



**GUIDE A.Y. 2024/25**

**WINNER STUDENTS**

**ERASMUS+ PROGRAMME**

**K1 ACTION 1**



**Erasmus+**  
Enriching lives, opening minds.

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This Erasmus+ guide describes all the necessary requirements for carrying out your Erasmus+ study mobility.

## **BEFORE THE START**

1. Before departure the student must :
  - ✓ Subscribe to the Stock Exchange Acceptance;
  - ✓ Obtain the approval of the learning agreement from the coordinator of your course of study;
  - ✓ Upload the Learning Agreement with the three signatures: Coordinator of the Macroarea, Host University, student;
  - ✓ Sign the Mobility Agreement;
  - ✓ To subscribe to the Code of Behaviour of the student in mobility;
  - ✓ Sign the Risk Assumption and Disclaimer Declaration .

## **DURING THE PERIOD ABROAD**

1. Upload to the MOBINT website the Certificate of registration and residence signed and stamped by the Host University.
2. If necessary, change the Learning Agreement via the MOBINT website.
3. It is possible to request an extension of the period of study within the terms described below in the guide
4. Request the Certificate of registration and residence signed and stamped by the host University and the "Transcript of Records" (or certification related to the activities carried out)

## **AFTER BEING BACK**

1. Upon return from mobility, at the latest within 15 days of the end of the mobility (and in any case no later than 10 October 2025) the student must upload the following documentation to the MOBINT platform:
  - The Confirmation Form of registration and stay signed and stamped by the Host University, showing the exact dates of the start and end of mobility;
  - Module Self-certification exams/credits taken/obtained abroad;
  - In addition, he must complete the "Participant Report" directly on the website communicated by e-mail by the EACEA.

# BEFORE THE START

## 1. VISA AND HEALTH INSURANCE

### *1.1. For students with EU citizenships*

To be able to stay in a country of the European Union is sufficient identity card. Verify that it has not expired or expired during the period abroad.

The European Health Insurance Card is valid for healthcare in EU countries. You must inquire before departure at the host office about how to access healthcare.

Students with EU and non-EU citizenship are advised to contact the UK Embassy and/or Consulate well in advance in order to obtain up-to-date information regarding visa and health insurance.

### *1.2. For students of EXTRA citizenships UE*

Students with **EXTRA - EU citizenship** must go well in advance to the **Embassy or Consulate of the host country** to verify what are the practices to be carried out before departure (visa, residence permit, health care, etc.).

It is also advisable to check the deadline to submit the application form, some foreign locations have differentiated deadlines for students outside the EU.

## 2. APPLICATION PROCEDURE

### Nomination and Application:

After the final ranking of the winning students and the assignment of the locations

- The Erasmus Office of the Macroarea sends the nomination of the student to the host University, according to the modalities they provide. Subsequently, the student must register at the foreign office;
- It is the responsibility of the winning students to verify the procedures and deadlines for **applying for admission (application procedures) and the specific requirements (language, enrolment, course access)** by consulting the websites or by contacting the Universities themselves.

The Erasmus+ scholarship awarded to the winning students is subject to admission to the foreign office.

**In the event of refusal by the foreign office, there is no provision for relocation to another location.**

Language certifications: carefully check the language requirements required by each partner office, as reported in the call.

## 3. APPROVAL OF THE LEARNING AGREEMENT

The Learning Agreement (LA) is the study plan to be carried out abroad (courses, internships or thesis preparation). The approval process takes place online, through Mobint, as follows:

- PRESENTATION of the Learning Agreement by the student
- VALIDATION by the teacher responsible for the exchange
- APPROVAL of the Council of its Course of Study (in the figure of the coordinator)

**The Learning Agreement must be approved by the Degree Course and signed in all parts before departure.**  
Preparing the LA takes time, so you need to get active now!

## 4. DELIVERY OF THE MOBILITY AGREEMENT

The mobility agreement regulates the main rights/duties of the Erasmus+ student during mobility.

All students **BEFORE DEPARTURE** must read, complete, print and sign the Mobility Agreement. **During the compilation phase, the student is asked to enter the data relating to the current account on which the scholarship will be paid.**

On your Mobint account you will have **to upload** all the pages of your "Mobility Agreement" completed and subscribed. Signing the Mobility Agreement also implies your acceptance of the LA approved by the Erasmus Coordinator.

