GENERAL INFORMATION
OUTGOING ERASMUS STUDENTS
a.y. 2019/2020

Erasmus+

PREMISE

General Information are intended to support the management of administrative procedures related to the Erasmus mobility, mostly on line through the personal webpage.

DURATION

In each study cycle the **total Erasmus mobility** for study/traineeship cannot exceed **12 months** (24 months for one-cycle). Thus, the student is responsible for what he/she declared in the application with reference to the Erasmus periods already benefited in the same cycle of study. **In case of false declaration, students will be required to refund the grant received for not eligible months.**

MOBILITY GRANTS

Update information about Erasmus grants are published on the following page:
https://www.uniroma1.it/it/pagina/esoneri-e-contributi-monetari-gli-studenti-partenza

EU DESTINATIONS
Grants are as follows:

- Erasmus+ EU grant, based on the destination country (see contract);
- Sapienza grant*;
- Miur-Fondo Giovani grant*;

    *Payment based on ISEE 2019 per il diritto allo studio Universitario (DM DEL 29.12.2017, N. 1047 – ISEE 2019 for the Right to University Education), to be calculated on the INPS platform by 15/07/2019 (see Table "Grants") or for non-resident foreign students ISEE PARIFICATO 2019 to be delivered to the Erasmus Unit by 15/07/2019

All grants will be paid in two instalments: 80% of the total is arranged by 30 days from the receipt of the arrival certificate and remaining 20% upon return from Erasmus, **after verification of the actual mobility certified and the criteria specified below.**
Funding **is calculated based on the actual period abroad** stated in the Certificate of Attendance (see section "BEFORE RETURNING TO ITALY")
Please note that Sapienza and Miur-Fondo Giovani grants can be allocated only to students who **are not more than one year "fuori corso"** during their mobility period **(calculation will be based on the YEAR OF ENROLLMENT at Sapienza)**.
Moreover, students who do not obtain the **ONLINE** recognition of **at least 3 CFUs by 31/12/2020, will be required to fully refund the Miur-Fondo Giovani grant. This provision does not apply to PhD and Specialisation School students.**

TABLE MONTHLY GRANTS

Monthly grant includes: Erasmus+ EU grant based on the destination country + Sapienza grant + Miur-Fondo Giovani grant

ISEE beneficiary	Grant/Month Group 1 Countries	Grant/Month Group 2-3 Countries
ISEE < 13.000	€ 900,00	€ 850,00
13.001 - 21.000	€ 850,00	€ 800,00
21.001 - 26.000	€ 800,00	€ 750,00
26.001 - 30.000	€ 750,00	€ 700,00
30.001 - 40.000	€ 600,00	€ 550,00
40.001 - 50.000	€ 550,00	€ 500,00
ISEE > 50.001	€ 500,00	€ 450,00

FUNDING FOR STUDENTS WITH SPECIAL NEEDS
If you are a disabled/special-needs student and you wish to be informed about this additional EU grant, please contact the Erasmus Unit or send an email to smout@uniroma1.it.

SWISS DESTINATIONS - SEMP
The mobility grant for students going to Switzerland in a.y.2019/20 is provided by Swiss Universities. For information about the amount and method of payment it is necessary to contact the host university.
However, students leaving to Switzerland will be entitled to receive Sapienza and MIUR grants based on ISEE calculation (see the Erasmus call).

BANK DETAILS FOR GRANT PAYMENT
The mobility grants will be paid to the current account you entered into your personal webpage, section "Method of payment".
Remember to check that your personal data (Place and Date of Birth, Tax Code, Residence Address, IBAN) entered into Infostud correspond to the data in your application and Erasmus webpage. In case of discrepancy, please update the relevant data.

BEFORE DEPARTURE

ERASMUS CONTRACT
Download or open the PDF Contract from your webpage through an APP (for e.g. Acrobat Reader, free of charge) sign it by the APP using a touch pen or mouse, save and upload it in the proper section of your personal webpage;

OR

Print the paper version of the Contract, sign it, scan the full document (one file) and upload it in the proper section of your personal webpage

LEARNING AGREEMENT

Your Learning Agreement must be filled in on your Erasmus personal page. You can select any Italian exam that you have not taken yet and that is included in your study programme (Percorso Formativo). If you need to add exams, that are not included in your "Percorso Formativo" please change it with the support of your Faculty coordinators.

