

GUIDE FOR ERASMUS MOBILITY



"Tor Vergata" university of Rome

Contact: International and Erasmus Office at School of Sciences

Dr. Ilenia Travaglini

@: erasmus@scienze.uniroma2.it

phone: +39 06 72594083

HOW TO PREPARE FOR YOUR ERASMUS STAY



The student must plan in advance the activity to be carried out in Erasmus+ mobility, informing on the study opportunities, the possibility of accommodation in student or private accommodation and any language courses offered by the Host University (Receiving Institution).

The student will find information:

- consulting the information sheets of the partner universities available online in the annexes to: Erasmus+ Call A.A. 2024/2025;
- by visiting the website of the Host University;
- by contacting your Coordinator teacher.

Registration fees will not be charged at the Host Institution; however, some locations may require an additional fee to cover insurance costs, public transport agreements, teaching materials, etc..



Types of Erasmus + call

1. Erasmus+ call for Study
2. Erasmus+ call for Traineeship
3. Overseas Erasmus call

Activities

1. Curricular courses
2. The thesis project
3. Internship



Erasmus+ call for Study

The call is published in January and applications must be submitted by the date indicated in February. The nominations are evaluated by a Commission, drawing up, in March, a ranking with score based on the criteria issued in the call. In the final ranking will be convened, on a fixed day, the students to define the chosen location. Winners with a better ranking are entitled to opt for the preferred destination location. Evaluation criteria may include, for example, motivational aspects, the average of the exams taken and the number of exams taken etc...

OLS - Online Linguistic Support (https://web.uniroma2.it/en/contenuto/ols_and_languages_courses) test will be required for all winning students, provided by the European Commission for the following languages: English, Spanish, Portuguese, French, German, Polish, Greek, Czech, Swedish, Dutch and Danish.

Once the selection and allocation of the locations have been completed, students will be asked to confirm the acceptance of the Erasmus grant. At this point, each individual student must mobilize clarifying with their teacher the program of study to be carried out abroad, must fill in the Learning Agreement signed by both the University to which they belong and the host University, must mobilize to book the trip and look for accommodation.

the student for the whole period of the Erasmus must upload on the portal Mobint (Organizer) all the necessary documents to make payments for the stay, or confirmation of arrival, confirmation of stay, learning agreement, if necessary change form, self-certification form, OLS test, transcript of records.

Upon return, the student or the university itself, within 15 days, must issue the document Transcript of Records (tor), document certifying the performance of the study program of the person concerned, where marks and credits are inserted, and the Final Report which attests the experience. Upon request by the student of the recognition of his activity abroad, the Erasmus Office of the Macroarea of Sciences will send the practice to the Study Course Council and transmitted to the Student Secretariat.

The long-term study period abroad can last from a minimum of 2 months (or 1 academic semester or quarter) to a maximum of 12 months for the three-year and master's degree programmes, and 24

months overall for single-cycle courses. Students can also carry out a mixed mobility, combining a period of study with an internship period. For example, a stay of 10 months can be broken down into: 8 months study activities and 2 months internship activities.



Erasmus+ call for Traineeship

The Erasmus+ Internship program allows university students of all levels (first, second and third cycle of studies), and at the latest one year after the student's graduation, to carry out an internship or internship of varying duration from 2 to 12 months, enterprises active in the labour market or in sectors such as education and training present in one of the countries participating in the Erasmus+ Programme. For recent graduates the selection by the higher education institution to which they belong must take place during the last year of study and the internship abroad must be carried out within one year of graduation. Internship mobility for recent graduates contributes to the 12 months of mobility possible during their last cycle of study. The student's home institution must be a higher education institution located in a country participating in the Programme and must hold ECHE, while the host international organisation may be:

- any organisation, public or private, of a country participating in the Programme active in the labour market or in the fields of education, training, youth, research and innovation.
- a non-profit organisation, an association, an NGO;
- a vocational guidance body;
- a Higher Education Institution of a country participating in the Programme, or a Higher Education Institution of a partner country
- The following organisations cannot host a traineeship:
 - institutions and other bodies of the European Union, including the Court of Justice of the European Union and the European Court of Auditors, as well as other institutions and interinstitutional bodies performing specialised functions (the full list of these institutions is available at http://europa.eu/european-union/about-eu/institutions-bodies_it);
 - organisations that manage European Union programmes, such as Erasmus+ National Agencies in order to avoid possible conflicts of interest and/or double funding.

