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PART I-GENERAL RULES AND ADMISSION CRITERIA

Art.1- Erasmus Study Programme

The Erasmus Programme is aimed at the acquisition of training credits during a European experience for a maximum of 12 months for each cycle of study (Cycle I: Degree; Cycle II: Master Degree; Cycle III: PhD/Post-Graduate School). For single-cycle Master degree courses, the maximum is 24 months.

The Erasmus Study Programme (*hereinafter: Programme*) has a minimum duration of 2 months (a full academic period of not less than 60 actual days) to a maximum of 12 months (360 days) and shall run between 1 June 2022 and 30 September 2023. For those enrolled in a Postgraduate School or a PhD programme, the programme lasts a minimum of 3 months (90 actual days).

The experience may take place in the following ways:

- **Traditional Mobility** (the entire Erasmus period is carried out abroad, in presence or in e-learning; therefore, students who are abroad, with the authorization of their destination, even if the activity is carried out in e-learning, are considered in traditional mobility);
- **Blended Learning** (the Erasmus period is composed of a period in Italy in e-learning and a period abroad of at least 60 days in presence and/or in e-learning).

The way in which the Programme will be carried out is established annually by the host University according to its educational planning for Erasmus students. During the Programme, students are required to comply with the safety rules indicated by the host University.

Art.2- Erasmus Study Eligible Activities

During the programme, the activities foreseen in the Didactic Regulations of each course of study are eligible, including the preparation of the thesis. The Programme may also include a period of internship or placement, provided:

- they are managed entirely by the foreign institution and are certified by it;
- they are an integral part of the student's curriculum;
- they are not funded by other EU programmes;
- an internship for the acquisition of the same CFU and for the same period has not already been activated with the University Internship Office.

Teaching activities carried out with profit during the Programme are fully recognized in the student's study plan.

Teaching activities acquired during the Programme may not be included in the plan as supernumerary.

Art.3- Erasmus Study Destinations

The Programme is carried out in cooperation with Higher Education Institutions holding an ECHE-Erasmus Charter for Higher Education (*hereinafter: Erasmus Destinations*) with which the Università Milano-Bicocca (*hereinafter: University*) has stipulated a specific **Erasmus Inter-Institutional Agreement** (*hereinafter: IIA*). The list of Erasmus destinations (annex 1 of this contest) is published on the website of the **University** at the link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>.

Erasmus Destinations for experiences a.y. 2022/2023 are "in the process of renewal", Department Erasmus Committees will assign destinations that have confirmed IIA by 31 January 2022.

Students can also refer to the [Destination Encyclopedia](#) for initial information on destinations of their department. This tool is created with the feedback of Erasmus students at the end of their experience; the contents therein, therefore, do not substitute in any way the information available on the websites of the Erasmus destinations.

Art.4- Teachers Coordinators for International Mobility

During the Programme, students will be supervised by an International Mobility Coordinator (*hereinafter: Erasmus Coordinator*).

Erasmus Coordinators have the following tasks:

- agree and approve with the students the Online Learning Agreement-OLA (*hereinafter: OLA*), i.e. the study plan of the didactic activities to be carried out during the Programme and any subsequent modification, respecting the timing set out in article 15 of the contest herewith;
- are responsible for the full recognition in plan and not in supernumerary of the didactic activities carried out with profit abroad; monitor the conversion of the foreign vote;
- authorize the extension of the Programme if it is necessary for the student to complete the OLA.

The complete list of Erasmus Coordinators is published on the website of the **University** at the link:

<https://www.unimib.it/internazionalizzazione/docenti-coordinatori-alla-mobilit%C3%A0>

Art.5 - Contest Eligibility Criteria

To access the Erasmus selection, students must:

1. **be enrolled within the normal duration of the course of study** (in course) in a Bachelor degree programme (first cycle of studies), a Master degree programme or a single-cycle Master degree programme (second cycle of

studies), a Post-Graduate School or a PhD programme (third cycle of studies). This condition must be maintained from the moment of application until the end of the Programme.

2. **not have access at the same time to other scholarships financed by the European Union for the academic year 2022/2023** (e.g. Erasmus Traineeship scholarship, Marie Skłodowska Curie scholarship, EIT Raw Materials scholarship, etc.);
3. **not have already benefited from the Erasmus scholarship for 12 months in the same cycle of studies (24 months for single-cycle Master Degrees);**
4. **not have their career suspended for any reason or be on a break in their studies;**
5. **not be enrolled in a year as a repeater, not be enrolled in credits, not be enrolled part time.**

Out-of-course students are not eligible for the Programme

Art.6- Language Requirements

Students participating in the programme must meet both of the following requirements:

1. Language requirement of the Erasmus destination

Selected students are expected to meet the language requirements of the Erasmus destinations within the timing dictated by the destination institutions. It is the responsibility of students to check on the websites of the Erasmus destinations, before applying to this contest, the level and the eventual type of certification of the requirements. In the event that the language requirement of the Erasmus destination is less than that of the University, students will still be required to meet the requirement of point 2 of this article.

