



UNIVERSITÀ
POLITECNICA
DELLE MARCHE








Erasmus+

ERASMUS

GUIDELINES FOR ERASMUS MOBILITY **KA131 - a.y. 2023/2024**

Updated on 26th July 2023

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Erasmus Departmental Coordinators

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BEFORE DEPARTURE

APPLICATION PROCEDURES

Nomination and Application form:

- ✓ UNIVPM's International Relations Office sends the **NOMINATION** of the selected student to the host University;
- ✓ The student who has been given a scholarship has to fulfill the admission procedures and deadlines (**APPLICATION PROCEDURE and DEADLINES**) indicated by the foreign university. The student has to send the required documents (**APPLICATION FORM**) and request the acceptance letter following the approval of the partner university.

ONCE THE ACCEPTANCE BY THE FOREIGN UNIVERSITY HAS BEEN APPROVED, the Erasmus+ scholarship will be handed out to the selected applicants.

KEY WORDS	
NOMINATION	It is a certificate sent by UNIVPM's International Relations Office to the Foreign Erasmus Office and to the student confirming his/her selection. The nomination can be used by the student as proof of selection, if required, by the host university at the time of the application procedure.
APPLICATION FORM	It is an ENROLLMENT FORM the student has to send to the foreign university in order to be accepted as an Erasmus student. The student has the responsibility to verify the procedures, deadlines and specific requirements (language, courses access) of the host university by consulting their websites or contacting the foreign institution. In addition to the application form, partner universities may require the TRANSCRIPT OF RECORDS , i.e. the certificate of the exams taken at UNIVPM so far. This document must be requested in English with a revenue stamp ("marca da bollo") at the Faculty Registrar's Office. If the official document is not required, it is possible to download the self-declaration with the list of exams taken in English at: Area Riservata/Esse3web/Segreteria/Certificati/autodichiarazione iscrizione con esami .

LANGUAGE PRACTICE

UNIVPM does not require any language skills for Erasmus mobility.

Nevertheless, in order to be accepted by the host University, **THE STUDENT HAS TO COMPLY WITH ITS LANGUAGE REQUIREMENTS.**

The student must check the language requirements set by the foreign institution and send, after the selection, the attesting documents .

Generally, foreign universities ask students to send their language certificate within the application form, approximately between April and July for departures of the first semester and/or the whole academic year; between October and December for departures of the second semester.

The host University may consider valid:

- an international language certification (e.g. Cambridge, DELF, DELE, Goethe);
- a language certificate issued by CSAL – “Centro di Supporto per l'Apprendimento delle Lingue di Ateneo” (University Language Learning Support Center);
- a certificate, in English language, of the exams taken at UNIVPM (English Language exam included), released by the Student Office. This document certifies the curricular language exams passed but does not indicate the level reached.

The **CSAL – “Centro di Supporto per l'Apprendimento delle Lingue”** (University Language Learning Support Center) will organize trainings for the following foreign languages (English B1 and B2; French and Spanish A2 and B1; German A2 and B1). Erasmus student will be required to enroll if he/she wants to improve his/her language skills or if he/she needs to demonstrate to the foreign university the level of language possessed.

For information about the activation of the courses and classes modalities, visit the following page: <https://www.csal.univpm.it/it/erasmus-outgoing>.

Language experts in French, German and Spanish can offer support to students for Level B1. Students interested in higher levels than A2 have to contact the language experts.

UNIVPM didactic and administrative structures cannot release any certificate after a curricular language exam passed at the University. For this reason, therefore, if a certificate from UNIVPM is needed to prove the student's language knowledge, the student will have to pass the CSAL language test according to what has been established by the Center.

LEARNING AGREEMENT – L.A.

DEADLINES for COMPILATION of the first L.A.:

- from **01.05.2023** to **31.05.2023** for departures of the 1st semester /A.Y.
- from **10.07.2023** to **30.09.2023** for departures of the 2nd semester.

Students who have been assigned a scholarship must fill in the Learning Agreement, following the instructions in the INSTRUCTIONS TO FILL OUT THE L.A. IN ESSE3, which can be found in the 2022/2023 academic year forms at the following link: https://www.univpm.it/Entra/Mobilita_per_Studio/Erasmus_outgoing_student.

Selected PhD students, before signing the financial agreement, must obtain the authorization of the Referent of their PhD Course to participate in the Erasmus+ Program. The document must be sent by e-mail to erasmus.ougoing@univpm.it.

