



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA



ERASMUS Plus Mobility for Study A. Y. 2019/20

PROGRAMME GUIDE AND INSTRUCTIONS FOR SUBMITTING THE APPLICATION

INTRODUCTION

The ERASMUS+ Mobility for Study Programme is a form of collaboration among Universities that give students the opportunity to spend a period of study abroad in European universities.

Please find below all the basic information on the ERASMUS+ Mobility for Study Programme for the a.y. 2019/2020 (requirements, modes and deadlines for submitting the application, etc.). Therefore, please read the provisions and the instructions outlined below **CAREFULLY**, to take advantage of the individual and professional growth opportunities offered by the University of Modena and Reggio Emilia through the Erasmus experience.

This call for application is **PROVISIONAL AND NOT BINDING**, as it may be subject to changes dictated by the European and National Bodies governing the Programme, as well as by partner Universities.

More specifically, exchange agreements are in place with the partner universities highlighted in yellow that have not yet been completed at the time of the publication - as specified with the inscription **“agreement to be confirmed”**. The mobility will not be implemented for those agreements not confirmed by the partner university.

The International Relations Office shall be responsible for communicating any changes (terms, agreements to be confirmed, etc.), giving prompt notification on the University website <http://www.unimore.it/bandi/StuLau-internaz.html>.

TERMS AND CONDITIONS

Within the ERASMUS+ Mobility for Study Programme, the University of Modena and Reggio Emilia offers its students the opportunity to spend a study period (3 to 12 months) at one of the partner Universities with which an exchange agreement has been signed. Erasmus students are entitled to attend the courses, take the examinations and use the facilities of the host University - without paying it any university fees. Furthermore, the activities carried out abroad are recognised by the home university, provided that they have been previously agreed with the professors in charge of the mobility.

To this purpose, through the Erasmus + Indire National Agency, the European Commission provides the University with the mobility grant funds, to be intended as lump-sum that will cover the extraordinary expenses students must bear during their study period abroad.

ELIGIBILITY CRITERIA

Eligible applicants are students at the University of Modena and Reggio Emilia who are properly enrolled - even beyond the prescribed time for graduation - to the degree programmes, master's degree programmes, single-cycle degree programmes, PHDs that are included in the training offer of the University of Modena and Reggio Emilia, including intra-university courses, provided that in this last case the students' career is managed by the University of Modena and Reggio Emilia (i.e. students have started their university career at Unimore);

NOTE: At the time of the departure for the period of study abroad, students must be officially enrolled in a study programme, and in the event of a degree programme or single-cycle master's degree programme, at least to the second year.

Students obtaining the degree in the extraordinary session of a.y. 2017/2018 (February, March and April 2019 sessions) are eligible to apply. In this case, the mobility programme only applies provided that at the time of leaving they are enrolled to a degree programme for the academic year 2019/2020. Students obtaining the degree in the extraordinary session of a.y. 2018/2019 (February, March and April 2020 sessions) are eligible for the mobility programme. In this case, the mobility period shall not be longer than six months and shall take place during the first semester of a.y. 2019/2020. In addition, students not graduating in the extraordinary session of the academic year 2018/2019 (February, March and April 2020 sessions) shall pay the university fees for the year 2019/2020 or they will have to return the allowance received. Failure to pay the fees and return the allowance unduly received will result in no services being provided by the University to the student.

Mobility students will not be entitled to obtain the final qualification study before the completion of the period of study abroad, and subject to the recognition of the activities carried out there.

NOTE: Students having citizenship in one of the Countries participating in the ERASMUS+ Programme are eligible for mobility at universities of their Country of origin, but priority will not be given to them in the selection process. Before confirming the acceptance of the exchange location, they will also have to obtain the approval of the host university.

SELECTING THE UNIVERSITY

Please read the section relating to the disciplinary Field and the Notes in the university list.