2. University language requirement

Selected students are required to acquire, by the date of their of departure, level B2 of English or of the language of the host country even if the language requirement of the Erasmus destination is lower.

The following are valid for the acquisition of the requirement:

- Passing the examination of the University's online language courses (Rosetta Stone);
- A certificate of the appropriate level of the CEFR (Common European Framework of Reference for Languages) recognized by the University's language secretariat.

Information on language courses offered by the University can be found on the website of the **University** at the following link: <https://www.unimib.it/didattica/lingue-unimib/corsi-lingua-rosetta-stone> or writing to segreteria.lingue@unimib.it

Art.7- Incompatibility with the Erasmus Study Programme

During the Programme, students may not:

- a) Apply for a transfer to another University or a change of course;
- b) Discuss the thesis and/or be proclaimed;
- c) Carry out any activity that requires a presence at the Università Bicocca except as provided in article 25 of this contest.

The Programme must be continuous and not include any suspension other than as foreseen by the destination.

PART II-SELECTION OF CANDIDATES

Art.8- Erasmus Study Mobility Project

To be admitted to the selection, students must prepare, independently, an "Erasmus Mobility Project" using the form published on the website of the **University** at the link:

<https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>

In the Erasmus Mobility Project form, students must indicate:

- **preference for 5 Erasmus destinations;**
- **list of educational activities** that could be pursued at each of the 5 Erasmus destinations indicated with the relative proposal of association to the didactic activities of the **University**.

The Erasmus Mobility Project will be evaluated by the Department Erasmus Committees and it is aimed at verifying students' ability to identify autonomously the destinations, estimating their adequacy to their study plan.

The completed Erasmus Mobility Project form, saved in PDF/A format, must be included in the application form to the Online Secretariats. **Failure to include of the Erasmus Mobility Project will result in automatic exclusion from the selection.**

The Erasmus Mobility Project is only valid for selection purposes. Students who will be eligible will have to complete the OLA as per article 15 of this contest.

Art.9- Presentation of the Erasmus Study Application

The application must be completed at the Online Secretariats from 13 to 31 January 2022, 12 noon, as follows:

- log in and enter the personal page of the Online Secretariats;
- in the right menu select "**Mobility Contests**";
- select the mobility area "**Exchange Programme**" and confirm;
- select the Erasmus contest of reference a.y. 2021/2022;

- follow the procedure and enter the choice of **5 Erasmus destinations** indicating the order of preference; it is not allowed to select destinations expressly reserved for another course of study;
- select the key "**REGISTER**";
- attach the **Erasmus Mobility Project** in PDF/A format;
- for those in possession of it, attach a copy of a certificate of language level equal to or higher than B2 according to the CEFR (Common European Framework of Reference for Languages) classification if obtained outside the **University** (example: TOEFL and IELTS for English, DELF for French, DELE for Spanish and TestDaf for German);
- for recent graduates from other universities who have not yet communicated their final mark to the Career Management Secretariats, please attach a self-certification; those who do not have a self-certification from their University of origin can use the form at the following link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus> ;
- select obligatorily **print receipt of contest registration**.

The application is only complete with a printed receipt.

The application is null and void without uploading the Erasmus Mobility Project and printing the receipt.

Applications submitted with attachments that do not comply with the requirements of this contest or that are illegible will not be automatically admitted to the selection process.

Students enrolled in the third year of the Bachelor degree for the academic year 2021/2022 and who will complete the Erasmus after enrolling in the first year of their Master Degree in the academic year 2022/2023 must register for the contest of the Department to which the Master Degree they intend to enrol in pertains. Participation in only one contest is allowed.

Graduates and undergraduates not enrolled in a.y. 2021/2022 who at the time of publication of this contest have been selected for admission to a Master Degree course or a PhD course at the **University** may submit a paper application by writing to the International Mobility Office-UMI at the following e-mail address outgoing.erasmus@unimib.it .

Students enrolled in inter-departmental courses of study may apply to the offices of only one of the Departments to which their course of study belongs, agreeing this in advance with the relevant Erasmus Coordinators.

Art.10- Selection of the Candidates and Assignment of the Erasmus Study Destinations

Candidates will be selected as follows:

1. **The Online Secretariats system will generate provisional rankings by Department assigning a score in fiftieths for the academic curriculum**, in accordance with article 11 of the University Regulation for the implementation of international student mobility. For the formulation of the score of the academic curriculum of the candidates, the Online Secretariats system will take into consideration only the teaching activities passed and recorded within the publication of this contest.

2. **The Department Erasmus Committees will assign an additional score in fiftieths.** Selections by Department Erasmus Committees will take place in one of the following ways:

- **Evaluation of the content of Erasmus Mobility Projects**, without the convocation of the students;
- **Convocation of student candidates for an interview** on aptitude and/or verification of initial language skills.

Students who have obtained a **score of 0/50** by the Department Erasmus Committees will be included in the ranking as **"ineligible"** and will be excluded from the programme, regardless of the score referred to in point 1 of this article.

The dates of any convocation of students for interviews established by individual Departments, will be communicated by 31 January 2022, exclusively through publication on the University website at the following link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus>.