**PLEASE NOTE:** It will be possible to sign the mobility agreement only when the Macroarea Erasmus office has uploaded the approved version of your Learning Agreement.

## 4.1. *Start, end date and duration of mobility*

**The start date of the mobility is established by the host office, it is your responsibility to inform you about it.** If, however, the foreign office does not provide precise information, you will have to decide on the starting date of the lessons.

The duration of the mobility as foreseen by the mobility agreement may not coincide with the duration of the semester at the host office:

- If it is necessary to return earlier than the duration indicated in the contract, authorization will not be necessary, and on return, on the basis of the period certificate, the mobility office will give information on the amount of reimbursement relating to the period of mobility not used.
- If, on the other hand, the semester is longer than the number of monthly scholarships awarded through the call, it will be the responsibility of the student to request an extension within the deadline.

**PLEASE NOTE : As reported in the Erasmus+ mobility for study call, if you have been selected for an offer that provides for an annual mobility and you have accepted for the second semester only, the duration of your mobility is automatically reduced to 6 months.**

**If, instead, you have been selected for an offer that provides for an annual mobility and you have accepted for the first semester only, the duration of your mobility remains that of the offer. In case you need to reduce it, contact the Erasmus office of your macro area before signing your mobility agreement.**

**We remind you that the duration of your exchange is the one provided by the offer for which you have applied. This duration is NOT the actual duration, which will be calculated on the basis of the dates stated on the period certificate and will be used as the basis for the calculation of the grant.**

## 5. RENEW YOUR MEMBERSHIP IN UNIROMA2

Winning students are required to renew their enrollment for A.A. 2024/2025 within the set deadlines.

If you have applied for a future career and you will leave as a student enrolled in the first year of the Master's Degree, you must formalize your enrolment in the Master's Degree course before departure and you can only leave in the second semester. Students enrolled in a Course of Study that provides for the issuance of a double/multiple/joint degree with structured mobility already planned from the first semester of the first year of master's degree will start in the first semester, whether they have communicated this need to the Office Mobility for Study ([outgoing@erasmus.uniroma2.it](mailto:outgoing@erasmus.uniroma2.it)) in the process of accepting the exchange place.

Erasmus+ students are exempted from paying fees at the host university.

## 6. ONLINE LINGUISTIC SUPPORT (OLS)

The program offers Erasmus+ students an **Online Language Support - Online Linguistic Support (OLS)**, that is, the possibility to evaluate their language skills before and after mobility and, possibly, an online language course to be held during the exchange period in one of the following languages: English, French, German, Spanish, Dutch, Portuguese, Bulgarian, Czech, Danish, Greek, Croatian, Hungarian, Polish, Romanian, Slovak, Finnish, Swedish.

**How does it work?** Participation in the OLS is compulsory for all students in an Erasmus+ exchange place. The Study Mobility Office awards the licenses through the OLS application of the European Commission between the end of June and the end of July each year. It is important to consider that OLS should however be conducted in the language in which lessons will be taken at the foreign office. The OLS is available in the following languages: German, English, Spanish, French, Italian and Dutch.

If you take the pre-departure assessment test at a level below B2, you will automatically receive a license to take an online language course which, unlike the test, is not mandatory. The course will be available in the language of the test, but by accessing the platform you can also choose to follow it in the local language of the destination country, if available. If you get a level equal to or higher than the B2 assessment test, the course will not be automatically assigned by the system, but you can apply for it at the Office of Mobility for Study. In this case you can decide to apply for the course in the language of the test or in the language of the destination country (if required by the OLS). Students who obtain level C2 at the first assessment test will NOT have to take the second test at the end of mobility.

**PLEASE NOTE: OLS is not provided for students travelling to Switzerland. DEADLINES:**

- The first access to the OLS platform must be made within the deadline indicated in the login credential assignment email. After this deadline the license will expire automatically. To reactivate the license, you will need to email.

From the first access, you will have one month to complete the pre-departure assessment test.

- Upon return, you must take the final assessment test within one month of the end of mobility. This second test will not be required if you have obtained the C2 level at the pre-departure assessment test.

