

ERASMUS + STUDY 2023/2024- HOW to GET READY for YOUR MOBILITY

Concluding the Erasmus + Exchange: the return to Italy and the Request for Recognition

14th December 10.00am – 11.00am (ENG)



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI BENI CULTURALI

CYCLE of SEMINARS

«ERASMUS + STUDY 2023/2024- HOW to GET READY for YOUR MOBILITY»



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI BENI CULTURALI

Erasmus + Study 2023/2024 – How to get ready for your mobility?

The Department of Cultural Heritage of the Ravenna Campus presents a cycle of seminars about the Erasmus + Study exchange! The seminars will take place at the **Department building in Via degli Ariani 1, Ravenna**



Erasmus + Study : the exchanges offered by the DBC →
Monday **28th November** | h. **4.30pm -5.30 pm (ITA)**
| h. **5.30pm-6.30pm (ENG)**

IMPORTANT:
The first seminar has been moved to **Aula Bovini in Casa Traversari**

What are the requirements to participate to the Erasmus + Call?
Wednesday **30th November** | h. **11.00am – 12.00pm (ITA)**
| h. **12.00pm-1.00pm (ENG)**



I won the Erasmus + Call... what do I do now?
Monday **5th December** | h. **3.00 pm – 4.00pm (ITA)**
| h. **4.00 pm - 5.00 pm (ENG)**

Learning Agreement: do's and don'ts?
Monday **12th December** | h. **4.30pm – 5.30pm (ITA)**
| h. **5.30pm - 6.30pm (ENG)**

Concluding the Erasmus + exchange: the return to Italy and the Request of Recognition
Wednesday **14th December** | h. **9.00 am – 10.00 am (ITA)** | **10.00 am - 11.00 am (ENG)**



Concluding the Erasmus + Exchange: the return to Italy and the Request for Recognition

CONTENTS:

- Uploading the ***Certificate of Departure***
- Uploading the ***Transcript of Records*** (ToR)
- Fill in the ***Request for Recognition*** on AlmaRM
- Fill in the ***Erasmus + participant report***
- Do the **OLS –Online Language Support** test at the end of the experience

Call for Application 2023/2024 & SUGGESTED next STEPS

- The next CALL for APPLICATION
 - Where to Apply?
 - How to Apply?
 - The destinations offered by the DBC
- REQUIREMENTS: for Unibo and for the partner Universities
- AFTER WINNING the CALL: what do I do now? Check list!
- L.A. : do's and don'ts (and how to ammend/change it)
- SUGGESTED STEPS:
 - What can you do now?
 - What can you do AFTER the Call comes out?
- Upcoming online meetings
- Contact Information

AFTER RETURNING

This Erasmus+ guide describes, in chronological order, the administrative requirements of the Erasmus+ Mobility for Studies Programme, most of which can be completed using the UNIBO on-line portal AlmaRM.

CHECKLIST

Note: Remember that, for Erasmus+ grant purposes, **you must:**

- complete a physical mobility period of at least 60 days or, for student enrolled at a Phd course, in case of short mobility, between 5 and 30 days;
- obtain recognition for at least 1 learning activity completed at the host institute;
- complete your mobility period between 01/06/2022 and 30/09/2023.

Your Erasmus+ status and grant **will be revoked** if you do not satisfy these requirements.

BEFORE LEAVING

Register with your host university, i.e. complete the “**Application Procedures**”

Fulfill the eventual procedures to enter the host country (VISA request, Schengen permit of stay renewal, and so on...)

Obtain **approval for your Learning Agreement** from your Degree Programme Board (DPB)

Sign and upload your Mobility Agreement to the AlmaRM portal

Renew your enrolment at the University of Bologna for the 2022/2023 academic year

WHILE ABROAD

Upload your **certificate of dates** – **with the date when the mobility starts** (signed and stamped by the host university) to AlmaRM.

Upload your **Learning Agreement, signed** by you, UNIBO and host university

If necessary, amend your Learning Agreement via AlmaRM

You can request an extension of your study period

Request your **final attendance certificate** (signed and stamped by the host university) and the “Transcript of Records” (certification of the activities completed)

AFTER RETURNING

Upload your **final attendance certificate** to AlmaRM

Submit your **request for recognition** of the exams and/or other activities completed abroad

Complete the “**Erasmus+ participant report**”, after receiving the email invitation to do so

SOURCES:

«**GUIDE for SELECTED STUDENTS 2022/2023**» >>
later on it will be available
the **UPDATED** version of this
guide for 2023-2024 mobility
([LINK](#)) !

CONCLUDING the ERASMUS + EXCHANGE

>> AlmaRM PERSONAL MOBILITY AREA

-Al termine del periodo di mobilità

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Attendance communication

Il tuo certificato di periodo è stato validato dagli uffici in data 07/07/2022

Data di fine effettiva del periodo di scambio 08/07/2022

Certificato di periodo [Certificate of Dates - Arianna Bassi.pdf](#)

9

Richiesta copertura finanziaria

Leggi le [Informazioni sulle misure emergenziali per la mobilità - copertura Covid e tamponi](#)

La presentazione di nuove richieste è scaduta il 07/10/2022

. Nessuna richiesta.