By 14 February 2022, the Department Erasmus Committees will communicate to the International Mobility Office the final rankings for each Department with the assignment of the destinations. The Department Erasmus Committees may assign destinations other than those indicated by students in the following cases:

- students are not in a position to obtain at least one of the chosen destinations;
- students have indicated destinations that are not suitable for their course of study.

Students who will have declared a number of destinations less than 5 and who were not in a useful position for the assignment of one of the destinations indicated by them will not have another Erasmus destination assigned.

Art.11- Acceptance of the Erasmus Study Destination and Programme Start Declaration

Starting from 12 noon on 22 February 2022, the Erasmus destinations assigned by the Department Erasmus Committees will be visible on the Online Secretariats in the page of the Erasmus Mobility contest in which they participated.

From 12 noon on 22 February 2022 to 11 pm on 25 February 2022, students must confirm acceptance of the assigned Erasmus destination by accessing the Online Secretariat. At the same time, students must indicate the semester chosen for the beginning of the experience: first semester, second semester, single year or entire academic year (the latter option is admissible only if the IIA includes a period of at least 9 months).

At the end of the procedure, students who will have refused the assignment of one of the 5 destinations indicated in the Erasmus Mobility Project and those who will not have confirmed it will be considered renounced without application of delay.

Destinations that become free as a result of the renunciation and/or non-confirmation of destinations will, where possible, be reassigned in order of ranking only:

- to eligible students who were not assigned any destination in the first instance;
- to students who have been assigned a destination that they did not indicate in the Erasmus Mobility Project and refused or not confirmed by 11 pm on 25 February 2022.

Art.12- Definitive Lists

Students who have accepted the assigned destination as per article 11 of this contest **will be able to view the final rankings that will be published on the Official Register and on the University website at the link <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/selezioni-erasmus> by 4 pm on 7 March 2022.**

Students who will be included in the lists will be considered Erasmus Students and for the entire duration of the programme they will have to communicate with the International Mobility Office-UMI through the e-mail outgoing.erasmus@unimib.it

Art.13- Renunciation of the Erasmus Study Programme

After the publication of the final rankings, students who submit renunciation of the programme will be charged a penalty of Euro 200.00.

These students must submit a renunciation of the programme to the **Online Secretariats** as follows:

1. log in and enter the personal page;
2. in the right menu select "**Questionnaires**";
3. fill in the questionnaire "**Declaration of renouncement of international mobility**;
4. when finished, confirm the questionnaire;
5. renunciation is irrevocable from the moment in which the sending of the questionnaire is confirmed.

Students who, despite not having submitted a renunciation, do not respect the procedures and deadlines laid down in this contest, will be deemed to have renounced automatically with the application of a penalty of Euro 200.00 and will not be able to participate in any other international programme of the University.

Students who have not accepted the destination with the online Secretariats are not required to complete the declaration of renunciation.

PART III-BEFORE THE ERASMUS STUDY PROGRAMME

Art.14- Appointment of Students to Erasmus Study Destinations

After the publication of the definitive rankings by Department, the International Mobility Office (*hereinafter: UMI*) will contact the foreign Universities to communicate the names of the students assigned to them; at the same time, the semester of the beginning of the programme that the students indicated when accepting the Erasmus destination will be communicated. Appointments will be made according to the timelines of foreign Universities.

Students will receive confirmation of their appointment by UMI and then they will have to contact their Erasmus destination for the completion of the enrolment procedures. Foreign universities may request a Transcript of records (Certificate of enrolment with exams taken at Unimib) to be sent in English; to obtain this document, students must contact the Career Management Secretariat in due time.

It is only permitted to change the initial semester in the following cases:

- reprogramming of the educational offer by the Erasmus Destination;
- serious personal reasons that have arisen.

Students who fall into one of the above cases should discuss with their Erasmus Coordinator of Unimib and promptly inform UMI at the following e-mail outgoing.erasmus@unimib.it.

Appointed students will be fully enrolled at the foreign University and will be required to comply with its regulations. In the event that students engage in misconduct reported by the Erasmus destinations, the incident will be reported to the attention of the Rector for the necessary disciplinary measures.

Art.15- Online Learning Agreement-OLA

The **OLA** is a document that certifies the study programme that students will complete at the Erasmus Destination; as such, it must always be agreed upon **before** the start of the programme with **the Erasmus Coordinator** and must be approved by the Erasmus Destination.

Students may submit the **OLA** by accessing the Online Secretariats on the page of the Erasmus Mobility contest in which they participated. The **OLA** shall include all the educational activities intended to be completed with the relative associations of those of the **University**.

In the **OLA** it is possible to include only whole courses of the **University** (modules cannot be included). Each teaching of the **University** must be associated with one or more foreign didactic activities: if there are more than one, if students do not pass one of the foreign profit exams foreseen by the association, they will have to modify the **OLA**, as per article 27 of this contest, or they will lose recognition of the whole exam. Finally, it is possible to associate a group of courses of the **University** with a single foreign teaching activity.

