



ALMA MATER STUDIORUM
UNIVERSITA DI BOLOGNA

2023/2024 GUIDE
FOR SELECTED STUDENTS
ERASMUS+ PROGRAMME
for EU, UK and Swiss institutions

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LANGUAGE

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

INDEX

CHECKLIST	1
BEFORE LEAVING	2
1. VISAS AND HEALTH INSURANCE	2
2. NOMINATION PROCEDURE	3
3. APPLICATION PROCEDURE	3
4. LEARNING AGREEMENT APPROVAL	3
5. UPLOADING THE MOBILITY AGREEMENT	4
6. RENEWING YOUR ENROLMENT AT UNIBO	5
7. ONLINE LINGUISTIC SUPPORT (OLS)	5
8. IF YOU WITHDRAW	7
WHILE ABROAD	7
1. CERTIFICATE OF DATES	7
2. UPLOADING THE LEARNING AGREEMENT	8
3. AMENDING THE LEARNING AGREEMENT	8
4. EXTENSION REQUESTS	8
5. ATTENDANCE CERTIFICATE	9
6. TRANSCRIPT OF RECORDS (ToR)	10
UPON YOUR RETURN	11
1. CERTIFICATE OF DATES & QUESTIONNAIRE	11
2. REQUEST FOR RECOGNITION	11
FUNDINGS	13
HOW THE PAYMENT IS MADE	15
TIMING OF PAYMENTS	15
1. Delivery of the grant at the beginning of the mobility period	15
2. Calculating the balance of the grant after return: grants and partial refunds	17
FULL GRANT REPAYMENTS	18
CONTACTS	18
ATTACHMENT	19

This guide contains useful information for Erasmus+ Studies 2023/24 exchange winners. The document 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 an in presence mobility period of at least **60 days** or, for students enrolled at a PhD course, in case of short mobility, between 5 and 30 days.
- obtain **recognition of at least one learning activity** completed at the host institute;
- complete your mobility period between **01/06/2023** and **31/07/2024**.

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 of 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 2023/2024 academic year

WHILE ABROAD

- Upload your **certificate of dates** – **with the date when the mobility starts** (signed and stamped by the host university) in AlmaRM
- Upload your **Learning Agreement with three signatures: UNIBO, host university, student**
- If necessary, amend your Learning Agreement via AlmaRM
- You can request an extension of your study period
- Have 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** on AlmaRM
- Submit your **request of recognition** of the exams and/or other activities completed abroad
- Complete the “**Erasmus+ participant report**” after receiving the email invitation to do so

BEFORE LEAVING

1. VISAS AND HEALTH INSURANCE

1.1. Students who are EU citizens

In order to stay in an EU country, you just need your **identity card**. Check that it has not expired and will not expire while you are abroad.

For healthcare in EU countries, you will need a **European Health Insurance Card - EHIC**, which can be used in different ways depending on your destination country. Before leaving, please check with your host institute on how to use the local health services.

Note: European Economic Area countries (Iceland, Norway and Liechtenstein), Turkey and the Republic of Northern Macedonia (as EU candidate countries), UK and Switzerland do not have the same entry rules as the 27 EU member states. If you have been awarded an Erasmus+ exchange place in one of the above countries, you must contact/visit **the host country Embassy or Consulate well in advance** to check the administrative requirements to be completed before you leave (visa, residence permit, healthcare, etc.).

1.1.1. SPECIAL WARNING FOR STUDENTS SELECTED FOR UK DESTINATIONS

Despite being no more an EU member state, **UK is still part of the Erasmus+ program** as Partner country, which means that UK destinations follow the same mobility and financial rules of the EU destinations.

Nevertheless, entry rules to the UK are different: students (EU and non-EU citizens) are warmly recommended to get in touch as soon as possible with UK diplomatic institutions (embassies/consulates) in order to get more and updated information about **VISA and health insurance**. Some information may be sent to selected students directly by the UK universities once the application procedures are completed. Meanwhile, official and updated information are available at the following page: <https://www.gov.uk/check-uk-visa>

ATTENTION NOTICE: VISA and health insurance fees, along with other costs related to the entrance to the UK or to the acceptance by the UK University will not be covered by the University of Bologna.

1.2. Students who are not EU citizens

If you are a **NON-EU** citizen enrolled at the University of Bologna, you must visit **the host country Embassy or Consulate well in advance** to check the requirements to be completed before you leave (visas, residence permits, healthcare, etc.). If requested for visa purposes by the Consulate, you can download the certification attesting that you have been awarded an exchange place directly from your AlmaRM profile at Step 1. Please also check the deadline for submitting your application form, as some foreign institutions have different deadlines for non-EU students.

WARNING: We suggest students in need of **release/renewal of Italian permit of stay** to start well in advance the procedure before leaving for the Erasmus destination: some universities ask for a copy of the valid permit of stay already during the application phase and the procedure for the permit of stay release/renewal can last several months.

