

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

***I won the Erasmus + Call
...what do I do now?***

5th December 4.00pm – 5.00pm (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)**



I won the Erasmus + Call ...what do I do now?

CONTENTS:

- **I won the Erasmus + Call... what do I do now?**
 - 1) Acceptance, Withdrawal and Replacement
 - 2 a) Opening of the AlmaRM personal mobility area + documents for Unibo
 - 2 b) Application + documents for the partner university
- **Looking Closer at...**
 - AlmaRM personal mobility area
 - ESN – Erasmus Student Network
 - L.A. tips >> more in the next seminar
- **Documents**
 - Call for Application 2022/2023 (OLD)
 - Guide for the Selected students 2022/2023 (OLD)
 - Infosheet + website of partner university

I won the Erasmus + Call ...what do I do now?

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
- SUGGESTED STEPS:
 - What can you do now?
 - What can you do AFTER the Call comes out?
- Upcoming meetings and seminars
- Contact Information

1 – ACCEPTANCE, WITHDRAWAL and REPLACEMENT

KEEO in MIND: this INFORMATION comes the CALL for APPLICATION for the ERASMUS + MOBILITY 2022/2023 >> Check the UPDATED information when then new Call will be out!

Acceptance, withdrawal, and replacement

After the deadline for the submission of applications (see the *Deadline Calendar*), the exchange coordinator will evaluate applications and submit the ranking to the UNIBO offices, which in turn will publish them online via AlmaRM.

After these lists have been published (**10 March 2022**), nominated candidates must confirm acceptance of their exchange places by **16 March 2022, at 1pm** (see the *Deadline Calendar*) via AlmaRM.

NB: even if a candidate will result as eligible on two or three lists, only one exchange place can be accepted and that acceptance will result in automatic deletion from the other lists.

After the acceptance deadline, successful candidates who have not yet confirmed their acceptance will be automatically deleted from the lists and their places will be made available to other students.

An updated list will then be published (**17 March 2022**) and followed by another acceptance period for the available mobility placements, with **deadline 23 March, 2022 at 1pm**.

From 24 March 2022 students resulted to be successful after the second acceptance period will be automatically notified via email that they can accept the exchange place. Even in this case the acceptance must be done online through AlmaRM: further information about the acceptance procedure will be available in the automatic email. **The deadline to accept the place after receiving the automatic email is March 30th 2022 at 1pm.** Students are warmly suggested to pay close attention to deadlines and regularly check their institutional email inbox (@studio.unibo.it – spam folder included). After the last acceptance deadline of **March 30th 2022**, successful candidates who have not yet confirmed their acceptance will be automatically deleted from the lists.

1 – ACCEPTANCE, WITHDRAWAL and REPLACEMENT

Please note that during the acceptance phase, the student is required to indicate the preferred mobility period (whole academic year, first semester, second semester).

WARNING:

- **If the mobility period consists of more than 6 months and the student chooses second semester**, the period and the grant will be reduced to 6 months automatically;
- **Students awarded with an exchange period for their first year of master** (laurea magistrale) will be allowed to accept second semester only, and the period and the grant will be reduced to 6 months automatically;
- **Students enrolled at a first year of a double/multiple/joint master degree** with a mobility organised for the first semester of their first year will have to report their situation via email at erasmus@unibo.it after having accepted the exchange place: the office will correct their period (and grant), allowing them to leave for the first semester or, eventually, for the whole academic year, as foreseen by the exception mentioned at page 4, point 6.

1 – ACCEPTANCE, WITHDRAWAL and REPLACEMENT

Lists of eligible candidates reviewing

The Mobility for Study Office will review the lists of eligible candidates **within 31 July, 2022**, if:

- A partner Institution offers more vacancies, in a defined study field, than those available in the call, even after the online publication of the lists;
- An eligible candidate, who previously accepted the mobility position, releases the place after withdrawal.

The eligible candidates will result to be successful, after the lists reviewing, **will be automatically notified via email that they can accept the exchange place.**

Even in this case, the acceptance must be done online through AlmaRM: further information about the acceptance procedure will be available in the automatic email.

The student will have a limited period of time for accepting the vacancy (usually, within the sixth days after the receipt of the automatic email - before 1.00 pm). Anyway, the official deadline for accepting the vacancy is set in the automatic email.

Students are warmly suggested to pay close attention to deadlines and regularly check their institutional email inbox (@studio.unibo.it – spam folder included).

1 – ACCEPTANCE, WITHDRAWAL and REPLACEMENT

WITHDRAWAL PROCEDURES

Although the Mobility for Study Office nominates the successful candidates (and notifies the partner institute of the students selected), each student is responsible for finding out about the administrative requirements and deadlines established by his/her partner institute. If the student does not do so, s/he runs the risk of rejection by the partner institute.