Useful information about the Portal:

[https://web.uniroma2.it/en/contenuto/ols\\_and\\_languages\\_courses](https://web.uniroma2.it/en/contenuto/ols_and_languages_courses)

For further information contact: Dr Belinda Caparro, [ols@erasmus.uniroma2.it](mailto:ols@erasmus.uniroma2.it)

# DURING THE PERIOD ABROAD

## 1. CERTIFICATO DI ARRIVO

As soon as you arrive at the Host University, you must register your arrival at the relevant office and request the issue of the "period certificate", which officially certifies the date of commencement of the mobility. You can download the "Period Certificate" form from your Mobint home page, in the "documents" section; **this feature is active only if you have uploaded and obtained the approval of the Mobility Agreement. The loading of the period certificate activates the procedure of payment of the scholarship.**

It is the responsibility of the student to check, before loading the certificate of arrival on Mobint, that the date of arrival certified by the host University is correct.

After loading the certificate, no substitutions and/or corrections are possible.

## 2. LOADING OF THE LEARNING AGREEMENT

If no changes to your Learning Agreement are required, print from Mobint the one approved by the Board of your Degree Programme and **request the signature and stamp of the Host University. Sign the LA and upload the document to Mobint in pdf format.**

**PLEASE NOTE: The LA is approved and validated if it contains the signature of the student, the signature of the Coordinator of the University to which he belongs and the signature of the professor of the host University.**

In case you need to change the Learning Agreement, we recommend that you have the foreign office sign the modified Learning Agreement directly after the approval of your Coordinator. **So, only upload the last LA approved and signed by all parties.**

## 3. AMENDMENT OF THE LEARNING AGREEMENT

You can change the Learning Agreement via Change Form.

**We advise** you to modify the Learning Agreement within five weeks of the start of the courses at the host university. The Study Course Council undertakes to notify the approval (or rejection) of the new Learning Agreement within two weeks from the date of submission of the request. The changes are exceptional and tend to be one change per semester of exchange. This means that the two amendments are, in general, only allowed for exchange periods longer than one semester. **The LA change must always be approved by the end of the mobility and signed by the three parties.**

## 4. REQUEST FOR EXTENSION

If the Host University agrees to the extension, request the signature on the "Request for Extension" form, which you can download from Mobint in the "documents" section.

**DEADLINE:** the extension should be requested no later than one month before the end of the period as originally planned at the time of departure.

It will be your responsibility to inform about the extension the teacher who coordinates your exchange at Tor Vergata University.

**ATTENTION: The authorized extension will confer the status of Erasmus+ student and will entitle to the related funding (EU and MIUR, if necessary).**

Extensions carried out without prior authorisation will also contribute to the calculation of the 12/24 months available per study cycle according to Erasmus+ rules, but will not entitle you to receive funding for the additional period carried out without authorisation.

PLEASE NOTE.: The request for extension may be refused by the office, if the total monthly number of Erasmus+ mobility exceeds the limit of 12/24 months per cycle of studies. This rule does not apply to mobility to Switzerland.

**The Erasmus period must be completed by 30 September 2024**

## 5. CERTIFICATE OF DEPARTURE

At the end of the mobility, before departure from the foreign office, you must necessarily request the period certificate where the official and effective date of the end of your mobility will be indicated.

You can use the form downloadable from the "documents" section of Mobint, or, another form duly completed and signed in headed paper by the host University. The re-entry certification must be uploaded in pdf format to the Mobint Portal.

The amount of the contribution is calculated on the basis of the dates certified by the Host University on the period certificate, therefore, it is the responsibility of the student to verify the dates before uploading the document to the Mobint; corrections and/or replacements of the document will not be allowed later.

