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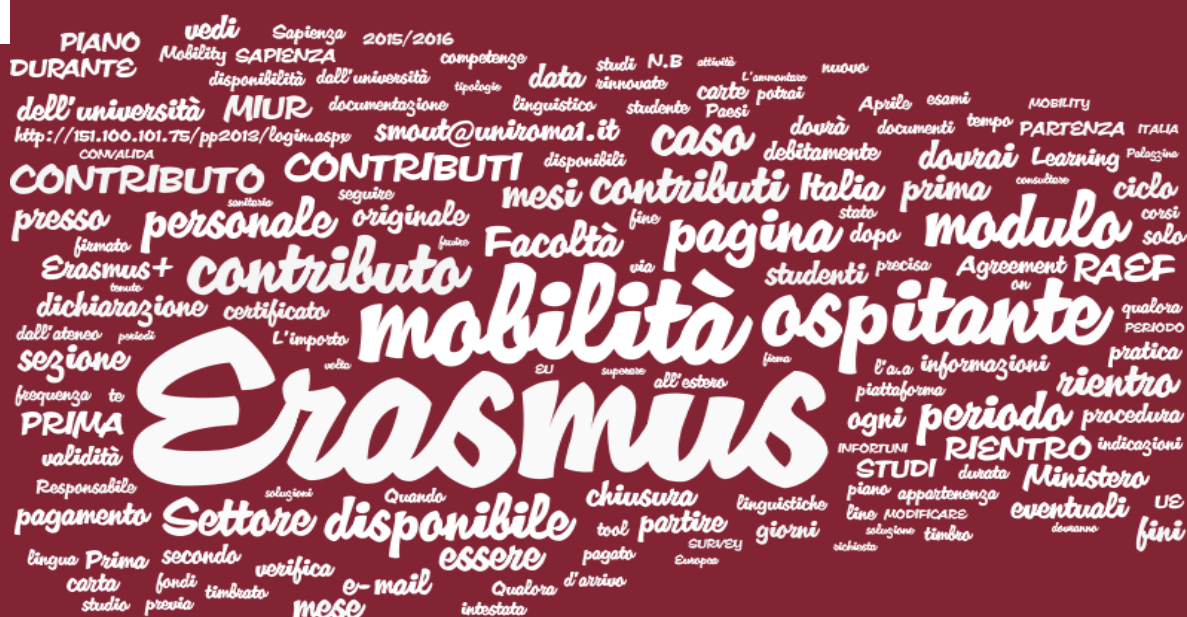


SAPIENZA
UNIVERSITÀ DI ROMA

GENERAL INFORMATION OUTGOING ERASMUS STUDENTS a.y. 2021/2022



Erasmus+





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PREMISE

General Information (available on the [personal page](#)) are intended to support the management of administrative procedures related to the Erasmus mobility, mostly on line through the personal page.

DURATION

In each study cycle the **total Erasmus mobility** for study/traineeship cannot exceed **12 months** (24 months for one-cycle). Thus, students are responsible for what they declared in their application with reference to the Erasmus periods already benefited in the same study cycle also at other universities. **In case of false declaration, students will be required to refund the grant received for not-eligible months.**

MOBILITY GRANTS

Update information about Erasmus grants will be published on the following page:
<https://www.uniroma1.it/it/pagina/esoneri-e-contributi-monetari-gli-studenti-partenza>

Mobility may be launched in "virtual" mode even from Italy/home country, if provided and agreed upon by the host institution, **but only activities carried out abroad can be funded (physical mobility including online lessons, provided the minimum duration is 3 months or 90 days)**, in compliance to the new Erasmus programme.

Any activities carried out in Distance Learning from Italy or the home country will not be funded.

EU DESTINATIONS

Mobility funding **is only provided for periods of physical mobility.**

Grants are provided as follows:

- **Erasmus+ EU grant**, based on the destination country (see contract);
- **Sapienza grant**
 - provided the student is not enrolled as "irregular student" (beyond the allotted time to attain a degree) from the second year onwards (calculation will take into account the initial enrolment year at Sapienza, also in case of transfer to another degree programme).
- **MUR-Fondo Giovani grant**
 - provided the student is not enrolled as "irregular student" (beyond the allotted time to attain a degree) from the second year onwards (calculation will take into account the initial enrolment year at Sapienza, also in case of transfer to another degree programme).
 - to have obtained the online recognition of **at least 6 CFUs (3 CFUs for thesis research only)**, within 6 months from the mobility end date stated



in the certificate of attendance, otherwise students must **return the full amount** of this fund.

These limits are not valid for PhD and Specialisation students.

- to have authorized on INFOSTUD platform the transfer of ISEEU **2021 data**, in accordance with the deadlines provided by the Student Affairs Office, anyway not later than October 30, 2021.

PhD/Specialisation students and students exempt from submitting ISEEU for tuition fees **must anyway request ISEEU 2021** to benefit from MUR additional grant.

Students who cannot obtain ISEEU 2021 (foreign students who are not resident in Italy/ foreign students who are resident in Italy but are not independent and have family residing abroad/ Italian students residing abroad who are not on the AIRE Register of Italians Residing Abroad) must request the ISEE-U parificato 2021 Declaration and submit it to their Student Affairs Office by October 30, 2021.

