



**UNIMORE**  
UNIVERSITÀ DEGLI STUDI DI  
MODENA E REGGIO EMILIA



## **ERASMUS+ Mobility for Study A. Y. 2022/2023**

### **PROGRAMME GUIDE AND INSTRUCTIONS FOR SUBMITTING THE APPLICATION**

**Project No.: 2021-1-IT02-KA131-HED-000010346**

#### **INTRODUCTION**

The ERASMUS+ Mobility for Study Programme is a form of collaboration among Universities that give students the opportunity to spend a period of study abroad in European, UK and Swiss universities, and is part of the Erasmus+ 2021-2027 programming, under Regulation (EU) No. 2021/817 of the European Parliament and of the Council of 20 May 2021 and the Guide to the Erasmus+ 2021-2027 programme.

Please find below all the basic information on the ERASMUS+ Mobility for Study Programme for the a.y. 2022/2023 (requirements, procedures and deadlines for submitting the application, etc.). Therefore, please read the provisions and the instructions outlined below **CAREFULLY**, to take advantage of the individual and professional growth opportunities offered by the University of Modena and Reggio Emilia through the Erasmus experience.

In addition, exchange agreements are in place with the partner universities highlighted in yellow that have not yet been completed at the time of the publication - as specified with the inscription **“agreement to be confirmed”**. The mobility will not be implemented for those agreements not confirmed by the partner university.

#### **TERMS AND CONDITIONS**

Within the ERASMUS+ Mobility for Study Programme, the University of Modena and Reggio Emilia offers its students the opportunity to spend a study period (2 to 12 months) at one of the partner Universities with which an exchange agreement has been signed. Erasmus students are entitled to attend the courses, take the examinations and use the facilities of the host University - without paying it any university fees. Furthermore, the activities carried out abroad are recognised by the home university, provided that they have been previously agreed with the professors in charge of the mobility.

To this purpose, through the Erasmus + Indire National Agency, the European Commission provides the University with the mobility grant funds, to be intended as lump-sum that will cover the extraordinary expenses students must bear during their study period abroad.

#### **ELIGIBILITY CRITERIA**

Eligible applicants are students at the University of Modena and Reggio Emilia who are properly enrolled - even beyond the prescribed time for graduation - to the degree programmes, master's degree programmes, single-cycle degree programmes, PHDs that are included in the training offer of the University of Modena and Reggio Emilia, including intra-university courses, provided that in this last case the students' career is managed by the University of Modena and Reggio Emilia (i.e. students have started their university career at Unimore);

Students obtaining the degree in the extraordinary session of a.y. 2020/2021 (February, March and April 2022 sessions) are eligible to apply. In this case, the mobility programme only applies provided that at the time of leaving they are enrolled to a degree programme for the academic year 2022/2023. Students obtaining the degree in the extraordinary session of a.y. 2021/2022 (February, March and April 2023 sessions) are eligible for the mobility programme. In this case, the mobility period shall not be longer than six months and shall take place during the first semester of a.y. 2022/2023. In addition, students not graduating in the extraordinary session of the academic year 2021/2022 (February, March and April 2023 sessions) shall pay the university fees for the year 2022/2023 or they will have to return the allowance received. Failure to comply with the above, students not returning the amounts unduly received will be subject to Art. 13 of the students' Regulation (student fees), paragraph 5, stating that: "students... **not returning any amounts received for any reason and revoked by specific provision**, may not pursue any university career, or take any examinations, including the final examination".

Students who have not yet returned any amounts unduly received for previous mobility calls for applications are excluded.

Mobility students will not be entitled to obtain the final qualification study before the completion of the period of study abroad, and subject to the recognition of the activities carried out there.

**NOTE:** Students having citizenship in one of the Countries participating in the ERASMUS+ Programme are eligible for mobility at universities of their Country of origin, but priority will not be given to them in the selection process. Before confirming the acceptance of the exchange location, they will also have to obtain the approval of the host university.

### **CHOOSING THE UNIVERSITY**

Please read the section relating to the disciplinary Field and the Notes in the university list.

