



Università
degli Studi di
Messina

[A.A. 2023-24]

CALL FOR ERASMUS+
STUDY MOBILITY GRANTS

Att. 6 – MOBILITY HANDBOOK



Produced by the Erasmus+ Mobility Studies Unit
and the International Mobility and Adm. Dep't
Instruction and Higher Education

Mobility Guidelines

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The Erasmus Plus Programme requires the submission of some mandatory documents involving the three parties interested during Mobility period (Student, Sending University, Host University), so that all processes are carried out correctly by following the National Authorities regulations. Any discrepancies found in the aforementioned documents during the checks carried out by the National Agency, or in case of missing documents, it may involve the return of the contributions received by the participants and penalties for both the Universities.

This guide is a handbook useful for students who are going to spend an Erasmus mobility abroad during the academic year 2023/2024 and it gives all the information and clarifications the students need to carry out a successful mobility.

Reading the guide carefully is very important: failures, omissions or forgetfulness can have serious consequences, such as the non-recognition of exams taken, or the return of the financial contributions received. Therefore, by reading the entire guide, you will also have the opportunity to take note of the fulfillments to be carried out during the participation in the Programme, so that you can be always informed, especially when you are far from "home".

ALL THE OFFICIAL FORMS ARE AVAILABLE AT THE LINK:

[Erasmus + | Università degli Studi di Messina \(unime.it\)](https://www.unime.it/Erasmus+)

ATTENTION! For the Erasmus+ 2023/24 mobility, all communications you send to the three parties involved must come from your institutional email address. We will not accept requests from personal email addresses. We therefore invite you to periodically check your institutional email address @studenti.unime.it for communications regarding your Erasmus+ mobility.

- BEFORE DEPARTURE: planning the preliminary documents

After you have confirmed and "accept" the assigned Erasmus host University, you will start to face the mandatory fulfillments and start to fix the upcoming deadlines. Below find the steps, in chronological order, to be followed:

1. To Enroll at the host University website: "Application procedure"

Upon awarding the mobility grants, the U.Op. Mobility for Study sends to the host universities the names and e-mail addresses of the assignees (it is the so-called "**nomination**", the official message from the University of Messina with the list of selected students). It is mandatory for the student assignee to communicate, together with the acceptance of the assigned destination, the semester (first semester, second semester or full year) chosen to carry out the mobility (see art. 10 of Call), to check the host university website and see what the requirements are prior the starting of the mobility. These are the steps to be followed with the host University: sending the "application form" (also the use of online platforms), sending the language certificates, sending a request for accommodation or more. If this information is not available on the website of the host university, the student must contact it independently, by phone or e-mail. The student himself takes any consequences of omissions, which may also result in rejection by the host university. You must pay close attention to these formalities and respect the deadlines indicated by the foreign office. The U.Op. Mobility for Study will not, however, be responsible for problems related to the lack of respect by the student for obligations dictated by the host University. All information related to administrative and teaching procedures (such as enrolment and Educational Offer) are listed in each Erasmus Plus Bilateral Agreement, as well as on the websites of the partner universities. The list of Partner Institutions and Universities can be found on the University website, at: <https://www.unime.it/international/accordi-e-network/accordi-erasmus-ue>.

ATTENTION! Only some universities send the forms directly to the e-mail address of the student. **If not, you must contact the host university by yourself.**

1. To set and approve the "Learning Agreement"

It is MANDATORY to prepare the "Learning Agreement for Study" containing the "study plan" to be carried out during the mobility period, in which should be reported the subjects and activities you want to carry out abroad (courses and/or thesis research), in accordance with the procedures set out in [Regolamento d'Ateneo "Riconoscimento dei periodi di mobilità all'estero"](#), in art. 6 "Definition and approval of Learning agreement".

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The Learning Agreement must be filled in and agreed before departure, with the Erasmus+ Departmental Coordinator of your own Study Course. <https://www.unime.it/international/opportunita-allestero/referenti-la-mobilita-internazionale>

It is not possible to include in the LA subjects that, in your study plan, refer to the years following the academic year in which the mobility is carried out.