10

Richiesta di riconoscimento

Stato Approvata

Versione 1.0

[Dettaglio richiesta di riconoscimento](#)

Transcript of records/work: [Arianna BASSI_ToR.pdf](#) Documento validato dagli uffici

Concluding the Erasmus + Exchange: the return to Italy and the Request for Recognition

- Uploading the ***Certificate of Departure*** 
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STEPS:

- Go to the dedicated office in the host university before you leave and get the Certificate of Departure (CoD) signed!
- Upload the CoD on AlmaRM (section 8)
- The CoD needs to be **VALIDATED by the ADMINISTRATION** of Unibo
- >> the document will be used to re-calculate the Erasmus + scholarship + the MIUR scholarship (if requested)

NOTES:

- It can ALSO have a date PRIOR to the final date written in the Mobility Agreement
- **MINIMUM 90 days** of Mobility >> as long as you respect the minimum you can end your mobility whenever you want
- >> of course you **MUST** have the possibility/time to take the EXAMS>> to get them recognised by Unibo!

Concluding the Erasmus + Exchange: the return to Italy and the Request for Recognition

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1. **BEWARE of the TIMING!** >> always ask the host University how does it work for the ToR
 1. *Do they send it automatically when you do the departure process?*
 2. *Do you need to request it?*
 3. *Do you need to fill it yourself in paper format/obtain it before the departure?*
2. Upload the ToR in the dedicated section (10) on AlmaRM
3. Wait for the VALIDATION of the administration
 1. >> the ToR **MUST** be an **official document written in headed paper** by the University OR in any case **MUST be signed by the host university**
 2. It CAN'T BE a document downloaded from the student online portal!

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REMEMBER:

- ONLY if the partner university is NOT sending the ToR after many months of your return + ONLY if they're not REPLYING to your solicitation emails...
- >> it's possible to reach out to the Erasmus Office of the Ravenna Campus and they will (if deemed necessary) ask the DIRI to send an official solicitation to the office of the partner University.

IF you NEED to GRADUATE shortly after your RETURN/IF you have other DEADLINES for which you need to have the CREDITS RECOGNIZED >> make sure to make arrangements with the host university BEFORE you leave to have the document in time!

Concluding the Erasmus + Exchange: the return to Italy and the Request for Recognition

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- **WHERE?** AlmaRM (section 10)
 - **WHAT?** Procedure that allows the contact person of the exchange to check the exams you've done abroad and confirm their recognition at Unibo + give a grade to the corresponding exams at Unibo (= there is NOT an automatic procedure that takes place once you've uploaded your ToR)
 - **HOW?**
 - You need to insert the NAME of the exams you've done abroad, the DATE in which you have taken them and the GRADE you've got abroad (as written in the ToR)
 - Then you will be asked to write next to the exam done abroad the exam you would like to have recognized at Unibo >> **this MUST correspond to the L.A.** >> «groups of correspondence»
 - You will be asked to write a **DATE** in which you've taken the exam in Italy = you can write the DATE in which you took the exam abroad
 - There will also be a section for the grade (which you will be able to modify) >> you need to leave it **EMPTY** for the contact person of the exchange!
 - **SEND the REQUEST!**

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- **VALIDATION?**
 - The contact person of the exchange will see your request and will be able to VALIDATE it **adding the GRADE**
 - >> following **the conversion tables** from ECTS to CFU (it's possible to see the tables [here](#))
 - **EXAM REGISTRATION?** The administration will receive a notification of the validation done by the contact person and will proceed with the **REGISTRATION of the GRADES in your Study Plan** (of course this will be possible **ONLY if you've added the courses you would like to get recognized to your STUDY PLAN!!**)

REMEMBER: in the study plan **will appear underneath the exam** the phrase «*esame sostituito*» (**Substituted exam**) >> to see the **GRADE** stage >> be validated, registered, entered in the page of an automatic e-mail from AlmaRM. **With the update of the status of your request** you will be able to download it from the documents section of your SOL area)

REQUEST for RECOGNITION

>> AlmaRM PERSONAL MOBILITY AREA

Al termine del periodo di mobilità

8

Comunicazione di fine mobilità

Il tuo certificato di periodo è stato validato dagli uffici in data 07/07/2022

Data di fine effettiva del periodo di scambio 08/07/2022

Certificato di periodo [Certificate of Dates - Arianna Bassi.pdf](#)

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REQUEST for RECOGNITION

>> AlmaRM PERSONAL MOBILITY AREA

Richiesta di riconoscimento dell'attività didattica svolta 124283

Follow the guide, [link!](#) >> ITA only, but it has pictures!

[Guida alla compilazione della richiesta](#)



Note per la compilazione

Per la corretta presentazione della richiesta di riconoscimento, seguire le linee guida pubblicate sul sito del proprio corso di studio
Please check your degree programme web site to find the guidelines for filling in your recognition request.

Dati dello studente

Cognome: BASSI
Nome: ARIANNA
Numero di Matricola: 0000977641
Email istituzionale: arianna.bassi6@studio.unibo.it

Dati dello scambio

Bando: Bando Erasmus+ studio 2021/22
Università: TR ISTANBU05 - Marmara Üniversitesi - Marmara University - TURCHIA
Durata: 6 Mesi
Docente proponente: Annalisa Furia

REQUEST for RECOGNITION

>> AlmaRM PERSONAL MOBILITY AREA

Dati generali

[Learning agreement di riferimento](#)

Data presentazione: 07/07/2022 09:59
 Stato: Approvata ■
 Versione: 1.0
 Corso di studi: 9237 - INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE
 Dipartimento: DIPARTIMENTO DI BENI CULTURALI
 Anno di corso durante lo scambio: 2
 Transcript of records: [Arianna BASSI_ToR.pdf](#) Documento validato dagli uffici
 Tipologia di attività da svolgere all'estero dichiarata nel LA: Studio
 Tipologia di attività svolta all'estero da riconoscere: Studio
 Note sulla richiesta:
 Note sulla validazione:
 Note sull'approvazione:
 Data del consiglio di corso di studi che ha deliberato: 08/07/2022
 Documento di approvazione: [Bassi richiestaRiconoscimento \(1\).pdf](#)

REMEMBER: divide the exams/activities in «**groups of correspondence**» as you did for the L.A.

