on Nuovo Learning Agreement (*new Learning Agreement*) on the bottom of the page:

2. Edit the module list (e.g. replace, remove or add modules to be taken abroad).

3. Click on Presenta il Learning Agreement (*submit your Learning Agreement*)

4. Then click on `Conferma Learning Agreement` (*confirm your Learning Agreement*)

Your Learning Agreement's status will change to **"Presentato"** (*Submitted*), i.e. pending approval by the Professor.

The appointed Professor will therefore receive an automatic email informing him/her that a new Learning Agreement must be approved.

Please note! Editing your Learning Agreement will result in your changes be recorded and displayed in the most recent Learning Agreement document, under the **"Table C" section**.

An example is shown below, where a previously matched module to be taken abroad (or *component*) was deleted:

UNIVERSITÀ di VERONA

Erasmus+

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad.

Component code	Component title	Deleted Component	Added Component	ECTS credits
042091	Übung "Media Marketing"	X		3
				Total: 0

3. BANK ACCOUNT INFORMATION

Select from the menu on the right **"Home"** and then click on **"Anagrafica"** (*Personal information*) to open the page labelled **"Dati Rimborsi"** (*Payment information*).
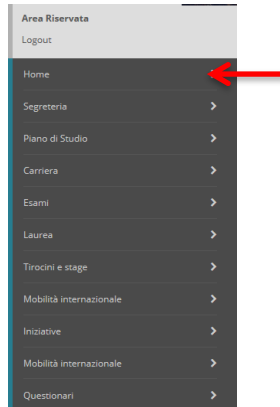
Click on **"Modifica Dati di Rimborso"** (*Change your payment information*) to open the page and enter your bank account information.

Select **"Rimborso Bonifico Bancario"** (*Bank Transfer*) from the drop-down menu:

Please note! You will be only allowed to enter information of a **bank account** meeting the following requirements:

- It must be Italian (foreign bank accounts will not be accepted);
- **You must be the holder or co-holder** of the bank account (bank accounts held by third parties will not be accepted).

All fields are mandatory, including surname and name/tax ID no. of the holder of the bank account: these information must be provided in order to identify the bank account holder.

The software will automatically check that you entered the correct IBAN (that must be of 27 characters).

4. END OF THE MOBILITY PERIOD - UPLOAD YOUR DOCUMENTS

At the end of the mobility period you will have to provide the International Relations office with the relevant documents, that will be thoroughly checked (see [Guida per lo studente Erasmus+ in partenza](#)).
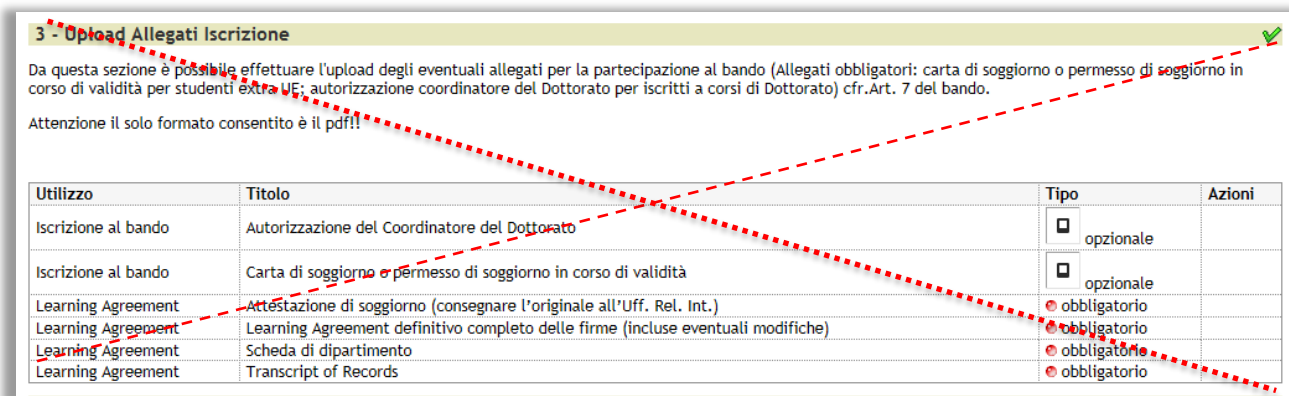
Once the check has been carried out by the office, you will be allowed to log into the application form in order to upload the required attachments:

1) your Learning Agreement, complete and duly signed (this must include any changes made);
2) Transcript of Records;
3) Declaration of stay (please provide the International Relations office with the original document);
4) Any other required attachments.

You must submit one pdf file for each of the above attachments.

Please note!

The attachments **cannot be uploaded** on the application homepage (**Section 3 – Upload Allegati Iscrizione**):

To upload the attachments you must click on the magnifying glass icon under the column labelled **Azioni** on the right:

UNIVERSITÀ di VERONA

ELENCO PROGRAMMI DI MOBILITA' STUDENTESCA INTERNAZIONALE

Bandi pubblicati da: U.O. MOBILITA' INTERNAZIONALE

Ambito mobilità | EXCHANGE PROGRAMS

Bando Short term mobility per l'assegnazione di contributi per mobilità studentesca internazionale di breve durata

A.A.	Anno di mobilità	Titolo	Date Iscrizioni	Stato bando	Stato iscr.	Azioni
2018	2019	Modulo di candidatura Bando Short term mobility Edizione 2018/19	dal 03/09/2018 13:12 al 01/08/2019	🔓		🔍 🖥

BANDO PER L'ASSEGNAZIONE DI BORSE DI MOBILITÀ PER STUDIO ERASMUS+

A.A.	Anno di mobilità	Titolo	Date Iscrizioni	Stato bando	Stato iscr.	Azioni
2018	2019	MODULO DI CANDIDATURA ERASMUS+ LINGUE E LETTERATURE STRANIERE	dal 17/01/2019 al 20/02/2019 12:00	🔓	🟢	🔍 🖥

Under section **7 - Compilazione Learning Agreement** click on **"vai a learning agreement"**:

7 - Compilazione Learning Agreement

E' possibile effettuare la prima compilazione del Learning Agreement dal 21/03/2017 al 30/11/2018
Il tuo learning agreement è stato APPROVATO.