ATTENTION! Some Departments have their own deadlines to respect for the evaluation and approval of the Learning Agreement. It is advisable to inquire directly with the contact person/Commission of your Department. The correct compilation of the Learning Agreement requires time and attention, so prepare everything in time. The Learning Agreement must also be approved by the destination University - before or after your arrival - according to its own rules.

2. To complete the enrolment/registration process at the University of Messina for the A.A. 2023-24

The Erasmus Programme provides for exemption from the payment of fees at the host university, but you **MUST** complete the enrolment/registration process at UniMe before your departure. During your mobility abroad, it is mandatory to be regularly enrolled or to have provided with the renewal of the registration at UniMe (paid taxes, green stamp on Esse3) for the academic year 2023/2024.

3. To submit all the documentation to the U. Op. Mobility for Study:

1. A **copy of the Learning Agreement** signed and approved by the Erasmus Departmental Coordinator of your Study Course, and by the host University Coordinator (it is also accepted a copy sent by e-mail to erasmus@unime.it); Please find at the following link our format: <https://www.unime.it/international/documenti-e-regolamenti>.
2. One month before departure, you will also need to personally complete and submit the Study Mobility Agreement ("**financial agreement**"), compulsory for the payment of the Erasmus mobility grant. We suggest checking the start/end dates of the semester or the entire academic year on the website of the host University to fix the departure/return date.

ATTENTION! You will need to enter your IBAN directly into the Esse3 personal account. If you do not have a personal bank account, you will have to open it in time, because the mobility grant cannot be paid to a third person bank account (such as, your parents). Online you will find all the information to register your bank details.

- DURING THE PERIOD ABROAD

1. Mobility beginning

Once you have arrived at the host university, you must go the International Office and ask to fill in and sign the "confirmation of arrival" form, <https://www.unime.it/international/documenti-e-regolamenti>
Within 3 days of your arrival you must send it by e-mail to erasmus@unime.it, to ensure the payment of the Erasmus+ grant.

ATTENTION! Make sure that the host university certify your arrival as soon as possible: even a single day can make the difference for a monthly funding. The total amount of Erasmus funding is calculated based on the actual dates of arrival and departure (in days, not months).

2. Changes to Learning Agreement

During your period abroad, you may need to modify the study plan already submitted and approved: first of all you should contact your Erasmus Departmental Coordinator as well as the host university Coordinator, to set every change to the original Learning Agreement. Any change on your LA must be reported in section so called "During the Mobility"; <https://www.unime.it/international/documenti-e-regolamenti>

3. Extension of the Erasmus+ mobility period

If you need to complete the activities provided by "Learning Agreement for Studies" or if you want to take new activities for and extra semester, you can request the extension of you mobility duration.

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The authorization to the extension will be granted only after having acquired the approval of the host University. Subsequently, it will be necessary to send the U. Op. Mobility for Study - through the PROTOCOLLO - the "Request for Extension of the Erasmus Mobility Period" form, complete with all the necessary info. The deadline for requesting the extension is at **least 15 days before the end of the mobility period initially allocated and in any case no later than 30 April 2024**

ATTENTION! It is not allowed to request for the extension of the mobility that initially had an annual duration (9-10 months) and it was reduced to one semester only (5-6 months) upon acceptance. In case you would like to extend the mobility duration, the extra days/months will not be covered by the financial grant. So, it is advisable to accept for the entire period provided by the agreement and then anticipate the end of the mobility.

4. Final documents to be submitted upon returning

1. By the end of the mobility, it is important to inquire at the host University Erasmus office about how long it takes to receive the official document that certifies the activities carried out, the relative credits and the marks achieved, so called "*Transcript of Records*" (ToR). This document is mandatory to get the recognition of the subjects taken abroad in accordance with what was approved in your Learning Agreement. Many universities send the Transcript of Records directly to our Operations Unit after a few weeks. The student has to chase the host university constantly in order not to postpone too much the procedures of recognition and the registration of marks and credits in career.
2. At the end of the mobility abroad, before returning home, you should contact the competent Erasmus office of the host university to have the for, so called "*Confirmation of departure*" filled in and signed with **the end date of your mobility**.
3. Finally, check that the Learning Agreement (original and any changes) has all the necessary signatures.

