

AREA
PER L'INTERNAZIONALIZZAZIONE



SAPIENZA
UNIVERSITÀ DI ROMA

GENERAL INFORMATION OUTGOING ERASMUS STUDENTS a.y. 2022/2023





PREMISE.....	3
DURATION	3
MOBILITY GRANTS	3
PROGRAMME COUNTRIES AND PARTNER COUNTRIES.....	3
FUNDING FOR STUDENTS WITH SPECIAL NEEDS.....	5
BEFORE DEPARTURE.....	5
EXTRA-EU STUDENTS	5
ERASMUS CONTRACT	5
LEARNING AGREEMENT (LA).....	6
BANK DETAILS FOR GRANT PAYMENT.....	6
OLS - ONLINE LINGUISTIC SUPPORT (OLSAPIENZA@UNIROMA1.IT)	6
UPON ARRIVAL.....	7
ARRIVAL DECLARATION (CERTIFICATE OF ARRIVAL).....	7
DURING YOUR STAY	8
CHANGE FORM (CF)	8
REQUEST FOR EXTENSION	8
BEFORE RETURNING TO ITALY	9
CERTIFICATE OF ATTENDANCE.....	9
CALCULATION OF THE MOBILITY	9
TRANSCRIPT OF RECORDS (ToR)	9
UPON RETURN	10
CREDIT RECOGNITION (EXAMS/THESIS).....	10
USEFUL INFORMATION.....	11
ACCOMMODATION	11
HEALTH CARE.....	11
INSURANCE COVERAGE	11
IDENTITY CARD	11
TRAVEL SAFELY	11
CONTACTS	11



PREMISE

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

DURATION

In each study cycle the **total Erasmus mobility** for study/traineeship cannot exceed **12 months** (24 months for single cycle). 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.**

To be recognised as valid, the Erasmus experience must last at least 60 days (2 months) in case of long mobility, and 5 days in case of short mobility

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>

PROGRAMME COUNTRIES AND PARTNER COUNTRIES

Grants foreseen for Programme Countries and Partner Countries are listed below:

1. **Erasmus+ EU** grant, based on the destination country and the type of mobility (see article 3.1 of the Contract);

“LONG MOBILITY”

Programme Countries

GROUP 1 HIGHER living cost: Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.	350,00 euro/month
GROUP 2 MEDIUM living cost: Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain.	300,00 euro/month
GROUP 3 LOWER living cost: Bulgaria, Croatia, Czechia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey.	250,00 euro/month

**Partner Countries**

Switzerland, United Kingdom**	350,00 euro/month
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PLEASE NOTE:

Mobility to Switzerland, **if directly funded by the Swiss government, will not receive the Erasmus+ EU Grant** (if students are eligible to receive them, the integrations financed with Sapienza and MUR Grants will be recognised).

“SHORT MOBILITY” (PhD students only):

for a mobility between 5 and 14 days	70 euro/day
for a mobility between 15 and 30 days	50 euro/day

2. 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 consider the initial enrolment year at Sapienza for the current study cycle, regardless of the present degree programme, also in case of transfer to another degree programme).

3. MUR 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 consider the initial enrolment year at Sapienza for the current study cycle, regardless of the present degree programme, also in case of transfer to another degree programme).
- only if students have authorized the transfer of ISEEU **2022 data** on INFOSTUD platform, starting from the beginning of the academic year 2022/2023, and anyway not later than November 30, 2022.

**PLEASE NOTE**

Students who do not obtain, by December 31,2023, the online recognition of at least **6 CFUs for exams** (reduced to **3 CFUs** for students who perform exclusively **research activities for thesis**), will **be required to refund the total MUR grant**.

The above-mentioned limits do not apply to 3rd cycle students (PhD, Specialisation School, Advanced Master)

ISEE	Sapienza Grant per month	MUR Grant per month
ISEEU <= € 15.000	€ 100,00	€ 300,00
€ 15.001 - 30.000	€ 100,00	€ 200,00
€ 30.001 - 50.000	€ 100,00	€ 100,00
ISEE > € 50.001	€ 100,00	€ 0,00



PhD/Specialisation students and students exempt from submitting ISEEU for tuition fees **must anyway request ISEEU 2022** to benefit from MUR additional grant and **authorize the transfer of the data on the INFOSTUD platform.**

Students who cannot obtain ISEEU 2022 (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 ISEEU parificato 2022 Declaration and submit it to the Erasmus Unit (Area per l'Internazionalizzazione) starting from the beginning of the academic year 2022/2023 and not later than November 30, 2022.

