



UNIVERSITÀ  
DI PAVIA

# **ERASMUS + Study OVERSEAS Programme**

# **CHECKLIST BEFORE DEPARTURE**

**WHAT SHALL I DO NOW?**

Edited by the International Mobility Unit – APRIL 2024

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# WHAT'S ON THE AGENDA TODAY...

- ❖ Nomination – Hosting Institution

- ❖ **Before the Mobility**

- ❖ Application

- ❖ Digital Learning Agreement

- ❖ International Mobility

Delegates

- ❖ Economic Contributions

- ❖ Bank details

- ❖ OLS Test

- ❖ **During the Mobility**

- ❖ **After the Mobility**



# NOMINATION

1. The **International Mobility Unit** **nominates students** to the Receiving Institution.
2. The **Receiving Institution** **contacts students** directly (*unless differently specified on their website*), providing info about Univ. registration, course catalogue, possible accommodation.



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## Deadlines for Nominations and Applications:

The partner university coordinator nominates students by the deadlines below. Nominations are submitted online (link below). Please include: name, email, year of study, area of study for each student as well as the grade point average and a transcript copy, if available.

After nominations are reviewed, application instructions will be sent by email to the student and the coordinator if the nomination is accepted.

### ONLINE NOMINATION FORM LINK:

<http://fsu.qualtrics.com/jfe/form/SV-aa7EmGcpVecDVwp>

<u>Semester</u>	<u>Nominations Open</u>	<u>Nomination Deadline</u>	<u>Student App. Deadline</u>
Fall	January 1	February 1	February 15
Spring	August 1	September 1	September 15

*NOTE:* if you leave in the **II semester**, you'll be contacted **later on!!**

# Before the mobility

<https://internazionale.unipv.eu/en/mobility/going-abroad/erasmus-plus-study-europe-extra-europe/after-the-selections/before-the-mobility-erasmus-for-study/>



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# APPLICATION

After nomination > Application to the Receiving Institution

Informative email from the Host University

## *What might be required?*

- Official Unipv Transcript of Records ✓
- Certificate of Assignment (or proof of nomination) ✓
- Unipv Insurance policy
- Official language certificate (**OVERSEAS**) ✓ \* Proof of exemption from linguistic test (Eng) **NO Overseas**
- Recommendation letter (**OVERSEAS**) ✓
- Passport (**OVERSEAS**) ✓
- Criminal records and Bank Statement (**OVERSEAS**) ✓

✓ *outgoing.mobility@unipv.it*

✓ *International Mobility  
Coordinator*



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# VISA and ENTRY RULES

Inform yourself about entry rules and healthcare assistance in the host country.

## You can rely on:

- Host Country Embassy
- Host University instructions
- <https://www.esteri.it/it/>
- <https://www.viaggiasesicuri.it/home>

## What UniPV can provide:

- Certificate of Assignment
  - Unipv insurance policies (Accident, Civil Liability)
- NO HEALTH INSURANCE!!**



# RESIDENCE PERMIT

If you are in Italy with a **residence permit**, make sure it remains valid for the entire period of mobility abroad. If you need to renew it, take action immediately in preparation for your Erasmus program departure. If you need assistance, contact the dedicated GOPA office: [HelpDesk Permit of Stay](#)

**Start the renewal process at least 4 months before departure.**

**Ask the International HelpDesk**  
at Questura offices: GOPA.



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HOME > HelpDesk Permit of Stay

Disdici un appuntamento  
Appointment cancelled

## HELPDESK PERMIT OF STAY

The HelpDesk is dedicated to students who need to request or renew their residence permit. Before proceeding please read the [FAQs](#).

*Il servizio di HelpDesk è dedicato agli studenti e alle studentesse che devono richiedere o rinnovare il loro permesso di soggiorno. Prima di procedere si prega di leggere le [FAQ](#).*

**Opening hours / Orari di apertura:**

Tuesday / *Martedì*: 09.00 - 12.45

Thursday / *Giovedì*: 09.00 - 12.45



# ACCOMMODATION

- Seek information from the host University:  
on-campus housing / students' residence or a list of accommodations
- Contact the local ESN section



ESN

Erasmus Student Network

<https://pavia.esn.it/>  
<https://esn.it/>

- If you are looking for accommodation independently, be careful about making prepayments. Do not accept too high deposits or pay by traceable methods.



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# DIGITAL LEARNING AGREEMENT

- The LA contains the list of the activities to be followed abroad: courses and/or thesis research.
- To be completed through the MOBILITY ONLINE PLATFORM:
  1. Select courses from the "course catalogue" of the Host Institution and insert them in the "TABLE A" of the DLA.