Students may withdraw from a mobility placement after accepting it by using the AlmaRM application. **Upon determining that it is impossible to benefit from the mobility placement, students must withdraw as soon as possible, preferably by 31 July 2022.**

The lists of eligible candidates will only be reviewed again in relation to the placements released by withdrawals made within the above-mentioned deadline. In all cases of later withdrawal, the mobility placement will remain vacant and it will not be possible to re-allocate it. **The withdrawal will not result in any academic penalty for the students concerned, nor will impact their participation in future calls for applications.**

7. IF YOU WITHDRAW

If you decide to withdraw from the mobility programme after acceptance, you must communicate this via AlmaRM: see **OUTGOING MOBILITY** and click on the **Withdraw** button. Official withdrawal by 31/07/2022 will enable the mobility office to contact the next eligible student on the ranked list.

Note: you can always withdraw from the mobility programme, even if you already started or ended the mobility. However, if you already received the grant, you must refund the total amount.

The request to refund the grant will be sent by email to the student's institutional email address (@studio.unibo.it) with the relevant information.

The withdrawal is a permanent action. In case you formalise your withdrawal onto AlmaRM, your status cannot be reverted anymore.

If you fail to return the ERASMUS+ scholarship within the payment term, your enrolment will be suspended in compliance with Art 13 of the Student Tuition Policy issued with Rector's Decree n. 662/2018, dated 05 July 2018, published in B.U. n. 257, 15 May 2018.

1) CALL for
APPLICATION
2022/2023

2) GUIDA ai VINCITORI
2022/2023

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

DOCUMENT: GUIDE for SELECTED STUDENTS = VERY IMPORTANT!!! >> you can find all useful information there!
([LINK](#))



2022/2023 GUIDE FOR SELECTED STUDENTS **ERASMUS+ PROGRAMME** for EU, UK and Swiss institutions

Issued with Management Order 1515/2022 Prot. n. 56426 dated 10/03/2022, and updated with M.O. N. 3241/2022 ref. 123816 dated 25/05/2022

LANGUAGE

This English version is for publicity purposes only. For resolving any dispute and for all legal purposes only the Italian version is valid.

GUIDE for SELECTED STUDENTS
2022/2023 >> if you win the call for the
2023/2024 mobility you will have access to
the UPDATED version of this guide!

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

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

- -- **FILL IN the LEARNING AGREEMENT (L.A.)** >> it needs to be approved by the contact person of the exchange + the coordinator of your MA
- -- **VISA and HEALTH INSURANCE** >> check what are the requirements in the host country
- -- **MOBILITY AGREEMENT** >> you need to sign it BEFORE your departure and upload it in your personal area on AlmaRM (it will unblock when you upload the first approved version of the L.A.)
 - **KEEP in MIND:** on the agreement there will be some indicative dates for your stay abroad, they are not OFFICIAL, the official date which will be considered (also for the computation of the scholarship) are those written in the *Communication of Arrival and Departure* Document.
- **AFTER ARRIVAL** >> upload the *Certificate of Arrival* document on AlmaRM >> only AFTER it's been uploaded you'll receive the SCHOLARSHIP (100% of the Erasmus + scholarship + 50% of the MIUR funds IF requested)
 - **KEEP in MIND:** funds are transferred by Unibo **ONLY once a month** >> more specific dates and deadlines will be uploaded on the « Guide for selected students 2023/2024 »
 - **ERASMUS + SCHOLARSHIP:** when you come back it will be **COMPUTED** exactly how many days you've been away and the scholarship will then be based on that >> **you MAY be REQUESTED to GIVE BACK some of the funds** you received (since you were given the 100% at the beginning) (not for the MIUR funds >> they are erogated in two moments > 50% at the beginning and the remaining recalculated on the exact days you were on exchange at the end)

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

- -- **ENROLL in the FOLLOWING ACADEMIC YEAR (2023/2024) at UNIBO** >> you are exempted from paying the university fees of the host university, but you STILL have to pay the fees at Unibo
- -- **Test OLS (ONLINE LANGUAGE SUPPORT)** >> in the language of the exchange >> no consequences for the result (only EU statistics), but it's MANDATORY to get the scholarship! ([LINK](#))
 - OLS offers also an **online COURSE** in the language of the exchange which will be available to you DURING your mobility (not mandatory but a good way to practice if you need to)
 - What is MANDATORY is the **test at the beginning and at the end of the mobility** >> you will receive an email with a link and a deadline within which you HAVE TO do the test >> they will also ask you to create OLS credentials to access their platform >> WRITE them DOWN so you REMEMBER them for the final test!!
