FINANCIAL CONTRIBUTIONS

The selected students will be able to benefit for the time of actual stay abroad of a mobility scholarship that is not intended to cover the entire cost of the study stay, but will compensate, at least in part, the higher expenses incurred in the host country.

Students in Erasmus mobility for study will receive financial contributions from different funds:

✓ **EU FUNDS**

Financing is distinguished by 3 groups of destination countries, grouped according to cost of living as shown in the table below:

MONTHLY SCHOLARSHIP	DESTINATION COUNTRIES
€ 350,00	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway
€ 300,00	Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal
€ 250,00	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of North Macedonia, Turkey, Serbia

✓ **MINISTERIAL FUNDS**

The ministerial contribution is paid for the selected candidate who:

- for the academic year 2022/2023 is regularly enrolled within the normal duration of the course increased by one year;
- respects, at the end of the Erasmus mobility, the minimum profit level, as indicated in Art. 9 of this document;
- is included in one of the six classes of the ISEE ("Indicatore della Situazione Economica Equivalente" - Equivalent Economic Situation Indicator) as per the following table:

CLASS	ISEE	Monthly amount for Erasmus+ grant integration
1	ISEE ≤ 13.000	minimum € 400
2	13.000 < ISEE ≤ 21.000	minimum € 350
3	21.000 < ISEE ≤ 26.000	minimum € 300
4	26.000 < ISEE ≤ 30.000	minimum € 250
5	30.000 < ISEE ≤ 40.000	No more than € 200
6	40.000 < ISEE ≤ 50.000	No more than € 150
7	ISEE > 50.000	€ 0

The ISEE data are automatically acquired from esse3web according to data presented for the determination of the student contribution for the academic year 2022/2023. In case of non-submission, the student will be automatically assigned the score corresponding to the 7th contribution class.

ISEE certificates submitted through other channels cannot be accepted.

Erasmus students departing **for the first semester/full academic year** must have obtained the ISEE valid for the right to study for the a.y. 2022/2023 before departure and have given consent to UNIVPM to access the INPS database to acquire the ISEE (in esse3web).

Only for students leaving for the first semester/the entire academic year: for technical reasons, it could happen that the first tranche of ministerial funds will be calculated on the basis of the ISEE submitted for the academic year 2021/2022. In this case, the grant due upon return from mobility will be recalculated, referring to the ISEE submitted for the academic year 2022/2023.

If a student who has obtained an advance with ministerial funds, referring to the ISEE presented for the 2021/2022 academic year, does not present a valid ISEE for the right to study for the 2022/2023 academic year, the score corresponding to the 7th contribution category will be automatically assigned and he/she must return the entire ministerial amount received.

Students departing **for the second semester** must have given consent to UNIVPM to access the INPS database for ISEE acquisition **by 5th November 2022!**

As far as ISEE acquisition and submission, **students with foreign income/assets** must refer to the instructions provided at the link

https://www.univpm.it/Entra/Servizi_agli_studenti/Borse_di_studio_e_opportunita/Tasse_e_agevolazioni/Tasse_e_contributi/L/1

ISEE certificates submitted through other channels cannot be accepted.

✓ **CONTRIBUTION FOR STUDENTS WITH FEWER OPPORTUNITIES**

The assigned student falling into the category of students with fewer opportunities, may receive an additional amount of EU funds equal to € 250.00 per month. Students with an **ISEE 2023 under € 26,306.25** and belonging to one of the conditions stated in [Attachment 2](#) of the Call (bando) can apply for this additional funds. Instructions on how to apply will be provided by e-mail at a later stage.

This type of funding can be combined with the additional contribution provided by ministerial funds (Fund for the support of young people and to encourage student mobility).

The total amount of funds available to increase mobility grants for students with fewer opportunities is € 20,000; the International Relations Office of the UNIVPM will be responsible for identifying the beneficiaries of the funds on the basis of the lowest ISEE value, automatically acquired from the data submitted to determine the student contribution for the academic year 2023/2024.

The Erasmus mobility scholarship is initially estimated on the basis of the number of months reported in the financial agreement; at the end of the Erasmus study period, the contribution will be recalculated on the basis of the actual number of mobility days spent abroad, counted according to Erasmus+ modalities.

The Erasmus scholarship is exempted from "Irpef" (income taxation), therefore it does not have to be included in the income tax return Model 730 or Model "Redditi" (Incomes) and is certified with the Model CU in the appropriate section on exempted income. The CU Form will be sent by the UNIVPM Administration by e-mail to the student's institutional address by 31st March of the following year.

FINANCIAL AGREEMENT

The financial agreement is the document, signed by the student winner of an Erasmus + scholarship and by the Dean of UNIVPM, in which the rights and duties of both parties relating to mobility, are established.

