



**REMINDER
FOR ERASMUS STUDY STUDENTS 2020/21**

BEFORE LEAVING

These are the main steps that you must take **after accepting your mobility placement but before leaving**. More detailed information and rolling updates are available on the Erasmus Study website: web.unipv.it > Internazionale > Studiare all'estero > Erasmus+ Europa (the instructions on what you must do before leaving are found under the "Prima di partire" section).

In any case, we recommend that you always refer to the Call for Erasmus Study 2020/21.

1) REGISTRATION AND ACCOMMODATION AT THE HOSTING UNIVERSITY

You yourself must register and find accommodation by following the instructions, processes and deadlines of the host university.

After you have accepted your Erasmus mobility, the International Mobility Office will send your official nomination to the host University.

Please now check the registration deadline of your hosting university by consulting its website: in many cases the deadline is in April and May for those going for the first semester or entire academic year.

2) RULES ON ENTRY AND HEALTHCARE IN HOST COUNTRIES

You yourself are responsible for checking the rules on entry. For this, you are advised to consult the country in question's embassy or consulate in Italy.

Pay particular attention to these rules if you are from a country **outside of the European Union**.

Also, you should find out about the healthcare system of the host country by consulting the ASL or the country's embassy or consulate in Italy.

3) LEARNING AGREEMENT

Contact the coordinator for your Erasmus Area in order to agree the Learning Agreement (study programme for abroad).

Fill in a copy of the Learning Agreement using the model version published on the website and follow the instructions written on that same document.

Sign it, have it signed by your Erasmus Coordinator and send it by email to the International Mobility Office:

- **before 3rd July 2020** if you wish to spend the first semester or entire academic year abroad
- **before 20th November 2020** if you wish to spend only the second semester abroad

4) **TAKING BACK THE DOCUMENTS BEFORE DEPARTURE**

It is OBLIGATORY and VITAL that you sign the “Accordo di mobilità” (contract) before leaving.

Therefore, **at least one week before leaving**, you should tell the International Mobility Office your predicted start and end dates according to the academic calendar of the host university, **by filling in the form ‘Scheda dati per accordo’**.

Before signing the contract, you must:

- send by email your learning agreement signed by the student and the UniPv Erasmus coordinator (at least)
- send by email the declaration of risk assumption and disclaimer
- put your bank details in your Area Riservata (Home>Anagrafica>Inserire/Modificare dati rimborsi) thus inserting your IBAN Code of your **Italian Bank Account** where you would prefer to receive your scholarship.

This procedure is valid ONLY for Italian Bank Account.

5) **WITHDRAWAL**

If you wish to withdraw your assigned Erasmus mobility period, please contact the International Mobility Office immediately.

IMPORTANT POINTS

COMMUNICATION WITH THE UFFICIO MOBILITA’ INTERNAZIONALE: correspondence regarding your Erasmus period will only be sent to your university e-mail address: name.surname0n@universitadipavia.it. You are therefore reminded to check it regularly.

ERASMUS FUNDING AND GRANTS: the provisional date for allocation is July 2020.

DURATION OF THE MOBILITY PERIOD: the initially assigned duration is that which is indicated in the list of destinations and corresponds to the number of months recorded in the interinstitutional agreement between the foreign university and the University of Pavia: therefore, this is only hypothetical and **purely demonstrative**.

The mobility period was assigned on the basis of this demonstrative duration (as will be any economic contributions): this does not guarantee that the assigned period will exactly match the number of months necessary for the completion of the training or study foreseen in the student’s study abroad plan for.

The same principal applies in cases where the period is shortened whether requested by the student or effected by the office. **The mobility period of the student can therefore be longer or shorter than the one initially assigned to and accepted by the student.**

The real duration of the period will be defined before departure and will be calculated in days. The calculation is based on the dates in the academic calendar of the host institution. These should be communicated by the student to the Ufficio Mobilità Internazionale before signing the “Accordo di mobilità” (mandatory Erasmus contract).

At the end of the mobility period, the duration will be recalculated based on the actual start and end dates as certified by the hosting institution.

Economic contributions, if approved, will also be amended according to the duration calculated in days.

At the end of the period, the student will have to give back any difference between the grant received and the theoretical grant for the time actually spent abroad.

For more information:

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