Gruppo di corrispondenza 1

Attività estere				Attività da riconoscere				
Attività	Esame superato	Voto	Data	Attività	Lo studente richiede il riconoscimento	Riconoscimento ammesso	Voto	Crediti da riconoscere
Attività presenti nel Learning Agreement				Attività presenti nel Learning Agreement				
The Role of the Media in the Integration of Immigrants (PCE7022.1) - 6 ECTS	si, da riconoscere	BA	14/06/2022	6 CFU di SPS/06	si	si	30	6
ECTS totali da riconoscere: 6				CFU totali da riconoscere: 6				

Gruppo di corrispondenza 2

Attività estere				Attività da riconoscere				
Attività	Esame superato	Voto	Data	Attività	Lo studente richiede il riconoscimento	Riconoscimento ammesso	Voto	Crediti da riconoscere
Attività presenti nel Learning Agreement				Attività presenti nel Learning Agreement				
Nationalism and Ethnicity in World Politics (PSIR7004.1) - 8 ECTS	si, da riconoscere	BA	18/06/2022	85505 - HISTORY OF EASTERN EUROPE, NATION-BUILDING AND PROTECTION OF MINORITIES - 6 CFU	si	si	30	6
ECTS totali da riconoscere: 8				CFU totali da riconoscere: 6				

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**CALL for APPLICATION for the
2023/2024 MOBILITY
&
SUGGESTED NEXT STEPS**

Erasmus + Study: when will next Call for Application be out?

NEXT CALL for APPLICATION: it will be published in early January 2023

WHERE? Here you can find the link where the Call will be available once published (you can already read the EXPIRED call for application for the 2022-2023 mobility, just to get an idea of the procedures)

<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/Participation-methods>

IMPORTANT: The Call for Application contains ALL the information that you need to know about the mobility: how to participate, which are the requisites and how to apply!!

Erasmus + Study: Where to APPLY?

Requests in progress

[Bookings](#)

You have no pending requests

[See all »](#)

 <p>Admission application Take part in the selection</p>	 <p>Registration Enrol in a Degree Programme</p>	 <p>Exams - AlmaEsami Enrol for exams and progress tests</p>	 <p>Bookings Register for entrance exams, language test, job placement ...</p>	 <p>Transport pass application Apply for TPER transport pass at a subsidised price</p>	 <p>Fee situation - Enrolment Check your fee situation and make payments</p>
 <p>Certificates and self-certifications Print self-certifications and certificates with stamp</p>	 <p>On-line records book Check your university career</p>	 <p>Calls Opportunities offered to you by the University</p>	 <p>Language exam recognition Request language exam recognition</p>	 <p>Study plan Complete your study plan</p>	 <p>Graduation Launch the graduation procedure</p>
 <p>Programme transfer Request to transfer to another Degree Programme</p>	 <p>Transfer Request transfer to another university</p>	 <p>Withdraw from studies Complete the application for withdrawal from studies</p>	 <p>Suspension of studies Request Suspension of studies</p>	 <p>International mobility - AlmaRM International exchange programmes</p>	 <p>Internships Find internship offers and host organisations Activate the internship</p>
 <p>Job placement Search the job vacancy noticeboard</p>	 <p>Badge duplicate Fill in the badge duplicate application</p>	 <p>Inserisci il tuo CV Inserisci il tuo CV per Almalaura</p>	 <p>Extension of the study period as part time student Apply for the extension of the study period as part</p>	 <p>Shortening of the degree program Apply for career shortening</p>	

Erasmus + Study: HOW to APPLY?

Submitting an application

- Each candidate may submit applications **for a maximum of three different destinations offered.**
- Applications must be **submitted online only**, through AlmaRM (<https://almarm.unibo.it>)
- => **DEADLINES will be available when the next Call comes out!**

Erasmus + Study: HOW to APPLY?

In order to apply, candidates must:

1. *obtain their university login details* (username and password) to access the AlmaRM application;
2. *read the notes for filling in applications* on the AlmaRM homepage, which explain how to apply online;
3. *upload the following documents to AlmaRM:*
 - **Self-certification of the applicant's degree certificate** with a list of exams, **ONLY** if the first- or second-cycle degree was obtained from another university.
 - **A personal study plan** for the mobility period and a motivation letter (which will be subject to assessment by the exchange coordinator).
 - **Any other attachments** deemed useful for assessment purposes.
 - **A language certificate, as indicated in Attachment 3 to the call for applications (ONLY for those who indicate their exemption in this category). The results of language assessment tests sat at the CLA will be obtained directly by the Mobility for Study Office.**

All documents must be uploaded to AlmaRM in pdf format when submitting the application. Failure to do so may result in the application being rejected.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

IT WILL NOT BE POSSIBLE TO CHANGE OR CANCEL APPLICATIONS AFTER SUBMISSION.

Once an application has been submitted, an e-mail will be sent to student's institutional e-mail address (name.surname@studio.unibo.it) as confirmation that the application has been successfully uploaded.

Erasmus + Study: DESTINATIONS offered by the DBC!

