REMINDER
FOR ERASMUS STUDY STUDENTS 2021/22
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 webpage: internazionale.unipv.eu > andare all'estero > studio e tirocinio > Erasmus+ studio EU, English section (the instructions on what you must do before leaving are found under the “Before the mobility” section).
In any case, we recommend that you always refer to the Call for Erasmus Study 2021/22 and attachments.

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.

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.

For more information, please visit the “Information sheet for outgoing students” and the “Travel information” section on our Erasmus webpage.

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 form published on the Erasmus 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 2nd July 2021 if you wish to spend the first semester or entire academic year abroad
- before 19th November 2021 if you wish to spend only the second semester abroad
4) **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 signed declaration of risk of 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.

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**IMPORTANT POINTS**

**COMMUNICATION WITH THE UFFICIO MOBILITÀ INTERNAZIONALE:** correspondence regarding your Erasmus period will only be sent to your university e-mail address. You are therefore reminded to check it regularly.

**ERASMUS FUNDING AND GRANTS:** The timing of the allocation of the Erasmus grants (and of the integrations, for those eligible) is not yet known. This depends on the time taken by the European Commission to approve the request for funding, so the allocation cannot take place before summer.

As far as integrations are concerned, these will be distributed according to the criterion of the equivalent economic situation, taking the ISEE 2020 data (i.e. the one declared to the University of Pavia or EDISU for the academic year 2020/2021) directly from the students’ reserved area.

For the requirements, methods and timing regarding the payment of financial contributions, please refer to Annex I of the Erasmus Call for Study 2021-22 - Provisions relating to the mobility period.

More information will be sent to all selected students only when the allocation of funds and the criteria for the assignment by the competent bodies will be known.

**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.

**VIRTUAL OR BLENDED MOBILITY:** If it is not possible to move ‘physically’ due to restrictions/cancellations by the host university, it is possible to carry out the period in fully virtual mode or in blended mode (partly virtual and partly physical). A financial contribution is expected for virtual mobility (detailed information will be provided shortly).

**Please note that students who choose this type of exchange, whether blended or virtual, must comply with the same requirements as for physical mobility:** they must therefore submit the learning agreement and sign the mobility agreement before the start of the study period.

*Memorandum Erasmus for Study 2021/22 – Before leaving*
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