UNIBO REQUIREMENTS (after you're selected for the mobility):

- **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!**
- **REQUIREMENTS for EXCHANGES with INTERNSHIP and/or RESEARCH for the THESIS** >> you need to have a tutor/contact person abroad that will confirm the number of hours of internship/research you've done (=sign!) so that you get the credits recognized at Unibo + for the research for the thesis is RECOMMENDED to already have a supervisor in Italy which can follow you.

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

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 Almalaurea	 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	

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

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](#)

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

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](#)

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!

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

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 - 2° 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.

2a – OPENING of the ALMARM PERSONAL MOBILITY AREA + DOCUMENTS UNIBO

-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 records/work: [Arianna BASSI - ToR.pdf](#) Documento validato dagli uffici

2b – APPLICATION + DOCUMENTS for the PARTNER 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

DOCUMENTS: INFOSHEET + WEBSITE of the HOST UNIVERSITY >> you will find there all the information you need

- **NOMINATION** >> in March 2023 (after you've accepted the destination) you will be nominated by Unibo to the partner university
 - Make sure you check whether it has been received or not!
 - Make sure you receive any follow up e-mails or UPDATES by the partner University on your mobility (OR CHECK their WEBSITE!!)
- **APPLICATION** >> deadlines, documents you need to send (passport or ID, passport size photo, etc.)
 - Check whether you have the (possible) extra **LINGUISTIC REQUIREMENTS** and respect the **deadlines** for those as well >> 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!
 - Some university has an **application for the dorm** >> deadline / costs >> are you interested? What is the accommodation situation in that city? Where do the international students usually stay?

NOMINATION + APPLICATION PROCESS

2.APPLICATION PROCEDURE

Nomination and application procedure:

- The Mobility for Study Office sends students' nominations to host universities starting from 31 March 2021, following partners' provisions. Nominated students must then apply to the foreign institution for admission.
- Selected students are responsible for checking the application submission procedures and deadlines and the **specific requirements (linguistic, enrolment, access to degree programmes)** of the host universities, by consulting their websites or contacting them directly.

The Erasmus+ grant is assigned to selected students upon their admission to the foreign institution concerned.

In case of rejection on the partner University, students cannot be placed with an alternative institution, even in case the rejection would be due to COVID-19 restrictions.

Language certification: an increasing number of universities require better than A2 language skills and, in some cases, an international language certificate (e.g. TOEFL or IELTS).

These language certificates, if not handled within the application deadline, cannot be obtained through the University of Bologna: students will have to get them by their selves through private certification centres.

2b – APPLICATION + DOCUMENTS for the PARTNER UNIVERSITY

- **AFTER the ARRIVAL**
 - Get the ***Commination of Arrival*** document filled in and signed (Erasmus office/International office/administration) + **upload it on AlmaRM** to get the scholarship
 - (IF APPLICABLE) **Registration at the host University** >> getting credentials for their online reserved area / the university e-mail account / other?; University card / possible bank benefits / canteen discounts / other?
 - **Welcome events + E.S.N.** = [Erasmus Student Network](#)
 - **L.A. signature** by the host university contact person (if you couldn't do it before) >> usually a professor (not administration)
- **AFTER BEGINNING of the CLASSES**
 - **Check your L.A.**
 - 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?
 - **MODIFY your L.A.** IF necessary

ESN – ERASMUS STUDENT NETWORK

Who we are

ESN Italy, as university volunteer associations' Network, not related to politics and religion, offers its services to foreign students hosted by Italian universities and to Italian agencies interested in exchange programs, and it is itself a no-profit association that pursues all the aims expressed in the Statute and Directives from the International Network which is part.

Therefore it aims to promote university students' mobility in Europe:

- Welcoming and helping foreign students who are spending a study period in an Italian university (through multiple services like housing, tutoring, organisation of cultural and recreational events with the purpose of favor the integration in the university campus);
- Providing an updated information service over European inter-university exchange programs;
- Developing a systematic evaluation of these programs, through the experience of students that have already taken part to.



Currently ESN Italy is formed by 53 Active Sections. These Sections offer a regular office timetable in the structures provided by the universities International Relation Offices or Foreign Relation Offices they hold a collaboration with. There is an ESN Section each University. Office timetable can differ in accordance with local needs.

ESN Italy is the administrative body that coordinates all the Sections located on the territory.

CONTACTS:

- 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.](#)

LEARNING AGREEMENT

3. LEARNING AGREEMENT APPROVAL

The Learning Agreement (LA) is the official study plan to be completed abroad (courses, an internship or dissertation preparation). The approval process is carried out on-line via AlmaRM, as follows:

- SUBMISSION of the Learning Agreement by the student
- VALIDATION by the teacher responsible for the exchange
- APPROVAL by the relevant Degree Programme Board (Director)

Issued with Management Order 1515/2022 Prot. n. 56426 dated 10/03/2022, and updated with M.O. N. 3241/2022 ref. 123816 dated 25/05/2022

LANGUAGE

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LEARNING AGREEMENT

Some degree programmes set deadlines for submitting the Learning Agreement and obtaining approval. Check with the relevant office:

<https://www.unibo.it/en/international/incoming-exchange-students/contacts-for-exchange-students-at-unibo/contacts-international-relations-offices>.

