



ERASMUS FOR STUDIES PROGRAMME A.Y. 2021/2022
INFORMATION FOR OUTGOING ERASMUS STUDENTS
CURRENT PROCEDURE FOR MOBILITY

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1. ARRIVAL AT THE HOST UNIVERSITY

Once you have arrived and registered at the Host University, you **MUST**:

- Self-certify the date that Mobility starts and the date you think it will end using the Google Form "Self-declaration of Mobility abroad" published here: <https://forms.gle/psPESbANgsL9gUh3A>
ONLY fill in the Google Form once you are ABROAD and have started your Erasmus Mobility for studies 2021/2022. Please note:
 - ! If your Mobility is blended (partly online from Italy and partly abroad), you must fill in the Google Form when you are **ABROAD**;
 - ! The Mobility start and end dates in the Google Form are considered an integral part of the Erasmus for studies 2021/2022 financial contract;
 - ! The total contribution you are due (parts A + B, if you meet requirements) is the basis for these calculations. Should you return early, it will be recalculated **based on the Mobility dates you were in the host country and stated in the Mobility Declaration form that you will deliver at the end of your Erasmus+ study**;
 - ! UniTo does not require or issue confirmation of the date you start your Mobility. If the Host University requires a form to certify when you started your Mobility, you must use their form and not send it to UniTo's International Mobility Office.
- Get the Host University lecturer/office to sign and stamp the previously approved Learning Agreement .pdf, using the online Learning Agreement procedure, by the UniTo's Admin Office (for more details read the [Vademecum online Learning Agreement](#)).

2. CHANGES TO LEARNING AGREEMENT

Your study plan was ratified before you left, but sometimes **you need to make changes to the Learning Agreement once your Mobility has started**. This could be, for example, because the Host University has made changes to their programmes, **so in this case, you must make your request to change the Learning Agreement:**

- **within 5 weeks of each semester starting;**
- as soon as possible if changes to the Learning Agreement are due to the extension of Mobility stay.

You should use the online procedure to submit a "New Learning Agreement" if you make any changes to the original one.

The procedure is similar to the one you used previously and allows you to eliminate and/or add coursework to/from the last approved Learning Agreement.

- ! Both UniTo and the Host University must approve the Learning Agreement - Before Mobility before any changes are made to the Learning Agreement.
- ! Students should limit the use of the Change Learning Agreement procedure, agreeing the overall list of changes required at the beginning of each semester and therefore making only one change per semester.



! Make sure that all coursework in the Learning Agreement is added to your Career Plan.

PLEASE NOTE:

The University of Turin gives students the opportunity of taking advantage of both UniTo and Partner Institute coursework when studying in presence at the partner headquarters or online. So, in addition to Host University courses, you can also enrol in University of Turin courses should the courses you selected abroad be cancelled and/or it is impossible to take them in person or online due to COVID-19.

The opportunity of taking courses and exams at UniTo during Mobility abroad **should be considered as a complementary solution.**

So, absolute priority must be given to Host University courses over UniTo courses.

If you choose to take advantage of University of Turin courses, in addition to Host University courses, you can regularly access your career plan, register and take UniTo exams.

In this case, **you should complete the Learning Agreement and Career Plan** taking into account the UniTo courses you intend to take (which should not be included in the Learning Agreement) as well as those which you intend having recognized once you have passed the exams at the Partner University.

3. REQUEST TO EXTEND ERASMUS STAY

Any extension to your Mobility stay must be both agreed and authorised by the Host University and Italian teacher overseeing the Bilateral Agreement before your initial Erasmus stay expires.

You must do the following in order to complete your extension application:

- email the International Courses and Mobility Section (internationalexchange@unito.it), **at least 30 days before the Erasmus stay expires** as indicated in the Agreement. You must attach the document "Request for Extension" which is published on the UniTo portal [Instructions for students \(UniTo \(outgoing\)\)](#) complete with the overseeing teachers/office's signature;
- Use the expected duration on the bilateral Agreement and not the dates in the Google form *Self-declaration of duration of Mobility abroad* indicated in point 1 of this document;
Example: You put 01/02/2022 as being your Mobility end date on the Google Form. However, Mobility officially ends on 01/03/2022 according to the bilateral Agreement, so you will need to consider the latter as the date your extension request starts.

PLEASE NOTE:

- ! Erasmus Mobility must be continuous, even when it includes an extension. Please note that your Mobility cannot exceed a total of 12 months for each study cycle considering all Mobility for studies and (24 months for single cycle degrees) and must end by 30 September 2022.
- ! No economic contribution is available for authorised extensions. Any balance relating to the grant due will be calculated based on the actual time the student spent on Mobility (confirmed by the Mobility Declaration form) and duration on the bilateral Agreement naming them as grant holders;
- ! The student's request for extension must specify whether the extended Mobility will be online from Italy or abroad from the destination country.



4. MOBILITY DECLARATION

Before you come home, the Host University must certify your actual Mobility dates on the "Mobility Declaration" form which shows your recorded start and end Mobility dates. **It must specify the period of physical Mobility COMPLETED ABROAD and, if necessary, the online period COMPLETED IN ITALY.**

You can download the "Mobility Declaration" form from UniTo's portal here "[Instructions for students UniTo \(outgoing\)](#)" which will have to be filled in and approved by the Host University at the end of your Mobility.

The actual period spent abroad will ONLY be counted according to the actual start and end dates recorded in this document. Travel documents, rental contracts, etc., will not be taken into consideration. Please note that the document's date of issue must be the same or later than the date indicated as the end of the Erasmus period, or the document will not be valid.

If the document is signed earlier, the date of signature will be considered the actual date Mobility ended.

Please note that the minimum period of physical Mobility is two months (60 days).

PLEASE NOTE:

Only periods of physical Mobility will be financed under the new Erasmus+ programme, so:

- **Physical Mobility:** the participant receives contributions for their entire Mobility period in the host country;
- **Blended Mobility:** the participant only receives contributions for the actual days of Mobility in the host country;

N.B:

- ! Your Mobility will be considered **physical Mobility** should you be in the foreign country and the Host University/Institution offers online lessons. As a result, you will receive contributions for the entire Mobility period in the host country;
- ! A completely online Mobility programme is not possible.

5. FINAL DOCUMENTATION CHECK

Before returning to Italy, you should complete any procedures which are required by the Host University and check that you have the following documents relating to the original Erasmus stay. More details are in the document "Phase 3: the end of Mobility" which will be published here [Instructions for students \(UniTo \(outgoing\)\)](#):

- The **Mobility Declaration** form should have been signed and stamped by the Host University (scans, photocopies or documents with changes/deletions are not accepted);
- **Learning Agreement complete with any changes to the original Learning Agreement** in the final version which has been countersigned and stamped by the Host University and overseeing Italian teacher;
- **Transcript of Records** (certificate of exams taken at Host University). However, many Host Universities send this document directly to our office at a later stage. In that case, receiving this



document does not depend on you, although you are required to chase the Host University asking them to send the Transcript of Records. if the Host University does not use the ECTS system for credits and course marks taken during Mobility, you should ask them for a table they use to convert local grades and credits into the ECTS system. This will facilitate the procedure for recognising exams which you have passed;

- where students have completed thesis research and/or internships, they should obtain a thesis research and/or internship certificate that the Host Institution has stamped and signed together with an indication of the hours spent on each activity. Please contact internationalexchange@unito.it for more information.
- **Recognition of coursework form;**
- **Career plan.**