ERASMUS + EXCHANGES OFFERED BY THE DEPARTMENT OF CULTURAL HERITAGE (DBC)

COUNTRY	HOST UNIVERSITY	Erasmus Code	PERIOD of the EXCHANGE *	CYCLE of STUDY to which the EXCHANGE is OPEN **	SPOTS AVAILABLE	DISCIPLINARY FIELD of the EXCHANGE	CONTACT PERSON at UNIBO	EMAIL of the CONTACT PERSON	DELEGATES
SPAIN	Universidad de Cádiz	E CADIZ01	6 months	First Cycle, Second Cycle, Third	4	0222 History and archaeology	FARISELLI ANNA	annachiara.fariselli@unibo.it	LAUDANI RAFFAELE
ROMANIA	Universitatea din Bucuresti - University of Bucharest	RO BUCURE509	6 months	First Cycle	2	0312 Political sciences and civics	FURIA ANNALISA	annalisa.furia@unibo.it	
			6 months	Second Cycle	1	0312 Political sciences and civics			
SPAIN	Universitat Rovira i Virgili	E	6 months	First Cycle	1	0222 History and archaeology	CANETTI LUIGI	luigi.canetti@unibo.it	
NETHERLANDS	Erasmus Universiteit Rotterdam	NL ROTTERD01	6 months	First Cycle	2	022 Humanities (except languages)	NEVE MARIO ANGELO	mario.neve@unibo.it	
SPAIN	Universidad de Málaga	E MALAGA01	10 months	First Cycle, Second Cycle, Third	4	0222 History and archaeology	FARISELLI ANNA	annachiara.fariselli@unibo.it	BENCIVENNI ALICE
BULGARIA	Universitet Po Bibliotekoznanie I Informacionni Tehnologii	BG SOFIA24	6 months	First Cycle, Second Cycle	1	0322 Library, information and archival studies	GROTTI VANESSA	vanessa.grotti@unibo.it	
			6 months	First Cycle, Second Cycle	1	0222 History and archaeology			
GREECE	University of Ioannina	G IOANNIN01	6 months	First Cycle, Second Cycle, Third	2	0222 History and archaeology	COSENTINO	salvatore.cosentino@unibo.it	BALDINI ISABELLA
FRANCE	Université Côte d'Azur (UCA)	F NICE42	6 months	Second Cycle, Third Cycle	4	0312 Social and behavioural sciences	NEVE MARIO ANGELO	mario.neve@unibo.it	
			6 months	Second Cycle, Third Cycle	4	0421 Law			
SPAIN	Universidad de Almería	E ALMERIA01	6 months	First Cycle	4	0222 History and archaeology	FARISELLI ANNA	annachiara.fariselli@unibo.it	LAUDANI RAFFAELE
SPAIN	Universidad de Cantabria	E SANTAND01	9 months	First Cycle, Second Cycle	4	0222 History and archaeology	VESPIGNANI	giorgio.vespignani@unibo.it	
SPAIN	Universidad Pública de Navarra	E	6 months	First Cycle, Second Cycle	4	0222 History and archaeology	BOTTI FEDERICA	federica.botti2@unibo.it	
FRANCE	École Nationale Supérieure Des Sciences De L'information Et Des Bibliothèques (ENSSIB)	F LYON21	5 months	Second Cycle	2	0322 Library, information and archival studies	SABBA FIAMMETTA	fiammetta.sabba@unibo.it	
GREECE	Ionio Panepistimio - Ionian University	G ATHINE42	6 months	First Cycle	2	022 Humanities (except languages)	VESPIGNANI	giorgio.vespignani@unibo.it	
GREECE	University of West Attica	G EGALE002	6 months	Second Cycle	2	0322 Library, information and archival studies	SABBA FIAMMETTA	fiammetta.sabba@unibo.it	
SPAIN	Escola Superior De Conservación E Restauración De Bens Culturais De Galicia	E PONTEVE08	9 months	First Cycle, Second Cycle	2	021 Arts	GHELFI BARBARA	barbara.ghelfi@unibo.it	
TURKEY	Bilkent University	TR ANKARA07	5 months	First Cycle, Second Cycle, Third	2	0222 History and archaeology	CANETTI LUIGI	luigi.canetti@unibo.it	
DENMARK	Københavns Universitet - University of Copenhagen	DK	5 months	First Cycle, Second Cycle	2	0232 Literature and linguistics	MALDINA NICOLO'	nicolo.maldina3@unibo.it	
GERMANY	Justus-Liebig-Universität Giessen	D GIESSEN01	10 months	Second Cycle	2	0312 Political sciences and civics	FURIA ANNALISA	annalisa.furia@unibo.it	
TURKEY	Marmara Üniversitesi - Marmara University	TR ISTANBU05	6 months	First Cycle	1	0312 Political sciences and civics	FURIA ANNALISA	annalisa.furia@unibo.it	
			6 months	Second Cycle	2				
			6 months	Third Cycle	1				
SPAIN	Universidad Autónoma De Madrid	E MADRID04	9 months	First Cycle, Second Cycle	2	021 Arts	MARCHETTI	emarchetti@unibo.it	

You can find here the full table in **ENGLISH!**

<https://beniculturali.unibo.it/it/didattica/mobilita-internazionale>

Erasmus + Study : SUMMARY of UNIBO REQUIREMENTS

UNIBO REQUIREMENTS:

- **GENERAL ELIGIBILITY REQUIREMENTS** (be enrolled at Unibo, not have other EU scholarships, etc.)
- **LINGUISTIC REQUIREMENTS to APPLY** => at least A2 in the LANGUAGE of the EXCHANGE
- **REQUIREMENTS wanted by the CONTACT PERSON of the EXCHANGE** >> check the Infosheet of the exchange (once the call is out)
 - **MANDATORY INTERVIEW** => book? Specific requirements?
- **CURRICULAR REQUIREMENTS** (for the L.A. / for the recognition)
 - Check the faculty/field of the exchange => make sure that it's connected to your program, if you can find courses that correspond => check the WEBSITE of the hosting University
- **MINIMUM CREDIT REQUIREMENT to COMPLETE during the EXCHANGE**
 - NONE >> You just need to **successfully complete at LEAST 1 activity in the host university!**