#### **Mobility to the United Kingdom:**

Please also note that following the exit of the United Kingdom from the EU, admitted students shall also comply with the envisaged entry rules, hence they must get information on the entry visa and health insurance. The costs for the visa, health insurance and any other expenses required for entering the United Kingdom or for the admission by the British university shall be borne by the student. Please be informed that British universities require ad hoc language certificates before issuing the invitation letter for getting the Visa. We advise students to carefully check the websites of the hosting universities and possibly contact them directly. Further information is available on the UK Government website: <https://www.gov.uk/>

### **ACCESS REQUIREMENTS**

Students willing to apply for the Erasmus+ Study programme:

- at the time of departure they must be enrolled to a degree programme for the a.y. 2022/2023 (except for those obtaining the qualification in the extraordinary session of a.y. 2021/2022 - February-March-April 2023);
- Those applicants who have already participated in a mobility programme included in the Lifelong Learning Programme 2007-2013 (Erasmus Studio, Placement or Leonardo da Vinci), Erasmus+ 2014-2020 (Study, Traineeship or International Credit Mobility) or Erasmus Mundus, and apply for this call for application during the same study programme are eligible for the selection if the sum of the mobility months already used and those for which they are applying does not exceed 12 months in total. The maximum limit of months for the single-cycle master's degrees is 24. The same rule applies to students who have already been selected for a mobility within the Erasmus+ Study, Traineeship, International Credit Mobility or Erasmus Mundus. The traineeship months following the degree are counted within the study programme in which candidates were enrolled at the time of the application.  
Such information must be compulsorily provided by applicants in Annex 2 of the application.
- Students being awarded an Erasmus+ for Traineeship grant or other international mobility grant funded by the University for the a.y. 2021/2022 and 2020/2021 will not be allowed to start the Erasmus study mobility for the a.y. 2022/2023 before the corresponding application process is closed (including any return of the allowance);

- during the same period they must not benefit from any other university/European allowance under other mobility programmes.

**NOTE:** Any Erasmus mobility periods carried out in virtual mode by the country of habitual residence from a.y. 2020/2021 will not be taken into account for the calculation of maximum months of Erasmus mobility per study cycle. By applying for an Erasmus call for applications for the a.y. 2022/2023, the student confirms that s/he has a number of months available that is consistent with the above rule.

### **ADMITTED ACTIVITIES**

The following study activities are admitted:

- course attendance and examination test at the end of each course;
- preparation of the thesis. The mobility period aimed exclusively at preparing the thesis must not be longer than six months, provided that such activity generates credits that will be recognised in the student's career as credits relating to the preparation of the thesis (to be checked with the relevant Department). In some cases, host Universities accept students preparing their thesis provided that they also take some examinations;
- traineeship, provided that it is carried out under the supervision of the host University. In addition, the overall duration of the period of study and traineeship must be at least 2 months, a complete university quarter, sixty days. Students must check the feasibility of such activity with their coordinators.

The activities that will be carried out at the host University must be agreed on time, before the departure, with the coordinator responsible for the mobility and reported on the *Learning Agreement*, as well as any changes, in accordance with the rules provided for in the "University rules for the recognition of the periods of study abroad" and any further specifications of the Departments/Faculties/Study Programmes.

The University Rules and relevant annexes are available on the university website at the URL <https://www.unimore.it/mobilita/ects.html>. The website also includes the ECTS tables containing the statistical distribution of the marks of the exams and the Degree exam by degree class - useful tool for the conversion of grades.

The *Learning Agreement* is the study programme that students are willing to follow abroad and is the foundation for the **full** university recognition – **with no programme integrations or additional examinations** - at the end of the Erasmus period.

**Note: "No traineeship programmes abroad are offered at partner universities of the ERASMUS+ Programme for the Degree Programme in Primary Education, new plan".**

### **DURATION OF THE PERIOD ABROAD**

The duration of the stay abroad is defined in the call for application, based on the agreements signed with the host University. There are two types of mobility:

1. Erasmus **LONG MOBILITY** for 1st, 2nd, and 3rd study cycle: available for applicants of the 1st, 2nd, and 3rd study cycle in Partner Universities with which the University of Modena and Reggio Emilia has signed an agreement. Each long mobility must have a minimum mandatory duration of 2 months (60 days) and a maximum of 12 months (360 days) and in any case it must be carried out **continuously** between **1 June 2022** and **30 September 2023**.

2. Erasmus **SHORT MOBILITY** for PHD STUDENTS only: under the Erasmus Programme 2021-2027, only students enrolled in PhD programmes may carry out a short mobility period of at least 5 days up to a maximum of 30 days, which in any case must be carried out **continuously** between **1 June 2022** and **30 September 2023**.

**NOTE:** While short mobility must be authorised by the host university, PhD students may choose to carry out either an Erasmus long mobility or Erasmus short mobility programme at their designated destinations.

**NOTE:** any limitations to the number of months of stay abroad are governed in the “Access Requirements” section.

## **ERASMUS GRANTS**

The total financial contribution for the mobility period is provided through EU funds allocated by the National Agency Erasmus Plus INDIRE, the MUR-Ministry of University and Research and the University of Modena and Reggio Emilia. It is made of a **contribution for mobility** and a **travel contribution**, where applicable. The amount due is calculated based on the following:

1. Mobility type (Long mobility or Short mobility for PhD students);
2. Country of destination;
3. Financial position;
4. Type of travel.

Please note that students not completing any study activity with a positive result, not being recognised any activity carried out, not requesting the recognition of the activities carried out by **30 November 2023**, or refusing the recognition agreed, shall return the whole amount of the grants received.

### **A. EUROPEAN FUNDING**

#### **1) Long Mobility**

It is the European Commission funding, aimed at compensating the mobility additional costs and based on the country of destination:

##### **GROUP 1 HIGH cost of living: € 350/month**

Denmark, Finland, Ireland, Island, Liechtenstein, Luxembourg, Norway, Sweden.

**NOTE:** the following Partner Countries are also included: United Kingdom, Swiss Federation, Faroe Islands.

##### **GROUP 2 AVERAGE cost of living: € 300/month**

Austria, Belgium, Cyprus, France, Germany, Greece, Malta, The Netherlands, Portugal, Spain.

##### **GROUP 3 LOW cost of living: € 250/month**

Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Check Republic, Turkey, Hungary.

**Note: unless otherwise specified, for Swiss universities, the indicative allowance of 1900.00 EUR per semester shall be funded by the Swiss Government/Swiss university based on modalities that will be described later. For further information <https://www.movetia.ch/it/>;** If, however, for the a.y. 2022/2023 the Swiss Government does not proceed with the payment of contributions for mobility, a monthly contribution equal to the amount due for the **countries of Group 1** will be provided by the University of Modena and Reggio Emilia.

#### **2) Short Mobility only for PhD students – also for United Kingdom and Switzerland**

PhD students under the Erasmus Study call for applications for the a.y. 2022/2023 may carry out an Erasmus+ mobility, "SHORT MOBILITY" type instead of a Long Mobility one, subject to authorisation by the host University

Specific grants are provided for Short Mobility programmes,

which will replace and WILL NOT add to those provided for Erasmus+ Long Mobility programmes.

Grants allocated to Erasmus SHORT MOBILITY programmes carried out within a PhD programme at a University belonging to a Programme Country are of two types and cumulative:

##### **• Individual support:**

daily amount allocated to all PhD students who are winners of the Erasmus Study call for applications for the a.y. 2022/23 and will carry out a short mobility programme:

From the 1st to the 14th day of mobility, € 70 per day; from the 15th to the 30th day of mobility: € 50 daily

##### **• TOP-UP:**

one-off amount paid to all PhD students who are winners of the Erasmus Study call for applications for the a.y. 2022/23, who will carry out a short mobility programme and have an ISEE statement of value between 0 and the one defined by the Ministerial Provisions for access to contributions for students with fewer opportunities. For 2021, this value is set at € 23,626.32 and may vary for 2022.

From the 1st to the 14th day of mobility: € 100 one-off; from the 15th to the 30th day of mobility: € 150 one-off.

### **B. UNIVERSITY ADDITIONAL CONTRIBUTION**

The amount of the University grant and the terms of payment for the a.y. 2022/2023 will be communicated later and will only apply to **Long Mobility** programmes.

### **C. YOUTH FUND**

The MUR (Italian Ministry of University and Research) has set up a fund for supporting young people, with the purpose of promoting students' international mobility. This fund integrates the community grant based on the fund availability and following specific rules set by the law and/or resolutions of the Board of Directors of the University, according to income and merit parameters.

The relevant provision modalities will be defined when rankings will be posted.

<b>ISEE</b>	<b>Importo mensile per integrazione Erasmus plus</b>
ISEE ≤ 13.000	€ 400
13.000 < ISEE ≤ 21.000	€ 350
21.000 < ISEE ≤ 26.000	€ 300
26.000 < ISEE ≤ 30.000	€ 250
30.000 < ISEE ≤ 40.000	€ 200
40.000 < ISEE ≤ 50.000	€ 150
ISEE > 50.000	€ 0

The contribution will not be given to students who at the time of leaving are enrolled in the second year after the prescribed time for graduation and to students choosing a **Short Mobility** programme (PhD students).

**NOTE: Students who have not obtained at least 1 CFU shall return the amount received.**

### **D. Travel contribution**

Since the new Erasmus+ 2021-27 programme, there is an ad hoc contribution for so-called green travels, that means reaching the host location by sustainable means of transport. Further information will be provided to selected students.

### **E. EU GRANTS FOR STUDENTS WITH SPECIAL NEEDS RELATING TO PHYSICAL, MENTAL OR HEALTH CONDITIONS**

Students with special needs may request an ad hoc grant to the Erasmus+ Indire National Agency for the main expenses strictly connected with their disability status. In this case, please contact the International Relations Office or the Contact Person for disability – Mr. Giacomo Guaraldi. **When submitting the application, students in such conditions shall choose a location agreed with the professor coordinating the mobility in order to check the availability in advance, along with any reception conditions at the partner universities.**

### **F. Er-Go GRANT**

The Emilia Romagna Regional Board for the Right to Higher Studies (ER-GO) assigns a grant for taking part in international mobility programmes to students who are eligible for its scholarships. See the ER-GO call for application - <http://www.er-go.it/>.

## **INSURANCE**

To the benefit of students, the University provides insurance coverage against injury and civil liability against damages claimed by third parties, with validity also during the mobility period and exclusively for carrying out authorised institutional activities. Students who have been allocated the grant will be issued all relevant documents by the International Relations Office.

## **THINGS TO DO BEFORE SUBMITTING THE APPLICATION**

PREPARING THE APPLICATION: If you want to apply:

- carefully read this programme guide and the instructions for submitting the application (“Online application guide”);
- visit the websites of the Universities in which you are interested and read the training offer, the language requirements, the enrolment deadlines and the logistic aspects;
- contact the professor in charge of the mobility in order to obtain useful information on the educational aspects;
- organise the linguistic preparation.

Please note that the application may only be submitted for universities belonging to the Department/Faculty/Degree Programme where students are enrolled (administrative headquarter of the degree programme) for a maximum of five.

Students of the Department of Economics may indicate a maximum of ten locations.

*CeiA3 consortium*: it is a consortium of 5 Spanish universities (Almería, Cádiz, Huelva, Jaen and Córdoba) offering 5 places for bachelor’s degree students of the Departments of Life Science (Degree Programme in Food Sciences Agricultural Technologies), Chemical and Geological Sciences (Degree Programme in Chemistry), “E. Ferrari” Engineering, Law and Economics “M. Biagi”. Only one place is available for each department listed. In the application form, preference for the whole Consortium must be given. If the grant is assigned, candidates will agree the Spanish location of destination with the coordinator, choosing among the 5 partner universities.

**Universities shall be indicated in order of preference (the first location is the first choice).**

The lists of foreign universities participating in the mobility are organised by Department/Faculty/Degree Programme and professor in charge of the mobility, and are available on the university website <http://www.unimore.it/bandi/StuLau-internaz.html>.

## **HOW TO FILL OUT THE FORM AND SUBMIT THE APPLICATION**

Applications shall be submitted exclusively by filling out the online application form - **available from 03 February 2022** - on <https://www.esse3.unimore.it/LoginInfo.do>, following the instructions provided in the “Online application guide” **by 14 February 2022 at 1:30pm. NO HARD COPY OF THE APPLICATION FORM IS REQUIRED**

Note: Before submitting the application, students shall get the university login credentials (username and password) to access the online service.

Applications that are incomplete or submitted after the deadline, not filled out properly or not meeting the requisites set in the call for applications shall be discarded.

The following documents are an integral part of this call for application: “Online application guide” and Annex 2 (COMPULSORY).

**For further information please contact the International Relations Office**



E-mail - [studentmobility@unimore.it](mailto:studentmobility@unimore.it)  
Call centre - Mondays, Wednesdays and Fridays: 9.30am – 1pm  
Modena: 059/2058389-6579  
Reggio Emilia:0522/522422  
Online desk: Tuesdays and Thursdays 10.30am-1pm

## INFODAY ERASMUS+ STUDY 2022/23

**02 February 2022**

**10am to 12pm**

**online.**

**A link will be sent via email to participate in the meeting.**

### **LANGUAGE SKILLS**

The language skills required by the partner universities are outlined in the “Location list” file. The information is updated at the date of publication of the call for applications and are subject to changes.

The information relevant to the language skills shall be provided by filling out Annex 2 and stating one or more of the following conditions:

- no language skills;
- the test on the language required by the host Country has been passed - **with mark in a grade out of thirty or qualification**. This requirement may result in the application form from the student’s career (self-certification of the examinations taken during the three-year course by specialisation or Master’s Degree students) and from the student’s self-certification of the examinations passed and not yet recorded;
- possession of an international certificate stating the foreign language knowledge, in accordance with the Common European Framework. In that case, a hard copy of the relevant certificate shall be attached to the application;
- copy of an extract proving the attendance to language courses done abroad;
- enrolment in a Specialisation or Master’s Degree Programme for which the enrolment is subject to a language skill assessment (in this case please specify it in the “additional statements” field of the application form);
- Participation in a mobility period, for Study or Traineeship, included in the Erasmus+ or LLP or other international mobility Programme (specify the Mobility Programme, the destination Country, the vehicular language and the relevant period in the self-certification form).

**NOTE: The language skills - proven pursuant to the modalities indicated above - does not preclude any further language assessment during the selection phase by the coordinating professors and/or Department/Faculty commissions, based on the destinations chosen in the application form.**

Students not being able to prove a proper knowledge of the foreign language in accordance with one of the modalities described above, and listed in the winner ranking shall take an assessment test aimed at proving their actual language level. **The procedures will be subsequently notified by the International Relations Office.**

After taking the assessment test, students getting **A0** or **A1** are requested to attend a preparation compulsory course before they leave (the course is offered free of charge by the Language Centre of the University).

Students getting **A2, B1 or B2** in the assessment test will be strongly recommended to attend the preparation course, even if it is not compulsory for them.

Students stating in Annex 2 not to have any knowledge of the language spoken in the destination Country shall not take the assessment test but shall attend the compulsory preparation course before they leave.

**NOTE: language skills required by the partner university:** besides the language requirements provided for in this call for applications, the partner Universities may request students to prove their language knowledge as resulting from specific international certifications - as specified in the relevant

column of the Location List. In that case, the requested certification shall be submitted. Candidates should check the requested requirements also on the website of the host University.

## **SELECTION OF CANDIDATES AND PUBLICATION OF RANKINGS**

The selection shall be made by the professor in charge of the mobility, or by a specific Department or Faculty Commission, which will be also responsible for determining further criteria. Some Departments may provide motivational interviews as a selection criterion. The dates of the selection interviews that may be arranged will be communicated by the relevant professors who are in charge of the Department/Faculty mobility programmes. **In any event, students are expected to check the terms and details of the interview with their professors - see teachers' boards and/or Department websites.**

All selection procedures shall be completed by **March 2022**.

The standard ranking criteria are as follows:

- consistency of the activity proposed by the student with his/her university career and with the educational offer of the host university;
- any individual motivational interview;
- university curriculum;
- any language knowledge.

Once the selection process is complete, the professor - or the commission - draws up the ranking, which will then be transmitted to the International Relations Office, adequately checked and then published exclusively on the University website: <http://www.unimore.it/bandi/StuLau-gradinternaz.html>, **by 30 April 2022**.

**The International Relations Office will send an email to the institutional e-mail address (@studenti.unimore.it) and to the address provided by candidates when submitting the application, communicating that the ranking list has been published, and shall not be responsible for any reception failure - for instance if the email goes into the spam folder. Therefore, students are responsible for monitoring the above-mentioned website.**

## **ACCEPTANCE**

Within 5 days after the ranking lists are published - under penalty of forfeiture - students who have been awarded a grant shall send their acceptance form following the instructions that will be provided by the International Relations Office.

In the acceptance form, students shall indicate the dates planned for their stay abroad and the type of activity (examinations, examinations and traineeship, preparation of the thesis), taking into account both the recommendations of the professor in charge of the mobility, and the start dates of the courses at the host University. On accepting the grant, students shall also provide a valid IBAN number of the bank account they are holders or co-holders, to which the grant will be credited.

