GENERAL INFORMATION

OUTGOING ERASMUS STUDENTS

A.Y. 2025/2026

PREMISE

General Information (available on the personal page) is intended to support the management of administrative procedures related to the Erasmus mobility, mostly online through the personal page.

DURATION

In each study cycle the **total Erasmus mobility** for study/traineeship cannot exceed **12 months** (24 months for one-cycle). Students are responsible for what they declare in their application regarding the Erasmus periods that have already benefited from the same study cycle, even at other universities. **In case of false declarations, students must refund the grant received for not-eligible months.**

Mobilità Erasmus	Durata minima
Long Mobility	60 days (2 months)
Short Mobility	5 days

MOBILITY GRANTS

For more information, visit the link: Contributi mobilità Erasmus+ studio per Paesi UE, Svizzera e Regno Unito | Sapienza Università di Roma (uniroma1.it)

PROGRAMME COUNTRIES AND PARTNER COUNTRIES
The grants provided for Programme Countries and Partner Countries are mainly two:

1) **Erasmus+ EU grant**, based on the destination country and the type of mobility:

"LONG MOBILITY"	
PROGRAMME COUNTRIES	
GROUP 1 HIGHER living cost: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Netherlands, Sweden. **Partner Countries:** United Kingdom, Switzerland	**350,00 euro/month**
GROUP 2 MEDIUM living cost: Bulgaria, Cyprus, Croatia, Estonia, Greece, Latvia, Lithuania, North Macedonia, Malta, Poland, Portugal, Romania, Serbia, Slovakia, Spain, Czech Republic, Slovenia, Turkey, Hungary.	**300,00 euro/month**

"SHORT MOBILITY" (solo per i Dottorandi):	
mobility between **5 and 14 days**	**79 euro/day**
mobility between **15 and 30 days**	**56 euro/day**

2) Monthly Supplementary Grant from Sapienza / MUR (CISM)

Requirements:

- Enrollment at Sapienza for A.Y. 2025/2026: enrollment up to **and including the first year beyond the standard duration** of the study programme (the reference for the calculation will be the year of initial enrollment at Sapienza, regardless of the study programme in which the student is currently enrolled, including in the case of a programme transfer). The reference will be the enrollment year in a.y. **2025/2026**;

- **ISEE 2024,** exclusively acquired through Infostud by the **application deadline**; otherwise, the grant <u>will be assigned based on the highest income bracket</u>. For PhD students, <u>the ISEE will be acquired via email as specified in the call for applications.</u>

Participants with tax residence in Italy	
Participant's ISEE	**CISM per month**
≤27.726,79	€ 500,00
≥27.726,80-40.000,00	€ 400,00
≥40.000,01-55.000,00	€ 300,00
≥55.001,00	€ 200,00

PLEASE NOTE

- **It is mandatory to renew your enrollment at Sapienza for the A.Y. 2025/2026 within the established deadlines.** If you applied as a bachelor's student but will carry out the mobility during **the first year of a master's degree**, you must formalize that **enrollment <u>before departure</u>**, which can only take place in the second semester.
- The Erasmus+ student is exempt from paying tuition fees at the host university, except for any fees required for student services.

PLEASE NOTE
- **You are required to fully return the supplementary grant received from SAPIENZA/MUR** if you do not obtain ONLINE recognition **by 31/10/2026** of at least **12 ECTS for exams**, or at least **3 ECTS** in the case of **thesis research <u>only</u>**, and **10 ECTS** for **qualifying internships.**
- The above limits do not apply to students enrolled in the third cycle of studies (PhD and Specialization School candidates).

For participants with tax **residence abroad**, the MUR grant will be differentiated according to the contribution brackets of their country of residence, based on the resolution of the Board

of Directors dated 30/05/202(https://www.uniroma1.it/it/content/importi-ordinari-dei-contributi-di-iscrizione-ai-corsi-di-studio).

To find out which country falls into each bracket, refer to the Regulations for Enrollment in Bachelor's and Master's Degree Programs 2024/25 (Article 18, p. 24):https://www.uniroma1.it/sites/default/files/field_file_allegati/regolamento2025modificato_def.pdf

Residenti fiscalmente all'estero	
Grant Range	Supplementary monthly grant
A	€ 500,00
B	€ 300,00
C	€ 200,00

The total funding is calculated on the actual period spent abroad as **indicated on the certificate of attendance**. (see section "BEFORE RETURNING TO ITALY"). **Each month** is conventionally considered equal to **30 days.**

FUNDING FOR STUDENTS WITH SPECIAL NEEDS
If the student is a disabled/special-needs student and wishes to be informed about a possible additional EU grant, please send an email to smout@uniroma1.it.