Students will be able to submit the **OLA** according to the following timeline:

Starting semester	Presentation	Approval
I semester (including full year)	From 14/03/2022 to 10/07/2022	By 15/07/2022
II semester	From 14/09/2022 to 25/11/2022	By 30/11/2022

Students who must complete their enrolment in the Master Degree for the academic year 2022/2023, when submitting the **OLA**, must use the European Learning Agreement form published on the following link on the University website: <https://www.unimib.it/internazionalizzazione/erasmus-studio/preparare-lerasmus> respecting the deadlines in point I. These students must submit the **OLA** to the Online Secretariats once they have regularized their enrolment for the new academic year and after approval of their study plan.

The OLA, in order to be valid, will have to obtain also the approval of the Erasmus Destination, according to the new modalities foreseen by the Erasmus digitalization process (Erasmus Without Paper-EWP), whose launch is foreseen for the year 2022. UMI will provide students with the necessary instructions as soon as they are communicated by the EU Commission. UMI will communicate any additional requirements of the EWP during meetings and/or webinars dedicated to students eligible for the Programme.

Students will be able to change their OLA once the experience has started as per article 27 of this contest.

Art.16- Declaration of Scheduled Programme Start and End Dates

Students must declare **the scheduled Programme start and end dates**, according to the following timetable:

- **by 22 July 2022, for experiences to be completed in the first semester** (including those choosing the full academic year);
- **by 10 December 2022, for experiences to be completed in the second semester.**

The new modalities for the declaration of the dates of the Programme, foreseen by the digitalization process of Erasmus, will be communicated by UMI during the meetings and/or webinars dedicated to the students eligible for the Programme.

After these deadlines, the declared dates cannot be changed. Students who fail to declare the dates of the Programme will be deemed to have renounced with the application of the penalty as per article 13 of this contest. The scheduled start date of the Programme must coincide with the first day on which the students start the educational activities of the Erasmus Destination. The end date of the Programme must coincide with the day of the last exam taken of the foreign destination or the last day of educational activity provided by the Erasmus destination according to the academic calendar of the destination itself.

Students who must complete their enrolment in a Master Degree or PhD programme for the academic year 2022/2023, and who therefore have not been able to submit **the OLA** may declare their scheduled start and end dates by writing to outgoing.erasmus@unimib.it. For these students, the Programme start date cannot be earlier than the date of enrolment for the a.y. 2022/2023.

Art.17- Enrolment Renewal a.y. 2022/2023

By 22 July 2022, students starting the Programme in the first semester (including those who are in the Programme for the entire academic year) **must renew their enrolment for the academic year 2022/2023**; the enrolment fee can instead be paid by the deadlines set by the **University**. Students starting the Programme in the second semester will need to renew their enrolment for the academic year 2022/2023 and be in order with their fees by the deadlines set by the **University**.

Students who must complete their enrolment in the Master Degree or in the PhD, and who therefore cannot renew their enrolment for the a.y. 2022/2023 until the publication of the admission rankings will be able to start the Programme after the completion of enrolment.

Art.18- Signing of the Erasmus Study Mobility Agreement

Before the start of the Programme, the students and the **University** sign an agreement, referred to as "**Erasmus Mobility Agreement**", which regulates the financial coverage, if any, and the insurance coverage during the Programme. **The scheduled Programme start and end dates declared by the students are required for stipulation**

of this agreement. Without the signing of the Erasmus Mobility Agreement, students are not authorized to start the Programme and will not receive any financial coverage, if any, and insurance.

The text of the Erasmus Mobility Agreement and the instructions for signing it will be sent by e-mail by UMI to students who have complied with the provisions of article 16 of this contest, according to the following timetable:

- **by 5 August 2022, for experiences to be completed in the first semester** (including those choosing the full academic year);
- **by 13 January 2023, for experiences to be completed in the second semester.**

Once the Erasmus Mobility Agreement has been signed, students must send it from their @campus account to the following e-mail address accordo.mobilita@unimib.it following the instructions received, according to the following timetable:

- **by 9 September 2022, for experiences started in the first semester** (including those choosing the full academic year);
- **by 28 January 2023, for experience started in the second semester.**

The signature of the delegate of the **University** will take place according to the following timetable:

- **by 30 September 2022, for experiences started in the first semester** (including those leaving for the entire academic year);
- **by 14 February 2023, for experience started in the second semester.**

Students who have submitted a non-compliant Erasmus Mobility Agreement will receive an automatic e-mail requesting the submission of a new correct document within 10 days of receipt of the email, under penalty of suspension of financial coverage, where applicable, and insurance coverage. Failure to meet the deadlines indicated in this and in article 17 above will result in delays in the payment of the Erasmus economic benefit, where applicable.

Art.19- University Insurance Coverage and National Health Assistance

The **University** has the following insurance policies in place for its regularly enrolled students:

- Policy no. 406376720 "Third Party Liability - TPL" with AXA Assicurazioni S.p.A. (valid from 31 December 2020 to 31 December 2025);
- Policy no. 400260064 "Student Accident" Generali Italia S.p.a. (valid from 1 October 2020 to 30 September 2025).

