Erasmus outgoing students 2022-23
May 31st, 2022
AGENDA

• Learning Agreement
• Grant Agreement
• OLS- Online Language Support
Staff at UOC Mobilità Internazionale Studenti

Aiko Terao: Head of Office, Institutional Coordinator.
Silvia Rezzola: Destination assignment, re-assignment, drop out.
Marina Cardilli: Student nomination
Laura Benazzoli: documents before and after the mobility, scholarships, OLS etc.
Margherita Andreis: Erasmus incoming students
SOURCES OF INFORMATION

1. General Information about the Erasmus Programme
   • Unibs’ Erasmus+ Regulation
   • Call for Erasmus+ scholarship

2. Institutional/administrative information:
   • Vademecum
   • Communication from the staff at UOC Mobilità Internazionale
   • Online and live desk
   • E-mail erasmus.outgoing@unibs.it

3. Academic/study plan information
   • Erasmus+ Departmental Coordinator
   • Segreteria Didattica at the Department
   • Departmental Coordinatore of the host institution
Il Learning Agreement (L.A.)

Il L.A. is your study plan during your mobility.

It states which courses you are going to attend abroad and which will be validated when you are back.

N.B. courses NOT in the L.A. cannot be attended and in any way will not be validated.

This document is composed of 3 sections:

• Before the mobility
• During the mobility
• After the mobility (optional)
Learning Agreement online- esse3
Since 2019/20 we have implemented the Online Learning Agreement in esse3.
It aims to facilitate the preparatory phase of the LA between the student and the Erasmus coordinator.
At the end of the online compilation the student **MUST print out** the LA (European format) and have it signed by all the 3 parties.
Anyone who has already signed it in paper version will keep that as the final version but will still have to report it in esse3 and have it approved on line.

**WE WILL INFORM YOU WHEN THE L.A. IN ESSE3 WILL BE AVAILABLE.**
L.A. Before the mobility
1. Personal data

Higher Education
Learning Agreement for Studies

Student’s name
Academic Year 2017/2018

<table>
<thead>
<tr>
<th>Intestazione</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex [M/F]</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sending</strong></td>
<td>Name</td>
<td>Faculty/Department</td>
<td>Erasmus code</td>
<td>Address</td>
<td>Country</td>
<td>Contact person name</td>
<td>email; phone</td>
</tr>
<tr>
<td>Institution</td>
<td>UNIVERSITA’</td>
<td>DI BRESCIA</td>
<td>I BRESCIA</td>
<td>PIAZZA DEL</td>
<td>MERCATO, 15</td>
<td>I BRESCIA</td>
<td><a href="mailto:laura.benazzoli@unibs.it">laura.benazzoli@unibs.it</a>, <a href="mailto:aiko.terno@unibs.it">aiko.terno@unibs.it</a>, Head of IRO</td>
</tr>
<tr>
<td><strong>Receiving</strong></td>
<td>Name</td>
<td>Faculty/Department</td>
<td>Erasmus code</td>
<td>Address</td>
<td>Country</td>
<td>Contact person name</td>
<td>email; phone</td>
</tr>
<tr>
<td><strong>Institution</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N.B.
Please also double click the heading and enter your name, so that it will appear on all following pages.
2. Table A – courses in the host university

<table>
<thead>
<tr>
<th>Table A</th>
<th>Component(^8) code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue(^7))</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent)(^8) to be awarded by the Receiving Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence\(^9\) in _______ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 □  A2 □  B1 □  B2 □  C1 □  C2 □  Native speaker □
3. Table B - courses to be validated in Unibs

<table>
<thead>
<tr>
<th>Table B Before the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

Table A and B are to be filled in evaluating the academic offer of the host institution and with the help (and approval) of the Unibs coordinator.
Attention!

The Erasmus coordinator can approve the correspondence between tables A and B even if there is a discrepancy in the number of exams or ECTS/CFU credits, as long as he has assessed the equivalence of the programs, the duration of the courses and the number of teaching hours.