2. NOMINATION PROCEDURE

The nomination procedure is in charge of the Mobility for Study Office that sends the student's nomination to the host University starting from 31 March 2023 and **in any case within the deadline set by the host University**, following partners' provisions.

The selected students must **check their institutional @studio.unibo.it regularly** as the Mobility for Study Office might require additional information needed for nomination procedure, such as identity document details, language certifications, campus or degree programme choice, etc.

3. APPLICATION PROCEDURE

The application procedure is responsibility of the selected students who are responsible for submitting the application after checking the application submission procedures, deadlines and **the specific requirements (linguistic, enrolment, access to degree programmes)** of the host universities, consulting their websites or contacting them directly.

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

In case of rejection of the partner University or cancellation of the mobility, students cannot be placed to an alternative institution.

Language level certification: an increasing number of universities require higher than A2 language level 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 themselves through private certification centres.

4. 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)

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

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

Your learning agreement (LA) has to be approved by the Degree Program Board and signed before your departure. For further information, consult the instructions available in the Learning Agreement section on AlmaRM.

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

It takes a long time to prepare the LA, so start immediately!

5. UPLOADING THE MOBILITY AGREEMENT

The Mobility Agreement governs the principal rights/duties of Erasmus+ students during the mobility period.

All students must read, complete, print and sign the mobility agreement **BEFORE LEAVING**. Here, **you will be asked to provide your bank account details, which will be used to deliver the scholarship (the student must be owner or co-owner of the bank account).**

Upload just one pdf file (max 2 Mb) consisting of a **completed and signed** “**Mobility Agreement**” to your AlmaRM homepage. Signing your Mobility Agreement implies the acceptance of the LA approved by your Degree Programme Board. **Please, be aware you must upload all the pages of your mobility agreement!**

Note: you will be able to sign the mobility agreement only once your approved learning agreement (.pdf version) is uploaded onto your AlmaRM homepage by the [relevant offices](#).

5.1. Mobility Start/End Dates and Duration

The host institute will establish the mobility start date. You are responsible for obtaining this information. If the foreign institute does not provide precise details, you must decide based on the start date for lectures.

The mobility period envisaged in the mobility agreement might not coincide with the duration of the semester at the host institute:

- There is no need for authorization if you have to come back early with respect to the duration indicated in the contract; upon your return and based on your attendance certificate, the mobility office will inform you about the grant repayment due for the mobility period not used.
- If, on the contrary, the semester in question is longer than the number of study grant months assigned via the call for applications, students must request for an extension via their AlmaRM profile before the foreseen end of the mobility.

Note: as stated in the Erasmus+ mobility for studies 2023/2024 call for applications, if you were selected for an annual exchange and you accepted the position only for the first or second semester, the duration of your exchange was automatically reduced to 6 months.

Please, consider that the expected duration of your mobility is defined by the vacancy you applied for. The actual duration of your mobility might be different and will be calculated on the dates stated onto your attendance certificate. The scholarship will be re-calculated at the end of your exchange on the actual duration.

The mobility could be performed entirely abroad (in presence mobility) or, if allowed by the academic offer and by the host institution, partially on a remote mode without reaching the Country where the host institution is located (virtual mobility), resulting in the so-called “**blended mobility**”. In this case only the mobility period performed in a in presence mode (that is the one carried out abroad, regardless of the methods of teaching) will be financed, according to the rules listed in the Mobility Agreement. We remind you that the in presence mobility period cannot be less of 60 days and that the blended mobility must be agreed (at the level of Learning Agreement and Mobility Agreement) before the start of your exchange.

6. RENEWING YOUR ENROLMENT AT UNIBO

Mobility students are required to renew their enrolment at UNIBO for the 2023/2024 academic year (and to pay the relevant tuition fees) by the set deadlines.

If you submitted a “**future career**” application and will leave as a student enrolled in the first year of a second-cycle degree programme, you must formalise your enrolment in the second-cycle degree programme before leaving. In addition, you can only leave in the second semester.

ATTENTION NOTICE: you will have to enrol at the second cycle degree program you have indicated in the application, or another one listed in the exchange offer. Otherwise, you would not be eligible anymore for the exchange and will be asked to withdraw from the exchange program.

Students enrolled in a double/multiple/joint second cycle Degree course can leave during the first semester of their first year, only if this is mandatory in order to get the double/multiple/joint title. Students must give proper communication to erasmus@unibo.it, after accepting the exchange place.

Erasmus+ students do not have to pay tuition fees to the host university.

7. ONLINE LINGUISTIC SUPPORT (OLS)

The Erasmus+ program provides students with the so-called Online Language Support (OLS), i.e. the possibility of using an online platform that allows students with Erasmus+ status and scholarship to evaluate and strengthen their language skills.

Use of the OLS platform is foreseen to:

- allow participants to increase their linguistic knowledge, so that they can get the most out of the Erasmus mobility period;
- use a linguistic support, such as the OLS, accessible in a fluid and simple way which allows to promote language learning and linguistic diversity.