These coverages extend to students and have worldwide territorial validity.

In any case, students must comply with the regulations relating to prevention and safety of the Erasmus destination and immediately inform the **University** in case of accident occurred during the activities related to the development of the Programme by contacting the Welfare and Relations with the SSN (National Health Service) Sector writing to the e-mail assicurazioni@unimib.it or on the website of the **University** at the link: <https://www.unimib.it/servizi/opportunità-e-facility/assicurazioni> .

The University does not offer health coverage. Students may also contact the same link of the Welfare and Relations with the NHS Sector to request information on further available insurance coverage.

Students are directly responsible for the procedure for their own health coverage abroad in accordance with current regulations. The University, subject to verification of budget availability, may award eligible students a Health Bonus as a contribution towards the cost of additional health insurance. The Bonus, if approved, will be paid together with the advance payment of the Erasmus Scholarship. The University is exonerated from any intervening health expenses in the event that students do not take out a supplementary health policy.

Students should also inquire before departure about the extent of National Health Care in the country of destination as follows:

- By consulting the **Interactive Guide: "If I leave for..."** published on the website of the Ministry of Health http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza_sanitaria;
- At the local Azienda Socio Sanitaria Territoriale (A.S.S.T.).

Art.20- Authorization for Mobility at the Foreign Destination

The start of mobility periods at the Erasmus destination is subject to the possibility of completing the activities of the Programme safely. The mobility of eligible students is authorized unless otherwise prescribed by the Italian State. Students can find information on the destination countries on the website of the Italian Ministry of Foreign Affairs <http://www.viaggiasesicuri.it/home>; if the Ministry of Foreign Affairs advises against departures to a given country, mobility to that country is not authorized. In such cases, students must immediately contact UMI who will take appropriate action.

Students are also required to register in the Ministry of Foreign Affairs database at the following link: <https://www.dovesiamonelmondo.it/home.html>

Art.21- Erasmus Mobility Scholarship and Additional University Contribution

Eligible students will receive funding in order of ranking for the periods actually spent abroad until the available funds are exhausted. The funding is provided as a contribution to the costs abroad: it is therefore not intended to cover the entire cost incurred by the student.

The funding is as follows:

– **Erasmus Mobility Scholarship**

The Erasmus National Agency Indire assigns annually to the **University** European funding to cover Erasmus Mobility scholarships. The **University** allocates a contribution to all eligible students until the European funding is exhausted. As part of the Erasmus EU Programme, the European Commission has established that the mobility scholarship is modulated according to the country of destination, on a daily basis, as provided for by the national provisions annexed to the Erasmus 2021 Programme Guide, as follows:

GROUP 1 Countries with higher cost of living	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway and Sweden	Euro 350,00
GROUP 2 Countries with average cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal and Spain	Euro 300,00
GROUP 3 Countries with lower cost of living	Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, Former Yugoslav Republic of Macedonia, Romania, Slovakia, Slovenia, Hungary	Euro 250.00

– **Additional University Contribution**

The integration to the Erasmus Mobility scholarship is modulated on the basis of ISEE data with reference to the year in which the contest is published, as per DPCM (Prime Ministerial Decree) no. 159/2013. The amount of the integration to the Erasmus Mobility scholarship is paid on the basis of the ISEE declaration for the calendar year 2021 according to **the amounts that will be decided by the Board of Directors of the University in the first meeting after the allocation of the EU funding.** Students who have not provided the ISEE or who have produced the maximum band declaration will not be entitled to any integration. UMI will extract the data present at the Online Secretariats on 22 July 2022.

Art.22- Economic Benefit Payment Method

The economic benefit is assigned by Rectoral Decree for the periods actually spent abroad and payment is conditional upon the signing of the Erasmus Mobility Agreement. The economic benefit of mobility is determined on the basis of the dates declared to the Online Secretariats as provided in article 16 of this contest. The duration of the mobility will be calculated by the EU Mobility Tool based on the DAYS360 Excel function, according to the business year of 360 days (therefore each month, regardless of its duration, will be considered as 30 days). It is possible to check the duration of mobility according to EU rules using the counter at the link: <https://www.unimib.it/internazionalizzazione/borsaerasmus> .

The economic benefit is paid in two instalments (an advance and a settlement balance), as follows:

1. Students who will have respected the deadlines established in articles 17 and 18 of this contest will receive an advance of the economic benefit assigned equal to all the months minus one (for example, for a declaration of effective mobility of 5 months and 20 days the advance will be 4 months) by the end of the month following the signing of the Erasmus Mobility Agreement by both parties.
2. Students will receive the settlement balance, if due, at the end of the programme according to the dates certified in the LA **Section to be completed AFTER THE MOBILITY- Confirmation of period**. The settlement is calculated on the days actually spent abroad and certified by the receiving organization in the **OLA** as per article 32 of this contest.