Erasmus + Study : SUMMARY of UNIBO REQUIREMENTS

EXTRA INFO >> REQUIREMENTS for destinations with the options of conducting an internship and/or the research for the thesis abroad (if you want to do them)

- **INTERNSHIP**

- Remember to always double check with the host university if it's actually possible to do an internship during the exchange/if there are any particular requirements to do so;
- For the L.A. => an internship activity CAN NOT be recognized as an exam and vice versa => **practical activity/laboratories/workshops MUST ALWAYS correspond to practical activities/laboratories/workshops**

- **RESEARCH for the THESIS**

- Have a supervisor in Italy (possibly) or at least have a clear thesis idea >> you need a valid MOTIVATION (to write in the application) to explain why you choose THAT specific destination for your research
- Have a tutor/contact person abroad >> check with the host university to make sure that they offer one/ to understand how does it work (do you need to find a tutor on your own? Will they provide one for you?) >> the tutor will have to check up on your work and VALIDATE the HOURS you did there >> so that you can get the research for the thesis abroad credits recognized at Unibo.

Erasmus + Study: REQUIREMENTS for the HOST UNIVERSITY

WARNING >> the destination University may have DIFFERENT / ADDITIONAL requirements with respect to those requested by Unibo >> When you are APPLYING make sure to check if you do have ALSO those requirements, otherwise you could WIN a spot for a destination in the Unibo Call, but be REFUSED later on by the partner University

- **LINGUISTIC REQUIREMENTS** >> the linguistic requirements could be higher than those requested by Unibo (>A2); the host university could ask for a specific language certificate (IELTS, Cambridge OR DELF) and it could not accept the CLA test!
- **MINIMUM # of CREDITS REQUIRED** >> there could be a minimum/maximum number of credits per semester; minimum/maximum number of credits per faculty/filed (ex. if you want to take exams in departments outside that of the exchange)
- **SPECIFIC REQUIREMENTS for INTERNSHIP / RESEARCH for the THESIS**
- **APPLICATION and DEADLINES REQUIREMENTS** >> after Unibo has nominated you, it's important to follow the deadlines for the application you may need to submit to the host university!
- **FURTHER ADDITIONAL REQUIREMENTS**

**AFTER WINNING the ERASMUS +
STUDY CALL**

I WON the ERASMUS + CALL... WHAT do I DO NOW?

This Erasmus+ guide describes, in chronological order, the administrative requirements of the Erasmus+ Mobility for Studies Programme, most of which can be completed using the UNIBO on-line portal AlmaRM.

CHECKLIST

Note: Remember that, for Erasmus+ grant purposes, **you must:**

- complete a physical mobility period of at least 60 days or, for student enrolled at a Phd course, in case of short mobility, between 5 and 30 days;
- obtain recognition for at least 1 learning activity completed at the host institute;
- complete your mobility period between 01/06/2022 and 30/09/2023.

Your Erasmus+ status and grant **will be revoked** if you do not satisfy these requirements.

BEFORE LEAVING

Register with your host university, i.e. complete the “**Application Procedures**”

Fulfill the eventual procedures to enter the host country (VISA request, Schengen permit of stay renewal, and so on...)

Obtain **approval for your Learning Agreement** from your Degree Programme Board (DPB)

Sign and upload your Mobility Agreement to the AlmaRM portal

Renew your enrolment at the University of Bologna for the 2022/2023 academic year

WHILE ABROAD

Upload your **certificate of dates** – with the date when the mobility starts (signed and stamped by the host university) to AlmaRM.

Upload your **Learning Agreement**, signed by you, UNIBO and host university

If necessary, amend your Learning Agreement via AlmaRM

You can request an extension of your study period

Request your **final attendance certificate** (signed and stamped by the host university) and the “Transcript of Records” (certification of the activities completed)

AFTER RETURNING

Upload your **final attendance certificate** to AlmaRM

Submit your **request for recognition** of the exams and/or other activities completed abroad

Complete the “**Erasmus+ participant report**”, after receiving the email invitation to do so

SOURCES:

«**GUIDE for SELECTED STUDENTS 2022/2023**» >>
later on it will be available
the UPDATED version of this
guide for 2023-2024 mobility
([LINK](#)) !

AlmaRM PERSONAL MOBILITY AREA

Requests in progress

[Bookings](#)

You have no pending requests

[See all »](#)



Admission application
Take part in the selection



Registration
Enrol in a Degree Programme



Exams - AlmaEsami
Enrol for exams and progress tests



Bookings
Register for entrance exams, language test, job placement ...



Transport pass application
Apply for TPER transport pass at a subsidised price



Fee situation - Enrolment
Check your fee situation and make payments



Certificates and self-certifications
Print self-certifications and certificates with stamp



On-line records book
Check your university career



Calls
Opportunities offered to you by the University



Language exam recognition
Request language exam recognition



Study plan
Complete your study plan



Graduation
Launch the graduation procedure



Programme transfer
Request to transfer to another Degree Programme



Transfer
Request transfer to another university



Withdraw from studies
Complete the application for withdrawal from studies



Suspension of studies
Request Suspension of studies



International mobility - AlmaRM
International exchange programmes



Internships
Find internship offers and host organisations
Activate the internship



Job placement
Search the job vacancy noticeboard



Badge duplicate
Fill in the badge duplicate application



Inserisci il tuo CV
Inserisci il tuo CV per Alma laurea



Extension of the study period as part time student
Apply for the extension of the study period as part



Shortening of the degree program
Apply for career shortening

AlmaRM PERSONAL MOBILITY AREA

Outgoing mobility

Read carefully the [guide for Erasmus + selected students 2021-2022](#) .

ESN - ERASMUS STUDENT NETWORK

Please read the [comunicazione ESN per gli studenti Erasmus A.A. 2021-22](#)

COVID-19 EMERGENCY AND ERASMUS+ MOBILITY FOR STUDY 2021-22

Please read the [Special measures for didactic activities](#).

Please read the [Informazioni sulle misure emergenziali per la mobilità](#).

/New Please read the [Informazioni sulle misure emergenziali per la mobilità - copertura Covid e tamponi](#).

WARNING: MIUR contribution will be calculated on the student's Equivalent Financial Situation Indicator – ISEE. Students are strongly suggested to apply for the ISEE certificate well in advance. In order to obtain an ISEE certificate, the student may contact the INPS, a tax assistance centre (CAF) or the Municipality and must expressly request the **ISEE calculation for services for the right to higher education.**

| For deadlines and procedures read [MIUR ADDITIONAL CONTRIBUTION TO THE ERASMUS+ STUDY GRANT 2021-2022\[.pdf\]](#)

Other info can be published at <http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/contributo-erasmus>.

No MIUR contribution is foreseen to students who lack the presentation of the ISEE certificate as well as for students who hold an ISEE calculation higher than 50.000 euros.

[Entra nel tuo scambio](#)

Call Bando Erasmus+ studio 2021/22

Hosting University Marmara Üniversitesi - Marmara University

Position Mobilità conclusa
(ex rientrato)

Stato learning agreement Approvato [Dettaglio learning agreement](#)

AlmaRM PERSONAL MOBILITY AREA

Prima dell'inizio della mobilità

1

Accettazione posto scambio

Call Bando Erasmus+ studio 2021/22
Hosting University Marmara Üniversitesi - Marmara University
Esito accettazione █

Certificati di scambio

2

Learning agreement

Stato learning agreement Approvato █
Versione 3.0 - 2° modifica del LA

Dettaglio learning agreement

FILL in the L.A. ONLINE HERE! Follow the guide on [how to fill in the L.A.!](#)

3

Accordo di mobilità

Modalità di pagamento dell'eventuale borsa Pagamento su conto corrente bancario/postale/carta prepagata italiano █

[Here](#) you can find an English version of the mobility agreement, **only valid for publicity purposes**

Accordo di mobilità accettato dagli uffici

Visualizza accordo di mobilità firmato

MEANINGS of the COLORS :

-- GREY = this section is blocked => you can't modify it at the moment

-- YELLOW = this section has been unlocked, you can now modify it / upload documents

-- LIGHT GREEN = you have uploaded something in this section, you now need to wait for the approval/validation

-- DARK GREEN = this section has been completed!! Your documents have been accepted/approved => you can relax and enjoy your mobility!

AlmaRM PERSONAL MOBILITY AREA

Durante la mobilità

4

Arrival confirmation

Read the steps to be fulfilled in case of emergencies that might occur during your stay abroad.

[Adempimenti emergenze](#)

Mobility Dates

Dear student, below you can find the list of study periods and the mobility modes your mobility is made up of. Warning: periods duration could change at the end of your mobility, according to your final certificate of dates and to the checks of the offices

- Physical mobility from 14/02/2022 to 08/07/2022 [Certificate of Dates - Arianna Bassi.pdf](#)

5

Richiesta di prolungamento

Non hai presentato richieste di prolungamento.

Lo stato della mobilità in cui ti trovi non permette di eseguire richieste di prolungamento

6

Modifiche al Learning agreement

Stato learning agreement

Approvato

Versione

3.0 - 2ª modifica del LA

[Dettaglio learning agreement](#)

Non puoi inserire altre versioni di Learning Agreement

← **CHANGES to the L.A. presented
ONLINE HERE!**

7

Learning agreement firmato

The Learning Agreement that **you and the hosting university** must sign can be downloaded above in the section 2 "Learning Agreement" >> "Dettaglio learning agreement" >> "Documento di approvazione".

Please note: the Learning Agreement that you will upload in this section must be signed and stamped by hosting university **and also by you!**

Only the Learning Agreement with three signatures (degree coordinator UNIBO - or "digitally approved" note, hosting partner university, student) will be accepted.

We remind you that it is sufficient to upload at least **one** of the versions of your Learning Agreement approved by your degree programme board. In case of an amendment, if you have already uploaded the previous version of the Learning Agreement and it has been validated by the offices, it is not necessary to upload the new version with three signatures.

[Questo](#) è il Learning Agreement firmato che hai caricato.

Il documento è stato validato dagli uffici.

← **SIGNED L.A.!**

AlmaRM PERSONAL MOBILITY AREA

-Al termine del periodo di mobilità

8

[Attendance communication](#)

Il tuo certificato di periodo è stato validato dagli uffici in data 07/07/2022

Data di fine effettiva del periodo di scambio 08/07/2022

Certificato di periodo [Certificate of Dates - Arianna Bassi.pdf](#)

9

[Richiesta copertura finanziaria](#)

Leggi le [Informazioni sulle misure emergenziali per la mobilità - copertura Covid e tamponi](#)

La presentazione di nuove richieste è scaduta il 07/10/2022

. Nessuna richiesta.