Grants **are calculated on the actual period spent abroad** as indicated by the host university on the Certificate of Attendance. (see section "BEFORE RETURNING TO ITALY"). Each month is conventionally considered equal to 30 days.

All grants will be paid in two solutions:

- 80% of the total amount (mobility period as per the Contract x monthly amount) is arranged within 30 days from the registration of the arrival certificate;
- Possible balance, when students return, **after verification of the actual mobility carried out and certified by the Host University.**

If funds are available, the payment of the extension days authorized and actually carried out will be arranged when students return, together with the final payment related to the initial mobility.



PLEASE NOTE

The payment of each grant takes approximately 30 days from the date it is arranged before being actually available on the bank account provided by students.

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 send an email to smout@uniroma1.it.

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 residency permit (Permesso di soggiorno).

ERASMUS CONTRACT

Access the "PRECOMPILED DOCUMENTS TO DOWNLOAD" section of the [personal page](#), read and approve the terms of 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 mandatorily be accepted before departure**, otherwise mobility is not authorized.

LEARNING AGREEMENT (LA)

Your Learning Agreement must be filled on your [Personal page](#), "ON-LINE PROCEDURES" section. 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 didactic manager.

Any change to the Learning Agreement **must be approved** by both your [RAM \(Mobility Academic Coordinator\)](#) and the host university **peremptorily before your departure**. Any update must be recorded on your [Personal page](#), even in case you have filled in foreign forms, otherwise it will not be possible to recognize the academic activity carried out abroad.

Once the LA has been approved by the RAM, all students must:

- download and print it;
- sign it with a handwritten signature;
- obtain the signature and the stamp of the host University;
- upload it in the " DOCUMENTS UPLOAD" section of the [Personal page](#).

BANK DETAILS FOR GRANT PAYMENT

The details of the current account or prepaid card of which the student must be holder or co-holder must be entered and saved on the [Personal page](#) in the "METHOD OF PAYMENT" section. The above section will be available only after the Contract has been signed by Sapienza.

IMPORTANT:

Before departure, all students must:

- 1) Approve the Contract;
- 2) Upload the Learning Agreement;
- 3) Enter and save bank details;

OTHERWISE IT WILL NOT BE POSSIBLE TO REGISTER THE ARRIVAL CERTIFICATE AND TO FILL THE CHANGE FORM (if necessary).

OLS - ONLINE LINGUISTIC SUPPORT (olsapienza@uniroma1.it)

The Erasmus programme provides that **assignees mandatorily take online assessment tests for language skills before and after their mobility**

It is up to students to take the first test on time to ensure that they can also take the second test at the end of the mobility period.

Based on the OLS test score, students may receive, upon request, 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.

OLS fulfilment should not be confused with the language test taken at CLA.



PLEASE NOTE

- **It is mandatory to enrol at Sapienza for academic year 2022-2023 by the deadlines. If you applied during the first study-cycle (Bachelor's programmes) but you are leaving in the first year of the second study-cycle (Master's Programmes), 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 mobility.**

UPON ARRIVAL

ARRIVAL DECLARATION (Certificate of Arrival)

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

- print the form ARRIVAL DECLARATION from the Personal page section "PREFILLED DOCUMENTS TO DOWNLOAD"
- require the host university to fill, sign and stamp it;
- in your [Erasmus personal page](#) please:
 - fill in the fields relating to the date of arrival, which appear on the relevant declaration and travel document (e.g. date of boarding pass with **QR code**);
 - in the UPLOAD DOCUMENTS section, upload "Arrival Declaration" and "Travel documents" (boarding pass, train ticket, etc.).

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

The arrival registration will be possible only and exclusively if the student has correctly followed the procedure indicated in the section "Before Departure".



PLEASE NOTE

The ARRIVAL DECLARATION is valid only to the purpose of starting the payment procedure.



DURING YOUR STAY

You might need:

CHANGE FORM (CF)

In order to modify or add courses not included in your LA, you must fill in the “CHANGE FORM”, section “ONLINE PROCEDURES” of your [personal page](#), available only after registration of your arrival certificate.

Once the CF has been approved by the RAM, you must:

- download and stamp it;
- sign it with a handwritten signature;
- obtain signature and stamp of the Host University;
- upload it to the section “DOCUMENTS UPLOAD” of your [Personal page](#)



PLEASE NOTE

Didactic activities not listed in the Learning agreement/Change Form will not be recognised during the validation phase.

Students must make sure that the Component title of the didactic activities present in the LA/CF section “study programme abroad” correspond to the ones indicated in the Transcript of Records.