Art.23- University Multifunction Card

The economic benefit is disbursed exclusively on the University multifunctional card. Students are responsible for activating the "prepaid card" function at the Banca Popolare di Sondrio (building U6 ground floor) and checking the period of validity of the card. If the card is lost or stolen, students must file a report and request the issuance of a new card at the Career Management Offices and interface directly with the Banca Popolare di Sondrio (popso@unimib.it) for collection and activation of the new card. The issuance of the new card and the cost of shipping it abroad are the responsibility of the student. Upon activation of the new card, students will find disbursed the monthly payments due. For further information on the devices on which the economic benefit is paid, write to the e-mail of the Payments Office pagamenti.dott-spec@unimib.it .

PART V-DURING THE ERASMUS STUDY PROGRAMME

Art.24- Compatibility with the Erasmus Study Programme

During the programme, students will be able to:

- submit the Study Plan;
- apply for graduation as long as the discussion occurs after the programme closes;
- apply for University scholarships and scholarships for the Right to Study;
- pay the contributions and submit the ISEE declaration.

During the mobility abroad, students may not carry out any action that requires their presence on site at the University, otherwise the economic benefit will be deducted according to EU rules, except as provided for in article 25 below.

Art.25- Interruption of Erasmus Study Mobility

Students who need to interrupt their mobility in order to take exams must be authorized by the destination. It is allowed to book exams at the University for activities that are formally present in the plan, with the exception of educational activities included in the **OLA**. Booking for each session, even partial, will result in an automatic reduction of three days of scholarship. The reduction applies to each booking, even for sessions fixed on consecutive days, regardless of the outcome of the session and the detection of absence. Only the cancellation of the booking shall not lead to a reduction of the scholarship days. Interruptions are allowed only for exams or partial tests that require booking through the Online Secretariat system. Students are required to retain their travel documents (boarding passes/train tickets, etc.) and submit them, if requested, to **UMI**.

Art.26- Extension of the Erasmus Study Programme

Students can ask the Erasmus Coordinators for the authorization to extend the programme exclusively for study reasons; to do so, they must fill in the Extension mobility form published on the website of the **University** at the link: <https://www.unimib.it/internazionalizzazione/mobilita-internazionale/erasmus-studio/durante-mobilita>.

The Extension mobility form must be submitted complete with signatures to outgoing.erasmus@unimib.it at least one month before the end of the Programme and in any case no later than 31 May 2023, otherwise they will not be covered by economic benefit, where applicable. Funding for extensions, subject to verification of budget availability, will be allocated following the order of the rankings. The allocation will be made by Rectoral Decree, and **the economic benefit will be paid in a single payment at the end of the Programme.** Extensions can be requested up to a maximum of 12 months (24 months for single cycles) of total mobility for each study cycle as indicated by the EU and in accordance with the rules laid down in this contest. **It is the students' responsibility to send to outgoing.erasmus@unimib.it the Extension mobility form complete with all necessary signatures within the timeline required by this article.**

Art.27- Modification to the Online Learning Agreement- OLA

During the Programme, it is possible to request the modification of the OLA from the first day of the programme start or from the confirmation of the acceptance of the extension by UMI according to the Erasmus rules. The modified OLA must correspond to the didactic activities attended and completed during the Programme, always in compliance with the criteria of association between the activities of the **University** and foreign activities as outlined in article 15 of this contest.

Students will be able to submit the **OLA** modification according to the following timeline:

Modifications for experiences started in the first semester	From 01/09/2022
Modifications for experiences started in the second semester	From 08/01/2023

Students will be able to submit the **OLA** modification by accessing the Online Secretariats. UMI will communicate any additional compliance required by the EWP.

PART VI-CLOSURE OF THE ERASMUS STUDY PROGRAMME

Art.28- Closure of the Erasmus Study Programme

At the closure of the Programme, students will be required to:

- **check** that their **OLA** is in accordance with what was actually done abroad with profit;
- have **completed the certificate "Confirmation Of Period"** containing the actual dates of the mobility.

These dates will be taken into account for the recognition of the period and of the Erasmus economic benefit if due;

- fill in the **Programme Closure Questionnaire at the Online Secretariat** in the following way:
 1. log in and enter the personal page;
 2. in the left menu select "**Questionnaires**";
 3. fill in the questionnaire "**Declaration of International Programme Closure**;
 4. when finished, confirm and send the questionnaire;

Without the completion of the questionnaire, UMI does not receive notice of the end of the Programme; thus, both the procedure of recognition and that of the settlement will remain suspended.

Art.29- Participant Report

After the closure of the Programme, students will have to complete the EU Participant Report, which is an online questionnaire about their Erasmus experience. **The European platform Mobility tool will send the notification**

for completion of the Participant Report to students who have successfully closed the Programme. Students must complete the Participant Report by the date communicated by the Mobility tool and in any case no later than 20 November 2023.

Art.30- Transcript of Records-TOR

At the end of the Programme, the Erasmus Destinations will provide for each student the Transcript of Records - TOR (*hereinafter* TOR), i.e. the certificate of the exams taken with the relative mark during the Erasmus Study. All activities that have been successfully passed with profit and included in the OLA must be recognized in the student's career plan. Students can refuse the marks of exams taken and passed abroad **exclusively** before they are registered in the TOR and only if this option is foreseen in the university regulations of the Erasmus Destinations.

