



(ex)change your life!

Erasmus outgoing students 2023-24

May 2nd, 2023



Erasmus+

Subjects of the mobility

- The student
- The sending institution: Unibs
 - Departmental Coordinator (professor)
 - Institutional Coordinator (Head of International Mobility Office)
- The host/receiving institution)
 - Departmental Coordinator (professor)
 - Institutional Coordinator (Head of International Mobility Office)

Staff at UOC Mobilità Internazionale Studenti

Aiko Terao: Head of Office, Institutional Coordinator.

Silvia Rezzola: Destination assignment, re-assignment, drop out, nomination

Laura Benazzoli: documents, scholarships, OLS

Giulia Felicioli: Erasmus traineeship, thesis abroad, recognition of passed exams

Marina Cardilli: Erasmus incoming students

SOURCES OF INFORMATION

1. General Information about the Erasmus Programme

- Unibs' Erasmus+ Regulation (in progress)
- Call for scholarship

2. Institutional/administrative information:

- Communications from UOC Mobilità Internazionale
- Erasmus tutor desk
- E-mail erasmus.outgoing@unibs.it and erasmus.tutor@unibs.it

3. Academic/study plan information

- Erasmus+ Departmental Coordinator
- Segreteria Didattica at the Department

NEXT STEPS

1. ACCEPTANCE: fill in the online form (deadline was 28/4)
2. NOMINATION: Unibs sends student data to assigned host universities
3. APPLICATION: The student applies to the host institution following their instructions and by the deadlines.



Deadlines, required documents and every aspect related to the application are to be asked exclusively to the host institution.

If you are «to be reassigned»

If your current status is «da riassegnare» it means that because of your position in the ranking list and/or the linguistic competences and/or available places, it hasn't been possible to assign you to a host institution.

We will assign you one as soon as everybody has filled in the acceptance form and we will have a clear vision on available spots, in the next few weeks.

Refusing the assigned destination

We remind you that:

- You can only refuse the assigned destination if it not matching your study course (i.e. if you cannot find enough suitable courses) and this **HAS TO BE CONFIRMED** by the Unibs academic coordinator. You will be reassigned after all other students have accepted/refused their destination and only if spots will be available;
- It will still be possible to ask to change the destination after accepting it, if the student and their Erasmus coordinator proof the inadequacy of the assigned destination.
- If you have refused your destination but your coordinator hasn't confirmed, you will not be reassigned.

Your study plan abroad

In evaluating the matching of the destination to your study plan you should take into account:

- The availability of 30 ECTS per semester (courses from next year's study plan 2023-24)
- You can take exams from previous years;
- **You cannot take exams from subsequent years (2024-25 onwards)**
- For optional courses «insegnamenti a scelta libera» you don't need to find matching programmes, you can take any course that fits your academic field even if there isn't a matching course here at Unibs.

If the host university asks you for...

Transcript of records: it's the certificate with the list of exams you took at Unibs until now. You can request it to the Segreteria Studenti by opening a ticket on Infostudente (category «Certifications and self-certifications») and send them:

- [form](#) (certificato per mobilità internazionale) filled in and signed
- ID
- Request from the host university

If you show that the certificate is requested by the host University you will not pay for the 16 EUR fee.

If you have a specific deadline, please tell it to the Segreteria.

If the host university asks you for....

Language certificate: We sent you the Altissia's assesment test certificates.

It solely depends on the host university to accept it or not.

Learning Agreement: we will have another meeting regarding the online LA in June.

If the host university wants a draft L.A. for the application, you can get it by writing an email to erasmus.outgoing@unibs.it . It should be signed by your Unibs Erasmus coordinator and yourself.

To sum it up...

The next steps are:

- Wait for the e-mail from the host institution about the application procedure;
- Complete application by the deadline set by the host institution, under penalty of exclusion from the programme
- Those who are awaiting a new destination, will be contacted by our office in the following few weeks.

NEXT MEETING: In June, related to Learning and Grant Agreement, scholarship payment etc.

Administrative contacts

UOC Mobilità Internazionale Studenti

Via San Faustino 74/B

Website <https://www.unibs.it/en/international/outgoing-mobility/erasmus-programme/erasmus-study>

Online desk (by appointment) <https://www.unibs.it/node/22920>

Email erasmus.outgoing@unibs.it and erasmus.tutor@unibs.it

Academic contacts

The list of the Erasmus+ Academic coordinators can be found on our website, section «Studiare all'estero»/Programma Erasmus+ per studio then choose your subject area (Economia/ Ingegneria etc.)

<https://www.unibs.it/it/internazionale/mobilita-allestero/programma-erasmus/erasmus-studio>

NEXT MEETING

Another plenary meeting will be held in late June/July to talk about:

- Learning Agreement
- Grant Agreement
- OLS (Online Linguistic Support)

Thank you!



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