ACCESS REQUIREMENTS

Students willing to apply for the Erasmus+ Study programme:

- at the time of departure they must be enrolled to a degree programme for the a.y. 2019/2020 (except for those obtaining the qualification in the extraordinary session of a.y. 2018/2019 - February-March-April 2020);
- Those candidates who have already participated in a mobility programme included in the Lifelong Learning Programme 2007-2013 (Erasmus Studio, Placement or Leonardo da Vinci), Erasmus+ (Study, Traineeship or International Credit Mobility) or Erasmus Mundus, and apply for this call for application during the same study programme are eligible for the selection provided that the sum of the mobility months already used and those for which they are applying does not exceed 12 months in total. The maximum limit of months for the single-cycle master's degrees is 24. The same rule applies to students who have already been selected for a mobility within the Erasmus+ Study, Traineeship, International Credit Mobility or Erasmus Mundus. The traineeship months following the degree are counted within the study programme in which candidates were enrolled at the time of the application.
Such information must be compulsorily provided by candidates in Annex 2 of the application.
- Students being awarded an Erasmus+ for Traineeship grant or other international mobility grant funded by the University for the a.y. 2018/2019 will not be allowed to start the Erasmus study mobility for the a.y. 2019/2020 before the corresponding application process is closed (including any return of the allowance);
- during the same period they must not benefit from any other university/European allowance under other mobility programmes.

ADMITTED ACTIVITIES

The following study activities are admitted:

- course attendance and examination test at the end of each course;
- preparation of the thesis. The mobility period aimed exclusively at preparing the thesis must not be longer than six months. In some cases, host Universities accept students preparing their thesis provided that they also take some examinations;
- traineeship, provided that it is carried out under the supervision of the host University. In addition, the overall duration of the period of study and traineeship must be at least 3 months, a complete university quarter, ninety days. Students must check the feasibility of such activity with their coordinators.

The activities that will be carried out at the host University must be agreed on time, before the departure, with the coordinator responsible for the mobility and reported on the *Learning Agreement*, as well as any changes, in accordance with the rules provided for in the “University rules for the recognition of the periods of study abroad” and any further specifications of the Departments/Faculties/Study Programmes.

The University Rules and relevant annexes are available on the university website at the URL <https://www.unimore.it/servizistudenti/ects.html>. The website also includes the ECTS tables containing the statistical distribution of the examination marks and the final examination marks divided by Department/Faculty - a useful tool for mark conversion.

The *Learning Agreement* is the study programme that students are willing to follow abroad and is the foundation for the **full** university recognition – **with no programme integrations or additional examinations** - at the end of the Erasmus period.

Note: “No traineeship programmes abroad are offered at partner universities of the ERASMUS+ Programme for the Degree Programme in Primary Education, new plan”.

DURATION OF THE PERIOD ABROAD

The duration of the stay abroad is defined in the call for application, based on the agreements signed with the host University. It may vary from a minimum of 3 actual months to a maximum of 12 months and in any case shall take place between the **1st June 2019** and the **30th September 2020**, **and must be continuous.**

Note: any limitations to the number of months of stay abroad are governed in the “Access Requirements” section.

ERASMUS GRANTS

A. EUROPEAN FUNDING

It is the European Commission funding, aimed at compensating the mobility additional costs.

For the a.y. 2019/2020, each student will be assigned a monthly lump-sum allowance, within the limits of the funding available, depending on the destination Country.

The amount of the grant is defined by the Italian National Erasmus+/Indire Agency.

The monthly amount is set at 300.00 euros for the mobility to Countries of Group 1 and 250.00 euros for the mobility to countries of Groups 2 and 3, as specified below:

Group 1: Austria, Denmark, Finland, France, Ireland, Lichtenstein, Norway, Sweden and United Kingdom.

Group 2 and group 3: Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Island, Luxembourg, The Netherlands, Portugal, Slovenia, Turkey, Bulgaria, Estonia, Hungary, Lithuania, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia.

If the mobility period is not a number of full months, the allowance shall be calculated by multiplying the number of days of the incomplete month/s by 1/30 of the monthly unit cost (250.00/month → 8.33/day – 300.00/month → 10.00/day). The length of a month shall be calculated based on a 360-day business year, hence each month will have a 30-day duration regardless of its actual length.

Note: unless otherwise specified, for Swiss universities, the monthly allowance of CHF 360 shall be funded by the Swiss Government/Swiss University based on modalities that will be described later.

B. UNIVERSITY ADDITIONAL ALLOWANCE

For the a.y. 2019/2020, the University has allocated **625,000.00** euros for funding the Erasmus/study mobility.

This amount is aimed at funding any months not covered by the European provision.

The fund will potentially offer all Erasmus students also the University Integration to the European Contribution. Such amount is not currently quantifiable;

The notification of the University funding amount for the a.y. 2019/2020 - and of the disbursement - will take place according to modalities and times set by the International Relations Office.

For your information, the funding amount for the a.y. 2018/2019 was 120.00 euros per month.