If the Erasmus Destination has not completed the digitalization process, the TOR has to be sent directly from the Erasmus destination to UMI in the following ways:

- by e-mail to outgoing.erasmus@unimib.it;
- through an online platform (in this case the student will have to ask for credentials to allow UMI download the document);
- by regular mail to the address:

*International Mobility Office-UMI
Università degli Studi Milano
Piazza dell'Ateneo Nuovo n1
20126 Milan IT*

TOR submitted not in accordance with the procedures laid down in this article will not be taken into consideration.

Educational activities recorded in the TOR under no circumstances may:

- be completed again at the **University** if passed abroad;
- be rejected when votes are converted;
- be recorded out of plan and/or supernumerary.

Art.31- Recognition of the Erasmus Study Programme

Following successful closure of the Programme and receipt of the OLA of TOR compliant, UMI will recognize the training credits.

Students who have failed an educational activity included in the OLA during the Programme can act in the following way:

- ask the Erasmus Coordinators for permission to repeat the exam outside the Erasmus Study period using the form at the link: <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/dopo-mobilità>; the authorization form with signatures must be sent promptly to the following e-mail address outgoing.erasmus@unimib.it;
- rectify with the related Erasmus Coordinator the associations contained in the **OLA**. In this case, the approval of the foreign Erasmus Coordinator will not be necessary.

No partial recognition or further changes to the associations between foreign and Italian exams are allowed once the recognition procedure has started. The conversion of grades is done through the table approved by the Academic Senate (issued by Dr. no. 0016198 of 8/3/2018) of the **University** and published at the link: <https://www.unimib.it/internazionalizzazione/mobilità-internazionale/erasmus-studio/dopo-mobilità>.

Art.32- Settlement Balance of Economic Benefit for Actual Mobility Periods

Following successful closure of the Programme and receipt of the **OLA of TOR compliant**, **UMI** will recognize the training credits.

If the actual mobility does not correspond to a whole number of monthly payments, the contribution for the remaining days will be calculated by multiplying the number of days by **1/30 of the monthly contribution due**.

In the event of a negative balance, a communication will be sent to the students' @campus e-mail requesting the return of the economic benefit already received and not due. Students who have not returned the debt by the deadline indicated in the communication will have their careers suspended; this measure will continue until the students have proceeded with return.

Settlements will be disbursed starting in March 2023 to students who have successfully closed the Programme.

Art.33- Economic Benefit Repayment

Upon conclusion of the final report of the programme to the Erasmus National Agency Indire, **UMI** will send students the request for:

- return of the economic benefit not due and possibly paid for days not actually spent abroad;
- full return of the economic benefit in the following cases for students who:
 - have not acquired at least 12 cfu of the activities foreseen in the LA and recorded in the career plan and not supernumerary;
 - have not correctly closed the programme as required by this contest;

- have not submitted the **Participant Report** required as set out in the Programme by 20 November 2023, as per article 29;

In the event of a request for total return, the procedure shall be the same as that set out in article 30 above.

Art.34- Bicocca International Students Open Badge

All Erasmus experiences will be recorded in the Open Badge "Bicocca International Students". Open Badges are digital certifications, internationally recognized and usable in electronic curricula vitae.

At the time of the closure of the programme, students will receive an e-mail communication from BESTR from which it will be possible to download the Open Badge "Bicocca International Students". The Open Badge will later be integrated with the number of credits acquired during the programme.

PART VII-CANDIDATES WITH SPECIAL NEEDS

Art.35- Candidates with Special Needs

The Erasmus Programme pays particular attention to students whose physical, psychological or, more generally, health conditions are such that they cannot participate in the programme without an additional economic benefit for the extra costs incurred linked to support, accommodation and pedagogical and technical support services. Students with disabilities (DIS) or Specific Learning Disorders (DSA), who at the time of enrolment have presented regular certifying documentation, may apply for an additional contribution funded by the EU. Anyone requiring further information or any logistical support to evaluate the logistical/organizational aspects of the experience abroad, can request an appointment with the Disability and DSA Service by sending an e-mail to info.disabili.dsa@unimib.it.

Art.36- Additional Contribution for Erasmus Study Students with Special Needs

Students with special needs who have been successful in the Erasmus selection process may apply for the additional contribution. The Erasmus National Agency/Indire will communicate the opening of the evaluation procedure for the allocation of the contribution to the University, which will contact students directly to inform them about how to submit the application. In order to qualify for the contribution, students must provide an estimate of the additional costs they will incur during the Programme. The additional contribution is based exclusively on **real costs actually incurred**: students are therefore required to keep all payment receipts.

At the end of the evaluation, the Erasmus National Agency/Indire will send a communication to the **University**, which will pay the additional contribution, after checking the payment receipts.

PART VIII-DOUBLE MASTER DEGREE PROGRAMMES

Art.37- Double Master Degree Programmes with Erasmus Study Destinations

The Double Master Degree Programme allows students to gain two qualifications: one from the **University** and one from an Erasmus Destination University.