For the Erasmus internship, the interested person can apply for the scholarship or can independently propose the location of the internship:

1. The award of the scholarship will be subject to acceptance by the host institution, which must evaluate the candidate's dossier (CV sent by the student and motivational letter in the foreign language and any other attachments). If the candidate is not accepted or such acceptance is not received within a period of sending the candidate's dossier, the grant will be deemed not assigned.

2. The candidate proves to have been accepted by a branch (University or Industry) through the official letter (Company Agreement Form) according to the facsimile. If candidates have submitted two official letters at the time of their application and are winners at both locations, they will have to choose only one of the two destinations, aware that the two different locations could be associated with different amounts of stock exchange.



Who can apply for Erasmus?

May apply students or graduates in the a.a. 2023-2024 who will be regularly enrolled in a course of study, consistent with the previous, for the a.a. 2024-2025, and have an adequate level of linguistic knowledge, certified by the University through the CLA (University Language Centre).

Expiry of the application

The application must be submitted exclusively online, by filling in the application form available at the link: <http://mobint.uniroma2.it>. The submission form will be available online from the issuing of the Rector's Decree.

Allocation

Doing an Erasmus means moving abroad, therefore also looking for a home. Unfortunately, the Erasmus scholarship does not include accommodation, so the student will have to evaluate different possibilities according to the possibilities and preferences.

Types of accommodation in Erasmus:

- Student residence: many universities abroad have dormitories, or student halls, where you can find a room (single or double) or a small shared apartment. The different possibilities of Accommodation change from country to country and from university to university.



VISA

The legislation and regulations governing the immigration of non-EU students in the various countries participating in the Programme are linked to the nationality of these students: It is the responsibility of the student to collect the information in advance and obtain the documents that will allow entry and stay in the destination country, by contacting their diplomatic representations. The student must independently inquire about:

Any rules governing entry into the host country, applying in time to the relevant diplomatic representations (Embassies and Consulates) in Italy;

Health care in the host country, by contacting your ASL or diplomatic representations.

RENUNCIATION

Acceptance of mobility under the Agreement is a serious commitment by the candidate. The assignee students, who accept the Community contribution, who sign the Agreement and who intend to give up the period of study abroad, will have to fill in and upload on the MOBINT platform the Waiver Form accompanied by an appropriate certification. If the certificate is not produced, or the reasons are not considered appropriate, the students renounce, in addition to being required to return immediately any amount received, will no longer be able to apply for a scholarship within the Programme. Students who interrupt the mobility can benefit from the payment of the monthly payments made but in no case can the stay be less than two months (60 days). The student who does not make the minimum period of stay will be required to return the full amount of the scholarship in the manner indicated in the Mobility Agreement.

THE PERFECT SUITCASE FOR ERASMUS

- Clothing and footwear: must be appropriate to the season/s in which you leave, thinking that the stay can last only one semester or all year. The choice of clothes should be kept to a minimum so that you do not have problems with the rules described by airlines.
- Documents: These include your ID card or passport, your driver's license, your credit card, your health card, some photo cards and documentation for the paperwork for the Erasmus on site. Essential travel documents and, important advice, check that they are all in order at least a month before leaving!
- Technology: useful tools not to forget are: battery charger, mobile phone, a laptop to study on and camera to capture unforgettable moments of your trip.
- Extras: if necessary bring a couple of bed sets, towels, medication, a backpack (you can also use it as hand luggage)/ bag and books!

It is not necessary to pack products for the person, you can buy them directly on site, unless you use specific products, but it is good to remember that: all types of liquids, in hand luggage must not exceed 100 ml, products with ml greater than 100 must be placed in the hold.

In hand luggage, put all the indispensable or valuable items, and always consider a complete change. In this way, while waiting for the international courier or if they lose the suitcase you will have with you what you most need (yes, even clean underwear!).

