



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

INDIRE ISTITUTO NAZIONALE
DOCUMENTAZIONE
INNOVAZIONE
RICERCA EDUCATIVA



ERASMUS+ Mobility for Study A.Y. 2023/2024 - EU and non-EU students
PROGRAMME GUIDE AND INSTRUCTIONS FOR SUBMITTING THE APPLICATION
Project No.:2022-1-IT02-KA131-HED-000064316

The International Relations Office will use the masculine for simplification purposes only.
The form is intended to be inclusive of all persons addressed by the Call for Applications.

INTRODUCTION

The ERASMUS+ for Study Programme is a form of collaboration among Universities that give students the opportunity to spend a period of study abroad in UNIMORE partner 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.

This guide will provide the essential information for taking part in this programme. Therefore, please read the provisions and the instructions outlined below **CAREFULLY**, to take advantage of this individual and professional growth opportunity.

Please note that the information provided in this Call may be subject to subsequent changes and/or additions following communications of new provisions by the National Authorities, the Erasmus+ Indire National Agency, the University, and the partner universities. Any changes will be promptly communicated to the interested parties through institutional channels.

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. The academic recognition of the activity carried out abroad, agreed upon before departure with the lecturers responsible for mobility, is also guaranteed.

Through the Erasmus + Indire National Agency, the European Commission provides the University with the mobility grant funds. The grants are intended as a lump-sum contribution to cover the student's extraordinary expenses for studying 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 graduating in the extraordinary session of the academic year 2021/2022 (February, March and April 2023 sessions) are eligible to apply. Mobility, in this case, will take place on condition that they are, at the time of departure, enrolled in a degree programme offered by the same department for the academic year 2023/2024. Students graduating in the extraordinary session of the academic year 2022/2023 (February, March and April 2024 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. 2023/2024. If the student does not graduate in the extraordinary sessions of the 2022/2023 academic year (February, March and April 2024 sessions), he/she must regularise the enrolment fees for the 2023/2024 academic year, failing which the financial aid received will be refunded. 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".

Mobility is not admissible for those who have outstanding repayments of unduly received amounts for previous mobility notices.

Mobility students will be able to obtain the final degree only after having completed the study period abroad and only after having completed the recognition procedure and obtained the transcription in his/her career of the recognised ECTS credits relating to the activities carried out in mobility envisaged in the learning agreement and certified by the host institution. This procedure also applies if the activity performed relates only to the preparation of theses abroad.

NOTE: Students having citizenship in the destination Country 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.

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. 2023/2024 (except for those obtaining the qualification in the extraordinary session of a.y. 2022/2023 -February-March-April 2024);
- 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), Erasmus+ 2021-2027 (EU and non-EU Study and/or Traineeship) 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 and Traineeship. 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 Study and/or Traineeship EU and non-EU grant or other international mobility grant funded by the University for the a.y. 2022/2023 will not be allowed to start the Erasmus study mobility for the a.y. 2023/2024 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 virtually from the country of habitual residence as from the academic year 2019/2020 will not count for the purposes of calculating the maximum Erasmus mobility months per study cycle. By applying for an Erasmus call for applications for the a.y. 2023/2024, the student confirms that s/he has a number of months available that is consistent with the above rule.

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 can be deduced, via the application form, from the student's career (for Specialisation and Master's degree students from self-certification of the examinations taken during the three-year degree course if taken at another university) and from self-certification of examinations passed and not yet registered;
- 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;
- 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 Annex 2).

Students interested in applying for the call and who do not have any language skills can start their training by accessing the **self-study courses of the University Language Centre made available on the website <http://www.cla.unimore.it/site/home/corsi-di-lingue/corsi-studenti-erasmus-in-uscita.html>**. At the end of these, a certificate of participation valid for the purposes of this call and mobility is issued.

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 lecturers and/or Department/Faculty commissions, based on the destinations chosen in the application form.

IMPORTANT: 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, as they may be subject to changes.

Students not being able to prove a proper knowledge of the foreign language in accordance with one of the modalities described above, when 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 **A1** are requested to attend a preparatory 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.

CHOOSING THE UNIVERSITY

N.B For the partner venues highlighted in yellow, the exchange agreements are not yet finalised at the time of publication. The mobility will not be implemented for those agreements not confirmed by the partner university. Any updates will be published at the publication link.

At <http://www.unimore.it/bandi/StuLau-internaz.html> the lists of partner venues broken down by Department/Degree Programme are available. The files provide all the information needed to identify the partner

venues, the Unimore Coordinating lecturers responsible for the agreements and the departmental contact persons, and any requirements for each venue.

It is recommended that all students:

- pay attention to the level of study indicated for each location (Bachelor's Degree, Master's Degree, PhD) and the indicated subject area (ISCED/UNESCO Code Description Area Code). If the application does not meet these parameters, there is no guarantee that the partner location will accept the student from a different study cycle or from a different subject area.
- take careful note of the linguistic requirements imposed by the partner universities, for which they are also invited to consult the websites of the venues they are interested in to check any variations following the publication of this call for applications (the partner venue may not accept the student if he/she does not meet the linguistic requirements).
- ensure that the venues included in their application have an educational offer compatible with their study pathway, in compliance with the indications of the level of study and the disciplinary field set out in the agreement. Insert reference to the notes field. For clarification of teaching matters, students should contact the departmental contact persons indicated in the list of venues.
- consciously verify the socio-political and health security status of the countries of interest. Students are therefore advised to consult and monitor the website of the Ministry of Foreign Affairs and International Cooperation at the following link: <https://www.viaggiare Sicuri.it>

For students with special needs relating to physical, mental or health conditions, the choice of venues must be agreed with the coordinating teacher at the application stage in order to check availability as well as any reception conditions at partner venues in advance. Students with disabilities or DSAs should also report their status to the International Relations Office (studentmobility@unimore.it) and to the Office for the Reception of Students with Disabilities and SLDs - <https://www.unimore.it/servizistudenti/disabili.html>

Please note that the list of locations shows the total number of months of mobility under the inter-institutional agreement. This is the total duration of the mobility of all exchange students, so in order to know the duration of an individual mobility, it is necessary to divide the number of months by the number of planned students.

Verification of entry conditions to the Country of destination:

Please note that if accepted, students will have to comply with the entry rules laid down by the host country and, consequently, find out whether a passport, entry visa and health insurance are required and, if so, check when and how they are issued. The costs for the visa, health insurance and any other expenses required for entering the host Countries or for the admission by the foreign university shall be borne by the student.

Please also note that following the exit of the United Kingdom from the EU, admitted students shall also comply with the envisaged entry rules. Further information is available on the UK Government website: <https://www.gov.uk/>

In addition to be enrolled in UNIMORE degree programmes, non-EU citizens must also have obtained a residence permit and subsequent entry visa for the destination country (students must take care of it well in advance).

NOTE: subject to issuing the invitation letter needed to apply for a visa, some universities require a valid passport for at least 6/12 months at enrolment.

ADMITTED ACTIVITIES

Unless specifically indicated in the venue list, the following study activities are permitted:

- 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; Please note that the allocation of credits for the preparation of the thesis abroad is envisaged for students enrolled in Master's Degree Programmes and Single-cycle Degree Programmes, whereas it is not envisaged for any Bachelor's

Degree Programme: an accurate check of this aspect is therefore needed for students enrolled in Bachelor's Degree Programmes so that the activity may be duly recognised as a teaching activity generating credits in the student's career. Students enrolled in programmes not offering credits for the preparation of the thesis abroad shall **also** attend courses and take examinations.

- additional internship to be carried out under the supervision of the host university.
The total duration of the study and training period must in any case be a minimum of two months, sixty days. Students must check the feasibility of such activity with their coordinating lecturers. The traineeship not eligible if the mobility will take place in a non-EU country belonging to group 4 (*third countries not associated to the programme*).