C. YOUNG PEOPLE FUND

The MIUR (Italian Ministry of Education, University and Research) has set up a fund for supporting young people, with the purpose of promoting students' international mobility. The fund is aimed at supplementing the European grant based on the funds available, in accordance with specific rules provided by law and/or resolutions of the Board of Directors of the University, and referring to merit parameters and ISEE/ISEEU declarations (Equivalent Economic Situation Indicator/University Equivalent Economic Situation Indicator).

The International Relations Office shall be responsible for communicating the payment arrangements and assignment criteria.

ISEE	monthly grant
ISEE ≤ 13.000	€ 400
13.000 < ISEE ≤ 21.000	€ 350
21.000 < ISEE ≤ 26.000	€ 300
26.000 < ISEE ≤ 30.000	€ 250
30.000 < ISEE ≤ 40.000	€ 200
40.000 < ISEE ≤ 50.000	€ 150
ISEE > 50.000	€ 0

NOTE: Students failing to have at least 1 credit (CFU) recognised shall return the fixed amount and will not receive the variable amount.

D. EUROPEAN COMMUNITY GRANTS FOR STUDENTS WITH SPECIAL NEEDS

Students with special needs may request an ad hoc grant to the Erasmus+ Indire National Agency for the main expenses strictly connected with their disability status. In this case, please contact the International Relations Office or the Contact Person for disability – Mr. Giacomo Guaraldi. **When submitting the application, students in such conditions shall choose a location agreed with the professor coordinating the mobility in order to check the availability in advance, along with any reception conditions at the partner universities.**

E. Er-Go GRANT

The Emilia Romagna Regional Board for the Right to Higher Studies (ER-GO) assigns a grant for taking part in international mobility programmes to students who are eligible for its scholarships. See the ER-GO call for application - <http://www.er-go.it/>.

INSURANCE

To the benefit of students, the University provides insurance coverage against injury and civil liability against damages claimed by third parties, with validity also during the mobility period and exclusively for carrying out authorised institutional activities. Students who have been allocated the grant will be issued all relevant documents by the International Relations Office.

THINGS TO DO BEFORE SUBMITTING THE APPLICATION

PREPARING THE APPLICATION: If you want to apply:

- carefully read this programme guide and the instructions for submitting the application (“Online application guide”);
- visit the websites of the Universities in which you are interested and read the training offer, the language requirements, the enrolment deadlines and the logistic aspects;
- contact the professor in charge of the mobility in order to obtain useful information on the educational aspects;
- organise the linguistic preparation.

Please note that the application may only be submitted for universities belonging to the Department/Faculty/Degree Programme where students are enrolled (administrative headquarter of the degree programme) for a maximum of 5.

Students of the Department of Economics may indicate a maximum of 10 locations.

CeiA3 consortium: it is a consortium of 5 Spanish universities (Almería, Cádiz, Huelva, Jaen and Córdoba) offering 5 places for bachelor’s degree students of the Departments of Life Science (Degree Programme in Food Sciences Agricultural Technologies), Chemical and Geological Sciences (Degree Programme in Chemistry), “E. Ferrari” Engineering, “M. Biagi” Law and Economics. Only one place is available for each department listed. In the application form, preference for the whole Consortium must be given. If the grant is assigned, candidates will agree the Spanish location of destination with the coordinator, choosing among the 5 partner universities.

Universities shall be indicated in order of preference (the first location is the first choice).

The list of foreign universities participating in the mobility is organised by Department/Faculty/Degree Programme and professor in charge of the mobility, and is available on the university website <http://www.unimore.it/bandi/StuLau-internaz.html> .

HOW TO FILL OUT THE FORM AND SUBMIT THE APPLICATION

Applications shall be submitted exclusively by filling out the online application form at the following web site <https://www.esse3.unimore.it/LoginInfo.do>, following the instructions provided in the “Online application guide” **by 30th January 2019 at 1:30 pm. NO HARD COPY OF THE APPLICATION FORM IS REQUIRED**

Note: Before submitting the application, students shall get the university login credentials (username and password) to access the online service.

Applications that are incomplete or submitted after the deadline, not filled out properly or not meeting the requisites set in the call for applications shall be discarded.

The following documents are an integral part of this call for application: “Online application guide” and Annex 2 (COMPULSORY).

For further information, please contact the International Relations Office - studentmobility@unimore.it -

Modena: via Università, 4 → Opening hours: Tuesdays and Thursdays: 10:30am to 1pm
Call centre opening hours (059 2058389/8390): Mondays and Wednesdays: 9:30 – 11:30;
Tuesday, Thursdays and Fridays: 9.00 – 10.30

Reggio Emilia: viale Allegri, 15 → Opening hours: Tuesdays and Thursdays: 10:30am to 1pm
Call centre opening hours (0522 522212): Mondays and Wednesdays: 9:30 – 11:30;
Tuesday, Thursdays and Fridays: 9.00 – 10.30.