Following a specific agreement, the **University** and Erasmus Destination University establish a shared study plan based on which the selected students spend part of their career at the Erasmus Destination. At the end of the study course, both Universities will issue their qualification. Each Double Degree Programme has a Scientific Coordinator responsible for the study plan of students in mobility.

The **University** has stipulated agreements of Double Master Degree with the following Erasmus Destinations:

– Université de Paris, France, reserved for students enrolled in the Master Degree courses in Industrial Biotechnology (F0802Q), Medical Biotechnology (F0901D), Biology (F0601Q)

Scientific Coordinator Prof. Raffaella Meneveri;

– Université Nice Sophia Antipolis, France, reserved for students enrolled in the Master Degree in Computer Science (F1801Q)- (in the process of renewal)

Scientific Coordinator Prof. Davide Ciucci;

– Université de Savoie, France, reserved for students enrolled in the Master Degree course in Tourism, Territory and Social Development (F4901N)- (in the process of renewal)

Scientific Coordinator Prof. Lorenzo Bagnoli;

– KU Leuven, Belgium, reserved for students enrolled in the Master Degree in Materials Science (F5301Q) (in the process of renewal)

Scientific Coordinator Prof. Alberto Paleari.

The Erasmus Destinations of Double Master Degree for mobility for the a.y. 2022/2023 that are "in the process of renewal", will be allocated subject to the signing of the Agreement.

For all that is not explicitly provided for in "Part VIII-Double Master Degree Programmes", the articles of the previous parts of this contest shall apply.

Art.38- Selection of Candidates for a Double Master Degree

In order to be admitted to the Double Master Degree programme, students enrolled in the courses described in article 37 above must pass the Erasmus selection. These students must apply to the Online Secretariats as per article 9 of this contest by selecting the "Erasmus Contest for the Double Master Degree a.y. 2021/2022". **For the selection of the Double Master Degree Erasmus students, an interview is obligatory** by the Department Erasmus Committees integrated by the Scientific Coordinators who will assign an additional score as per article 10 of this contest.

Students interested in both the Double Master Degree opportunity and Erasmus for study purposes may also apply for the Erasmus Study contest for their department. The position in the ranking, suitable for the departure for the Erasmus destination of the Double Master Degree, is considered automatically confirmed by the student and makes the application to the Erasmus contest void.

Art.39- Scholarships and University Fee Exemption

The payment of the scholarship follows the modalities foreseen for the Erasmus for study programme. The economic benefit for the Double Master Degree is guaranteed up to a maximum of 9 months without prejudice to the provisions of the respective agreements. Students eligible for the KU Leuven destination are only entitled to financial benefit under the **EIT Raw Materials Project** according to the rules of the project.

Double Master Degree students, in addition to the economic benefit as per article 21 of this contest, **are entitled to exemption from the payment of university fees a.y. 2022/2023 with the sole exclusion of regional tax and stamp duty.**

PART IX-FINAL PROVISIONS

Art.40- Digitalization Process Erasmus Without Paper-EWP

The rules laid down in this contest may be modified, even substantially, as a result of the Erasmus Without Paper-EWP digitalization process. **UMI** will provide appropriate and timely communication to all eligible students during dedicated meetings and/or webinars.

Art.41- Communications

According to article 26 paragraph 1 of the Student Regulation, **the only official channel of communication** between students and the **University** is the **university e-mail address** (*nomeutente@campus.unimib.it*).

For general information on this contest, students should contact the following e-mail address info.erasmus@unimib.it managed by **Bicocca University Angels-BUA**. After the publication of the final lists, communications to Erasmus students will take place exclusively by e-mail outgoing.erasmus@unimib.it. Students are required to update their personal page of the **Online Secretariats**. The Administration assumes no responsibility for the loss of communications due to inaccurate information of the address by the candidate or to lack of or late communication of the change of address.

Art.42- Person in Charge of Proceedings

Pursuant to Law no. 241 of 7 August 1990, the person in charge of proceedings is Agnese Cofler, Head of International Affairs, Università Milano-Bicocca.

Art.43- Final Provisions

Applications to participate in this contest will be handled in accordance with the requirements of Legislative Decree no. 196 of 30 June 2003 - Personal Data Protection Code and EU Regulation 2016/679 (General Data Protection Regulation).

Please note that, pursuant to article 71 of Presidential Decree 445 of 28 December 2000, the Administration will carry out appropriate verifications, including randomly, and in all cases in which there are reasonable doubts regarding the truthfulness of the self-declarations.

For all matters not covered by this contest, the laws and regulations in force regarding public contests and university study awards shall apply.

This text is a courtesy translation, in case of disputes the only reference text is the one in Italian language.

THE RECTOR

Prof. Giovanna Iannantuoni
(digitally signed pursuant to article 24 of Legislative Decree 82/05)

Education and Student Services Area, Elena La Torre
International Affairs Sector, Agnese Cofler
Person responsible for the proceedings: Agnese Cofler
Document drafted by: Federica Oliveri