- RETURN FROM THE MOBILITY

1. Documentation delivery to U. Op. Mobility for Study

1. Upon return from Erasmus mobility, within 15 days, you must submit to the U. Op. Mobility for study, the following documents, issued by the host host university:
 - a. Certificate of Frequency and/or Confirmation of arrival/departure;
 - b. Learning Agreement for Studies (Before the mobility/During the mobility_duly signed by the heads of both universities.
 - c. Transcript of Records (certificate of the results achieved) issued by the host university.

Failure to provide this documentation will result in the loss of the right to financial contributions, both for those who obtained them (with an obligation to return them immediately), and for those who could obtain them retrospectively, following availability and disbursement of other funds.

ATTENTION! Throughout your Erasmus permanence , your career on Esse3 will be "suspended". Submitting the final documentation to the Erasmus Office will ensure immediate reactivation.

It is obligatory to **complete and submit the EU SURVEY (online questionnaire) which will be sent to you directly by the European Commission**. Each student who has completed the period of permanence abroad and submitted the documents of end of mobility, will receive an e-mail from the European Commission, for the filling in of the EU Survey, related to the experience lived during the Erasmus period.

2. Request for recognition of activities carried out abroad

The procedure of recognition of the activities taken abroad is carried out by the U. Op. Mobility for Study after the reception of the Transcript of Records by the Host Institution. It is the exclusive care of the student returning from the mobility period, to ensure that the U. Op. Mobility for Study is in possession of the necessary



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documentation to start the recognition procedure (Transcript of Record, Learning Agreement (complete in its entirety), with all the required signatures and possible changes made and authorized during the stay abroad and certification certifying the start and end date of the mobility duly completed, stamped and signed by the host office).

Within 3 weeks from the receipt of the documents listed above, the Erasmus+ Coordinator will fill in the "recognition form", which will include the attribution of marks/credits for each activity previously agreed and carried out during the mobility period, sending it to the "Segreteria Studenti", that will register in your career ESSE3 and in the Diploma Supplement.

More useful information

Health care in EU countries is your right, as EU citizens: you just need to have the European Health Insurance Card ("TEAM - Tessera Europea Assicurazione Malattia ") which is issued to all people enrolled in the National Health Service, in possession of Italian citizenship and with residence in Italy. For further information, please consult the following Web address: www.ministerosalute.it.

The European Commission offers free online courses (OLS - Online Language Support) for the main languages in use in the European Union. The new platform provides for an initial assessment of language competence for all assignees who are about to leave. The student will have to take the preliminary test his/her linguistic level; if necessary, the student will be invited by the EU Academy platform to take online language courses and to test his/her linguistic knowledge upon the ending of the mobility.

INFO: UNITA' OPERATIVA MOBILITA' PER STUDIO

EMAIL: erasmus@unime.it; ndeangelis@unime.it

TEL: +39 090 6768532-8349



Buon Erasmus!

L'Unità Operativa Mobilità per Studio

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	<i>Contact person Department</i>	<i>U.Op. Mobility Erasmus</i>	<i>Host University</i>	<i>Other obligations</i>
BEFORE DEPARTURE	Define and approve the "Learning Agreement"	Deliver: - una copia del Learning Agreement's copy signed and approved; - The Agreement of Mobility for Study ("Financial Agreement") -the "Release"	Enroll at the host foreign University: "Application procedure" Check deadlines	To be in compliance with the registration to the Messina's University for the Academic year 2023-24
		Register: your IBAN directly in your Esse3 personal account	Have approved the "Learning Agreement"	Check health coverage
DURING THE PERIOD ABROAD	Request any modification of Learning Agreement	Send arrival's confirmation	Have certified the date of arrival	
		Communicate any extension of the Mobility period	Request authorization for possible Mobility period's extension	
		Send Learning Agreement's copy approved by foreign University	Ask for Transcript of Records Have certified departure's date	
AFTER RETURNING	Official procedure for the recognition of activities carried out in Erasmus	Deliver: - Una copia del Learning Agreement's copy signed and approved; - arrival/departure's confirmation form signed and stamped by host University - the Transcript of Records (TOR) if already issued by the host university (if it's possibile)		