PAYMENT METHOD OF GRANTS:

The following contributions will be prepared after receipt of the "declaration of arrival" at the host University.

• **Advance of 80% of the UE contribution** (based on the duration of the mobility as per the contract);

• **Advance of 80%** of the Sapienza/MUR supplementary contribution;

• **Possible balance** on return from Erasmus notified by email by the Erasmus Office after closing the admistrative position.

The advance payment of the supplementary Sapienza/Mur **grant will be paid only after having regularized the enrolment in Sapienza for the a.y. 2025/2026.**
Any funding for the **extension period** will be paid at the end of the mobility based on the days benefitted and the availability of funds. However, the beneficiaries will be notified.

BEFORE DEPARTURE

NON-EU STUDENTS: Make sure to timely obtain information about the documentation required for staying abroad by contacting **the Embassies or Consulates of the destination countries.**

ERASMUS CONTRACT

Access the "PRECOMPILED DOCUMENTS TO DOWNLOAD" section of the personal page, and **read and approve the terms of the contract by flagging the checkbox for acceptance.**

DOCUMENTI PRECOMPILATI DA SCARICARE
PREFILLED DOCUMENTS TO DOWNLOAD

ALLEGATI ALL'ACCORDO FINANZIARIO / *ANNEXES TO THE FINANCIAL AGREEMENT*

Allegato II / *Annex II:* ⬇ CONDIZIONI GENERALI / *GENERAL CONDITIONS*

Allegato III / *Annex III:* ⬇ CARTA DELLO STUDENTE ERASMUS / *ERASMUS STUDENT CHARTER*

[⬇ CONTRATTO (Accordo finanziario) / *Erasmus contract*]

[⬇ Dichiarazione di arrivo / *Certificate of arrival*]

[⬇ Certificato di frequenza / *Certificate of attendance*]

You will later receive a notification email once the contract has been countersigned and uploaded by Sapienza.

PLEASE NOTE
The contract **must mandatorily** be accepted at least 15 days **before departure**.

LEARNING AGREEMENT/ Digital Learning Agreement

The Learning Agreement (L.A.) defines the study programme to be carried out at the host university and lists the activities that will be recognized upon completion of the Erasmus+ exchange.

Before departure, you must complete the Learning Agreement with the academic activities you will undertake during your Erasmus period. These activities will be recognized at the end of the mobility, once the relevant documents have been received by the appropriate offices.

You may only include **Italian exams** that **you have <u>not yet taken</u>** and that are part of your study plan. If it is necessary to include exams not currently in your study plan, a new plan must be developed with the support of your faculty advisors.

Remember that any changes to the Learning Agreement (LA**) before departure must be approved** by the **RAM** (Academic Mobility Coordinator) and the host university.

Every update to the Learning Agreement must be made through your personal page even if foreign forms are used; otherwise, t**he academic activities carried out during Erasmus will not be recognized.**

EWP PROCEDURE OLA (Erasmus Without Paper)

If the host institution is connected to the Erasmus Without Papers (EWP) network, an informational disclaimer will appear on your personal page. In this case, the procedure **will be entirely digital**: once the Digital Learning Agreement (DLA) is approved by the RAM, the host university will automatically receive the document, and the approval or rejection will be notified on your personal page via emai

In case of rejection, you will need to resend the DLA to the partner institution and repeat the entire procedure from the beginning.

If the host institution does not use the EWP procedure, a notice will appear on your personal page, and the Learning Agreement file will need to be uploaded manually following the traditional procedure.

LEARNING AGREEMENT MANAGEMENT PROCEDURE VIA PDF

- download and print the LA;
- sign it with a handwritten signature;

- obtain the signature and the stamp of the host university ("light" and digital signatures are also accepted;
- upload the LA completed with signatures and stamps in the " DOCUMENTS UPLOAD" section of the personal page.

BANK DETAILS FOR GRANT PAYMENT
The bank account/prepaid card details **must be <u>registered in the name of or jointly with the direct beneficiary of the grants.</u>**The details must be **entered and saved** in your personal page, **under the section "PAYMENT METHOD".**

PLEASE NOTE: you will be able to enter your banking details **<u>only after</u>** <u>the countersigned contract has been uploaded by Sapienza.</u>

<u>IN SHORT:</u>

Before the departure, all the students must:

1) Approve the **contract**;
2) Manage the Learning Agreement (see the Learning Agreement/Digital Learning Agreement sections)
3) enter and save bank details.