Mobility type: Semester(s)

Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	B150216101	Business strategy	2/2	10,00
	B150123101	Corporate Strategy and Organization Design	2/2	10,00
	B150103101	Leadership and Organizational Communication	2/2	10,00
				<b>Total: 30,00</b>



# DIGITAL LEARNING AGREEMENT

2. Select the corresponding courses from your study plan curriculum at Unipv: "TABLE B" of the DLA

Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Credits (or equivalent) to be recognised by the Sending Institution
500263	INTERNATIONAL BUSINESS AND MANAGEMENT	2/2	9,00
510209	BEHAVIOR DESIGN FOR STRATEGIC MANAGEMENT	2/2	6,00
509585	MANAGING RESEARCH FOR BUSINESS	2/2	6,00
510203	INTERNATIONAL ENTREPRENEURSHIP AND AGILE MARKETING	2/2	9,00
			 Total: 30,00

**The DLA must contain at least 20 CFU on Unipv activities!!**

**3. Once completed, notify by email your Erasmus Delegate for approval**



# DIGITAL LEARNING AGREEMENT

Once your Erasmus Delegate approves the DLA, the DLA is automatically sent to your host institution for approval:

Information concerning EWP	
Learning Agreement signed by student	✓
Learning Agreement signed by coordinator	✓
Learning Agreement signed by partner	✓

Courses at the home institution entered in the Digital Learning Agreement	✓
Courses at the host institution entered in the Digital Learning Agreement	✓
Courses in Digital Learning Agreement approved and signed by home institution	✓
Courses in Digital Learning Agreement approved and signed by host institution	✓
Learning Agreement approved by all parties not yet downloaded	✓
E-mail with information regarding next steps for scholarship received	✓

The workflow of MO can move to the next steps!

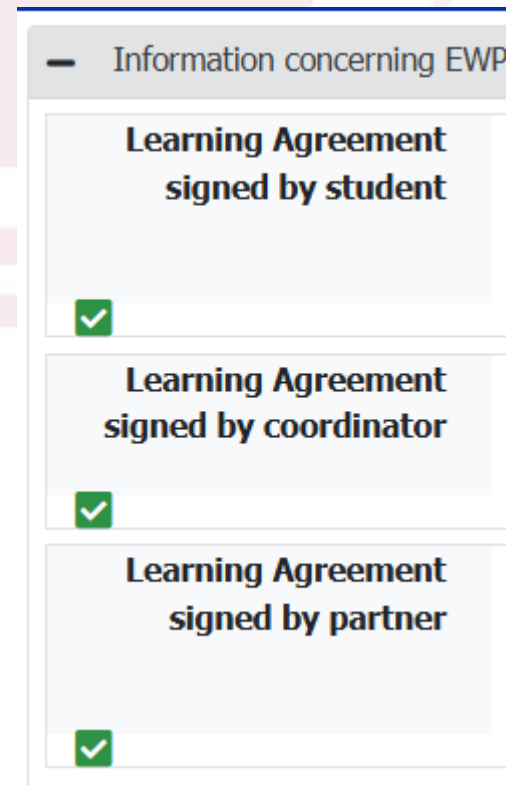


# DIGITAL LEARNING AGREEMENT

**DLA DEADLINE: 1 month before departure**

Ideally with all 3 signatures, mandatory 2 signatures, the student and the Delegate from Unipv.

**Max 30 days upon your arrival:** the host institution must approve/sign your Learning Agreement



Information concerning EWP

- Learning Agreement signed by student
- Learning Agreement signed by coordinator
- Learning Agreement signed by partner



# EXCHANGE DATES OF THE MOBILITY

- The next step is to exchange the dates of the mobility > check the official dates of the 2nd semester in your host institution.

Exchange dates and type of mobility checked and confirmed



- **START DATE:** regardless of when you arrive, the **FIRST DAY OF THE 2nd SEMESTER**, unless differently specified by your host institution, e.g. welcome week.

- **END DATE:** end of the **EXAM SESSION**.

- The actual dates of your mobility will be filled in by the host institution at the end of the mobility in the "Attendance certificate". These dates will be used to calculate the actual mobility days and thus the remaining part of the Erasmus scholarship





# INTERNATIONAL MOBILITY COORDINATOR

## International Mobility Coordinators

- Supports students in drafting the Learning Agreement
- Is responsible for approving the study plan of the Learning Agreement before departure
- Approve changes to the LA during mobility
- Is responsible for the academic recognition of the results achieved abroad by the student upon return.





# MOBILITY AGREEMENT

**Last step before the mobility: sign the Mobility Agreement > contains all details on the scholarship.**

**Released by MO platform about 1 month before departure.**

## Erasmus for Study

- Learning Agreement approved by the International Mobility Coordinator at least
- Exchange dates on Mobility Online



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## Overseas Exchange

- Learning Agreement approved by the International Mobility Coordinator at least
  - data sheet and the payment form
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# MOBILITY AGREEMENT

University payments are done at the end of the month.

Depending on when you sign the Mobility Agreement, you receive the first intalment either the month before or on the same month of the mobility.

Scholarship: 80% at the beginning and the remaining 20% upon return and completion of the administrative paperwork.



# FINANCIAL CONTRIBUTIONS: ITEM A

## ERASMUS Study - EU

MONTHLY GRANT	DESTINATION COUNTRY (PROGRAMME COUNTRY)
<b>350</b>	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Luxembourg, Norway, Netherlands, Sweden and Program Countries: UK and Switzerland
<b>300</b>	Cyprus, Greece, Malta, Portugal, Spain, Estonia, Czech Republic, Slovakia, Slovenia, Bulgaria, Croatia, North Macedonia, Lithuania, Poland, Romania, Serbia, Hungary, Turkey

## Overseas - Unipv

MONTHLY GRANT	DESTINATION COUNTRY (PROGRAMME COUNTRY)
<b>400</b>	Argentina, Brazil, Chile, Colombia, Mexico
<b>700</b>	Australia, Canada, Japan, USA*

\*For ISEP, only the scholarship will be paid, without integration, since the student will already be exempt from paying board and lodging costs, which will be borne by the hosting University.

**+ 250 / MONTH** for FEWER OPPORTUNITIES STUDENTS  
Criteria available at Annex I (Article 6) of the Call, published on our website.



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# FINANCIAL CONTRIBUTIONS – ERASMUS: ITEM B

INTEGRATION OF THE  
SCHOLARSHIP

Unipv



NOT GRANTED: PENDING  
FUNDING DISBURSEMENT FROM  
THE ITALIAN MINISTRY. DO  
NOT COUNT ON IT!! \*

ISEE	MONTHLY GRANT
$ISEE \leq 13.000$	400
$13.000 < ISEE \leq 21.000$	350
$21.000 < ISEE \leq 26.000$	300
$26.000 < ISEE \leq 30.000$	250
$30.000 < ISEE \leq 40.000$ / PhDs students wo mobility scholarship	200
$40.000 < ISEE \leq 50.000$	150

\* Regarding the second call for Erasmus+ Study: the supplementary contribution is not granted due to the lack of funding

Table available at Annex I (Article 6) of the Call, published on our website.



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# FINANCIAL CONTRIBUTIONS – OVERSEAS: ITEM B

**INTEGRATION OF THE  
SCHOLARSHIP**

**Unipv**



**NOT GRANTED: PENDING  
FUNDING DISBURSEMENT FROM  
THE ITALIAN MINISTRY. DO  
NOT COUNT ON IT!!**

<b>ISEE</b>	<b>MONTHLY GRANT</b>
ISEE $\leq$ 13.000	<b>550</b>
13.000 < ISEE $\leq$ 21.000	<b>500</b>
21.000 < ISEE $\leq$ 26.000	<b>450</b>
26.000 < ISEE $\leq$ 30.000	<b>400</b>
30.000 < ISEE $\leq$ 40.000	<b>350</b>
40.000 < ISEE $\leq$ 50.000	<b>300</b>
ISEE > 50.000 or not detected	<b>250</b>



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Table available at Annex I (Article 6) of the Call, [published on our website.](#)

# FINANCIAL CONTRIBUTION – TRAVEL: ITEM C

**OVERSEAS: NO TRAVEL CONTRIBUTION**

**ERASMUS + STUDY: NO TRAVEL CONTRIBUTION**

**ONLY DAILY ALLOWANCE REG 1-12 (EU Countries + UK + CH)**

**daily allowance** = monthly grant / 30 days = 8-12 Euro/day for one way trip only for each day of travel necessary to reach the final destination for **a maximum of 2 days (non green travel) and 6 days (green travel)**.

Travel days must not be part of the period indicated in the Certificate of Attendance. Send tickets and receipt by e-mail



# BANK DETAILS

## ERASMUS + STUDY

- Enter the bank details of your Italian current account in your [Area riservata](#).
- **Path: Home>Personal Information>Enter/Modify refund data**
- **If you have a foreign bank account:** contact the International Mobility Office: [outgoing.mobility@unipv.it](mailto:outgoing.mobility@unipv.it)

## OVERSEAS EXCHANGE

- Fill out the data sheet and return it to the International Mobility Office at least two weeks before your departure
- Fill out and sign the payment form
- Documents are available at: <https://internazionale.unipv.eu/en/mobility/going-abroad/the-overseas-exchange-programme/after-the-selections-overseas/>

**NB:** you must be the account holder or the joint account holder



# OLS TEST: ONLY for ERASMUS STUDENTS!

## Online Language Support

- Created by the European Commission
- **Goal:** to improve the language skills of the mobility programme participants
- Higher education students participating in mobility for at least 14 days must assess their language skills before departure

The results of the language assessment **do not** prevent participation in Erasmus+.

### WHEN

#### BEFORE DEPARTURE

To assess your language skill level

#### AFTER YOUR RETURN

To verify your improvements

### WHERE


#### EU ACADEMY Learning Platform

<https://academy.europa.eu/>

<https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>







language & culture

**German Placement Test**

★★★★★ 4.7 (6)

## German Placement Test

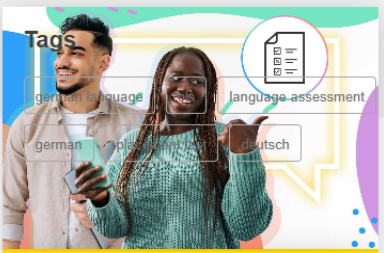
🕒 Less than an hour    📊 Novice

### Assessment details

Knowing your language level is a great starting point to reach your learning goals faster! Take a few minutes to complete the placement test below and let us recommend the course that suits you best.

### Target audience

Erasmus+ European Solidarity Corps



**Enrol** >



**It's FREE!**

- The placement test assesses your overall language level.
- The goal of the test is to suggest OLS learning content that is right for your level.
- The test consists of **31 questions** and takes between **10 - 30 minutes** depending on your level.
- During the placement test, you can end the test at any time and your results will be taken into account.
- To end the test, simply click the **"Finish attempt"** button.

# TRAVEL – INTERRAIL PASS for ERASMUS +

- A train pass reserved for Erasmus students.
- Non-European Erasmus+ participants must be residents of a European country,
- Last 6 months. Within this period you can travel 4 or 6 days in up to 33 European countries – regional trains. For high speed and night trains, reservation is needed.
- The pass allows up to 2 journeys in your home country: 1 to leave, 1 to return - at any stage of your Pass' validity.



**4 days**  
within 6 months  
[View details](#)

1  € 212



**6 days**  
within 6 months  
[View details](#)

1  € 301



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# DURING THE MOBILITY

- Upload the **Arrival Certificate** on the Mobility Online platform possibly by the first week after your arrival.
- Variations of the Learning Agreement: through the pdf form available on the website. Approved **BEFORE** the end of the mobility.

<https://internazionale.unipv.eu/it/mobilita-internazionale/andare-all-estero/erasmus-plus-studio-europa-extra-europa/dopo-le-selezioni/erasmus-studio-durante-la-mobilita/>



# AFTER THE MOBILITY

## MANDATORY:

- Final Transcript of Records (**at least one activity passed!**)
- Attendance certificate (**minimum period 60 days, max 360 days!**)
- Thesis certificate (if you undertook thesis activity)
- Complete the final OLS test
- EU Survey

## Deadline for submission:

**HARD DEADLINE : 30/09/2025**

**If you plan to graduate shortly after your return: documents submission must happen at least 40 days BEFORE graduation**

<https://internazionale.unipv.eu/it/mobilita-internazionale/andare-all-estero/erasmus-plus-studio-europa-extra-europa/dopo-le-selezioni/erasmus-studio-al-rientro/>



# HOW TO GET IN TOUCH WITH US?

## One-to-one meeting in a virtual room

**Wednesdays** from 13:30 to 15:00

**Fridays** from 10:00 to 11:30

(on appointment only)

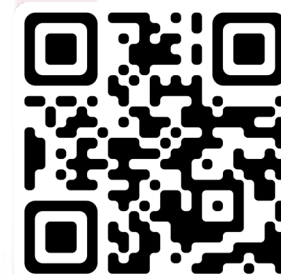
## One-to-one meeting in presence

**Tuesdays** from 10.30 a.m. to 12.30 p.m.

(on appointment only)

### BOOK YOUR FAVOURITE TIME SLOT!

- ❖ <https://internazionale.unipv.eu/en/>
- ❖ Click on «*About us*» and «*Contact*»
- ❖ Choose «*In presence*» or «*Virtual*»



# HOW TO GET IN TOUCH WITH US?

## Telegram Group - Live Chat service

**Mondays and Thursdays** from 10.30 a.m. to 11.30  
a.m.

- ❖ One-to-all approach
- ❖ Chat history available for new members
- ❖ Chat open only during those hours

**JOIN THE GROUP NOW!**

[t.me/unipvmobilityout](https://t.me/unipvmobilityout)



## E-mail Contact HUB

Erasmus+ for Study, Overseas Exchange Programme, Double Degrees, EC2U Alliance - [outgoing.mobility@unipv.it](mailto:outgoing.mobility@unipv.it)



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**Thanks for your attention and..**

**Enjoy your mobility experience!**



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