The student, **within 6th August, must indicate the details of his/her bank account in Esse3 web** (path: web/login/master data/reimbursement data/in "bank domiciliation" select the mode "bank transfer reimbursement"/indicate the data).

The grant can be paid ONLY by crediting a bank/postal account or a prepaid card with **IBAN code**.

Each participant must be **the owner or co-owner** of the account where he/she will receive the credit of the scholarship and is required to verify the correctness of the bank details both in Esse3web and in the financial agreement. **In case the bank details change after the contract has been signed, the student must modify the data in Esse3 web.**

The financial agreement will be sent to the outgoing student by the International Relations Office approximately 20 days before departure. In order to sign the agreement the student must:

1. **have regularized the payment of the fees for the academic year 2023/2024;**
2. if entitled to a contribution from MIUR, have given consent for the acquisition of the ISEE from the INPS database;
3. **have the L.A. approved** by the UNIVPM Faculty Erasmus Coordinator;
4. **have sent to the International Relation Office the acceptance letter** sent by the foreign university certifying the start and the end dates of mobility;
5. **have a bank account** and have indicated the IBAN in Esse3 web.

The International Relations Office will send outgoing students a copy of the financial agreement with instructions for compilation. **The document must be signed and returned in pdf format to erasmus.outgoing@univpm.it no later than 3 working days after receipt of the email.**

The payment of the scholarship will be made according to two solutions:

- ✓ the first one, equal to 70% of the total amount of the contribution due, will be credited after the signing of the financial agreement.
If the financial agreement is signed by the 5th of each month, the scholarship will be paid to the student by the end of the same month.
In the case of financial agreements signed in August, the payment of the scholarship will occur in the following month.
The duration of the grant is calculated according to the **360-day** business year, so **each month**, regardless of its duration, is considered to be **30 days** long.
- ✓ The second one, the remaining amount, will be credited upon return from the mobility program, following the validation of the training activities carried out abroad.

The amount of the scholarship will be recalculated on the basis of the dates indicated in the Certificate of Attendance. If the balance is positive, the International Relations Office will pay the student, the remaining part of the scholarship. If the balance is negative, the International Relations Office will notify the student and request a refund of the amount owed.

The eligible period to have and maintain the scholarship is 60 days of physical mobility.

Fewer opportunities funds can be provided with a separate payment.

REGISTRATION RENEWAL UNIVPM

Scholarship winners are required to renew their enrollment for the 2022/2023 academic year at UNIVPM **before signing the financial agreement.**

Students in mobility in the first semester who intend to graduate within the extraordinary session of the 2021/2022 academic year are not required to renew their enrollment for the 2022/2023 academic year and must communicate it to IRO Office before leaving.

Mobility participants who have applied for future careers and will be leaving as students enrolled in the first year of their Master's degree program must formalize their enrollment in their MA prior to departure.

Erasmus+ students are exempt from paying fees at the host university, which may only charge a small fee for extra services offered (student card, canteen, access to libraries, public transport passes, etc.).

VISA AND HEALTH INSURANCE

All scholarship students are covered by three insurance policies:

- THIRD PARTY LIABILITY RISK;
- INJURY POLICY;
- SPECIAL RISK SICKNESS INSURANCE

EU Students

An **ID card** is sufficient to stay in a European Union country. Check that it has not expired or is about to expire during your time abroad.

As far as health care in EU countries is concerned, European students can use their **European Health Insurance Card** (EHIC). Before leaving for the host location, it is suggested to ask the ASL how to access health care. For further information, visit the website of the Ministry of Health:

http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitari.

For stays longer than 90 days, additional private medical insurance is suggested.

Students with San Marinese citizenship must check the conditions of the validity of public health care abroad.

Students, regardless of citizenship, departing for the UK should contact the UK Embassy and/or Consulate well in advance to obtain updated information regarding visa and health insurance.

NON-EU STUDENTS

Students with **non-EU** citizenship enrolled in UNIVPM must contact **the Embassy or Consulate of the host country** well in advance in order to check the paperwork to be done before departure (visa, residency permit, health care, etc.).

If requested by the host country, the UNIVPM International Relations Office can issue a certificate indicating the assignment of the Erasmus mobility grant.

Visa fees are the responsibility of the student.

We advise you to check the deadlines for submitting the application form as some foreign universities may have earlier deadlines for non-EU students.