OTHERWISE IT WILL NOT BE POSSIBLE TO REGISTER THE ARRIVAL CERTIFICATE, TO PAY THE GRANT ADVANCES AND TO FILL THE CHANGE FORM (if necessary to modify the LA).

OLS - ONLINE LINGUISTIC SUPPORT (olsapienza@uniroma1.it)
Indicate the language in which the academic activities will be conducted in the section
TEST OLS – ERASMUS+ ONLINE LANGUAGE SUPPORT / EU ACADEMY.
The online assessment of language skills required for mobility **is strongly encouraged** by the Erasmus+ Programme.
To register on the EU Academy platform, search for the relevant test in the **"Placement test"** section under Open Source.

https://academy.europa.eu/search/index.php?search=placement
 (in *Explore by topic* type "*Placement test").*
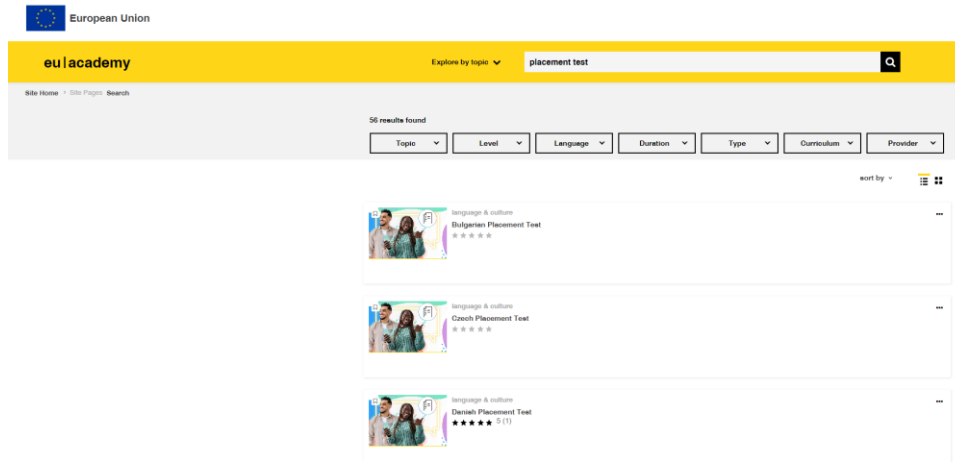
To practice your language skills or learn new languages, visit the OLS language community of interest at:https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-the-basics-of-22-languages-with-the-online-language-support (in *Explore by topic* type "*Learn a New Language*").

In fact, Erasmus participants can take all the language courses and assessments they wish in any of the languages available through the OLS platform.

For any information requests regarding these procedures, you may write to: olsapienza@uniroma1.it.

UPON ARRIVAL
ARRIVAL DECLARATION (Certificate of Arrival)
The student arriving at the host university must:

- download the form of the arrival declaration from the Personal page section "PREFILLED DOCUMENTS TO DOWNLOAD";

DOCUMENTI PRECOMPILATI DA SCARICARE
PREFILLED DOCUMENTS TO DOWNLOAD

ALLEGATI ALL'ACCORDO FINANZIARIO / *ANNEXES TO THE FINANCIAL AGREEMENT*

Allegato II / *Annex II*: ⬇ CONDIZIONI GENERALI / *GENERAL CONDITIONS*

Allegato III / *Annex III*: ⬇ CARTA DELLO STUDENTE ERASMUS / *ERASMUS STUDENT CHARTER*

[⬇ Dichiarazione di arrivo / *Certificate of arrival*]

[⬇ Certificato di frequenza / *Certificate of attendance*]

- require the host university to fill, sign and stamp it;
- upload it to your personal page:
  - ○ fill in the field related to the date of arrival, indicated on the relative declaration;
- in the UPLOAD DOCUMENTS section upload the "Declaration of arrival"

⬆ UPLOAD DOCUMENTI
DOCUMENTS UPLOAD

By 15 days from the upload of the arrival declaration, the student will receive feedback by email.

The **arrival registration** will be possible **only and exclusively** if the student has correctly followed the procedure indicated in the section "**BEFORE DEPARTURE**".

🛈 **PLEASE NOTE**
The Certificate of Arrival is valid solely for the purpose of initiating the payment procedure.The disbursement of the CISM advance grant is subject to **verification of your enrollment** being finalized at Sapienza for the A.Y. 2025/2026.

DURING YOUR STAY
You might need to request

CHANGE FORM (CF)
In order to modify or add courses not included in your LA, you must fill in the "CHANGE FORM" on your personal page, section "ONLINE PROCEDURES" available **only after the registration** of your arrival certificate.