LANGUAGE SKILLS

The language skills required by the partner universities are outlined in the “Location list” file. The information is updated at the date of publication of the call for applications and are subject to changes.

The information relevant to the language skills shall be provided by filling out Annex 2 and stating one or more of the following conditions:

- no language skills;
- the test on the language required by the host Country has been passed - **with mark in a grade out of thirty or qualification**. This requirement may result in the application form from the student’s career (self-certification of the examinations taken during the three-year course by specialisation or Master’s Degree students) and from the student’s self-certification of the examinations passed and not yet recorded;
- possession of an international certificate stating the foreign language knowledge, in accordance with the Common European Framework. In that case, a hard copy of the relevant certificate shall be attached to the application;
- copy of an extract proving the attendance to language courses done abroad;
- enrolment in a Specialisation or Master’s Degree Programme for which the enrolment is subject to a language skill assessment (in this case please specify it in the “additional statements” field of the application form);
- Participation in a mobility period, for Study or Traineeship, included in the Erasmus+ or LLP or other international mobility Programme (specify the Mobility Programme, the destination Country, the vehicular language and the relevant period in the self-certification form).

NOTE: The language skills - proven pursuant to the modalities indicated above - does not preclude any further language assessment during the selection phase by the coordinating professors and/or Department/Faculty commissions, based on the destinations chosen in the application form.

Students not being able to prove a proper knowledge of the foreign language in accordance with one of the modalities described above, and listed in the winner ranking shall take an assessment test aimed at proving their actual language level. **The procedures will be subsequently notified by the International Relations Office.**

After taking the assessment test, students getting **A0** or **A1** are requested to attend a preparation compulsory course before they leave (the course is offered free of charge by the Language Centre of the University).

Students getting **A2**, **B1** or **B2** in the assessment test will be strongly recommended to attend the preparation course, even if it is not compulsory for them.

Students stating in Annex 2 not to have any knowledge of the language spoken in the destination Country shall not take the assessment test but shall attend the compulsory preparation course before they leave.

NOTE: language skills required by the partner university: besides the language requirements provided for in this call for applications, the partner Universities may request students to prove their language knowledge as resulting from specific international certifications - as specified in the relevant column of the Location List. In that case, the requested certification shall be submitted. Candidates should check the requested requirements also on the website of the host University.

SELECTION OF CANDIDATES AND PUBLICATION OF RANKINGS

The selection shall be made by the professor in charge of the mobility, or by a specific Department or Faculty Commission, which will be also responsible for determining the criteria.

Some Departments may provide motivational interviews as a selection criterion. The dates of the selection interviews that may be arranged will be communicated by the relevant professors who are in charge of the Department/Faculty mobility programmes and by the International Relations Office, only provided that it has been informed. In any event, students are expected to check the terms and details of the interview with their professors - see teachers' boards and/or Department websites.

All selection procedures shall be completed by March 2019.

The standard ranking criteria are as follows:

- consistency of the activity proposed by the student with his/her university career and with the educational offer of the host university;
- any individual motivational interview;
- university curriculum;
- any language knowledge.

Once the selection process is complete, the professor - or the commission - draws up the ranking, which will then be transmitted to the International Relations Office, adequately checked and then published exclusively on the University website: <http://www.unimore.it/bandi/StuLau-gradinternaz.html>, **by 29th April 2019.**

The International Relations Office will send an email to the institutional e-mail address (@studenti.unimore.it) and to the address provided by candidates when submitting the application, communicating that the ranking list has been published, and shall not be responsible for any reception failure - for instance if the email goes into the spam folder. Therefore, students are responsible for monitoring the above-mentioned website.

ACCEPTANCE

Within 5 working days after the ranking lists are published, students who have been awarded a grant shall e-mail the acceptance form to the International Relations Office studentmobility@unimore.it, under penalty of exclusion from the ranking list.

In the acceptance form, students shall indicate the dates planned for their stay abroad and the type of activity (examinations, examinations and traineeship, preparation of the thesis), taking into account both the recommendations of the professor in charge of the mobility, and the start dates of the courses at the host University. On accepting the grant, students shall also provide a valid IBAN number they are holders or co-holders of, to which the grant will be credited.