## **ASSIGNING THE GRANTS**

Candidates will only be awarded a grant each and for only one university. Grants shall be assigned based on the ranking order and the preferences stated in the application.

The assignment of the grant is subject to:

- student acceptance - based on the times and modes described in the acceptance section;
- the signing of the Finance Agreement according to the instructions that will be provided by the International Relations Office - in May-June approximately;
- the preparation of the Learning Agreement before leaving;
- the compulsory attendance of the language preparation course for those stating not to have any knowledge of the language requested by the host university or getting **A0** or **A1** in the assessment test;
- the acceptance by the host University.

**Students leaving without signing the finance agreement shall be deemed deprived of their right to receive the grant.**

## **WHAT DOES BEING AN ERASMUS STUDENT MEAN**



Selected students gain the Erasmus student status. The Erasmus Student Charter is the document informing the students who have been awarded an Erasmus+ grant on their rights and duties before, during and after the time spent abroad, and it can be downloaded from the website <https://erasmus-plus.ec.europa.eu/document/erasmus-student-charter>

The Erasmus student status ensures the following:

- exemption from paying the enrolment fees at the host university;
- use of the services available on site (canteens, libraries, colleges, IT facilities, etc.). However, please note that some Universities may request the payment of a symbolic amount as a contribution to some services offered, and the same amount is also requested to their own students;
- participation in language courses offered at the foreign university;
- recognition by the home Department/Faculty in which students are enrolled of the activity carried out abroad.

Please note the following:

- mobility students shall bear health insurance expenses. For further information [http://www.salute.gov.it/portale/temi/p2\\_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani](http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani);
- Erasmus students shall regularly pay the university fees for the a.y. 2022/2023 to the University of Modena and Reggio Emilia, except for those obtaining the qualification in the extraordinary session of a.y. 2021/2022 -February-March-April 2023;
- the Erasmus student status allows students to use any study grants financed at a national level;
- selected students may obtain the final qualification at the University of Modena and Reggio Emilia only after completing the period of study abroad.

### **Online Linguistic Support –OLS-**

Students who will be selected for a study mobility programme are requested to organise their linguistic preparation before and during their mobility period, and to commit themselves to reach the language knowledge requirement requested by the host university, in accordance with the standards of language skills provided in the university list.

In compliance with the provisions of the new Erasmus+ Programme, the University requests the students participating in the programme to know the language of the host Country or the vehicular language used.

Students being awarded the Erasmus grant, limited to the licences available, shall take a compulsory language test through the **Online Linguistic Support** system aimed at ascertaining the initial language level and the one reached at the end of the Erasmus mobility. The OLS is currently available in the following languages: English, French, German, Dutch, Spanish, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovakian and Finnish, and it will progressively be made available in more languages. The result of the initial assessment will allow students to take part in a free on-line course.

The University was assigned by the Italian National Erasmus+/Indire Agency the online licences made available by the European Commission for the assessment both previous and subsequent to the mobility for the language courses.

The University will distribute all the licences assigned until all those available have been given to students, also checking their use through an online licence management system in accordance with the guidance provided by the Italian National Erasmus+/Indire Agency

Erasmus students may be assigned one language only, as set at the time of the destination assignment.

Following the relevant communication by the European Commission, the modes and times for the OLS licence assignments shall be communicated by the International Relations Office.

### **BEFORE LEAVING: IMPORTANT!!**

Students being awarded a grant shall personally organise their stay abroad. To this purpose please do the following:

- visit the website of the assigned University and fill out the forms (*Application form, Accommodation Form, Housing Form, etc.*) required for the enrolment and for using the services and the activities available (accommodation arrangements, language courses, etc.).

