GENERAL INFORMATION
OUTGOING ERASMUS STUDENTS
A.Y. 2023/2024

Erasmus+

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). Students are responsible for what they declare 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 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

 "LONG MOBILITY"

Programme Countries

GROUP 1 HIGHER living cost: Denmark, Finland, Ireland, Iceland, 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, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czechia Republic, Turkey, Hungary	**250,00 euro/month**

Partner Countries

United Kingdom, Switzerland	**350,00 euro/month**

"SHORT MOBILITY" (only for PhD students):

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

2) **SAPIENZA grant**

3) **MUR grant**
   - if the student is not enrolled as "irregular student" (beyond the allotted time to obtain a degree) from the second year onwards (calculation will be referred to the initial enrolment year at Sapienza, for the current study cycle, regardless of the degree programme where the student is presently enrolled, also in case of transfer to another degree programme).

   - only if the student authorizes on **INFOSTUD platform the transfer** of **ISEEU 2023 data,** starting from the beginning of the academic year 2023/2024, and not later than 31/12/2023.

4) **GREEN TRAVEL grant**
   - only for students who use sustainable transportation (**train, bus and bicycle) for most of the overall round trip** to and from their destination and **not for the outward or return journey only**. The grant will be paid **at the end of the Erasmus mobility** upon submission of tax receipts proving the real green travel;

   - **it consists in an additional grant (Top up) equal to euro 50,00 and a daily amount for each day of green travel** (daily amount of the Erasmus EU grant) based on the necessary travel days to and from the host destination for **maximum 4 days,** calculated on travel documents.

PLEASE NOTE
Students who do not obtain, by 31/12/2024, the online recognition of at least **6 CFUS for exams**, or at least **3 CFUs in case of thesis research only**, will be required **to refund the total MUR grant obtained**.
The above limits are not valid for students enrolled in 3rd-cycle programmes (PhDs, Specializations Schools, Masters).

ISEE recipient	FondoGiovani MUR grant	Sapienza grant	Erasmus+ EU grant Country Groups (3-2-1)	Total
ISEE ≤ 24.335,11	€ 300,00	€ 100,00	€ 250-300-350,00	€ 650-700-750,00
24.335,12-40.000	€ 200,00	€ 100,00	€ 250-300-350,00	€ 550-600-650,00
40.001-55.000	€ 100,00	€ 100,00	€ 250-300-350,00	€ 450-500-550,00
ISEE >55.000		€ 100,00	€ 250-300-350,00	€ 350-400-450,00

> **PhD/Specialisation students and students** exempt, for any reason, from submitting ISEEU for tuition fees **must anyway request ISEEU2023** for the right to university study and **authorize its acquisition on the INFOSTUD platform** to benefit from the MUR additional grant.

The MUR grant for participants with tax residence abroad (foreign income) will be differentiated according to the category of their country of origin, based on the resolution of the del Board of Governors n. 455/2022 of 19.12.2022 (https://www.uniroma1.it/it/content/importi-ordinari-dei-contributi-di-iscrizione-ai-corsi-di-studio).

Country category	Fondo Giovani MUR grant	Sapienza grant	Erasmus+ EU grant	Total
A	€ 300,00	€ 100,00	€ 250-300-350,00	€ 650-700-750,00
B	€ 200,00	€ 100,00	€ 250-300-350,00	€ 550-600-650,00
C	€ 100,00	€ 100,00	€ 250-300-350,00	€ 450-500-550,00

The total funding is calculated on the actual period spent abroad as **indicated 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** (based on the mobility period as per the contract) is arranged within 30 days from the registration of the certificate of arrival at the host university;
- possible balance, upon return from the mobility, **after the check of the actual mobility carried out and certified by the host university (see certificate of attendance).**

If funds are available, the payment of the authorized extension period will be arranged when the student returns, on the basis of the days of mobility actually carried out. Students will be anyway informed.

NOTE
The availability of funds on the bank account will be notified to students via email.

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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 the 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, read and approve the terms of the contract by flagging the checkbox for acceptance. The **online approval is enough and students do not need to download and sign it**.
Students will later receive a notification message when the Contract is countersigned by Sapienza.

NOTE
The contract **must mandatorily** be accepted at least 15 days **before departure**, **otherwise the 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 coordinators.
Any change to the Learning Agreement **must be approved** by both your RAM (Mobility Academic Coordinator) and the host university **mandatorily 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 ("light" and digital signatures are also accepted)
- upload it in the " DOCUMENTS UPLOAD" section of the personal page.

BANK DETAILS FOR GRANT PAYMENT

The student must **necessarily** be the **holder or co-holder**) of the current account or prepaid card, whose details must be entered and saved on the personal page. in the "METHOD OF PAYMENT" section.

NOTE: The above section will be available only after the contract has been countersigned by Sapienza.

IMPORTANT:

Before departure, all the student must:

1) approve the Contract;
2) upload the Learning Agreement complete with signatures;
3) enter and save bank details.

OTHERWISE IT WILL NOT BE POSSIBLE TO REGISTER THE ARRIVAL CERTIFICATE, TO PAY THE FIRST INSTALMENT OF GRANTS AND TO FILL THE CHANGE FORM (if necessary).