Participants will have the opportunity to improve their language skills by taking online language courses before and during their stay abroad. Assessment tests and “communities of learners” are available in 29 languages (24 official EU languages + the languages of Erasmus+ associated Countries). Online courses for 24 languages are available from level A1 to B2. More courses will be gradually included in 2023 to reach all levels for the 29 languages. In addition to that, students have the opportunity to communicate with each other through the OLS forums.

To take the test and attend language courses, students must register on the [EU Academy](#) platform.

Students with Erasmus+ status are required to take the pre-departure OLS test.

8. IF YOU WITHDRAW

If you decide to withdraw from the mobility programme after the acceptance, you must communicate this via your AlmaRM profile: see **OUTGOING MOBILITY** and click on the **Withdraw** button. Official withdrawal by **30/06/2023** will enable the mobility office to contact the next eligible student in the ranking list.

Note: you can always withdraw from the mobility programme, even if you already started or ended the mobility. However, if you have already received the grant, you will be required to 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 May 2018, published in B.U. n. 257, 15 May 2018, and subsequent modifications.

WHILE ABROAD

1. CERTIFICATE OF DATES

As soon as your mobility starts, you must register it with the relevant office and request the issue and signature of the "**Certificate of Dates**" that officially confirms the start date of the mobility period.

You can download the certificate from the "**Arrival Communication**" section of your AlmaRM homepage; **this function is only available if you have uploaded your Mobility Agreement and you have it duly approved.**

DEADLINE: Upload your signed and stamped certificate of dates to AlmaRM within one week after the start of the mobility period. Uploading the certificate activates the scholarship **payment procedure. The payment of the grant is foreseen exclusively for the days of physical mobility. Consequently, if your mobility is blended and starts remotely, the payment of the scholarship will be activated only after the upload of the certificate of arrival to the host institution.**

Each student is responsible for checking that the date certified by the host university is correct. No changes and/or corrections are possible after the certificate has been uploaded.

2. UPLOADING THE LEARNING AGREEMENT

If there is no need to amend it, print the Learning Agreement approved by your Degree Programme Board from AlmaRM, **get the host University signature and stamp** and then sign and upload the document onto AlmaRM in pdf format.

Note: Only the uploading and validation of a Learning Agreement that has been approved and signed by the University of Bologna, the host university and you (the student) will allow you to upload the certificate attesting the end of your mobility. This step is required in order to properly accomplish the “**After Returning**” paperwork.

Should you need to amend your Learning Agreement, please wait and request the foreign institute to sign the amended Learning Agreement **ONLY AFTER** it is approved by your Degree Programme Board. **Then upload the final version of the Learning Agreement approved and signed by all parties.**

3. AMENDING THE LEARNING AGREEMENT

You can amend your Learning Agreement for a maximum two times, by repeating the process followed when preparing the initial Learning Agreement (see the “LEARNING AGREEMENT APPROVAL” section).

We recommend to amend your Learning Agreement within 5 weeks from the start of the lectures at the host University. The Degree Programme Board shall notify you of the approval (or rejection) of the new Learning Agreement within two weeks of the request submission date. Please check the deadlines set by your Degree Programme Board by contacting the [relevant office](#).

4. EXTENSION REQUESTS

You can request a study period extension by following this **PROCEDURE**:

- If the host university agrees to the extension, obtain a signature of the “**Request for Extension**” form, which can be downloaded from the REQUEST FOR EXTENSION section of AlmaRM.
- upload the completed and signed document in pdf format onto AlmaRM at least one MONTH prior to the expected end of your mobility period

Before applying for an extension, an informal agreement with the UNIBO academic coordinator is highly recommended.

DEADLINE: the extension **should** be requested up to one month prior to the mobility end date initially planned at the time of leaving.

WARNING: Authorised extensions will prolong your Erasmus+ status and will give you the right to funding (both EU and MUR scholarship, if foreseen).

The grant related to the extension period will be paid at the end of the whole mobility period.

Extensions carried out without prior authorization will also contribute to the calculation of the 12/24 months available per study cycle as per the Erasmus+ rules, but will not give the student the right to receive funding for the additional period carried out without authorisation.

Note: Extension requests might be refused if the total number of months of Erasmus+ in presence mobility exceeds the 12-24-month limit for each cycle.

In all cases, the Erasmus period must end by 31 July 2024.

5. ATTENDANCE CERTIFICATE

At the end of the mobility period, before leaving the host institution, you must have the final attendance certificate signed and stamped by the Host University. The document states the official and actual end date of your mobility period.

You can use the form available on AlmaRM, under the “**ATTENDANCE COMMUNICATION**” section, or another form on the partner University's letterhead that has been duly completed and signed and which contains the same information you can find in the UNIBO form. The return certificate must be uploaded onto AlmaRM in pdf format.

Please bear in mind that **the minimum duration allowed is 60 days of physical mobility**. Eventual virtual mobility periods do not contribute to the 60 days requested by the Erasmus+ program to make your mobility eligible for funding. **PhD students can perform short mobility periods, lasting between 5 and 30 days.**

The grant amount is calculated according to the dates certified for the mobility in presence by the host university as stated on the final attendance certificate. You are responsible for checking these dates before uploading the document on AlmaRM. No subsequent changes and/or corrections to this document will be allowed.