The rules with which the teachers approve the matching of the courses vary according to the course of study, so follow the instructions of the academic coordinator.
4. Commitment (signatures)

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person(^{12}) at the Sending Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution(^{11})</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student’s degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

The «Responsible person at the sending institution» who signs LA is the Erasmus \textit{departmental} Erasmus+ Coordinator.
Enter in A2 the changes to table A (courses removed or added) and in B2 the changes to table B (which courses will be recognized following the changes in table A).

N.B. This is a WORD document, lines can be added if needed!

This section is to be signed by the student, the Erasmus Unibs coordinator and the host coordinator.
L.A. After the Mobility

This section is usually replaced by the Transcript of Records (ToR) that the host university releases at the end of the mobility.

The ToR must be sent directly by the host university to the email address: ammcentr@cert.unibs.it

(see Vademecum)
Registration of Erasmus exams

Attention!

The Erasmus exam validation procedure involves several steps and can take up to a few months.

If you expect to need the validation of credits acquired abroad shortly after your return (eg for a degree, DSU scholarship, etc.), please report it in advance to the UOC International Student Mobility.
Grant Agreement (G.A.)

This is the financial contract between the student and Unibs (the Rector) and it is NOT to be sent to the host university.

Among other things it establishes:

- The **amount** of the scholarship and of the Unibs supplement;
- How the **scholarship** will be issues (down payment/balance);
- The expected **duration** of the mobility;
- **Insurance** coverage;
EU SCHOLARSHIP AMOUNT

The amount of the European scholarship varies according to the host country.

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>(HIGH cost of living)</th>
<th>Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden. Partner countries of Region 14: Faroe Islands, Switzerland, United Kingdom</th>
<th>€ 350,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 2</td>
<td>(MEDIUM cost of living)</td>
<td>Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain</td>
<td>€ 300,00</td>
</tr>
<tr>
<td>GROUP 3</td>
<td>(LOW cost of living)</td>
<td>Bulgaria, Croatia, Estonia, Latvia, Lithuania,North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary</td>
<td>€ 250,00</td>
</tr>
</tbody>
</table>
UNIBS ADDITION to the EU SCHOLARSHIP

The amount of the Unibs supplement varies according to the student's income (ISEE declaration).

Those who do not submit the ISEE declaration will have the MINIMUM supplement amount to the scholarship (EUR 180.00 / month).

For incomes of less than EUR 50,000, the ISEE 2022 declaration (related to 2020 income) can be submitted to have a greater supplement.
### SUPPLEMENT AMOUNT

<table>
<thead>
<tr>
<th>CLASSE</th>
<th>ISEE</th>
<th>MONTHLY SUPPLEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ISEE &lt; 13.000</td>
<td>€ 650,00</td>
</tr>
<tr>
<td>2</td>
<td>13.000&lt;ISEE≤21.000</td>
<td>€ 550,00</td>
</tr>
<tr>
<td>3</td>
<td>21.000&lt;ISEE≤26.000</td>
<td>€ 500,00</td>
</tr>
<tr>
<td>4</td>
<td>26.000&lt;ISEE≤30.000</td>
<td>€ 450,00</td>
</tr>
<tr>
<td>5</td>
<td>30.000&lt;ISEE≤40.000</td>
<td>€ 380,00</td>
</tr>
<tr>
<td>6</td>
<td>40.000&lt;ISEE≤50.000</td>
<td>€ 330,00</td>
</tr>
<tr>
<td>7</td>
<td>ISEE&gt;50000</td>
<td>€ 180,00</td>
</tr>
</tbody>
</table>
OLS- Online Language Support

The Erasmus program provides language learning support for participants.

The platform in use until 2021/22 will be renewed, at the moment we have no further indications.

We will talk about it at the July meeting.
Google Drive shared folder

All presentations, meeting recordings, forms and other useful material are uploaded to the shared Drive folder.

We will send you an email when we create the shared folder.

You will need to be logged in to Google with your Unibs account.
NEXT MEETING:

• Grant Agreement
• OLS- Online Language Support
• Fulfillments before departure
Contacts

Sede UOC Mobilità Internazionale Studenti
Via San Faustino 74/B
Email unica: erasmus.outgoing@unibs.it

(Please don’t write the same email to different people in the office, just use this single email address)

Erasmus student desk

https://www.unibs.it/it/internazionale/studiare-allestero/sportello-studenti-outgoing