FUNDING FOR STUDENTS WITH SPECIAL NEEDS

If you are a disabled/special-needs student and you wish to be informed about a possible additional EU grant, please contact the Erasmus Unit or send an email to smout@uniroma1.it.

SWISS DESTINATIONS - SEMP

The mobility grant for students going to Switzerland in a.y. 2021/22 is provided by Swiss Universities. For information about the amount and method of payment it is necessary to contact the Swiss university.

However, students leaving to Switzerland will receive Sapienza and MUR grants based on ISEEU calculation in case they are entitled.

BANK DETAILS FOR GRANT PAYMENT

Students must enter into their [personal page](#), section "Method of payment", data about the Italian current account, for which they are holder or joint holder.



BEFORE DEPARTURE

EXTRA-EU STUDENTS

Before departure for an Erasmus mobility, all extra-EU students must timely enquire at Embassies or Consulates of destination countries about documents required for their stay abroad. Please pay special attention to the expiration of your visa.

ERASMUS CONTRACT

Access the "PRECOMPILED DOCUMENTS TO DOWNLOAD" section of the [personal page](#) and approve the contract by checking for acceptance. Students will later receive a notification message when the Contract is countersigned by Sapienza.



PLEASE NOTE

The contract must be accepted **before departure**, otherwise mobility is not authorized.

LEARNING AGREEMENT (LA)

Your Learning Agreement must be filled on your [Personal page](#). You can select any **Italian exam** that you have **not taken yet** and that is included in your study plan (Percorso Formativo). If you need to add exams, which are not included in your study plan, please change it with the support of your Faculty coordinators.

Any change to the Learning Agreement must be approved by both your [RAM \(Mobility Academic Coordinator\)](#) and the host university before your departure. Any update must be recorded on your [Personal page](#), even in case you have filled in foreign forms, otherwise you cannot start the recognition procedure.

PLEASE NOTE: students must upload to their personal page their **Learning Agreement**, approved online by the RAM, signed by the student and approved by the receiving university with signature and stamp. **OTHERWISE IT IS NOT POSSIBLE TO REGISTER THE DECLARATION OF ARRIVAL AND FILL IN THE CHANGE FORM (if necessary).**

ONLINE LINGUISTIC SUPPORT (OLS).

The Erasmus programme provides that **assignees mandatorily take online assessment tests for language skills before and after their mobility**, except for mobilities to Switzerland.

Based on the OLS test score, students might receive the licence for an online language course, useful to improve language skills for the mobility period.

Modalities about online language tests and course will be communicated to the student's institutional account.



PLEASE NOTE

- **It is mandatory to enrol at Sapienza for academic year 2021-2022 by the deadlines. If you applied during the first study-cycle (Bachelor programme) but you are leaving in the first year of the second study-cycle (Master's Programme), your enrolment must be completed before departure**, which can take place only in the second semester. As an Erasmus+ student you are exempt from the payment of fees at the host university, except for any possible fees required by the partner university for services provided to students.
- **You cannot graduate during the Erasmus period and before the validation of exams or thesis work carried out during the Erasmus period.**

UPON ARRIVAL (PHYSICAL MOBILITY OR VIRTUAL MOBILITY)

PHYSICAL MOBILITY - ARRIVAL CERTIFICATE

The student **arriving** at the host university must:

- print the form **ARRIVAL CERTIFICATE**, from the [Personal page](#)
- fill it and require the host university their signature and stamp;
- send it by email to smout@uniroma1.it together with the **boarding card**, in case of flight or **travel ticket** in other cases.

By 15 days from reception, the student will receive feedback by email.

This procedure guarantees the payment of EU/Sapienza/MUR grants, if the student is entitled, following the above-mentioned methods (see pages 3/4)



PLEASE NOTE

The ARRIVAL CERTIFICATE, and what it declares, is valid only to the purpose of starting the payment procedure.

VIRTUAL MOBILITY - ARRIVAL CERTIFICATE

If mobility starts in **virtual mode from Italy/home country, the student must:**

- print the form ARRIVAL CERTIFICATE, from the personal page, fill in the start date of the learning activity and sign it personally.
- send it by email to smout@uniroma1.it

Later, **when students arrive at the host university**, they must:

- print again the form ARRIVAL CERTIFICATE; fill and require the host university's signature and stamp; email it to smout@uniroma1.it, **together with the boarding card, in case of flight, and/or travel ticket, in other cases.**



DURING YOUR STAY

You might need:

CHANGE FORM (to modify LEARNING AGREEMENT)

In order to modify or add courses not included in your LA, you must fill in the "CHANGE FORM" on your [personal page](#), available only after registration of your arrival certificate and validation of your LA.

After the on-line approval by your faculty RAM, you must:

- print and sign the CHANGE FORM,
- require signature and stamp by the host University
- upload it to the specific section of your personal page.



PLEASE NOTE

In order to prevent problems during the recognition step, students shall verify that the exams listed in the Learning agreement/Change Form correspond to the exams recorded in the Transcript of Records.

REQUEST OF EXTENSION

Any extension of your Erasmus mobility period must be precisely authorized by both sending and receiving universities, at least one month before the end of the Erasmus period as provided by the contract.

To this purpose, students must:

- enter the NEW RETURN DATE on the personal page - section "Request of extension", FIELD "Return Date"
- save, print and sign the form
- obtain signature and stamp of the receiving university
- send the form by email to the Faculty Erasmus Administrative Officer ([RAEF](#)) for approval
- upload it to the specific section of the personal page.

The Erasmus year starts on September 01, 2021 and mandatorily ends on September 30, 2022. Mobility periods cannot exceed 12 months in total, including other mobilities already carried out in the same study cycle.

The grant corresponding to extension periods **will be paid only if the student moves to the host country and in case funding is available**. In case, related information will be provided before the end of the mobility.

For information about learning issues, please contact your Faculty [RAEF](#)



BEFORE RETURNING TO ITALY

CERTIFICATE OF ATTENDANCE

At the end of the mobility, before returning, students must:

- download the certificate of attendance from the [personal page](#)
 - require the partner university to fill and send it directly to smout@uniroma1.it
- The date of issue must be equal or later than the certified End date.

The grant balance will be calculated based on the mobility period stated by the host university in the certificate of attendance.

CALCULATION OF THE MOBILITY

It being understood that mobility funding is only provided for periods of physical mobility, remember that you may calculate the duration of the mobility, in the section “Mobility duration simulator” of the personal page.

TRANSCRIPT OF RECORDS

Students must require the receiving university to send directly to smout@uniroma1.it their **Transcript of Records** (certificate of exams taken) and/or **Declaration of Work** (for thesis or PhD research activities) as soon as available.

Remember that students who do not obtain, within **6 months from the mobility end date** declared in the certificate of attendance, the online recognition (see CREDIT RECOGNITION) of **at least 6 CFUs (3 in case of mobility only for “thesis research) will be required to fully refund the MUR grant.** This provision does not apply to PhD and Specialisation School students.

UPON RETURN

Once the Erasmus Unit (smout@uniroma1.it) receives the documents necessary to certify the Erasmus mobility:

- **Certificate of attendance;**
- **Transcript of Records** and/or **Declaration of work** (thesis research).

Students will receive feedback by e-mail about grants, any missing document and directions to complete the Erasmus administrative procedure, including exam recognition.

Please remember that in order to close the Erasmus procedure students must mandatorily:

1. Validate activities (exams/thesis research) carried out during the Erasmus period before graduation (see CREDIT RECOGNITION).
2. Take the online test on the OLS platform (Online Linguistic Support) to verify the language skills acquired during the Erasmus mobility period, except students who scored C2 in the first test.
3. Take the Erasmus+ Individual Participant Report (EU SURVEY). The invitation email will be sent to your institutional account.



CREDIT RECOGNITION (EXAMS/THESIS)

Only after your certificate of attendance has been received and validated, **the Erasmus Unit will upload the Transcript of Records and/or the Declaration of work**, if already available, thus activating the procedure for the on-line credit recognition. Please take the following steps:

1. You will **receive an email informing** you of the upload of the Transcript of Records/Declaration of work;
2. **Verify** that the document issued by the partner university is **correct**;
3. If it is correct, **validate** your Transcript/ of records/Declaration of work by entering the foreign grades in the specific section of your [personal page](#) and click on "Start recognition procedure";
4. You will receive an **e-mail with a proposal of recognition by your RAM** and you shall send a feedback;
5. Finally, your RAEF will transfer recognised credits directly into the INFOSTUD platform.

USEFUL INFORMATION

HEALTH CARE

A valid European Health Care Card (TEAM) is necessary to obtain health care. Before departure we recommend you to enquire at both your ASL (Local Health Office) and the host university about **the procedure to follow for health care**. To this purpose, also visit the website of the [Ministry of Health](#)

ACCIDENTS

In case of accident, timely inform the Erasmus Unit by sending an e-mail to smout@uniroma1.it for instructions to start the claim process.

For information about insurance coverage address to: assicurazioniateneo@uniroma1.it or visit the webpage: <https://www.uniroma1.it/it/pagina/polizze-assicurative-studenti>

IDENTITY CARD

Most Countries do not recognise the validity for international travel of national identity documents in case they are extended with a renewal stamp or electronic cards extended by a certificate. In any case, we recommend to enquire at Embassies/Consulates in Italy and your municipality for specific information regarding documents for admission to the foreign country of destination.



TRAVEL SAFELY

Before your departure, we recommend to visit the webpage of the [Ministry of Foreign Affairs](#) and record your stay abroad.

CONTACTS

For administrative issues:

Area per l'Internazionalizzazione – Erasmus Unit

smout@uniroma1.it

CU007 Palazzina Tumminelli – Second floor

Piazzale Aldo Moro, 5 - 00185 Rome

For didactic issues:

Erasmus Administrative Faculty Officers (RAEF):

[Responsabili Amministrativi Erasmus di Facoltà \(RAEF\)](#)