Ph.D. students may carry out research activities planned in their study programme and approved by their Ph.D. coordinator.

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 cycles of study: it can be carried out by participants enrolled in Bachelor's Degree Programmes, Master's Degree Programmes, Single-cycle Master's Degree Programmes, PhD Programmes at Partner Universities with which the University of Modena and Reggio Emilia has signed an agreement. The mobility must take place between **1 June 2023 and 30 September 2024 and be continuous**.

The duration of the period of stay is set out in the agreements with the host university and must be consistent with the academic semester at the host location including the language course and examination session, if any. Mobility must in any case take place within the following parameters:

Country of destination	Minimum duration (months)	Maximum duration (months)
Countries of groups 1, 2, and 3	2	12
Countries of group 4	2 or 3 if requested by partner university	6

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

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 between **1 June 2023 and 30 September 2024 and must be continuous**.

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.

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 for green travels**, 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.

NOTE: PhD students are invited to check for possible incompatibilities of contributions by consulting the regulations for PhD programmes published at <https://www.unimore.it/didattica/dottorati.html>

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
<i>Denmark, Finland, Ireland, Island, Liechtenstein, Luxembourg, Norway, Sweden.</i>
NOTE: <i>These include the following countries not associated with the programme: United Kingdom, Swiss Federation, Faroe Islands.</i>
GROUP 2 AVERAGE cost of living: €300/month
<i>Austria, Belgium, Cyprus, France, Germany, Greece, Malta, The Netherlands, Portugal, Spain.</i>
GROUP 3 LOW cost of living: €250/month
<i>Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Check Republic, Turkey, Hungary.</i>
GROUP 4 Other countries not associated with the programme: €700/month
<i>All remaining countries not included in the previous groups</i>

NOTE: For Swiss venues, the contribution will be paid directly by the Swiss Government/Swiss venue as indicated by the partner venue. For further information <https://www.movetia.ch/it/>; if, however, for the a.y. 2023/2024 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.

PhD students may carry out Erasmus+ SHORT MOBILITY instead of Long Mobility, 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.

There are two types of Erasmus SHORT MOBILITY grants that can be combined:

- **Individual support:** equal to a daily amount paid to all successful PhD students who will carry out a Short Mobility:

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

- **Top-up:** one-off amount paid to all successful PhD students, who will carry out short mobility and who have an ISEE value between €0 and €26,306.25 - ISPE €57,187.53. The value is defined in the Ministerial Provisions for access to grants for students with fewer opportunities and refers to the year 2023/24. 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. 2023/2024 will be communicated later and will only apply to **Long Mobility** programmes.

C. YOUTH FUND

1) Long Mobility

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 mobility 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.

Students will be required to provide details of their financial situation according to the timetable and procedures to be communicated by the International Relations Office. It will be necessary to submit the ISEE and at the end of the mobility to have obtained the recognition of at least 1 ECTS credit. Please note that recognition of the activities carried out in mobility must be requested promptly upon receipt of the end-of-mobility documentation issued by the host venue.

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).

Below are indicative monthly amounts by ISEE bands:

ISEE	Monthly amount for Erasmus+ top-up
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 amounts and disbursement modalities will be defined at a later stage.

D. Travel contribution

The Erasmus+ 2021-27 programme provides for the disbursement of an ad hoc grant for so-called green travel, i.e. for reaching the host location by sustainable means of transport (train, bus, car-sharing). Further information will be provided later.

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 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 <https://www.unimore.it/servizistudenti/disabili.html>

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 grants. See the ER-GO call for application - <http://www.er-go.it/>. For more information on this, students should contact ER-GO directly.

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;
- if necessary, contact the Erasmus Coordinator in charge of the mobility in order to obtain useful information on the teaching aspects;
- organise the language training.