Also bring documents, of course, as well as some cash, credit cards and arrival address.



BEFORE LEAVING

- ✓ Choose the right destination;
- ✓ Inquire about the necessary documents;
- ✓ Calculate your budget;
- ✓ Inquire about possible precautions: not all countries have same health standards, before embarking on a trip it is good to inquire about any vaccines and prophylaxys required or recommended. To make him contact the Public Health and Hygiene Service with the nearest international traveller's clinic to prevent the diseases that can be contracted during a trip. Better to have generic drugs and a first aid

kit with you, remembering that medicines must be in their packages and at hand prescriptions. If you go abroad, especially outside of Europe do not underestimate the importance of travel insurance, you can calculate the expense on one of the many online simulators and always check well what is included in the policy.

- ✓ Money and foreign currency: better to leave informed: When traveling abroad you must also inquire about the currency of the place and calculate the money to take with you to cover the various expenses on the trip. You can use the converters available on apps and websites to do this. It is very important to inquire about your bank account about the conditions for withdrawal and payments abroad. In any case, it is always better to start with a bit of cash, once on the spot find out which banks or offices there is the most favorable exchange.
- ✓ Useful numbers: A useful precaution before a trip abroad can be to make a photocopy of important documents (passport, ID card, license) and mark on a notepad the important numbers to call in case of need. You should always have the numbers to block credit cards in case of loss or theft. Another suggestion, could be to install on your smartphone the useful apps for your trip, which could be Google Maps, the app of public transport, that of the tourist office of your destination, MyValuta to quickly calculate the change and the translator.
- ✓ ENJOY YOUR STAY!

ON RETURN TO ITALY

Within 15 days, you must upload the following documents to Mobint:

- The registration and stay confirmation form
- Self-certification for exams taken (the host University must have issued the transcript of records to the student or the Erasmus Office)
- The OLS test results

In addition, it is necessary to complete the "Participant Report" on the website communicated by e-mail by EACEA. Finally, you will need to contact the Erasmus Office of the Macroarea of Sciences for the recognition and verbalization of the exams taken.

PLEASE NOTE: FOR SPECIFIC INFORMATION PLEASE CONSULT THE CALL FOR PROPOSALS ON THE WEBSITE THE SCIENCE MACROAREA:

<https://mobint.uniroma2.it/erasmus/candidatura/default.aspx>

SUMMARY STEPS FOR OUTGOING STUDENTS

BEFORE DEPARTURE

1. Follow the registration process at the Host University;
2. Define and approve the Learning Agreement for studies/ traineeship;
3. Take the initial OLS (Online Linguistic Support) language assessment test within 30 days of receiving the OLS Team invitation email.

DURING THE STAY

1. As soon as you arrive, send a scanned copy of the Registration and Stay Confirmation form, completed and signed in the Confirmation of arrival and registration section;
2. Request, if necessary, a change to the Learning Agreement for studies;
3. Request, if necessary, an extension of the initial period to the Host University
4. At the end of your stay, ask the Host University to complete and sign the section Confirmation of departure of the form Confirmation of Registration and Stay

AFTER RETURNING

The student must provide the following missing documents on Mobint:

- The Final Report
- The Transcript of Records
- Copy of the result of the OLS Online Course Final Assessment Test

EXAMINATION RECOGNITION PROCEDURE: the exams taken in European venues will be recognized as equivalent to ours. Votes and credits (credits) will be converted according to the conversion tables. The student will receive from the Erasmus Office of the Macroarea of Sciences MM.FF.NN, a confirmation of receipt of the Transcript of Records.

Please note that the submission of incomplete documentation will result in postponement of examination recognition procedures.

PARTNERS



Biological Area : England, Belgium, Denmark, Finland, France, Germany, Spain, Holland, Switzerland

Chemical Area : Portugal, Spain

Physics and Materials Sciences Area : Germany, France, Spain, Serbia Computer Science Area : Switzerland

Mathematical Area : Germany, Norway

Science and Technology for Media Area: France, Germany

Human Nutrition Area : Spain, Romania

Pharmacy Area : England, Hungary, Spain, Sweden, Czech Republic



TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA