



TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

GUIDE FOR WINNER STUDENTS

ERASMUS+ PROGRAMME K1 ACTION

School of Science MM.FF.NN



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This Erasmus+ Guide describes all the necessary requirements for carrying out your Erasmus+ study mobility at the Macroarea of Science MM.FF.NN.

In any case, please remember to follow the procedures and rules of the Erasmus+ University and Macroarea Calls published on the Mobint website.

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;

DURING THE PERIOD ABROAD

1. Upload to the MOBINT website the Certificate of Arrival signed and stamped by the Host University.
2. If necessary, modify the Learning Agreement, with the consent of the Coordinator of the Course of Studies, through the MOBINT website.
(PhD students must agree on the training course abroad with the coordinator of the doctoral course;)
3. It is possible to request an extension of the period of study within the terms described below in the guide.

AFTER BEING BACK

1. Upon return from mobility, within 15 days of the end of mobility (and no later than 10 October 2026) the student must upload the following documentation to the MOBINT platform:
 - ✓ The "Confirmation of registration and stay" form signed and stamped by the host university, **indicating the exact dates of beginning and end of mobility**;
 - ✓ Transcript of Records, abbreviated ToR,
 - ✓ "Self-certification module" examinations/credits taken/obtained abroad;
 - ✓ In addition, you will have to fill out the "Participant Report" directly on the website communicated by e-mail from 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.

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

The Learning Agreement (called L.A.) is the study plan to be carried out abroad.

The approval process is online via Mobint as follows:

- The student will present the Learning Agreement in consultation with the Erasmus Contact Person;
- Validation by the Erasmus Course Officer;
- APPROVAL with signature of the Erasmus Coordinator of Macroarea and signature as acceptance by the host university.

The Learning Agreement must be approved and signed in all parts **before departure**, then uploaded to Mobint - "Learning Agreement countersigned" in pdf format.

N.B.: The L.A. is approved and validated if it contains the student's signature, the signature of the Coordinator of the University of affiliation and the signature of the Host University.

**THE PREPARATION OF THE LEARNING AGREEMENT TAKES TIME, SO YOU MUST
ACTIVATE NOW!**

Imagine 1

Imagine 2

[illegible]

Image 1

1. Box 1: the student must provide his or her personal data, the details of the university to which he or she belongs and the details of the host university.

University of affiliation data:

Name: University of Rome Tor Vergata

Faculty/Macroarea: School of Science

Erasmus code: I ROMA02

Address: Via della Ricerca Scientifica, 1 00133 Roma

Country: Italy

Contact: Dr.ssa Ilenia Travaglini, erasmus@scienze.uniroma2.it, +39 0672594083

2. Table A Before the mobility: the student must indicate the exams of the host university scheduled during his mobility in the following order: exam code, exam name, semester and number of credits.

3. Language box: the student must indicate the level of language required by the host location.

4. Table B Before the mobility: the student must indicate the exams of the university of origin scheduled during his mobility in the following order: exam code, exam name, semester and number of credits.

5. Commitment box: the box must contain the student's signature, the signature of the person responsible for the University of Tor Vergata and the signature of the person responsible for the host University.

Image 2

1. Table A2 During the mobility*: the student (where necessary) will have to indicate the host university exams that he has wished to change during the mobility in the following order: exam code, exam name, if the exam was deleted or added, the motivation and number of exam credits.

2. Table B2 During the mobility*: the student (if necessary) will have to indicate the exams of the university of origin that he has wished to change during the mobility in the following order: exam code, exam name, Whether the examination has been deleted or added and the number of credits.

3. Commitment box: the box must contain the student's signature, the signature of the person responsible for the University of Tor Vergata and the signature of the person responsible for the host University.

**Please note that the Change Form must be filled in exceptional cases.*

4. MOBILITY AGREEMENT

The mobility agreement regulates the main rights/duties of the Erasmus+ student during mobility. All students **before departure** must read, complete and sign the Mobility Agreement.

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 L.A. approved by the Erasmus Coordinator.

NB: 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 determined by the partner, it is your responsibility to inform you about it. If, on the other hand, the foreign location does not provide precise indications you will have to decide based on the starting date of the lessons.

The duration of mobility as provided for in the mobility agreement may not coincide with the duration of the semester at the host location, so:

- If a return is required earlier than the duration indicated in the contract, no authorization will be necessary, and on return, based on the certificate of period, the mobility office will give indications on the amount of reimbursement for the period of mobility not used.
- If the student needs to stay for a longer period than the number of monthly scholarships awarded by the call, it will be up to the student to request an extension within one month before the deadline. The mobility must not exceed 12 months and the fixed end date (October 2026).

5. RENEW YOUR MEMBERSHIP IN UNIROMA2

The winning students are required to renew their registration for A.A. 2025/2026 within the established deadlines.

Please note that students on a precautionary basis cannot apply for the Erasmus call.

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

6. LINGUISTIC CERTIFICATE

Students are advised to bring a certificate/attestation of the language level required by the partner universities before departure.

If you have certificates when applying for Erasmus.

The certificate must be official with CEFR language level, recognized by an institution.

Please check the language requirements on the call and on the sites of the venues.

It is possible to register for the language courses of CLA (Centro Linguistico d'Ateneo) and to request the final certificate CEFR after passing the exam.

For further information, please contact the language center.

Useful links:

- <https://www-2022.cla.uniroma2.it/il-centro-2/il-centro/>
- <https://www-2022.cla.uniroma2.it/erasmus-outgoin>

7. ONLINE LINGUISTIC SUPPORT (OLS)

The programme offers Erasmus+ students Online Linguistic Support - Online Linguistic Support (OLS), or the ability to assess your language skills before and after the 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 recommended for all students in an exchange place Erasmus+.