Note: if your mobility in presence end date is 1 to 5 days before the expected end date of your exchange, your mobility period will be fully funded, i.e.:

- Expected duration of your mobility period: 6 months
- Start day of your mobility as stated on the arrival certificate: 01/11/2023
- End day of your mobility as stated on the attendance certificate: 25/04/2024
- Actual duration of your mobility: 5 months and 25 days (175 days)
- Financed duration of your mobility: 6 months (180 days)

6. TRANSCRIPT OF RECORDS (ToR)

At the end of your exchange period, you must obtain information from the international relations offices of the host university about the **Transcript of Records - ToR** (the certificate stating the learning activities completed by you, together with the related credits and grades). The ToR is needed to obtain the **recognition of the activities** you have successfully completed. Many host universities send the ToR directly to students, or to the International Relations Offices of UNIBO, after a few weeks. In the latter case, you will be informed by email. In both cases, you are responsible for **requesting** the issue of the ToR to avoid delays in the recognition of your credits.

The hosting University should issue ECTS table and grading scale together with your ToR; if not, we suggest you to ask for them. Those tools, in fact, can be very useful to the relevant UNIBO coordinator during the grade conversion process. For information regarding credits recognition you should refer to the [International Mobility Office of your study field](#).

Students performing **dissertation preparation activities** will be allowed to ask for their recognition even in case no ECTS would be foreseen by the host/home institution. The work should be certified by a letter, on headed paper and written by the academic tutor of the host university, containing the description and the evaluation of the activity performed by the student.

Also, students enrolled at PhD courses must ask for a document describing the research activity performed at the host institution, even if this activity would not imply any ECTS recognition: the activity itself should be recognized by the PhD Board.

UPON YOUR RETURN

1. CERTIFICATE OF DATES & QUESTIONNAIRE

Upload the “**Final Attendance Certificate**” (see point 5 above) in pdf format to AlmaRM in the “RETURN COMMUNICATION” section.

DEADLINE: within 15 DAYS after the mobility period end date. In any case, **no later than 21 August 2024.**

Complete the online questionnaire (Erasmus+ participant report) that is sent to your institutional email address a few weeks after your return. The online questionnaire will be automatically sent from an EU institutional email address (replies-will-be-discarded@ec.europa.eu) and the subject line of the email will be “**Erasmus+ participant report**”. The automatic sending is carried out by the EC system only once the Mobility for Study Office has carried out the monthly data upload required by the European Commission. Data uploading typically takes place on a monthly basis, starting from January 2024 and up to 4 September 2024, during the last week of the month, and contains all the mobilities with a return validated by the day of uploading. Immediately after uploading the data, the Mobility for Study Office sends students whose mobilities have been uploaded to the system an email informing them of the successful upload and pre-alert them on the receipt of the automatic email, which usually occurs within the following 72 hours after the upload of data. After receiving the email from the office, it is advisable to check your institutional mailbox, paying particular attention to junk mail.

DEADLINE: within the deadline indicated in the automatic email requesting completion of the questionnaire.

2. REQUEST FOR RECOGNITION

Your Degree Programme Board is responsible for recognising the activities completed abroad. For information and/or support, please contact the [relevant office](#).

Procedure:

- upload the **Transcript of Records** (or the certificate confirming preparation of the dissertation/internship) to the relevant section of AlmaRM
- submit the **request for recognition** via AlmaRM, following the related instructions shown on AlmaRM

Students enrolled at PhD courses, as for the Learning Agreement, won't be able to use the AlmaRM online procedure for the request for recognition. They are asked to send the approval of their PhD Board and the final letter provided by their academic tutor at the host university to the Erasmus Office (erasmus@unibo.it). The Erasmus Office will upload it on AlmaRM in order to finalize the procedure.

DEADLINE: 4 September 2024, unless your Degree Programme Board has specified an earlier deadline.

Note: Please remember that if you do not obtain recognition of at least one learning activity (exams, an internship or dissertation), your study grant could be revoked and you could have to return the entire amount received. Accordingly, it is necessary to request for the recognition for your dissertation research, even though no credits are involved.

FUNDINGS

The Erasmus + funds are granted automatically to all the students selected for an EU exchange place, without any further application.

However, students can apply for the MUR additional contribution, which is calculated on your Equivalent Financial Situation Indicator – ISEE.

The Erasmus+ grant is paid in a lump sum comprising the total of all monthly amounts envisaged for the exchange period and consisting of a grant from the European Union and a supplement by MUR (if foreseen):

The European Union grant is €350/300/250 per month, depending on the destination country:

- **€350 per month for group 1** (high cost of living): Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway, Switzerland
- **€300 per month for group 2** (medium cost of living): Austria, Belgium, Germany, France, Greece, Spain, Cyprus, Netherlands, Malta, Portugal
- **€250 per month for group 3** (low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Republic of Northern Macedonia, Turkey.