Your learning agreement (LA) has to be approved and signed before your departure. It takes a long time to prepare the LA, so start immediately! For further information, consult the instructions found in the Learning Agreement section of AlmaRM.

WARNING: Students enrolled at PhD courses cannot use the online learning agreement procedure through AlmaRM: they will receive via email the L.A. template, due to be filled in, approved by the relevant PhD Board and then re-sent by email at erasmus@unibo.it in order to enable the Erasmus office to upload it in almaRM.

LEARNING AGREEMENT

TIPS

- **WHERE?** On the AlmaRM platform
 - **HOW?**
 - **ONLINE PROCEDURE** >> remember to divide the classes chosen in «**correspondence groups**»
 - **CONTENT** >> check the website of the host university + reach out to the contact person of the exchange in Italy
 - >> **SUGGESTION:** before officially presenting the L.A. on AlmaRM, you could have a conversation about it with the contact person of the exchange (you could also put in copy the coordinator of your MA) going to their office hours or via e-mail.
 - **GENERAL INDICATIONS** (not mandatory for UNIBO)
 - **CREDITS** >> usually **1 semester = 30 credits ; 2 semesters = 60 credits max** >> more than this would be very hard to manage
 - **REMEMBER:** to have your mobility recognized and receive the funds >> you need to have passed at least **ONE** activity at the host university
- CHECK** whether the host university has any specific requirement on the matter

LEARNING AGREEMENT

AMMENDING the L.A.

- 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)
- **AMMENDING the L.A.** >> to ammend the L.A. is **sufficient** to have the **signature of the coordinator of your MA program** (and that of the contact person in the host university if requested by them to approve the change) >> the procedure is done **independently by the student ONLINE**.
 - BUT it's always recommended to **send an email** to inform the coordinator about the change (on top of doing the modifications online), including a **brief explanation** of the reasons for the change.
 - It's also recommended to put in copy in such email the **CONTACT person of the EXCHANGE** (in Italy) >> in this way everyone will be up-to-date with the information about your exchange.

WHO does WHAT? ADMINISTRATION vs. CONTACT PERSON of the EXCHANGE

- **ADMINISTRATION** >> they help you with the technical procedures and the step you need to follow + they can also guide you with the online process (for technical issues with the computer/the page that it's not uploading, it's best to reach out to the technical assistance service of Unibo, CESIA).
- **CONTACT PERSON** >> selection process/interviews + support on the CONTENT of the L.A. >> *can this exam correspond to that one??* >> **always write to them to have support on this part!**

LEARNING AGREEMENT

DON'T PANIC!

- The L.A. can be 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 amendments 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.
- **SUGGESTION**: if you have uploaded the first version of your L.A. and it has been approved and validated >> then, before your departure, **you receive from the host university further information and you discover that you will need to change a few things in your L.A.** >> our suggestion **is to WAIT** until you're there to make any changes, so if you discover you need to change other things you can do everything in one change.

DEDICATED SEMINAR on the L.A. >> «Learning Agreement: do's and don't's»
WHEN? Monday 12th December 2022, 5.30pm – 6.30pm (ENG)

**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 »](#)



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 Almalaurea



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

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 BUCURE09	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 EGALEO02	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	GHELFÌ 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	MARQUETTI	marco.marquetti@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/faculty (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**

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 **ceck 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 & SEMINARS

UPCOMING MEETINGS and SEMINARS

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)



ONLINE OFFICE HOURS - TEAMS

- 7/12 | h. 5.00 pm – 6.00 pm
- 13/12 | h. 10.00 am – 11.00 am
- 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.

International Relations Service

Responsible: **Florence Ciotti**

Staff: Giuliano Bacchi, Chiara Brighi, Celeste Fiorotto

Address

via Baccarini 27, 48121

E-mail

campusravenna.internazionale@unibo.it

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+39 0544 936258 / +39 0544 936512

DIRI - Relazioni Internazionali - Settore Area Geografica Europa - Ufficio Mobilità per Studio

Helpdesk: Palazzina della Viola, Via Filippo Re 4 - 40126 Bologna.

Mail: Via Zamboni 33 - 40126 Bologna

Office hours

Mondays, Wednesdays and Fridays: 10:00 - 12:00

Tuesday and Thursday: 14:30 - 16:00

E-mail

erasmus@unibo.it

Telephone

+39 051 2088100

**THANK YOU for
the ATTENTION!**



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI BENI CULTURALI