Suggested reading about visa: https://immigration-portal.ec.europa.eu/index_en

ONLINE LINGUISTIC SUPPORT (OLS)

The program offers Erasmus+ students an Online Linguistic Support (OLS), i.e. the possibility to assess their language skills before and after the mobility and, eventually, an online language course to be carried out during the exchange period in one of the following languages: English, French, German, Spanish, Dutch, Portuguese, Bulgarian, Czech, Danish, Greek, Croatian, Hungarian, Polish, Romanian, Slovak, Finnish, Swedish.

Online Linguistic Support consists of:

- an evaluation for all Erasmus students before departure;
- a language course according to the participant's language needs;
- an evaluation at the end of the mobility.

The International Relations Office of UNIVPM assigns the licenses through the OLS application of the European Commission. The assignment is made only for the 5 languages included in the exchange offers (English, French, German, Spanish, Portuguese). The course will be automatically assigned by the system to all those who have scored a level between A1 and B1 in the initial test, while for higher levels the office will assign the course.

The service is completely free and non-mandatory.

The International Relations Office will send information on how to access the portal via e-mail.

ERASMUS STUDENTS NETWORK – ESN ONLINE LINGUISTIC SUPPORT (OLS)

ESN (Erasmus Student Network) is a non-profit association present throughout Europe, formed by university volunteers, whose purpose is to promote international student exchanges, as well as to provide students with an orientation service and organize social and cultural activities. It offers support to young people joining an Erasmus mobility through advices derived from the personal experiences of former Erasmus students, with regard to daily life in the foreign city and with regard to the university. If you are about to leave and you have doubts and curiosity about your Erasmus destination, ESN Italy gives you the opportunity to get in touch with young people who lived the same experience in the same city.

For information visit the page <https://www.esnitalia.org/it>

To know the local ESN sections: <http://esn.org/sections>

ESN Ancona: www.esnancona.it

UPON ARRIVAL AT THE PARTNER UNIVERSITY

ARRIVAL FORM

Within 5 days from the arrival at the host University, the student must send to erasmus.outgoing@univpm.it the **arrival form** (see forms a.y. 2023/2024) duly completed, signed and printed by the IRO Office of the foreign University.

The mobility period will be counted starting from the date written there.

CHANGES TO THE LEARNING AGREEMENT

The Learning Agreement may be modified according to the indicated instructions in modulistica online a.a. 2023/2024 (the page where you found the Bando).

Italian and foreign activities to be validated after the mobility must be properly indicated in the Learning Agreement and its Changes presented on Esse3web. Each didactic proposal submitted must be approved by both the UNIVPM Erasmus Coordinator and the foreign University.

For students who had their L.A. detached from EWP, documents completed with all signatures have to be uploaded in the Esse3web section: international mobility / call / Learning Agreement / insert attachments'.

DEADLINES to submit CHANGES TO THE LA:

- **30th of November** for the 1st semester/Full A.Y. Student - for changes related to winter session
- **31st of March** for the 2nd semester/Full A.Y. Student - for changes related to spring session

Please Note!

If changes made to the LA lead to a change of the Official Study Plan, you will have to modify the latter according to the procedures indicated by your Registrar's Office and in compliance with the deadlines set by UNIVPM Academic Bodies.

The Study Plan must be submitted online through Esse3web by 30th November 2022.

After afore mentioned date it will no longer be possible to use the online procedure and it will be necessary to follow the instructions provided by the Registrar's Office for Late Study Plans. However, as Erasmus Student, you will not be asked to pay the € 50,00 fee for submitting a Late Study Plan.

All exams taken abroad, but not duly inserted in the LA and in the Study Plan, cannot be validated at UNIVPM.

Warning: If the host university also asks the student to fill in a learning agreement through a digital platform (ex. Dashboard, MoveOn, Mobility Online), he/she must first agree on the procedure with UNIVPM IRO Office before the documents are filled and signed by the Coordinators.

EXTENSION REQUEST

In accordance with the host University and the UNIVPM Erasmus Departmental Coordinator, the student can extend his/her Erasmus mobility **up to the 30th of September 2024** if it **does not exceed 360 days**.

When requesting for the extension, the student must be aware that it is not possible to spend more than 12 months abroad with the Erasmus+ program per cycle of study, and agrees to not exceed said period of time. For single cycle degrees, the limit is of 24 months.

Once duly filled and signed, the student can send the extension request module to erasmus.outgoing@univpm.it asking his/her Erasmus Faculty/Departmental Coordinator's approval.

If approved, the IRO Office will send back the document and the student will have to ask the hosting University to sign it, too. A copy of the extension request, duly signed by all parties, must be sent back to erasmus.outgoing@univpm.it.