The MUR grant will be calculated based on your Equivalent Financial Situation Indicator – ISEE (pursuant to Ministerial Decree 1047/2017). The first 50% of this grant will be paid at the same time as the Erasmus+ grant. The remaining 50% of the MUR grant will be paid at the end of the mobility period (lasting at least 60 days of physical mobility).

Please find below the table with the monthly amounts to be awarded as MUR additional contribution to the Erasmus + grant, according to the ISEE range, as indicated by the Ministerial Decree 1047/2017:

ISEE RANGE	MUR ADDITIONAL CONTRIBUTION AMOUNTS X MONTH ¹
ISEE ≤ 13.000	€ 400,00
13.000 < ISEE ≤ 21.000	€ 350,00
21.000 < ISEE ≤ 26.000	€ 300,00
26.000 < ISEE ≤ 30.000	€ 250,00
30.000 < ISEE ≤ 40.000	€ 200,00
40.000 < ISEE ≤ 50.000	€ 150,00
ISEE > 50.000	€ 0

¹ As deliberated by the Academic Boards on May 29th, 2018

Further and detailed information about the procedure to be followed in order to obtain the MUR additional contribution and its deadlines, are available in the attachment to this guide, at page 18.

WARNING: STUDENTS WHO DO NOT SUBMIT ISEE PAPERWORK, WHO DO NOT COMPLETE THE ECONOMIC DATA SECTION OR WHO DO NOT SEND THE DOCUMENTATION CONCERNING INCOME AND ASSETS ABROAD WITHIN THE DEADLINES, THOSE WHOSE ISEE CALCULATION IS HIGHER THAN €50,000; AND THOSE ENROLLED AS “FUORI CORSO” FROM THE SECOND YEAR ONWARDS, REGARDLESS OF THEIR ECONOMIC SITUATION, WILL NOT RECEIVE THE MUR ADDITIONAL CONTRIBUTION, BUT ONLY THE REGULAR ERASMUS+ GRANT.

The whole grant is calculated based on the actual period spent abroad, from the arrival date to the departure date indicated on the certificate of dates.

Please, do remember that the first instalment you will receive is based on the expected duration of your mobility (defined by the vacancy you applied for) stated onto your mobility agreement and might not coincide with the actual duration. Consequently, if it turns out that the actual duration is less than the expected duration of mobility, you may also be asked to repay part of the first instalment. Please note that periods of virtual mobility (learning activities carried out remotely without reaching the country where the partner university is located) are not funded and do not contribute to the calculation of the minimum of 60 days of mobility envisaged by the Call.

Please bear in mind that the funding for the eventual approved extension will be paid at the end of the mobility period.

The duration is calculated using the commercial year of **360 days**, i.e. regardless of its actual duration, each month is considered to have **30 days**.

If a period of mobility does not correspond to a whole number of monthly payments, the grant will be calculated by multiplying the number of days attended in the incomplete month(s) by one thirtieth of the monthly amount (total days x daily rate), rounding it up/down to the nearest whole number.

In any case, both the Erasmus + grant and the MUR additional contribution will be paid only after the departure, after uploading the start of mobility certificate duly signed by the host institution, and will be calculated according to the financial rules that will be available further ahead.

SHORT MOBILITY GRANT (ONLY FOR PHD STUDENTS): In case PhD students would opt for a short mobility, the grant amounts will be different from the regular grant amounts described above. Further information will be sent directly to the interested participants.

GREEN TRAVEL: The new Erasmus+ program foresees the “green travel support” for participants taking sustainable and environmentally friendly means of transportation to reach (and return from) the mobility destination. For the a.y. 2023-24 the participants eligible to this contribution, which consists in a **una-tantum fixed amount of 50,00 euros**, are those who will take train(s) or bus(es) to reach and to return from the mobility destination. In order to get the green travel support, participants will have to upload, at the end of their mobility, the relevant invoices/tickets for the mean(s) of transportation used in the dedicated section on AlmaRM.

The contribution will be paid at the end of mobility after the grant recalculation on the basis of actual duration.

HOW THE PAYMENT IS MADE

Payment is made ONLY by **credits (wire transfers) to bank or postal current accounts** (you must be the holder or joint holder) or **prepaid cards that have an IBAN**.

You will be asked to provide your bank account details when filling in your mobility agreement.

Prepaid cards must allow for credits equal to the amount of the grant. You are responsible for checking with your bank to find out the maximum amount that can be sent to your card by credit transfer. If your grant exceeds this limit, the payment will not be successful.

Postal savings books are not accepted, even if they have an IBAN number, because they cannot receive money transfers.

Your bank details must be submitted via AlmaRM.

Note: Please ensure you provide the correct IBAN (both the code and the name of the account holder). **If incorrect, any bank charges for unsuccessful transactions will be charged directly to you.**

TIMING OF PAYMENTS

1. Delivery of the grant at the beginning of the mobility period

Erasmus+ students will receive both the EU grant and the first part (50%) of the MUR grant (if foreseen considering the ISEE value and the date in which it has been presented – see the attachment) at the beginning of their physical mobility.