Any change to the Learning Agreement must be approved by both your RAM (Mobility Academic Coordinator) and the host university before your departure. Remember that every update must be recorded on your Erasmus personal page, even in case you have filled in foreign forms, otherwise you cannot start the recognition procedure.

ONLINE LINGUISTIC SUPPORTO (OLS)

You will receive an e-mail with login code to the on-line European platform to assess your language skills. In case of failed reception, it is mandatory to contact olsapienza@uniroma1.it Available languages are: Bulgarian, Czech, Croatian, Danish, Dutch, English, Estonian, Finnish, French, Hungarian, German, Greek, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Rumanian, Slovakian, Slovenian, Spanish and Swedish. Please note that the language level scored in the test will not affect your mobility. If the test score is equal to or lower than B1, you will automatically receive a licence for an on-line language course available throughout your entire mobility period. If your mother tongue corresponds to the learning language at the host university you are exempt from the language Mobility tool. Please check your spam folder for any blocked e-mails.

PLEASE NOTE

- **Remember to enrol at Sapienza for academic year 2019-2020 by the deadlines. If you applied during the first study-cycle but you are leaving in the first year of the second study-cycle, your enrolment must be completed before departure, which can take place only in the second semester. As an Erasmus+ student you are exempt from the payment of fees at the host university, except for any possible fees required by the partner university for services provided to students.**
- **You cannot graduate during the Erasmus period.**

UPON ARRIVAL

CERTIFICATE OF ARRIVAL

You must print the **CERTIFICATE OF ARRIVAL** from your Erasmus personal page, require the host university to fill it in with signature and stamp and email it to smout@uniroma1.it

By 15 days from reception, you will receive an e-mail to confirm registration.

This procedure guarantees the payment of EU/Sapienza/Miur grants, if already available, following the above-mentioned methods (see pages 3/4)

PLEASE NOTE
The date stated in this certificate is valid only to the purpose of starting the payment procedure.

LEARNING AGREEMENT
If your Learning agreement is not validated before your departure, print and sign it, have it signed and stamped by the host university and upload it on your Erasmus personal page
OTHERWISE, IT WILL NOT BE POSSIBLE TO RECORD YOUR CERTIFICATE OF ARRIVAL AND FILL IN THE CHANGE FORM, IF NECESSARY.

DURING YOUR STAY
You might need to:

CHANGE YOUR LEARNING AGREEMENT
BEFORE attending courses not included in your Learning Agreement, you must fill in the "CHANGE FORM" on your Erasmus personal page, available only after registration of your arrival certificate and validation of your Learning Agreement. After the on-line approval by your faculty RAM, you must print the CHANGE FORM, sign it, and have it signed and stamped by the host University. Upload the CHANGE FORM on your Erasmus personal page only once it is completed with all signatures and stamp.

PLEASE NOTE

In order to prevent problems during the recognition step, we recommend to verify that the exams listed in the Change Form correspond to the exams that will be recorded in the Transcript of Records.

REQUEST OF EXTENSION
Any extension of your Erasmus mobility period must be precisely authorized by both the sending and the receiving universities. To this purpose, you will login your webpage to the section "Request of extension" field "Return Date", and enter the NEW RETURN DATE. Then save and print the form.
Email the form (with your signature and date, signed and stamped by the host university) to the Erasmus Administrative Supervisor of your Faculty (RAEF) at least one month before the end date of the Erasmus period initially assigned. The list of RAEFs is available at: https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef
The signed and stamped application will be forwarded to the host university by your RAEF. The Erasmus year mandatorily ends on September 30th, 2020. Mobility periods cannot exceed 12 months in total. **The grant corresponding to extension periods will be paid only in case funding is available; relevant details will be provided before the end of the mobility.**

For administrative issues, please contact the Erasmus Unit (smout@uniroma1.it)

For learning issues, please contact your RAEF

BEFORE RETURNING TO ITALY

CERTIFICATE OF ATTENDANCE

At the end of the mobility, before leaving the host university, you must necessarily require the certificate of attendance, where the official start date and end date of the mobility are recorded.

You shall download from your personal webpage the certificate that shall be filled in, signed and stamped by the host university. Your remaining grant will be calculated only based on the mobility period stated by the host university in the certificate of attendance. **No amendment or correction is allowed to the certificate, for validity requirements; in case of mistake you shall print again a new form or request a certificate printed on the letterhead of the host university.** The "date of issue" must be equal to or later than the certified "end date" of your Erasmus period.