The CF will be managed through EWP (see LEARNING AGREEMENT/On Line Learning Agreement). If the hosting university does not yet accept the OLA, as soon as the CF has been approved by the RAM, you must follow the traditional procedure through your personal page:

- download and print the CF;
- sign it with a handwritten signature;
- obtain the signature and stamp of the Host University ("light" and digital signatures are also accepted);
- upload it to the section "DOCUMENTS UPLOAD" of pagina personale.

> **PLEASE NOTE:**
> Didactic activities which are **not listed** in the Learning agreement/Change Form **will not be recognised** during the validation phase.
> **Student must make sure that the titles of the didactic activities present in the section "Study programme abroad" match to the ones indicated in the Transcript of Records.**

EXSTENSION

The extension must be **requested exclusively for justified academic reasons**. Any period exceeding the Erasmus+ mobility duration assigned by contract must be **authorized by both the host university and Sapienza** at least one month before the contractual end date of the Erasmus period.

To this purpose, students must:
- enter and save the new return date on the personal page ,section "Request of extension", field "Return Date";
- download, print and sign the form with handwritten signature;
- obtain the signature and stamp of the receiving university;
- obtain the signature and stamp of the Faculty Erasmus Administrative Officer (RAEF);
- upload the document, with all the **mandatory signatures and stamps**, to the "DOCUMENTS UPLOAD" section of the personal page.

> **The Erasmus financial year begins on 01/06/2025 and ends definitively on 31/07/2026; therefore, it is NOT possible to extend the mobility period beyond this date.**
> The mobility period cannot exceed a total of 12 months, taking into account any previous mobility carried out within the same cycle of studies.

The grant corresponding to the extension period will be paid at the end of the mobility **only if funds are available** and only **if the request has been submitted according to the aforementioned guidelines.** Relevant information regarding the payment will be provided before the end of the mobility.

BEFORE RETURNING TO ITALY
CERTIFICATE OF ATTENDANCE

The conclusion of the mobility must coincide with the end of academic activities (e.g., the last exam), regardless of the dates stated in the contract.

Before returning, students must:
- download the certificate of attendance from the personal page , section "PREFILLED DOCUMENTS TO DOWNLOAD"
- require the partner university to fill and send it directly to smout@uniroma1.it.

The date of issue of the certificate must be equal to or later than the declared End date.

The possible grant balance will be calculated based on the mobility period stated by the host university in the certificate of attendance.
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PLEASE NOTE:
If the didactic activity ends before the end date of the mobility indicated in the Contract (ex. last exam), students are required to finish the Erasmus by following the normal procedures of return. Remember that the minimum duration required for obtaining the recognition of the mobility is 60 days (long mobility) and 5 days (short mobility). **Advance grants related to the days not benefitted must be refunded.**

CALCULATION OF THE MOBILITY
By convention, each Erasmus month is considered to be **30 days long.**

TRANSCRIPT OF RECORDS (ToR)
Students must require the receiving university to send directly to the RAEF the **Transcript of Records** (certificate of exams taken) and/or **Declaration of Work** (for thesis or PhD research activities) as soon as available.

If you have not obtained online recognition of **at least 12 ECTS for exams** (or **3 ECTS** in the case of mobility for **thesis research only**) **by 31/10/2026** through the credit recognition procedure (section "CREDIT RECOGNITION"), **you will be required to fully return the supplementary MUR/SAPIENZA grant, if received.**
The above limits do not apply to students enrolled in the 3rd cycle of studies (PhD/Specialization School candidates).

UPON RETURN
Once the Erasmus Office (smout@uniroma1.it) has received your **Certificate of Attendance** from the host university, you will subsequently receive a closure email with details regarding any remaining payments and instructions to complete your Erasmus administrative procedures (e.g., grade recognition, reimbursements, missing documents, etc.).

Note: It is advisable to ask the host university to copy you in the email sending the Certificate of Attendance, so that you can review the document and promptly request any necessary corrections, also informing our office of any errors.

AFTER RECEIVING THE CLOSURE NOTICE OF THE ADMINISTRATIVE PROCEDURE, IT WILL NO LONGER BE POSSIBLE TO REOPEN THE STUDENT'S ADMINISTRATIVE FILE.

Please also note that, in order to complete the closure of your Erasmus file, you are required to:

1. validate the activities carried out during your Erasmus period (exams/thesis research) before graduation and by 31/10/2026 (under the "CREDIT RECOGNITION" section);
2. complete the narrative report (EU SURVEY). Wait to receive the invitation at your institutional email address.