The scholarship is calculated considering the total number of months established in your mobility agreement. It will be delivered after you upload your certificate of arrival.

The timing of the payment depends on when the certificate of arrival is uploaded, i.e.:

CERTIFICATE OF ARRIVAL UPLOADED ON ALMA RM BY	DATE OF PAYMENT
12 September 2023	29 September 2023
11 October 2023	31 October 2023
13 November 2023	30 November 2023
30 November 2023	mid of December 2023
12 February 2024	29 February 2024
11 March 2024	29 March 2024
11 April 2024	30 April 2024
13 May 2024	31 May 2024

Please note: Payments will not be issued in January, consequently, students who upload the certificate of arrival after 30 November 2023, but before 12 February 2024, will receive the scholarship at the end of February 2024.

2. Calculating the balance of the grant after return: grants and partial refunds

Following the upload on Alma RM of the certificate attesting the end date of your mobility (before 21 August 2024), the Mobility for Study Office will recalculate the scholarship amount based on the actual period of physical mobility spent abroad.

If you received the MUR contribution based on your ISEE and/or “green travel” contribution, the calculation of the balance will take them into account. Thus, the amount you must return to UNIBO will be balanced with the amount UNIBO must deliver to you.

If the balance is positive, UNIBO will deliver the remaining part of the grant to the bank account you entered in AlmaRM (please check it and modify if necessary).

Otherwise, if the balance is negative, we will send official notification by email to your institutional email address (@studio.unibo.it) with the relevant information for the partial refund of the grant.

The procedure for re-calculating the amounts due, requesting partial refunds and paying balances will be carried out monthly after the submission of the certificate attesting the end date of the mobility (**deadline: 21 August 2024**).

The timing depends on when the certificate attesting the end date of the mobility is submitted via AlmaRM i.e.:

CERTIFICATE ATTESTING THE END DATE OF MOBILITY UPLOADED ON ALMA RM BY	REFUND REQUEST OR THE PAYMENT OF BALANCE BY
12 February 2024	29 February 2024
11 March 2024	29 March 2024
11 April 2024	30 April 2024
13 May 2024	31 May 2024
13 June 2024	28 June 2024
11 July 2024	31 July 2024
21 August 2024 (deadline for uploading the certificate attesting the end date of mobility)	30 September 2024

No payment/request of refund will be performed in August 2024.

If you fail to return your Erasmus+ scholarship balance due 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 May 7 2018, published in B.U. n. 257, 15 May 2018.

Please note: in January and August the payment procedures are suspended, but the monthly allowances for these two months will be paid anyway, in the first following months in which the payments procedure will be running regularly (February, or September).

FULL GRANT REPAYMENTS

If you have already received the Erasmus+/MUR grant and you decide to withdraw from the Erasmus exchange, you must refund the total amount of the scholarship to the University of Bologna, even if your mobility period has already started or ended.

Moreover, you must refund the total amount of the grant (if you already received it) if your Erasmus+ status and scholarship are revoked by the relevant office.

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.

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 7 May 2018, published in B.U. n. 257, 15 May 2018.

CONTACTS

INTERNATIONAL RELATIONS OFFICES (UNIVERSITY OF BOLOGNA)

<https://www.unibo.it/en/international/Studying-abroad/General-information-on-Erasmus/erasmus-office-directory/contacts-international-relations-administration-offices>

ATTACHMENT

MUR ADDITIONAL CONTRIBUTION TO THE ERASMUS+ STUDY GRANT 2023-2024:

deadlines and procedures to submit the ISEE (Equivalent Financial Situation Indicator) declaration and/or the documentation concerning the income and asset situations (for students whose nuclear family has income and/or assets abroad), amounts, payments schedule, categories of students excluded from the additional contribution and further control measures.

The Erasmus + study grant, financed by the Erasmus National Agency, foresees an additional contribution financed by MUR funds (so-called “MUR additional contribution”). According to the Ministerial Decree 1047/2017, containing the regulations to allocate the funds, this additional contribution must be calculated according to students’ ISEE (Equivalent Financial Situation Indicator).

Students selected under the Erasmus+ study call for applications 2023-2024 can submit their ISEE 2023 for services for the right to higher education **starting as of now**, through the ER.GO website (www.er-go.it), section online services, using the SPID credentials. If you cannot apply for them, use your University credentials (@studio.unibo.it). The completion of the **personal and economic data section** is needed in order to submit the ISEE.

ISEE and/or the documentation concerning the income and asset situations submission for the Erasmus + additional contribution will also be valid for the UNIBO tuition fees 2023-2024 calculation.