CALCULATION OF THE MOBILITY

Remember that in your personal webpage you will find a section called "Mobility duration and EU grant simulator", that allows you to verify if your stay corresponds to the number of days indicated in your mobility agreement for study. The minimum mobility period necessary to be entitled to an Erasmus Grant is 3 months (90 days). If your stay is shorter, you will have to refund the total grant received and lose your status as an Erasmus Student.

TRANSCRIPT OF RECORDS

If available, withdraw the original of your **Transcript of Records** (certificate of exams taken) and/or **Declaration of Work** (for thesis or PhD research activities) otherwise provide the partner university with the email address of the Erasmus Unit smout@uniroma1.it for sending directly the certificate

Remember that if **you do not obtain the ONLINE recognition of at least 3 CFUs by 31/12/2020**, you will be required to fully refund the Miur-Fondo Giovani grant. This provision does not apply to PhD and Specialisation School students.

UPON RETURN

Within 10 days from the END DATE stated in the certificate of attendance you shall take the following steps to **close the Erasmus procedure:**

Submit to the Erasmus Unit (see Contacts) during office hours (MON/WED/FRI 09.00-11.00)

- the original of the **Certificate of attendance** (see above)
- the original of the **Transcript of Records** and/or **Declaration of work** (thesis research) if already available otherwise require the partner university to email the document to smout@uniroma1.it

PLEASE NOTE

You will receive a feed-back by e-mail about the documents submitted, thus please do not phone or send emails in this regard.

Moreover, in order to complete the Erasmus procedure you shall:

1. **Verify the correct upload and validation of: Learning Agreement** and possible Change Form, otherwise it will not be possible to start the credit recognition.
2. **Take the online test on the OLS platform (Online Linguistic Support) to verify the language skills** acquired during the Erasmus mobility period: this test is mandatory, except for students who scored C2 in the first test.
3. After your Erasmus file is closed, **you will receive an e-mail inviting you to make the on line Erasmus+ Individual Participant Report** (EU SURVEY). The report is mandatory.

CREDIT RECOGNITION (EXAMS/THESIS)

Only after your certificate of attendance has been submitted and validated, the Erasmus Unit will **upload the Transcript of Records and/or the Declaration of work**, if already available, thus activating the procedure for the on-line credit recognition. Please take the following steps:

1. You will receive an email informing you of the upload of the Transcript of Records/Declaration of work
2. Verify that the document issued by the partner university is correct
3. If it is correct, validate your Transcript/Declaration by entering the grades obtained abroad in the proper section of your personal webpage and click on "Start recognition procedure"
4. You will receive an e-mail with a proposal of recognition by your RAM and you shall send a feedback
5. Finally your RAEF will transfer recognised credits directly into the INFOSTUD platform.

USEFUL INFORMATION

HEALTH CARE
Remind that going abroad with a valid European Health Care Card (TEAM) is mandatory.
Before leaving for your Erasmus mobility we recommend you to enquire at both your ASL (Local Health Office) and your host university about the procedure to follow for health care.
For further information, please visit the website of the Ministry of Health

ACCIDENTS
In case of accident, you shall report the event to the Erasmus Unit by sending an e-mail to smout@uniroma1.it , you will receive information on the claim process..
For information about insurance coverage address to: assicurazioniateneo@uniroma1.it or visit the webpage: https://www.uniroma1.it/it/pagina/polizze-assicurative-studenti

IDENTITY CARD
Many countries do not recognise national identity documents valid for international travel, such as paper IDs with a renewal stamp or electronic cards extended by a certificate.

In any case, we highly recommend to inquire for specific information regarding documents for admission to the country of destination at relevant diplomatic missions in Italy.

EXTRA-EU STUDENTS
Before departure, all extra-EU assignees of an Erasmus mobility shall timely request all specific information regarding the documents required for their stay abroad at the Embassies or Consulates of the country of destination.
Moreover, EXTRA-EU students must verify that their VISA is valid for the entire mobility period.

TRAVEL SAFELY
Before your departure, we recommend to visit the webpage of the Ministry of Foreign Affairs and record your stay abroad.

CONTACTS

For administrative issues:

Area per l'Internazionalizzazione – Erasmus Unit
smout@uniroma1.it
CU007 Palazzina Tumminelli – Second Floor
Piazzale Aldo Moro, 5
00185 Roma
OFFICE HOURS:
MON/WED/FRI 09.00-11.00

For didactic issues:
Erasmus Administrative Faculty Supervisors (RAEF):
http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmusplus/area-gestione/raef.