**PLEASE Note: if you return from 1 to 5 days before the scheduled end of your exchange, your mobility period will be fully funded, for example:**

**Expected duration of mobility: 6 months**

**Start mobility as per period certificate (arrival): 01/11/2024**

**End of mobility as per period certificate (return): 25/04/2025**

**Effective duration: 5 months and 25 days (175 days)**

**Duration financed: 6 months (180 days)**

## 6. TRANSCRIPT OF RECORDS (ToR)

At the end of your exchange period, you must inquire at the international relations offices of the host University about the issuance of the **Transcript of Records - ToR** (the certificate showing the teaching activities you have carried out, with the relevant credits and marks). The tor is necessary to obtain **recognition of the activities** carried out and passed with profit. After several weeks, many host universities send the tor directly to students or to the Tor Vergata International Offices. In the latter case you will be informed by email. However, **it remains your task to prompt the sending of the ToR**, in order to avoid delays in the recognition of credits. **It is always good to ask the host university, together with its tor, also the table and the scale of ECTS votes that the exchange coordinator can use for the conversion of votes into thirtieth.**

Also for the **thesis preparation activity** is necessary a document certifying the activity carried out, **as it is mandatory to request recognition**, even if this does not provide for the allocation of credits. A letter, in letterhead and signed by the teacher tutor at the host University, describing the activity carried out and expressing a judgment on the work is sufficient.

# AFTER BEING BACK

## 1. CERTIFICATE OF RETURN AND QUESTIONNAIRE

Upload the "Period Certificate" (see point 5 above) in pdf format to Mobint. It is advisable to keep the original because it may be requested by the Student Secretariat to proceed with the recognition of the activities carried out.

**DEADLINE:** 15 days before the end of the period, and **in any case no later than the first days of October 2025.**

**Complete the online questionnaire** (Erasmus+ individual Participant report) that you will receive by email to your institutional email address in the weeks following your return. The online questionnaire is automatically sent from an institutional address of the European Commission ([replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)) and the email will be "Erasmus+ individual Participant report request". The automatic transmission is carried out by the EC system only after the Office for Mobility for Study has carried out the monthly data upload requested by the European Commission. Data is uploaded on a monthly basis, from January until October 31st, during the last week of the month, and contains all mobility with re-entry validated by the day of loading. Immediately after the data upload, the Office of Mobility for Study sends to the students, whose mobility has been uploaded into the system, an email informing them of the upload and pre-allocating them on receipt of the automatic email, which usually takes place within 72 hours of data being uploaded. It is advisable, after receiving the email from the office, to check your institutional mailbox with particular attention to junk mail.

**DEADLINE:** within the deadline indicated in the automatic email request to fill in the questionnaire

**Switzerland:** Students who have completed their mobility in Switzerland do not have to complete the questionnaire.

## 2. APPLICATION FOR RECOGNITION

The recognition of the activities carried out abroad is the responsibility of the Course of Study, for information or/ and support contact the Erasmus offices of each Faculty/ Macroarea of belonging.

Procedure:

- Upload the Transcript of Records (or the certification attesting to the thesis/internship preparation activity) to Mobint and eventually deliver the original to the competent office mentioned above.
- Submit, by email, the request for recognition to the Erasmus office mentioned above;

**DEADLINE:** **November 2025**, unless there is an earlier deadline indicated by your Degree Programme. If you do not meet the deadline you will not receive the balance of the funding (**if expected, considering your Equivalent Economic Situation Indicator - ISEE**).

**PLEASE NOTE.:** Please note that if you do not get recognition for at least one teaching activity (exams, internship or thesis) the scholarship will be revoked and you will have to return the amount received. It is therefore necessary to apply for recognition for thesis research even if no credits are provided.

# 1.OLS and Languages Courses

The OLS platform will send you an email with a request to carry out the post-mobility assessment test 15 days before the expected return date. You will have one month, starting from the day you receive the OLS platform email, to take the test.

**We remind you that assessment tests are mandatory for all students who have received the license.**

## IN CASE OF WEIVER

If you decided to renounce to the grant after accepted it, you must to warn the Erasmus Office of Macroarea and Central Erasmus Office.

### *Swiss Office*

*The funding of mobility periods for students travelling to Switzerland is the responsibility of Swiss universities. For further information on the amount and methods of payment, please contact the University in Switzerland.*

## Contacts

“Tor Vergata” University of Rome

Erasmus+ Office at School of Sciences

Contact person: Dr.ssa Ilenia Travaglini

Via della Ricerca Scientifica, 1 00133 Roma

E-mail: [erasmus@scienze.uniroma2.it](mailto:erasmus@scienze.uniroma2.it)

Phone: +39 067259408