In particular, the procedure for the submission of the ISEE and/or the documentation concerning the income and asset situations (for students whose nuclear family has income and/or assets abroad) is the same for the UNIBO/MUR additional contribution and for the UNIBO tuition fees calculation, but:

- 1) Students planning to leave for the **first semester/full year**: If they will submit their ISEE, declaration **within June 30th 2023**, they will receive the 50% of the MUR grant with the payment of the EU grant (i.e. at the beginning of their mobility period) and the remaining 50% with the payment of the balance, at the end of their mobility period. Otherwise, if they will present their ISEE **after June 30th 2023**, but within the deadline for the calculation of the tuition fees 2023-2024, they will receive the payment of the total amount of the MUR grant with the balance, at the end of their mobility period;
- 2) Students planning to leave for the **second semester** must present their ISEE certificate within the deadline for the calculation of the tuition fees 2023-2024. These students will receive the 50% of the MUR grant with the payment of the EU grant, at the beginning of their mobility period, and the remaining 50% with the payment of the balance, at the end of their mobility period;
- 3) PhD students selected under the Erasmus + study call for applications are requested to follow the instructions contained in this communication and in the web pages indicated below.

All the information for the ISEE and/or the economic situation for income/assets abroad calculation, and the information about how to fill out the ER.GO online form are available at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees> .

DEADLINES:

TYPE OF STUDENT	DEADLINE FOR SUBMITTING THE ER.GO ONLINE FORM	SUBMISSION OF THE ISEE DECLARATION WITH SENDER'S PROTOCOL NUMBER	DEADLINE FOR COMPLETING THE ECONOMIC DATA SECTION (sender's protocol number and ISEE with annotations)	DEADLINE FOR SENDING ONLINE THE DOCUMENTATION CONCERNING INCOME AND ASSETS ABROAD
Student leaving for the first semester or full year	Friday 30/06/2023	29-30/06/2023	Friday 14/07/2023	Friday 07/07/2023
Student leaving for the first semester, full year* or second semester	30/10/2023 (h.18.00)	29-30/10/2023	Friday 22/12/2023	Monday 20/11/2023
Student leaving for the first semester, full year* or second semester - submission with an extra-charge on the tuition fees amount**	15/11/2023 (h.18.00)	14-15/11/2023	Friday 22/12/2023	Monday 20/11/2023

*Students leaving for the first semester/full year that will present their ISEE after June 30th, 2023 will receive the payment of the total amount of the MUR grant with the balance, at the end of their mobility period.

**Submission of the ISEE within November 15th, 2023 implies the payment of an extra-charge on the tuition fees amount, as ruled by the UNIBO regulations about students' tuition fees, published at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

STUDENTS WHO WILL LACK THE ISEE SUBMISSION, WHO WILL NOT COMPLETE THE ECONOMIC DATA SECTION OR WILL NOT SEND THE DOCUMENTATION CONCERNING INCOME AND ASSETS ABROAD WITHIN THE DEADLINES LISTED ABOVE, WILL NOT RECEIVE THE UNIBO/MUR ADDITIONAL CONTRIBUTION, BUT ONLY THE REGULAR ERASMUS+ GRANT REPORTED AT <http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/contributo-erasmus>

WARNING:

Students whose nuclear family has income and/or assets in Italy

To submit the ISEE students must use the SPID credentials to access the [ER-GO Form](#) and fill in the "Personal Data" and "Economic Data" sections. If you cannot apply for them, use your University credentials.

In the ECONOMIC DATA section, students will have to enter ONLY the INPS protocol number of the ISEE certificate (e.g., INPS-ISEE-2021-XXXXXXXX-00) and will thus be able to view, in real time, the ISEE, ISPE and ISEE certificate equivalence coefficient, obtained directly by ER.GO from the INPS database.

Those who still do not have an INPS protocol number for their ISEE certificate (e.g., INPS-ISEE-2023XXXXXXXX-00) will nonetheless be able to submit and confirm their applications online by entering the sender's protocol number (e.g., CAF000XX-PG0000-2023-N0000000), contained in the RECEIPT issued at the time of the application, but may do so solely during the period **from June 29th to June 30th 2023** (for students leaving for the first semester/full year); **or from October 29 to October 30th 2023** (for students leaving for the second semester, or for those who did not respect the previous deadline). ER.GO will then obtain the details of the ISEE certificate by querying the INPS IT system. Students will be informed by SMS about the availability of the ISEE data and will be asked to confirm them entering again the ER.GO online system **within July 14th 2023** (for students leaving for this first semester/full year) **or December 22nd 2023** (for students leaving for the second semester, or for those who did not respect the previous deadline). Students failing to respect these deadlines will not receive the additional contribution.

If the ISEE certificate contains ANNOTATIONS, the student must contact INPS, a tax assistance center (CAF) or the municipality again to sign a new complete and correct Self Certification (DSU) to replace the version containing omissions or discrepancies. Once obtained the corrected ISEE, it must be submitted to ER.GO by filling in again the ECONOMIC DATA section and entering the INPS protocol number for the ISEE without omissions. This procedure must be done **within July 14th 2023** for students leaving for the first semester/full year and within **December 22nd** for students leaving for the second semester or for those who did not respect the previous deadline. Students failing to respect these deadlines will not receive the additional contribution.