ASSIGNING THE GRANTS

Candidates will only be awarded a grant each and for only one university. Grants shall be assigned based on the ranking order and the preferences stated in the application.

The assignment of the grant is subject to:

- student acceptance - based on the times and modes described in the acceptance section;

- the signing of the Finance Agreement according to the instructions that will be provided by the International Relations Office - in May-June approximately;
- the preparation of the Learning Agreement before leaving;
- the compulsory attendance of the the language preparation course for those stating not to have any knowledge of the language requested by the host university or getting **A0** o **A1** in the assessment test;
- the acceptance by the host University.

Students leaving without signing the finance agreement shall be deemed deprived of their right to receive the grant.

WHAT DOES BEING AN ERASMUS STUDENT MEAN

Selected students gain the Erasmus student status. The Erasmus Student Charter is the document informing the students who have been awarded an Erasmus+ grant on their rights and duties before, during and after the time spent abroad, and it can be downloaded from the website http://www.erasmusplus.it/wp-content/uploads/2014/09/Erasmus-Student-Charter-web_IT_def.pdf

The Erasmus student status ensures the following:

- exemption from paying the enrolment fees at the host university;
- use of the services available on site (canteens, libraries, colleges, IT facilities, etc.). However, please note that some Universities may request the payment of a symbolic amount as a contribution to some services offered, and the same amount is also requested to their own students;
- participation in language courses offered at the foreign university;
- recognition by the home Department/Faculty in which students are enrolled of the activity carried out abroad.

Please note the following:

- travel, board and lodging expenses shall be borne by the students;
- students going to non-European countries shall bear the health insurance expenses. For further information http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani .
- Erasmus students shall regularly pay the university fees for the a.y. 2019/2020 to the University of Modena and Reggio Emilia, except for those obtaining the qualification in the extraordinary session of a.y. 2018/2019 -February-March-April 2020;
- the Erasmus student status allows students to use any study grants financed at a national level;
- selected students may obtain the final qualification at the University of Modena and Reggio Emilia only after completing the period of study abroad.

Online Linguistic Support –OLS-

Students who will be selected for a study mobility programme are requested to organise their linguistic preparation before and during their mobility period, and to commit themselves to reach the language knowledge requirement requested by the host university, in accordance with the standards of language skills provided in the university list.

In compliance with the provisions of the new Erasmus+ Programme, the University requests the students participating in the programme to know the language of the host Country or the vehicular language used.

Students being awarded the Erasmus grant, limited to the licences available, shall take a compulsory language test through the **Online Linguistic Support** system aimed at ascertaining the initial language level and the one reached at the end of the Erasmus mobility. The OLS is currently available in the following languages: English, French, German, Dutch, Spanish, Polish, Czech, Danish, Greek, Portuguese, Swedish, Bulgarian, Croatian, Hungarian, Romanian, Slovakian, and Finnish, and it will progressively be made available in more languages. The result of the initial assessment will allow students to take part in an online course offered free of charge.

After the annual finance Agreement is signed, the Italian National Erasmus+/Indire Agency will assign the online licences made available by the European Commission for the assessment both previous and subsequent to the mobility for the language courses.

The University will distribute all the licences assigned until all those available have been given to students, also checking their use through an online licence management system in accordance with the guidance provided by the Italian National Erasmus+/Indire Agency

Erasmus students may be assigned one language only, as set at the time of the destination assignment.

Following the relevant communication by the European Commission, the modes and times for the OLS licence assignments shall be communicated by the International Relations Office.

PROCEDURES BEFORE LEAVING: IMPORTANT!!

Students being awarded a grant shall personally organise their stay abroad. To this purpose please do the following:

- visit the website of the assigned University and fill out the forms (*Application form, Accommodation Form, Housing Form, etc.*) required for the enrolment and for using the services and the activities available (accommodation arrangements, language courses, etc.).
- contact the professor of the University of Modena and Reggio Emilia who is in charge of the interchange programme in order to agree the study plan that will be completed abroad (**Learning Agreement**). This document must be previously approved by the partner Universities and is required for the activities carried out abroad to be recognised.
The relevant form will be sent by e-mail when the published ranking lists are notified to students. The **Learning Agreement** may be modified within one month after students arrive at the partner University, and provided that any changes are always agreed with the professor in charge of the mobility and with the professor in charge at the host University;
- personally check - by contacting the partner University and the relevant authorities (Embassies/Consulates) - the conditions relative to the access and temporary stay in the foreign Country, as well as the times and the procedures to follow (especially for citizens of a non-European country).
- Health Coverage: a standard coverage is normally provided by the healthcare system of the students even during their stay in a host Country of the European Union by means of the European Health Insurance Card (EHIC)
http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani .
However, the coverage of the EHIC or a private insurance may not be enough, mainly in the event of repatriation and a specific medical intervention. In this case, a complementary private insurance may be useful.
- Signing the finance agreement: awarded students will be able to leave only after signing the finance agreement governing all the aspects of the mobility. The agreement will be signed in accordance with times and modes that will be communicated by the office (approximately between the end of May and the beginning of July).
- Students are invited to contact the **ESN** - Erasmus Student Network, i.e. the former Erasmus student association aimed at promoting student international mobility. It provides information and logistic assistance to incoming and outgoing students, for who some useful sheets are also available on the website, as they contain information on some host universities:
www.esnmodena.it .

EXTENSION

If the period of study initially assigned is not enough to complete the educational-scientific activity agreed before leaving, an extension of the “Erasmus status” may be requested.

The request shall be submitted on a specific form - which will be made available by the International Relations Office -, shall be authorised by both the Universities and submitted at least one month before the mobility period initially assigned ends. The deadline for requesting the extension is the 28th February 2020.

Please note that if the documents submitted comply with all regulations, the extension of the “Erasmus status” is assigned by office authority for the months requested.

WITHDRAWALS AND REIMBURSEMENTS

Students willing to withdraw from the Erasmus mobility shall immediately notify their decision to the International Relations Office, to the professor in charge of the mobility, to the host University, and return any advanced amounts received for the grant.

The whole amount of the advanced grant shall also be returned if the period of stay abroad is shorter than 3 full months due to any reasons.

Last minute withdrawals cause serious damage to the other students on the ranking list who might not be in the conditions to accept the interchange anymore.

The withdrawal does not prevent students from submitting a new application during the second academic year.

Students interrupting their stay - except for force majeure cases - shall return the amount relating to the period of stay that has not been spent abroad, calculated according to the statement of the host institution.

LIST PROCESSING

Following the withdrawal of an awarded student, the office will immediately contact the succeeding eligible students in the ranking order, who shall decide quickly whether to accept the interchange.

Eligible students may be contacted only until 1st July 2019 and their leave shall be subject to the acceptance of their application by the partner University.

OBLIGATIONS REMINDER

- **Accepting the Grant:** The acceptance form must be sent within 5 days after the rankings are published;
- **Enrolment at the host University:** awarded students shall independently get the information required for the enrolment at the host University (please be extremely careful with the language requirements) and send the application form and learning agreement - (please be extremely careful with the enrolment deadlines set by the partner University);
- **Signing the finance Agreement:** the finance agreement shall be signed by the date and in the place that will be communicated by the International Relations Office (approximately in May/June);
- **Arriving at the host University:** students shall send an e-mail confirming the date of arrival at the host University and attaching the Learning Agreement signed by the partner University (in case it has not been done already);
- **Before returning home:** students shall get the International Relations/Erasmus Office of the host University to fill out the certificate stating the exact period of study (exact beginning and end date) and issue the certificate reporting the examinations taken (Transcript of records)/certificate of thesis research;
- **When returning home:** students shall hand the documents provided for in the Finance Agreement. Among these, the certificate stating the Duration of the period abroad. Students not providing the Certificate stating the period of study abroad by the set deadline shall return the whole amount received and will not be entitled to receive the supplementary contribution allocated by the University of Modena and Reggio Emilia.

- **Exam validation:** for the validation of the exams taken, students shall provide the certificate of the examinations taken, issued by the host University, handing it to the Administration Office of their Department/Faculty or to the Erasmus contact person. For the Engineering Department in Modena, please contact the Students' Office.

Useful data for filling out the forms:

Home Institution/Sending Institution	Università degli Studi di Modena e Reggio Emilia - via Università, 4 – 41121 Modena - IT
Erasmus Code Università degli Studi di Modena e Reggio	I MODENA01
Institutional Coordinator	Prof. Sergio Ferrari – for the signature please contact the International Relations Office
Departmental Coordinator	Write the name of the professor in charge of the interchange with the host University
International Relations Office	Modena office - Tel.: +39 059 2058389/6571/8390; fax: +39 059 2056566; E-mail: studentmobility@unimore.it ; Reggio Emilia office – Tel.: +39 0522 522212/2422; fax: +39 0522 522199; E-mail: studentmobility@unimore.it