- contact the professor of the University of Modena and Reggio Emilia who is in charge of the interchange programme in order to agree the study plan that will be completed abroad (**Learning Agreement**). This document must be previously approved by the partner Universities and is required for the activities carried out abroad to be recognised.  
The relevant form will be sent by e-mail when the published ranking lists are notified to students. The **Learning Agreement** may be modified within one month after students arrive at the partner University, and provided that any changes are always agreed with the professor in charge of the mobility and with the professor in charge at the host University;
- personally check - by contacting the partner University and the relevant authorities (Embassies/Consulates) - the conditions relative to the access and temporary stay in the foreign Country, as well as the times and the procedures to follow (especially for citizens of a non-European country).
- Health Coverage: a standard coverage is normally provided by the healthcare system of the students even during their stay in a host Country of the European Union by means of the European Health Insurance Card (EHIC) [http://www.salute.gov.it/portale/temi/p2\\_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani](http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani) .  
However, the coverage of the EHIC or a private insurance may not be enough, mainly in the event of repatriation and a specific medical intervention. In this case, a complementary private insurance may be useful. To that purpose, please note the health/multirisk “AON STUDENT INSURANCE” cover available at the university broker for students/trainees abroad. The information note and the complete text of the policy are published at the following link: <http://www.affaristituzionalicontrattigare.unimore.it/site/home/assicurazioni.html>.
- Signing the finance agreement: awarded students will be able to leave only after signing the finance agreement governing all the aspects of the mobility. The agreement will be signed in accordance with times and modes that will be communicated by the office (approximately between the end of May and the beginning of July).
- Students are invited to contact the **ESN** - Erasmus Student Network, i.e. the former Erasmus student association aimed at promoting student international mobility. It provides information and logistic assistance to incoming and outgoing students, for who some useful sheets are also available on the website, as they contain information on some host universities: [www.esnmodena.it](http://www.esnmodena.it).

### **EXTENSION**

If the period of study initially assigned is not enough to complete the educational-scientific activity agreed before leaving, an extension of the “Erasmus status” may be requested.

The request shall be submitted on a specific form - which will be made available by the International Relations Office -, shall be authorised by both the Universities and submitted at least one month before the mobility period initially assigned ends. The deadline for requesting the extension is the **28 February 2023**.

Please note that if the documents submitted comply with all regulations, the extension of the “Erasmus status” is assigned by office authority for the months requested.

### **WAIVER AND RETURN**

Students willing to waive the Erasmus mobility shall immediately notify their decision to the International Relations Office, to the professor in charge of the mobility, to the host University, and return any advanced amounts received for the grant.

The whole amount of the advanced grant shall also be returned if the period of stay abroad is shorter than 2 full months due to any reasons.

Last minute waivers cause serious damage to the other students on the ranking list who might not be in the conditions to accept the interchange anymore.

The waiver does not prevent students from submitting a new application during the second academic year.

Students interrupting their stay - except for force majeure cases - shall return the amount relating to the period of stay that has not been spent abroad, calculated according to the statement of the host institution. Failure to comply with the above, students not returning the amounts unduly received will be subject to Art. 13, paragraph 5 of the students’ Regulation (student fees), stating that: “students... **not returning any amounts received for any reason and revoked by specific provision**, may not pursue any university career, or take any examinations, including the final examination”.

## **RANKING LIST PROCESSING**

Following the withdrawal of an awarded student, the office will immediately contact the succeeding eligible students in the ranking order, who shall decide quickly whether to accept the interchange. Eligible students may be contacted **only until 15 June 2022** and their leave shall be subject to the acceptance of their application by the partner University.

## **OBLIGATIONS REMINDER**

- **Accepting the Grant:** The acceptance form must be sent within 5 days after the ranking lists are published;
- **Enrolment at the host University:** awarded students shall independently get the information required for the enrolment at the host University (please pay the utmost attention to the language requirements) and send the application form and learning agreement - (please pay the utmost attention to the enrolment deadlines set by the partner University);
- **Signing the finance Agreement:** the finance agreement shall be signed by the date and in the place that will be communicated by the International Relations Office (approximately in June/July);
- **Arriving at the host University:** students shall send an e-mail confirming the date of arrival at the host University and attaching the Learning Agreement signed by the partner University (in case it has not been done already);
- **Before returning home:** students shall get the International Relations/Erasmus Office of the host University to fill out the certificate stating the exact period of study (exact beginning and end date) and issue the certificate reporting the examinations taken (Transcript of records)/certificate of thesis research;
- **When returning home:** students shall hand the documents provided for in the Finance Agreement. These include the certificate stating the duration of the period abroad. Students not providing the Certificate stating the period of study abroad by the set deadline shall return the whole amount received and will not be entitled to receive the supplementary contribution allocated by the University of Modena and Reggio Emilia.
- **Exam validation:** for the validation of the exams taken, students shall provide the certificate of the examinations taken, issued by the host University, handing it to the Administration Office of their Department/Faculty or to the Erasmus contact person. Please note that the recognition and transcription in the study career are compulsory also for the preparation of the thesis.