Until the student completes the application, after the information has been obtained from the INPS IT system, the application will not be able to be considered for the payment of the UNIBO/MUR additional contribution.

The **ISEE without specifying a family nucleus** can be presented only if, for at least two years prior to submitting the application, the student has lived independently (in accommodation not owned by a family member) and have earned income of not less than € 9,000 per annum for at least two years.

Students whose nuclear family has income and/or assets abroad

International students with income and/or assets abroad who wish to receive the additional contribution must always and, in any case, follow the guided procedure proposed by the online application within the deadlines listed above.

International students cannot request an ISEE calculation. Instead, they must present the documentation confirming their economic situation and assets issued by the authority competent for the territory in which the income was earned and where the assets are held. This documentation must be translated into Italian and legalized by the Italian diplomatic authorities in the place of origin, or apostilled where required. The application will be complete only if the section of personal and economic data is filled in online, and if the documentation of foreign income/assets is sent according to the deadline specified above and the procedure specified on the web page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/documentation-regarding-the-economic-situation-of-international-students>

However, if your family resides in Italy and receives income and/or owns assets in Italy, you must request the ISEE calculation.

Students whose family has mixed incomes

Students residing in Italy or with Italian citizenship, but who (themselves or a family member) have income or assets abroad, must document foreign income and assets in the same way as international students, even if these values were included in the Self Certification (DSU) submitted (and therefore in the ISEE calculation). Documents must be released by the local authorities, in charge for the territory where the income is produced and the assets owned, and must be translated by a sworn translator and legalized according to the law.

Failing to submit the documentation within the deadlines listed in this communication, late submissions, the submission of incomplete documentation or the submission of documentation not in compliance with the information provided by this communication will result in ineligibility to the MUR additional contribution.

ADDITIONAL CONTRIBUTION AMOUNTS:

The Ministerial Decree 1047/2017 gives the indications about the monthly amounts to be awarded as additional contribution to the Erasmus + grant, according to the ISEE range:

ISEE RANGE	MUR ADDITIONAL CONTRIBUTION AMOUNTS X MONTH ²
ISEE ≤ 13.000	€ 400,00
13.000 < ISEE ≤ 21.000	€ 350,00
21.000 < ISEE ≤ 26.000	€ 300,00
26.000 < ISEE ≤ 30.000	€ 250,00
30.000 < ISEE ≤ 40.000	€ 200,00
40.000 < ISEE ≤ 50.000	€ 150,00
ISEE > 50.000	€ 0

PAYMENTS SCHEDULE

Eligible students will receive the MUR additional contribution as follows:

- Students leaving for the first semester/full year who will present their ISEE declaration within June, 30th 2023: will receive the 50% of the MUR grant with the payment of the EU grant and the remaining 50% with payment of the balance, at the end of their mobility period, according to the rules and schedule available in the Erasmus + students guide.
- Students leaving for the first semester/full year who will submit their ISEE after June, 30th 2023, but within the deadline for the calculation of the tuition fees 2023-2024: will receive the payment of the total amount of the MUR grant at the end of their mobility period, according to the rules and schedule that will be available in the updated Erasmus+ students guide 2023/24. These students will anyway receive the Erasmus+ regular grant at the beginning of their mobility period, according to the rules and schedule that available in the Erasmus+ students guide 2023/24.
- Students leaving for the second semester: will receive the 50% of the MUR grant with the payment of the EU grant and the remaining 50% with payment of the balance, at the end of their mobility period, according to the rules and schedule available in the Erasmus+ students guide.

² As deliberated by the Academic Boards on May 29th, 2018

EXCLUSION CATEGORIES

Students who will be **excluded** from the MUR additional contribution, according to the ministerial decree are:

- a) Those who will lack to submit the ISEE declaration or will not complete the economic data section within the deadlines listed in this communication;
- b) Students with income and/or assets abroad who will not fill out the ER.GO online form (personal and economic data sections) and will not send to Er.GO the complete and compliant documentation concerning their income and asset situations within the deadlines listed in this communication;
- c) Those who hold an ISEE calculation higher than 50.000 €;
- d) Those who will be enrolled as “fuori corso” from the second year onwards at the moment of their departure, regardless of their economic situation.

FURTHER CONTROLS AND LOSS OF THE ADDITIONAL CONTRIBUTION

Further controls on economic situations will be managed by ER.GO on behalf of the University by using the databases involved in the ISEE calculation (i.e. Agenzia delle Entrate and INPS databases).

Self-declarations about economic data of ISEE with annotations and/or omissions will be controlled by ER.GO, even asking students further documentation stating the completeness and truthfulness of self-declared data.

Evidence of untruthful declarations finalized to obtain the UNIBO/MUR additional contribution will lead to its revoke and the student will be asked to refund the sum already received.

For information and clarification regarding compilation of online form, contact ER.GO by telephone at tel. 051 – 6436788 and 051-6436759.