At the same time, the student will have to submit the changes to the LA document if he/she needs to add or edit the activities for the requested period of extension.

The student can ask for an extension only once, WITHIN 30 DAYS BEFORE THE END OF THE PLANNED MOBILITY, as stated in the grant agreement (art. 3).

Extension requests' funds are subject to verification of financial availability (EU and MIUR, if due) in accordance with what is stated and by Erasmus Faculty Referent's authorisation

All mobility extensions (even those carried out without prior authorization and not funded) will contribute to the calculation of the 12/24 months usable per study cycle in compliance with the Erasmus rules (see art. 3 [Erasmus call application](#) a.y. 2023/2024).

COVID INSURANCE

In case the student is tested Covid-19-positive during his/her stay abroad, he/she need to inform us by email both to erasmus.outgoing@univpm and referente_covid@sm.univpm.it.

The student already benefits of the 'Special Risk Disease Covid-19 Insurance' (art. 2.1), aimed at covering student's expenses in the occurrence of hospitalisation, received by e-mail together the financial agreement.

The student may ask for a refund by sending documentation to UniSalute Spa and following the instructions reported in the art. 5.1. of the Insurance. The refund form can be requested by email to erasmus.outgoing@univpm

AFTER THE MOBILITY

ATTENDANCE CERTIFICATE AND TRANSCRIPT OF RECORDS

The host university, within a week after the end of mobility, must send to this e-mail address erasmus.outgoing@univpm.it:

- **The Certificate of Attendance** (CoA_ Certificate of Attendance) duly signed and filled in.

The host university, within max 5 weeks after the end of mobility, must send to this e-mail address erasmus.outgoing@univpm.it:

- **The Transcript of REcords (TOR)** – certificate of exams taken;
- The evaluation form of traineeship and/or thesis, if they were done abroad.

Please ask your hosting University to cc you in the email.

***Please be aware that the Transcript of Records needs to include a table with the percentages of success of students obtaining the grade to allow the grade conversion process at UNIVPM.** Students are thus required to timely inform the Hosting Institution about this condition to receive a complete document.

If the Hosting Institution does not use this kind of table, UNIVPM will request the Partner University to **file an official declaration with such a statement** and the grade conversation will consequently take place according to a linear statistical distribution of the exams' results.

UPON RETURN

EU SURVEY AND FINAL OLS TEST – *Online Linguistic Support*

When the mobility is over, additional tasks the student is requested to perform are:

- submitting the OLS final test (not mandatory);
- submitting the *Erasmus+ individual participant report* which is a **mandatory step** for all ERASMUS + Programme Participants. The student will receive the survey at his/her institutional e-address as an email by an institutional address of the EU (EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu), whose subject is "Erasmus+ individual participant report request". **The survey must be submitted withing 30 days from the day of reception of the email .**

EXAM VALIDATION

Once the didactic documentation (Transcript of Records/Traineeship and/or Thesis Evaluation Form) and the Attendance Certificate are properly received, IRO Office will send an email to the student with instructions to follow in order to have his/her foreign activities validated at UNIVPM.

The process of validation is managed by UNIVPM Erasmus Faculty/Departmental Coordinators.

Only when the process of exam validation is over, the student will be able to see the foreign activities and their grades recorded in his/her UNIVPM digital booklet.

WARNING: The validation procedure can start only when the final documents of the mobility (Certificate of Attendance, Transcript of Records, etc.) have been sent by the Hosting University and received by UNIVPM IRO Office. The student has to consider the possible time needed for the documents to be received and the validation process to be completed if he/she plans to send applications whose deadlines are approaching (e.g., submission of graduation request to UNIVPM or submission of scholarship application to ERDIS, etc.). Furthermore, the student has to upload to Esse3web the last approved LA (for L.A. detached from EWP), duly signed, otherwise the validation procedure will not be properly carried out.

SCHOLARSHIP BALANCE

The scholarship amount will be recalculated upon the student's return considering the actual days of mobility abroad, as reported in the Attendance Certificate. Furthermore, all the relevant parameters for the calculation of the scholarship final amount (such as academic regularity, ISEE range and minimum number of validated CFU) will be checked and updated.

For these reasons, the final scholarship due to a student could be different from the amount initially stated in the financial agreement signed by the student before his/her departure.

The completed foreign exam validation and the submission of the *Erasmus+ individual participant report* are conditions for the student to be granted the full and recalculated amount of the scholarship. If the balance is positive, IRO will pay the remaining amount to the student. If the balance is negative, IRO will inform the student, who is expected to give back the owed amount.