OLS - ONLINE LINGUISTIC SUPPORT (olsapienza@uniroma1.it)
Select the language of the learning activity in the section TEST OLS -ERASMUS+ ONLINE LANGUAGE SUPPORT / EU ACADEMY.
1. The online test of the language skills required for the mobility is **strongly encouraged by** the Erasmus+ Programme.
2. For registration on the EU Academy platform, select the test in the section Open source, **Placement test**
   https://academy.europa.eu/search/index.php?search=placement
(in Explore *by topic* type "*Placement test").*
To practice language skills or learn new languages, consult the OLS language community of interest in https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-the-basics-of-22-languages-with-the-online-language-support
(in *Explore by topic* type "*Learn a New Language*").
For any information, please write to olsapienza@uniroma1.it.

🛑 **NOTE**
- **It is mandatory to enrol at Sapienza for academic year 2023-2024 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 any possible fees required 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 of the arrival declaration from the Personal page section "PREFILLED DOCUMENTS TO DOWNLOAD"
- require the host university to fill, sign and stamp it;
- in the personal page
  - fill in the field related to the date of arrival, indicated on the relative declaration;
  - in the UPLOAD DOCUMENTS section upload the "Declaration of arrival" and, in case of green travel, the "Travel document" (bus/train ticket).

By 15 days from the upload of the arrival declaration, the student will receive feedback by email.
The arrival registration will be possible <u>only and exclusively</u> if the student has correctly followed the procedure indicated in the section "Before Departure"

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" on your personal page, section "ONLINE PROCEDURES" available <u>only after the registration of your arrival certificate.</u>

<u>Once the CF has been approved by the RAM</u>, you must:
- download and print it;
- sign it with a handwritten signature;
- obtain the signature and stamp of the Host University ("light" and digital signatures are also accepted)
- upload it to the section "DOCUMENTS UPLOAD" of your personal page.

NOTE
Didactic activities which are not listed in the Learning agreement/Change Form will not be recognised during the validation phase.
Students must make sure that the denomination of the didactic activities present in the section "Study programme abroad" correspond to the ones indicated in the Transcript of Records.

EXTENSION
Any extension of your Erasmus mobility period, assigned by contract, must be precisely authorized by both sending and receiving universities, <u>at least one month before</u> the end of the Erasmus period as provided by the contract.
To this purpose, students must:
- enter and save the new return date on the personal page ,section "Request of extension", field "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, to the "DOCUMENTS UPLOAD" section of the personal page.

The Erasmus year starts on 01/06/2023 and mandatorily ends on 30/09/2024.
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 of available funding.** 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 with the end of the didactic activity (ex. last exam). Before returning, students must:
- download the certificate of attendance from the personal page , section "PREFILLED DOCUMENTS TO DOWNLOAD"
- 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 declared End date.

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 ends before the end date of the mobility indicated in the Contract (ex. last exam), students are required to finish the Erasmus by following the normal procedures of return. Remember that the minimum duration required for obtaining the recognition of the mobility is 60 days (long mobility) and 5 days (short mobility). **Grants related to the days not benefitted must be refunded.**

CALCULATION OF THE MOBILITY
The calculation of the mobility duration and the related grant is available in the section "Mobility duration simulator" of 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 the RAEF the **Transcript of Records** (certificate of exams taken) and/or **Declaration of Work** (for thesis or PhD research activities) as soon as available.
Students who do not obtain **by 31/12/2024** the online recognition (section "CREDIT RECOGNITION") 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 the third cycle's students (PhD, Specialisation School and Master).

UPON RETURN
Once the Erasmus Unit (smout@uniroma1.it) receives the **Certificate of attendance**

students will receive feedback by e-mail about the remaining grants, any missing document and directions to complete the Erasmus administrative procedure.

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

1. validate the activities (exams/thesis research) carried out during the Erasmus period **before graduation** and possibly **by 15/12/2024** (see section "CREDIT RECOGNITION").
2. take the Narrative Report (EU SURVEY). The invitation email will be sent to your institutional account.

CREDIT RECOGNITION (EXAMS/THESIS)

The **RAEF** will upload **the Transcript of Records and/or the Declaration of work**, when available, on the student's personal page and thus **activate the procedure for the on-line credit recognition**, **that will finalised after the final processing of the Erasmus file**. Please take the following steps after the upload notice of the above documents:

1. **Verify** that the document issued by the partner university is **correct**; in case it is incorrect, ask the host university to send an updated version;
2. If the ToR/Declaration of work is correct, **proceed by filling** the grades obtained abroad in the section "ONLINE PROCEDURE" of your personal page and click on "Start recognition procedure";
3. Accept the **proposal of recognition by your RAM,** notified by e-mail.

The RAEF will transfer the recognised credits directly into the INFOSTUD platform.

The RAM will convert the grades certified in the transcript of records into Italian grades by using the Conversion Table of **the grades of the receiving university** and referring to the Sapienza ECTS Conversion table

USEFUL INFORMATION

ACCOMMODATION

For information contact the host University and/or ESN (Erasmus Student Network) https://romaase.esn.it/contact.

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 accident, timely inform the Erasmus unit by sending an e-mail to smout@uniroma1.it in order to receive instructions for starting the claim.

IDENTITY CARD
Before going abroad, we recommend to verify the validity for international travel of your document and to enquire at Embassies/Consulates in Italy about requirements for admission to the destination country.

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:
smout@uniroma1.it

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

For didactic issues:
Erasmus Administrative Faculty Officers (RAEF):
Responsabili Amministrativi Erasmus di Facoltà (RAEF)