10

[Richiesta di riconoscimento](#)

Stato Approvata

Versione 1.0

[Dettaglio richiesta di riconoscimento](#)

Transcript of [Arianna BASSI_ToR.pdf](#) Documento validato dagli uffici
records/work:

LEARNING AGREEMENT

Do's and don'ts

SUMMARY LEARNING AGREEMENT:

Do's and Don'ts

DO'S

- Read the documents provided by Unibo
 - [Guide for the selected students](#)
 - [What is the L.A.?](#)
 - [Information about changing the L.A.](#)
 - [Filling in the L.A.](#) >> **step-by-step guide** on how to fill it in
- **FILLING in the L.A.:**
 - **WHERE?** On the AlmaRM platform
 - **HOW? ONLINE PROCEDURE** >> remember to divide the classes chosen in **«correspondence groups»**
 - Discuss about it with the **Contact Person of the exchange** (=lecturer responsible for the exchange)
 - Make sure you have **all the requirements** requested by both **UNIBO and the HOST UNIVERSITY**

DON'TS

- **DO NOT** do **everything at the last minute** >> it's very important to upload the L.A. BEFORE your departure AND to follow the (possible) deadlines given by the HOST UNIVERSITY
- **DO NOT** leave for the host university WITHOUT an approved L.A. and/or WITHOUT the Mobility Agreement
- **DO NOT** add in your L.A. [the TRANSFERABLE SKILLS](#) (they can't be done abroad)
- **DO NOT** add in correspondence to workshops/internships exams/normal classes >> a PRACTICAL activity **MUST ALWAYS** correspond to another practical activity
- **DO NOT** consider the **administrative offices as they were the contact person of the exchange** (=the lecturer responsible for the exchange)
- **DO NOT** change your L.A. too many times BEFORE you leave
- **DON'T PANIC**

LEARNING AGREEMENT

DON'T PANIC!



- The L.A. can is a complicated procedure and it can be a bit intimidating for some students. **Don't worry, people filled in successfully before you and others will after you.** Take one thing at the time and **try to remain calm** (as much as possible), if you **start early** with all the preparation and organization you should not have any problems. Il L.A. può essere una procedura un po' complessa che può intimidire alcuni studenti.
- Remember that **the perfect L.A. does not exist** (there are very isolated cases of people that didn't do any amend to their L.A., but you also need to be lucky for that). My suggestion is to try to do the most complete version possible **with the INFORMATION at your disposal at that moment.** Then, when you will arrive at the destination university, you will figure things out: with time and with the support of the offices over there as well you will for sure be able to find a solution for any possible changes you may have to make.

CHANGING/AMMENDING the L.A.

Erasmus+/SEMP Programmes

CHANGES TO THE LEARNING AGREEMENT

You may modify the Learning Agreement **no more than twice**. According to the Erasmus+ Programme rules, modifications to the Learning Agreement are exceptional circumstances and only one modification should be requested per exchange semester. The procedure to follow is that used before you left, according to the following timetable:

3. **NO LATER THAN FIVE WEEKS AFTER ARRIVING AT THE HOST UNIVERSITY: submit the Learning Agreement.** The new L.A. must also indicate **if the proposed modification implies an adjustment of the Study Plan.** WARNING: changes to the L.A must always be agreed with the host university.

4. **WITHIN TWO WEEKS OF ENTERING THE MODIFICATION:**

- **Validation of the LA** by the exchange supervisor or the Degree Programme Coordinator
- **Approval of the LA** by the Chairman of the Degree Programme Board. Having obtained the approval, you must print the LA from your personal profile in AlmaRM and have it signed by the Host University.

IMPORTANT: the signed document to be printed is the PDF in the box "Learning Agreement general data" under "approval document"; do not use the print button at the top.

For any further details (other deadlines, doubts on how to fill in the LA, etc.) contact the relevant offices: <https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/erasmus-office-directory>

IMPORTANT! DO NOT SEND MODIFICATIONS BY FAX OR E-MAIL, USE ALMA RM ONLY!

- **WHY need to CHANGE it?** >> when you arrive at the host University check the COURSES offered!
 - Do the courses you choose exist? Will they be activated this semester/year? Were they moved to another semester? Are they full?
 - Are they on the topic you thought they would be? Are you able to follow them/are they too complicated?

REMEMBER!

- It's possible to upload a total of **3 DIFFERENT VERSIONS of the L.A.** => therefore it's possible to change it **only TWICE** (besides the first version uploaded BEFORE the departure)

«Information about changing the L.A.» ([LINK](#))

SIGNED/'FINAL' LEARNING AGREEMENT

Durante la mobilità

4 - Arrival confirmation

Read the steps to be fulfilled in case of emergencies that might occur during your stay abroad.
[Adempimenti emergenze](#)

- Mobility Dates

Dear student, below you can find the list of study periods and the mobility modes your mobility is made up of. Warning: periods duration could change at the end of your mobility, according to your final certificate of dates and to the checks of the offices

- Physical mobility from 14/02/2022 to 08/07/2022 [Certificate of Dates - Arianna Bassi.pdf](#)

5 - Richiesta di prolungamento

Non hai presentato richieste di prolungamento
Lo stato della mobilità in cui ti trovi non permette di eseguire richieste di prolungamento

6 - Modifiche al Learning agreement

Stato learning agreement	Approvato <input checked="" type="checkbox"/>
Versione	3.0 - 2ª modifica del LA

[Dettaglio learning agreement](#)

Non puoi inserire altre versioni di Learning Agreement

7 - Learning agreement firmato

The Learning Agreement that **you and the hosting university** must sign can be downloaded above in the section 2 "Learning Agreement" >> "Dettaglio learning agreement" >> "Documento di approvazione".

Please note: the Learning Agreement that you will upload in this section must be signed and stamped by hosting university **and also by you!**
Only the Learning Agreement with three signatures (degree coordinator UNIBO - or "digitally approved" note, hosting partner university, student) will be accepted

We remind you that it is sufficient to upload at least **one** of the versions of your Learning Agreement approved by your degree programme board. In case of an amendment, if you have already uploaded the previous version of the Learning Agreement and it has been validated by the offices, it is not necessary to upload the new version with three signatures.

