



UNIVERSITÀ
POLITECNICA
DELLE MARCHE



Erasmus+

ERASMUS

GUIDELINES FOR ERASMUS MOBILITY

KA131 - a.y. 2024/2025

Updated on 22nd March 2024

INDEX

| | |
|---------------------------------------|-------------------------|
| + Contacts | pag. 3 |
| + Before departure | pag. 4 |
| + Upon arrival at the host university | pag. 11 |
| + Upon return | pag.13 |
| + When you come back | pag.13 |

CONTACTS

International Relations Office (IRO)

Università Politecnica delle Marche - **Erasmus Code:** I ANCONA01
Via Oberdan n. 8 - 60121 Ancona

Contacts:

+39 071 220 3018 Michela De Angelis;

+39 071 220 3221 Caterina Cipriani;

+39 071 220 2353 Flavia Buticchi

E-mail: erasmus.outgoing@univpm.it

VIRTUAL HELP DESK

Send an e-mail to erasmus.outgoing@sm.univpm.it and ask for a virtual appointment on Teams

Institutional Coordinator

Silvia Mangialardo

Telephone number: +39 071 220 3020

Erasmus Departmental Coordinators

for information on teaching related issues

- ✓ **Department of Agricultural, Food and Environmental Sciences – D3A**
Prof. Raffaele ZANOLI Tel.: 071 220 4929 E-mail: r.zanoli@univpm.it

- ✓ **Faculty of Economics “G. Fuà”**
Prof. Alessia LO TURCO Tel.: 0712207250 E-mail: erasmus.economia@univpm.it
Professor office hours: Thursdays from 10:30 to 12:30
Front Office Erasmus c/o Faculty of Economics Dept. of Economics and Social Sciences
Tel: +39 0712207100
Opening hours: Tuesdays and Fridays from 10:00 to 13:00

- ✓ **Faculty of Engineering**
Prof. David SCARADOZZI Tel.: +39 0712204383 E-mail: d.scaradozzi@univpm.it
Front Office Erasmus c/o Faculty of Engineering
Department of Information Engineering
Virtual help desk: <http://tinyurl.com/cjkderk2>

- ✓ **Faculty of Medicine and Surgery**
Prof. Alessandro SCALISE Tel.: +39 0715963486 E-mail: erasmus.medicina@univpm.it

- ✓ **Department of Sciences**
Prof. Emiliano TRUCCHI Tel.: +39 0712204333 E-mail: e.trucchi@univpm.it

BEFORE DEPARTURE

- **APPLICATION PROCEDURES**

Nomination

UNIVPM's International Relations Office sends your **NOMINATION** to the host University at the beginning of each semester.

Nomination is the official communication with which we inform the host university about which Erasmus students we have selected for that destination.

The nomination is sent:

- **Through email:** you will be in copy of that email
- **Through online portal:** IRO will send you an email to confirm that the nomination was sent

Application form

If you're selected, you must enroll at the host university as *incoming Erasmus student* by sending the application form and other requested documents.

To be accepted by the host university, you must follow their **application procedures** and **application deadlines**.

Carefully check the host university's requirements (language, enrollment, course enrollment...) on their website, on this [page](#), or contacting the host university.

The host university might ask for:

- **TRANSCRIPT OF RECORDS (ToR):** 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.
This version is not the official one so it might not be accepted.
- **LANGUAGE CERTIFICATION**
- **MOTIVATIONAL LETTER**
- **HEALTH/ACCIDENT INSURANCE**

The **host university can reject your nomination** if the language certification or any other document does not fulfill their requirements or if it was sent after the deadline.

Once you have been accepted by the host university, request the **ACCEPTANCE LETTER**.

For **extra-EU citizens**: pay attention to the deadline, they're often earlier than the ones for EU citizens!

• LANGUAGE PRACTICE

UNIVPM does not require any language skills for Erasmus mobility.

IT IS MANDATORY TO COMPLY WITH THE HOST UNIVERSITY'S LANGUAGE REQUIREMENTS.

You can check the language requirements set by the host university:

- In the host university's website, particularly in the pages for incoming Erasmus students
- On this [page](#)

- Getting in contact with the host university

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

The host University may accept:

- 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 (ToR). This document certifies the curricular language exams passed but does not indicate the level reached.

The **CSAL** organizes free trainings for the following languages:

- English B1 and B2
- French and Spanish A2 and B1
- German A2 and B1

You can enroll if you want to improve your language skills or if you need to obtain the language certification to apply for the host university.

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 must contact the language experts.

UNIVPM didactic and administrative offices cannot release any certificate to attest a language exam passed at the University.

If you need a certificate of your language skill, you must only ask the CSAL or get a language certification.

• **LEARNING AGREEMENT – L.A.**

DEADLINES for COMPILATION of the FIRST L.A.:

- from **15.04.2024** to **31.05.2024** for departures of the **1st semester /A.Y.**
- from **10.07.2024** to **15.01.2025** for departures of the **2nd semester**.

To fill in your Learning Agreement, follow the instructions at the [INSTRUCTIONS TO FILL OUT THE L.A. IN ESSE3](#)

FOR THE SELECTED **PHD STUDENTS**, **before** signing the financial agreement, you must get the authorization of the Referent of your PhD Course to participate in the Erasmus+ Program. The document must be sent by e-mail to erasmus.ougoing@univpm.it.

• **FINANCIAL CONTRIBUTIONS**

The mobility scholarship 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.

Only the days actually spent abroad will be paid, up to the maximum amount of days written in the grant agreement or in the extension notification letter.

The scholarship is only paid if at least 60 days are spent abroad.

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.