REQUEST FOR EXTENSION

Any extension of your Erasmus mobility period, assigned as per the Contract, 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 and save the new return date on “REQUEST FOR EXTENSION”, section the [Personal page](#) (“Return Date”);
- download, print and sign the form with handwritten signature;
- obtain signature and stamp of the receiving University;
- obtain signature and stamp of the Faculty Erasmus Administrative Officer ([RAEF](#));
- upload the document, with all the mandatory signatures and stamps, in the “DOCUMENTS UPLOAD” section of the [Personal page](#) .

The Erasmus year starts on June 1, 2022 and mandatorily ends on October 31, 2023. 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 at the end of the mobility **only in case funding is available**. Related information will be provided before the end of the mobility.



BEFORE RETURNING TO ITALY

CERTIFICATE OF ATTENDANCE

The end of the mobility must correspond to the end of the didactic activity (i.e. last exam). Before returning, students must:

- Download the certificate of attendance from “PREFILLED DOCUMENTS TO DOWNLOAD” section of your [Personal page](#).
- Require the partner university to fill and send it directly to smout@uniroma1.it.

The Date of issue of the certificate must be equal or later than the certified End date of the Erasmus period.

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



PLEASE NOTE:

If the didactic activity is completed before the end date of the mobility provided by the Contract (i.e. last exam taken), students are required to end the Erasmus mobility, following the return ordinary procedures. Moreover, consider the minimum duration of the mobility required by the Erasmus Programme (60 days for long mobility/ 5 days for short mobility) and the possibility of refunding grants for mobility days not benefited.

CALCULATION OF THE MOBILITY

The calculation of the mobility duration and the related EU grant is available in the “MOBILITY DURATION AND EU GRANT SIMULATOR” on the [Personal page](#). Each Erasmus month is conventionally considered equal to **30 days**.

TRANSCRIPT OF RECORDS (ToR)

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 **December 31, 2023**, the online recognition (“CREDIT RECOGNITION” section) of **at least 6 CFUs for exams (3 CFUs in case of mobility only for “thesis research) will be required to fully refund the MUR grant, if received.**

This provision does not apply to 3rd-Cycle students (PhD, Specialisation School and Advanced Master).



UPON RETURN

Once the Erasmus Unit (smout@uniroma1.it) receives from the partner University the following documents:

- **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.

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

1. Validate activities (exams/thesis research) carried out during the Erasmus period **before graduation** and within **December 31, 2023** (see section "CREDIT RECOGNITION"). Students must make sure that the denomination of the didactic activities present in the LA/CF section "study programme abroad" correspond to the ones indicated in the Transcript of Records
2. Take the online test on the OLS platform to verify the language skills acquired during the Erasmus mobility period, except students who scored C2 in the first test.
3. Take the EU SURVEY Participant Report. 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 after you receive communication about the upload of the above documents.

1. **Verify** that documents issued by the partner university are **correct**; if not, ask the host university to send the updated version;
2. If the ToR/Declaration of work is correct, start the **validation** by entering the foreign grades obtained into "ONLINE PROCEDURE" of your [personal page](#) and click on "Start recognition procedure";
3. Accept on your personal page the **proposal of recognition by your RAM**, notified by e-mail.

The [RAEF](#) will transfer recognised credits directly into the INFOSTUD platform.

For merely indicative purposes, it is possible to see the conversion table available in the section "recognition" of the webpage <https://www.uniroma1.it/it/pagina/riconoscimento-esami-erasmus>. The above-mentioned table **is not binding in any way**, and RAM professors remains the ones in charge of the final grade proposal.



USEFUL INFORMATION

ACCOMMODATION

To look for accommodation, contact directly the host University and/or ESN (*Erasmus Student Network*).

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](#)

INSURANCE COVERAGE

All students regularly enrolled at Sapienza benefit from an insurance coverage for accidents and civil liability.

The details of the insurance policies are available on the [personal page](#), section "INFORMATIVE DOCUMENTS".

For further information write to assicurazioniateneo@uniroma1.it or visit the webpage <https://www.uniroma1.it/it/pagina/polizze-assicurative-studenti>.

In case of accidents timely inform the Erasmus Unit by sending an email to smout@uniroma1.it in order to receive directions for starting insurance claim.

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

For questions related to OLS and EU Survey Participant Report:
olsapienza@uniroma1.it

For didactic issues:

Erasmus Administrative Faculty Officers (RAEF):
[Responsabili Amministrativi Erasmus di Facoltà \(RAEF\)](#)