🔍 **vai al learning agreement**

Indietro

In the **"Allegati"** (*attachments*) section you can attach your documents by clicking on the relevant button under the column labelled **Azioni** on the right:

Allegati

Titolo	Tipo	Azioni
Attestazione di soggiorno (consegnare l'originale all'Uff. Rel. Int.)	🔴 Obbligatorio	📎
Learning Agreement definitivo completo delle firme (incluse eventuali modifiche)	🔴 Obbligatorio	📎
Transcript of Records	🔴 Obbligatorio	📎

Dettaglio Bando - Inserimento allegato

Dati del bando

Titolo: MODULO DI CANDIDATURA AMBITO GIURIDICO

Dati Allegato

Allegato Predefinito

Descrizione

Allegato (Max 5MByte)   Sfoglia...   Nessun file selezionato.

Allega

20

You can delete an attachment by clicking on , or you can open the document by clicking on

| Allegati		
Titolo	**Tipo**	**Azioni**
Learning Agreement definitivo completo delle firme (incluse eventuali modifiche)	Obbligatorio	📝 🗑 📂

5. VIEW YOUR DOCUMENTS

Through **Esse3** you can also view your contract and other useful documents on your mobility experience.

Log into the student services portal https://univr.esse3.cineca.it/Start.do with your username and password.

Once logged in, you can select **"Consulta Fascicolo Studente"** (*View your documents*) from the menu *Segreteria* on the right:
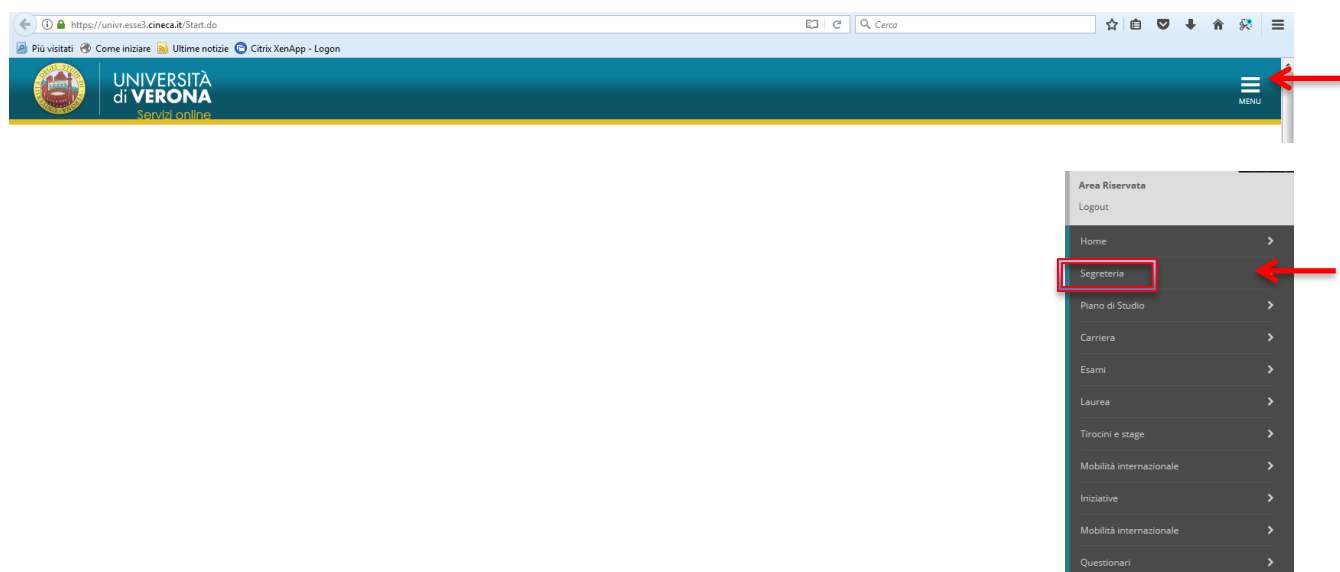
6. CU – CERTIFICAZIONE UNICA

The CU – CERTIFICAZIONE UNICA (single certification form) must be issued also in case of income that is not subject to taxation. The CU certification relating to mobility grants awarded in each year will be available starting from March next year on UGOV at the following link logging in by using your GIA username and password:

https://www.univr.u-gov.it/

In order to download the CU certification go to the UGOV website, then click on "Risorse Umane"→"Consultazione documenti" → "Documenti personali".

Select the year from the menu and click on "Filtra". Now your documents are displayed and downloadable as you can see below:

UNIVERSITÀ di VERONA
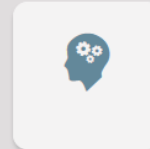
UNIVERSITÀ di VERONA

🏠 🔔 0 | ⚙ Funzioni Aperte | 👤 ___ | 🌐 ⏻

» Consultazione Documenti / **Documenti personali**   ✖ Chiudi Funzione

Consultazione Documenti

- Matricola

| ▼ Filtra | ✖ Annulla filtro |

	Visual.	Tipo Doc.	Anno	Mese	Descrizione	Stato
			2018 ▾	▾		Pubblicato ▾
⬈		CUD	2018	Marzo	CERTIFICAZIONE UNICA 2018 REDDITI 2017	Pubblicato

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