CREDIT RECOGNITION (EXAMS/THESIS)

THe **RAEF** **will** upload the **Transcript of Records/declaration of work** carried out to your personal page.
After the upload, **the online validation process will be activated. It will be finalized only after the final closure of the Erasmus administrative file.**

Below are the steps that the student must take after receiving confirmation that the aforementioned documents have been uploaded:

1. **verify the accuracy** of the Certificate of Attendance and the Transcript of Records (ToR) issued by the host university; if they are found to be incorrect, **promptly** report the error to the Erasmus Office and the relevant RAEF, and request the host university to send the updated version to the appropriate offices.;
2. if the contents of the Transcript of Records/declaration of work carried out are correct, **proceed with the online entry of the grades** in the "ONLINE PROCEDURES" section of your personal page and confirm by clicking "Finish Entry"
3. **accept the validation proposal from the RAM**, which will be notified via email;

The RAEF will proceed to transfer the validated exams directly to the INFOSTUD platform.

For the conversion of grades into ECTS grades, which is the responsibility of the RAM, reference must be made to the Grade Conversion Table of the host university and, if applicable, to the Sapienza grade conversion table.

It is not possible to graduate during the Erasmus period and before the validation of the exams or thesis work carried out during the mobility has been completed.

CHECK LIST

Remember: the mobility period must end no later than 31/07/2026.

LEARNING AGREEMENT section "ONLINE PROCEDURES"

Completion through your Erasmus personal page and approval by the RAM https://www.uniroma1.it/it/node/40380	☐
Approval by the host university	☐
Any changes to the **Learning Agreement (L.A.)** during the **mobility period**. All **modifications** to the L.A. **before departure** must be **approved** by the **RAM (Academic Mobility Coordinator)** and the host university. Every update to the L.A. must be made through your **personal page**, even if **foreign forms** are used; otherwise, the academic activity carried out during Erasmus will not be recognized**.**	☐
BEFORE DEPARTURE	
Register at the host university, that is, complete the "Application Procedure".	☐
Complete any necessary procedures for entry into the host country (visa application, renewal of Schengen residence permit, etc.).	☐
Read and approve the Mobility Agreement.	☐
Renew your enrollment at Sapienza (otherwise, if you are entitled to the CISM grant, we will not be able to pay it).	☐
DURING THE PERIOD ABROAD AND BEFORE RETURNING	
Obtain the Declaration of Arrival at the start of the mobility, signed and stamped by the host University	☐
Evaluate whether to request an extension of the study period.	☐
Request and have the 'Transcript of Records' (or certification related to the activities carried out) sent to the RAEF.	☐
Request and have the 'Transcript of Records' (or certification of completed activities) sent to the RAEF.	☐
UPON YOUR RETURN	
Submit the request for recognition of exams and/or other activities completed abroad.	☐
Complete the 'Erasmus+ participant report' following the receipt of the automatic compilation email.	☐

USEFUL INFORMATION

ACCOMMODATION
For information, contact the host University and/or the ESN (Erasmus Student Network).
https://romaase.esn.it/contact.

HEALTHCARE ASSISTANCE
The valid TEAM (European Health Insurance Card) will be necessary to access healthcare services. Before departing, check with your local health authority (ASL) and the host University about **any procedures to follow for healthcare assistance**. For this purpose, also consult the Ministry of Health's website**.**

INSURANCE COVERAGE
All students duly enrolled at Sapienza are covered by insurance for accidents and civil liability**.**
The details of the insurance policies can be found on the personal page, under the "INFORMATION DOCUMENTS" section.

For further information, write to assicurazioniateneo@uniroma1.it
or visit the pages:
https://www.uniroma1.it/it/pagina/polizza-infortuni
https://www.uniroma1.it/it/pagina/polizza-rct-o

The above-mentioned policies are valid exclusively during the educational activity.
Statements related to the policies can be downloaded from the Erasmus personal page.

In case of accident, in order to receive instructions to start the claim process, promptly inform the Erasmus Office by sending an email to smout@uniroma1.it.

IDENTITY CARD
Before traveling abroad, verify the validity of the travel document and inquire about the entry procedure for the destination country at the diplomatic-consular representations in Italy.

TRAVEL SAFLY
Before departure, it is recommended to visit the Ministry of Foreign Affairs' website to register your stay abroad.

CONTACTS
- For administrative matters:
  smout@uniroma1.it
- For academic matters:
  Responsabili Amministrativi Erasmus di Facoltà (RAEF)
- For matters related to the OLS and the EU Survey Narrative Report:
  olsapienza@uniroma1.it