Erasmus outgoing students Infoday
16-17 April 2019
Subjects of the mobility

• The student
• L’università di Brescia (*sending institution*)
  • Departmental Coordinator (professor- see list on website)
  • Institutional Coordinator (Head of International Student Mobility Office)
• L’università ospitante (*host/receiving institution*)
  • Departmental Coordinator (professor)
  • Institutional Coordinator (Head of International Office)
International Student Mobility Office Staff

Aiko Terao: Head of office, Institutional Coordinator.

Silvia Rezzola: Receiving institution’s assignment and reassignment, drop-outs.

Marina Cardilli: Students’ nomination, bilateral agreements

Laura Benazzoli: Before and after the mobility documents, grants, OLS

Margherita Andreis: Incoming students
WHERE YOU CAN GET INFORMATION

1. General information about the Programme:
   1. Unibs’ Erasmus Regulation
   2. Erasmus call

2. Administrative information (documents, application, grant, etc.)
   1. Handbook and email by the international mobility office
   2. International mobility desk (no. 5 of Segreterie Studenti, Via San Faustino)
   3. E-mail erasmus.outgoing@unibs.it

3. Academic information (study plan, courses, etc.)
   1. Departmental Erasmus+ coordinator
   2. Servizi didattici di Dipartimento
   3. Erasmus+ coordinator at the receiving institution
Next steps

NOMINATION: Unibs nominates the candidates to the assigned destinations

APPLICATION: The student has to register to the receiving institution following the instructions he/she has received by email)

N.B.

Deadlines, required documents, conditions of the application are defined ONLY by the receiving institution! If you have any doubts please contact them.
If the receiving institution asks you...

- **Transcript of records**: it’s what we call «certificato di iscrizione con esami sostenuti (in lingua inglese)». You can get it by filing the form uploaded online (Erasmus page) and bringing it to the segreteria studenti (desk 1 to 4), it may take up to two weeks. You don’t need to pay for the fee (marca da bollo).

- **Language certificate**: It can be an official certificate, a statement made by a language professor at Unibs, the first assessment test OLS is accepted very rarely. Only the receiving institution will be able to tell you what they need.
**Learning Agreement (L.A.)**

The L.A. is the study plan of the student for the mobility period. It defines which courses will be attended abroad and will be recognised in the curriculum at Unibs upon the return.

You will NOT be able to attend courses abroad that are not in the L.A. and they won’t be recognised in any case.

*It is divided in three parts:*

- Before the mobility
- During the mobility
- After the mobility (non compulsory)
# L.A. Before the mobility

## 1. personal data

**Higher Education**

**Learning Agreement for Studies**

**Student’s name**

**Academic Year 2017/2018**

### Table: Learning Agreement for Studies

<table>
<thead>
<tr>
<th>Intestazione</th>
<th>Student</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>Sending Institution</strong></td>
<td>Name</td>
<td>Faculty/Department</td>
<td>Erasmus code (if applicable)</td>
<td>Address</td>
<td>Country</td>
<td>Contact person name; email; phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIVERSITÀ DI BRESCIA</td>
<td></td>
<td></td>
<td></td>
<td>PIAZZA DEL MERCATO, 13 25121 BRESCIA</td>
<td>I BRESCIA01</td>
<td><a href="mailto:laura.benazzoli@unibs.it">laura.benazzoli@unibs.it</a>, +39 030 298 87 78 <a href="mailto:aiko.terna@unibs.it">aiko.terna@unibs.it</a>, Head of IRO</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receiving Institution</strong></td>
<td>Name</td>
<td>Faculty/Department</td>
<td>Erasmus code (if applicable)</td>
<td>Address</td>
<td>Country</td>
<td>Contact person name; email; phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Double click on the heading and fill in your name. It will be written in every page of the L.A. automatically.
2. Table A—courses that you will attend abroad

### Before the mobility

<table>
<thead>
<tr>
<th>Table A</th>
<th>Component code (if any)</th>
<th>Component title at the Receiving 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 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>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: ...

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 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 that will be recognised in your Unibs study plan**

<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]

**Total:** ...

*Table A and B must be filled depending on the educational offer made by the receiving institution with the help of the departmental Erasmus coordinator.*
Warning!

The Erasmus coordinator can approve the match between Table A and B even if there is a difference in the number of exams or in the ECST/CFU, as long as he/she has considered the equivalence of the programmes, the duration of the courses and the amount of hours of lesson.
4. Commitment

**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.

<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>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Sending Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The «Responsible person at the sending institution» who signs the L.A. is the departmental Erasmus+ coordinator.
L.A. During the Mobility

## During the Mobility

### Exceptional changes to Table A

<table>
<thead>
<tr>
<th>Table A2 During the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose an item.

Choose an item.

Fill it in with the changes to Table A (courses that you added or cancelled for some reason) and Table B (which courses will be recognised after the changes of Table A).

The section will have to be signed by the student, the Unibs Erasmus coordinator and the coordinator of the sending institution.
L.A. After the Mobility

*It is usually replaced by the Transcript of Records (ToR) that the receiving institution sends at the end of the mobility period.*

*The ToR has to be sent by the receiving institution to:*

ammcentr@cert.unibs.it

(see Handbook/Vademecum for more info)
Validation of the Erasmus+ exams

Warning!

The validation procedure of the Erasmus exams is long and may take up to a few months to be finished.

If you think you need the validation of the ECTS that you have earned abroad in a short time after your return (for instance for your graduation, DSU grant, exc.), please say it to the international mobility office before leaving.
1. Assessment tests

Two assessment tests: one before the mobility and one after your return. They are COMPULSORY.

The test will be done in the language of instruction at the receiving institution.

If you follow the courses in different languages, you have to choose one of them for the test.

N.B. You won’t have to take the second test only if you get a result of C2 in the first one.
2. OLS- Corso online

The platform offers an online language course during the entire period of the mobility.

If you get less than B1 in the first assessment, you will be assigned the same language for the course automatically.

If you get more than B1, the course is assigned by the office and it can be in the local language.

If you get C2, you can choose the course in any language offered by the platform.
Contacts

U.O.C. Mobilità Internazionale Studenti
Via San Faustino 74/B Sportello
Segreteria studenti desk no.5
Mon – Wed – Fri from 10.00 AM to 01.00 PM
Tue – Thu from 01.30 PM to 03.30 PM
030 298 87 71 during desk opening time
Email: erasmus.outgoing@unibs.it

The office receives only by appointment