Please note that the application may only be submitted for universities belonging to the Department/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 coordinating lecturer, 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/Degree Programme and lecturer in charge of the mobility, and are available on the university website <http://www.unimore.it/bandi/StuLau-internaz.html> . These include any non-EU locations only for those Departments/Degree Programmes for which there are inter-institutional agreements in the non-EU area.

HOW TO FILL OUT THE FORM AND SUBMIT THE APPLICATION

Applications shall be submitted exclusively by filling out the online application form - **available from 7 March 2023** - on <https://www.esse3.unimore.it/LoginInfo.do>, following the instructions provided in the “Online application guide” **by 21 March 2023 at 1:30 pm**. 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. Students will also need to check and, if necessary, update their personal data (address, telephone, iban, etc.) on their Esse3 page. 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”, Annex 2 (COMPULSORY), and the university list.

PLEASE NOTE

Foreign universities set DEADLINES for:

- Receipt of names of those who will carry out Erasmus+ mobility at their university. This process is carried out by the International Relations Office of the University of Modena and Reggio Emilia.
- Application (application for admission) submitted by the students. This process is the responsibility of the individual student, winner of the Erasmus+ Study Mobility.

If the above-mentioned deadlines are met before the conclusion of the selection process by the University of Modena and Reggio Emilia, departure in the 1st semester of the academic year 2023/2024 is NOT guaranteed and it will be necessary to consider scheduling departure in the 2nd semester, regardless of the number of months set for the destination.

For further information please contact the International Relations Office

E-mail: studentmobility@unimore.it

Call centre - Mondays, Wednesdays and Fridays 9.30am to 1pm

059/2058389

059/2056579

059/2056568

Online desk: Tuesdays and Thursdays 10.30am to 1pm

INFODAY Erasmus+ STUDIO 2023/24

15 MARCH 2023 - 10am to 12pm

access the meeting online by:

→ **CLICK ON THIS BUTTON** ←

It is advisable to read the call for applications before attending the information meeting for a better understanding.

SELECTION OF CANDIDATES AND PUBLICATION OF RANKINGS

The selection shall be made by the lecturer 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 lecturers 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 lecturers - see lecturers' boards and/or Department websites.**

All selection procedures shall be completed by **20 APRIL 2023**.

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 lecturer - 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 May 2023**.

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 lecturer 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

Applicants 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 acceptance by the host University;
- the issuance of a visa, if applicable;
- 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 A1 in the assessment test;
- the signing of the Finance Agreement according to the instructions that will be provided by the International Relations Office.

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.
- the Erasmus student status allows students to use any study grants financed at a national level;

Online Language 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 will have to take a free language test via the **Online Language Support** system in order to check their

starting language level and the level reached at the end of their Erasmus mobility. The result of the initial assessment will allow students to take part in a free on-line course.

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 lecturer 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. Further information will be made available by the International Relations Office.

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 lecturer in charge of the mobility and with the lecturer 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: basic coverage is usually provided by the student's national health service even during the stay in another EU country through 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 However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in the case of repatriation and a specific medical intervention or for mobility to non-EU countries. Private supplementary insurance is strongly recommended. 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> . Students going on mobility trips are required to cover any costs for health insurance.
- **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.
- 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.

EXTENSION

For mobility programmes undertaken in a country belonging to groups 1, 2 and 3 in the event that the study period initially allocated is not sufficient to complete the teaching and scientific work agreed upon before departure, it is possible to request an extension of 'Erasmus status'.

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 2024**. For UK venues check the conditions of stay on the online platform https://www.gov.uk/check-uk-visa/y/italy/study/six_months_or_less or contact the International Welcome Desk Unimore (internationalwelcomedesk@unimore.it).

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.

In the case of mobility to a Group 4 Country, mobility may not exceed 6 months.

WAIVER AND RETURN

Students willing to waive the Erasmus mobility shall immediately notify their decision to the International Relations Office, to the lecturer 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 30 June 2023** 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;
- **Verification of any entry requirements for the host country**
- **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 within the times and methods to be communicated by the International Relations Office;
- **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.