It offers a range of interactive and engaging language learning activities to help you learn a new language or master a language you have already studied.

The best part is that it is designed to specifically meet the needs of each student. This means that you will enjoy a unique language learning experience, which can undertake at your own pace. It only takes a few seconds to set up your profile and start your language learning journey today!

<https://academy.europa.eu/topics/language-and-culture/>

<https://academy.europa.eu/courses/welcome-to-the-eu-academy>

DURING THE PERIOD ABROAD

1. CERTIFICATE OF ARRIVAL

At the end of your mobility, before departure from the foreign office, you must necessarily request the "Certificate of registration and residence" where the official and effective date of the end of your mobility will be recorded.

You can use the form downloadable from the "Documents" section of Mobint.

The return certificate must be uploaded in pdf format on the Mobint Portal.

The amount of the contribution is calculated based on the dates certified by the host university on the certificate of arrival; therefore, it is the student's responsibility to check the dates before uploading the document on Mobint; Subsequent corrections and/or replacements of the document will not be permitted.

DEADLINE: the document must be uploaded within 15 days of the end of the mobility and no later than 10 October 2026.

You will receive by e-mail to your institutional address, in the weeks following your return, the format for completing the online questionnaire (Erasmus+ individual participant report - questionnaire based on your experience in Erasmus). Immediately after the data is uploaded, the Erasmus Central Office sends an email to the students informing them of the upload and pre-alerting them on receipt of the automatic email, which usually takes place within 72 hours of the data being uploaded. After receiving the email from the office, it is recommended to check your institutional mailbox with special attention to spam.

DEADLINE: within the deadline indicated in the automatic email of request for filling out the questionnaire.

2. CHANGE FORM

You can modify the Learning Agreement by filling in the "Change Form".

We recommend that you make the change to the Learning Agreement within five weeks after the start of the courses at the host university, and in any case after being sure of the change. If necessary, the student may request via email to modify a part of his L.A., which must be approved by the Erasmus Coordinator of the CdS and signed by the Erasmus Coordinator.

The changes are to be considered exceptional.

The amendment to the IA must always be approved within one month before the end of the mobility and signed by all three parties

3. REQUEST FOR EXTENSION

If the host university agrees to the extension, ask for a signature on the "Request for Extension" form, which you can download from Mobint in the "Documents" section.

DEADLINE: The extension should be requested up to and not more than one month before the end of the period as originally scheduled at the time of departure.

It will be your responsibility to inform the Erasmus office of Macroarea and the teacher who coordinates your exchange at Tor Vergata University about the extension.

The Erasmus period must end by 30 September 2027.

AFTER BEING BACK

1. CERTIFICATE OF RETURN AND QUESTIONNAIRE

At the end of your mobility, before departure from the foreign office, you must necessarily request the "Certificate of registration and residence" where the official and effective date of the end of your mobility will be recorded.

You can use the form downloadable from the "Documents" section of Mobint.

The return certificate must be uploaded in pdf format on the Mobint Portal.

The amount of the contribution is calculated based on the dates certified by the host university on the certificate of arrival; therefore, it is the student's responsibility to check the dates before uploading the document on Mobint; Subsequent corrections and/or replacements of the document will not be permitted.

DEADLINE: the document must be uploaded within 15 days of the end of the mobility and no later than 10 October

You will receive by e-mail to your institutional address, in the weeks following your return, the format for completing the online questionnaire (Erasmus+ individual participant report - questionnaire based on your experience in Erasmus). Immediately after the data is uploaded, the Erasmus Central Office sends an email to the students informing them of the upload and pre-alerting them on receipt of the automatic email, which usually takes place within 72 hours of the data being uploaded. After receiving the email from the office, it is recommended to check your institutional mailbox with special attention to spam.

DEADLINE: within the deadline indicated in the automatic email of request for filling out the questionnaire.

2. TRANSCRIPT OF RECORDS (ToR)

At the end of your exchange period, you must inform yourself at the offices of the host university about the issue of the Transcript of Records - ToR (the certificate that reports the teaching activities you have carried out, with the related credits and grades).

The ToR is necessary to obtain recognition of activities carried out and passed with profit. It is your responsibility to request the ToR, to avoid delays in the recognition of claims.

It is always good to ask the host university, along with its ToR, also the table and the scale of ECTS marks that the exchange coordinator can use for the purpose of converting the marks into thirty-ths.

Also, for the activity of "preparation thesis" a document is necessary that attests the activity carried out, since it is obligatory to request the recognition, even if this does not foresee the attribution of credits. It is sufficient a letter, in letterhead and signed by the tutor teacher at the host University, or ask to the Office of Macroarea,

describing the activity carried out and expresses an opinion on the work.

3. REQUEST OF RECOGNITION

The recognition of activities carried out abroad is the responsibility of the Course of Study.
For information and/or support contact the Erasmus offices of each Faculty/Macro area.

Procedure:

- **Upload the Transcript of Records** (or the certificate attesting to the thesis/internship preparation activity) in Mobint, together with the documents indicated above;
- **Submit the Application for recognition to the Erasmus Macroarea Office by e-mail.**

DEADLINE: October 2027, unless there is a prior deadline indicated by your Course of Study.

NB: Please note that if you do not receive recognition for at least one teaching activity (exams, internship or thesis) the scholarship will be revoked, and you must return the amount received.

It is therefore necessary to apply for recognition of the activity even if no credits are provided.

IN CASE OF WEIVER

If you decided to renounce to the grant after accepted it, you must warn the Erasmus Office of Macroarea and upload the “Renounce module” on Mobint platform

CONTACTS

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