The scholarship includes different funds:

✓ **EU FUNDS**

The monthly amount of money received is distinguished in 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 granted to students who:

- are regularly enrolled within the normal duration of the course increased by one year for the a.y. 2024/2025
- have at least one didactic activity from the Learning Agreement registered upon their return
- are 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 parificato data are automatically acquired from esse3web according to data presented for the determination of the student contribution for the academic year 2024/2025.

If

- ISEE parificato 2024 is not submitted, the student will be automatically assigned the score corresponding to the 7th contribution class.

Or

- If at the time when the grant agreement is signed the ISEE parificato 2024 is not available, the ministerial part of the scholarship will be calculated based on ISEE parificato 2023 if available in our database.

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.

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.

You must have an ISEE parificato valid for study for a.y. 2024/2025 before you sign the grant agreement.

✓ **CONTRIBUTION FOR STUDENTS WITH FEWER OPPORTUNITIES**

UNIVPM has set a total amount of €20,000 of the EU funds to assign to students falling into the category of students with fewer opportunities, who can receive an additional €250.00 per month to their scholarship.

To receive this integration, you need to:

- Have an **ISEE 2024** **lower than €27,726.79**
This amount has been updated from the one written in the Attachment 2 after the *Decreto Direttoriale n. 318 del 14-3-2024*
- Be included in one or more **categories** written in [Attachment 2](#) of the Call

The general criteria to receive this support is that the condition of belonging to one or more of the categories must be certified by the local Authority (or, when not possible, through self-declaration). The belonging to a category must be in any case verifiable by Università Politecnica delle Marche, that will decide on the eligibility for the support.

The IRO will select the students entitled to the support within December 2024 based on the lower ISEE. Time and ways to submit your application for the support will be sent via email to all selected students.

• GRANT AGREEMENT

The grant agreement is the document, signed by the Erasmus student and the Dean of UNIVPM, that establishes the amount of the scholarship, the length of the stay abroad, and all the rights and duties of the mobility participant.

Within the 6th of August, you must indicate the details of their bank account in Esse3 web (path: Esse3 Web – Login – Home Dati Anagrafici – Anagrafica – Modifica dati rimborso – Rimborso bonifico bancario.).

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

You must be **the owner or co-owner** of the account where you will receive the scholarship and you must y that the bank details both in Esse3web and in the grant agreement are correct.

If the bank details **change after the agreement has been signed**, you must **edit the data** in Esse3 web.

IRO will send you the grant agreement around 20 days prior to the mobility. To sign it, you must:

1. **have paid the fees for the academic year 2024/2025**
2. have given consent for the acquisition of the ISEE from the database, **if you're eligible for the Ministry funds**
3. **have the learning agreement approved** by the UNIVPM Faculty Erasmus Coordinator (status "approvato internamente")
4. **have filled** the form sent by IRO via mail about your mobility dates
5. **have a bank account** with the IBAN uploaded in Esse3 web.

IRO will send you a copy of the grant agreement with instructions to sign it and the link to a form where you can upload the signed agreement.

The agreement must be **signed and uploaded on the form ONLY in PDF format within 5 working days after receiving it**.

The scholarship will be paid in two installments:

- ✓ **FIRST INSTALLMENT:** 70% of the total amount paid after the signing of the grant agreement.
Signing the grant agreement by the 5th of each month, you will receive the scholarship within the end of that same month, otherwise it will be paid at the end of the following month.
For grant agreements signed in **August**, the payment will occur in the following month.

The duration of the scholarship is calculated according to the **360-day** business year, so **each**

month, regardless of its duration, is considered to be **30 days** long.

- ✓ **SECOND INSTALLMENT:** the remaining amount
Paid after returning from your mobility.
To receive this part, you must have filled in the final survey and registered the activities taken abroad.

If the **amount** is **positive**, you will receive the rest of the scholarship (30%)

If the **amount** is **negative**, you will receive a letter with the amount of money you need to give back

To be eligible for the **scholarship** you must spend **at least 60 days abroad in person**.

• **UNIVPM ENROLLMENT RENEWAL**

All Erasmus students must renew their enrollment to UNIVPM for a.y. 2024/2025 **before signing their grant agreement and within the deadlines set** by the university, **except for** students who will spend the first semester abroad and will then graduate during the extra-ordinary session of a.y. 2023/2024.

If you're one of these students, you **must** inform IRO by email **before** signing the financial agreement!

Bachelor's students who applied to a **master's degree** Erasmus call must graduate and enroll to the new study cycle to be able to sign the grant agreement and start their mobility. These students **must tell IRO** their **new matriculation number** to update their enrollment in the international mobility section on esse3web.

You don't have to pay university fees at the host university, however, some universities might require you a money contribution for some services (i.e. student's card, canteen, libraries, public transportation...)

• **VISA AND HEALTH INSURANCE**

During your mobility, you will be covered by these insurance policies:

- THIRD PARTY LIABILITY RISK
- INJURY POLICY

Health insurance will be at your expense, according to the following:

• **EU Students**

An **ID card** is enough for your 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)**.

Its use varies depending on the Country. Before leaving for the host university, we recommend asking ASL how to access health care.

For further information, visit the website of the [Ministry of Health](#).

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

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

- **NON-EU Students**

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

If requested by the host country, IRO can issue a certificate indicating the assignment of the Erasmus mobility grant.

Visa fees are to be paid by the student.

For more information read [here](#)

- **ONLINE LINGUISTIC SUPPORT (OLS)**

The Erasmus program offers an Online Linguistic Support (OLS), that allows to

- Evaluate your language skills before and after your mobility
- Attend an online language course during the mobility

The service is completely free and non-mandatory, but strongly recommended to deepen your language knowledge.

IRO will send information on how to access the OLS via email.

- **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 Erasmus students through advices coming from the personal experiences of former Erasmus students about the daily life in the host city and about 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 other students 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