[Questo](#) è il Learning Agreement firmato che hai caricato.

Il documento è stato validato dagli uffici.

SIGNED L.A.!

WHICH ONE? The L.A. that has **ALL the SIGNATURES** >>

- contact person of the exchange (=lecturer responsible of the exchange),
- MA coordinator,
- host University contact person/office
- Student's signature (= yours)

It DOES NOT necessarily have to be the last version/the most up-to-date, if you make changes to the L.A. you can always upload in this section the one signed by everyone and then attach to that same file the file with the changes approved by the MA coordinator

SUGGESTED STEPS:
What can I do now?

Erasmus + Study : WHAT can you do NOW?

SUGGESTED STEPs :

1. **TAKE PART to the SEMINARS!**
2. **CHECK out the OLD CALL for APPLICATION + its ANNEXES =>** It can be useful to get a general idea of the procedures, keeping in mind that they could change slightly in the next Call.
3. **CHECK out the table with the EXCHANGES offered by the DBC =>** are there any exchanges that you may be interested to? Where could you go? → Remember to check the language of the exchange (do you know it?) and the disciplinary field of the exchange (is it relevant for your program?!) !!

Erasmus + Study : WHAT can you do AFTER the CALL comes OUT?

SUGGESTED STEPS:

1. **READ the CALL !!** => Not necessarily all at once, use the index to read the parts you need as you need them!!
2. **TAKE PART to the INFORMATIVE MEETINGS** of the International Relations Office of the Ravenna Campus
3. Access the AlmaRM page to **check the possible destinations AND their respective infosheets** (= informative sheet about the hosting university)
4. **Make sure to have all the REQUIREMENTS to participate** (linguistic requirements, credit requirements, etc.), both the once requested by UNIBO and those requested by the PARTNER UNIVERSITY!
5. **CONSULT the WEBSITES of the PARTNER UNIVERSITIES** that interest you for the exchange (requirements, deadlines, application, correspondance of exams, etc.)
6. **START to FILL in your APPLICATION on AlmaRM**

OTHER OPPORTUNITIES

OTHER OPPORTUNITIES

MOBILITIES CURRENTLY OPEN:

- **CALL for APPLICATION for a SCHOLARSHIP to prepare the final dissertation ABROAD organized by the DBC**
 - **DEADLINE: 31st December 2022**
 - **WHAT?** Scholarship for exchanges abroad (min. 1 month – max. 6 months), beginning of the mobility not after than the **30th June 2023**
 - **CALL for APPLICATION (ITA only >> ENG SUMMARY on I-CONTACT website)**
- **«GIOVANI CITTADINI d'EUROPA» (YOUNG CITIZENS of EUROPE), CALL for ERASMUS + INTERNSHIP (ITA required!!)**
 - **DEADLINE: 9th January 2023**
 - 10 scholarships for graduating students of the Ravenna Campus to conduct an internship abroad
 - **NOT ORGANIZED/MANAGED by UNIBO >> application NOT on SOL (other platforms)**
 - **CALL for APPLICATION**

OTHER OPPORTUNITIES

MOBILITIES – FUTURE OPENINGS:

- **ERASMUS + PLACEMENT 2023/2024** >> the Call is usually published between April and May 2023
 - Call managed by Unibo
 - Application on the AlmaRM platform
 - You have to find the company/organization autonomously (=there are not multiple options vs. Erasmus + Study) and then apply for the FUNDS
 - [CALL for APPLICATION 2022/2023 \(CLOSED\) + other infos](#)

KEEP in MIND: ERASMUS + PLACEMENT UNIBO vs. «GIOVANI CITTADINI d'EUROPA»

- **WHO?** All students vs. graduating students BEFORE they graduate
- **HOW?** AlmaRM platform vs. other platforms/other organizations
- **WHEN?** April/May vs. now

**UPCOMING MEETINGS
+ CONTACT INFORMATION**

UPCOMING MEETINGS and SEMINARS

ONLINE OFFICE HOURS - TEAMS

- 15/12 | h. 5.00pm – 6.00 pm
- 16/12 | h. 2.30pm- 3.30pm



HOW? You can book your spot in presence during the seminars OR by writing to arianna.bassi6@studio.unibo.it

CONTACT INFORMATION



Mentor for Outgoing Students for the
Erasmus + Call 2023/2024
Arianna Bassi
E-mail arianna.bassi6@studio.unibo.it

[Internationalization Coordinator for the Department of
Cultural Heritage \(DBC\)](#)

Professor Maria Angela Vandini
E-mail mariangela.vandini@unibo.it
Phone Number [+39 0544 9 36 776](tel:+390544936776)

Contact Person for the various destination exchange
=> Check the table+ AlmaRM when the Call comes out.

**Erasmus Student Network (ESN) >> network of volunteer that
support Erasmus students**

- Official ESN page : <https://www.esn.org/>
- Official ESN Italia page: <https://esn.it/en/who-we-are>
- Closest ESN chapter?? ESN Bologna and ESN Rimini >> [ERAV](#)
[Erasmus Ravenna](#), [candidated section for the ESN network.](#)

International Relations Service

Responsible: **Florence Ciotti**
Staff: Giuliano Bacchi, Chiara Brighi, Celeste Fiorotto

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Office hours

Mondays, Wednesdays and Fridays: 10:00 - 12:00
Tuesday and Thursday: 14:30 - 16:00

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**THANK YOU for
the ATTENTION!**



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI BENI CULTURALI