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Ca' Foscari  
Venezia

# Erasmus+

**Mobility for study a.y.  
2024/2025**



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## YOUR CONTACTS AT CA' FOSCARI

- For all **organisational** and **administrative** issues related to your Erasmus mobility you can refer to:

### **International Office– Mobility Unit**

Tel. +39 041 234 7570

[erasmusout@unive.it](mailto:erasmusout@unive.it)

Admission to office hours - only upon reservation (Erasmus outgoing for study) - face-to-face or remote assistance

Where: Ca' Foscari palace (main building), first floor

- For all **academic** issues related to the contents of the courses you will carry out abroad and their recognition, you can refer directly to your **Erasmus Academic Coordinator**



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## YOUR CONTACTS AT THE HOST UNIVERSITY

The main contact at the host university is the **Erasmus Office** (e.g. Erasmus Incoming / Exchange Students / Study Abroad Students from partner universities)



You can refer to this office for information concerning:  
**application, language requirements and certificates**, accomodation, language courses, welcome activities, tandem, buddies.



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All communications concerning your Erasmus mobility will be sent to your **institutional e-mail account**. Please, make sure to check it frequently ;-)



[studentnumber@stud.unive.it](mailto:studentnumber@stud.unive.it)



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## I HAVE BEEN SELECTED! 😊 ...WHAT NOW?

To begin with:

- Go to the **website of the host university** (pay particular attention to the «Exchange Students/ Erasmus+/ Incoming students/ Inbound mobility» section);
- Check the **deadlines** and the **documents** required for the **application** (the procedure through which you will hand in all the documentation requested by the host university);
- ONLY AFTER our office has sent your **nomination** to the partner university and notified it to you via email, proceed to the **application**;
- For any doubt concerning the application, contact the Erasmus office at the host university, as they are in charge of this procedure





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## Documents frequently requested by host universities:

### APPLICATION FORM

A form to be filled out with your personal details, your study programme, the mobility period, etc...

### NOMINATION LETTER

A letter issued by the International Office or to be sent as instructed by the partner university

### TRANSCRIPT OF ACADEMIC RECORDS at CA' FOSCARI

*Certificato d'iscrizione con esami in lingua inglese*, a PDF file to be downloaded from your Personal Area and sent to the International Office to get it stamped and signed

### PROOF OF LANGUAGE PROFICIENCY

A document that certifies your language proficiency

### HOUSING/ACCOMMODATION FORM

A form to apply for the accommodation





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## ABOUT TO GRADUATE?

Remember that you must be regularly enrolled in a Master's Degree at Ca' Foscari before your departure, in order to sign your Grant Agreement





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## TUITION FEES

Remember to pay the tuition at Ca' Foscari regularly, according to the prescribed deadlines.

## SCHOLARSHIPS FOR STUDENT FINANCIAL AID

If you are entitled to the Scholarship for Student Financial Aid for the a.y. 2024/2025, you can benefit from this scholarship also during your mobility period.





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## MOBILITY PERIOD (BA and MA students)

- cannot last for less than 2 months and more than 12 months;
- must be carried out **between 15/07/2024 and 31/07/2025**;
- must be continuous and not fragmented.

N.B. Taking remedial exams at the host university after the official conclusion of the mobility period (as per your Confirmation of Departure) will not be allowed.

**NB: during the mobility period you cannot carry out classes and exams, tutoring activities, student collaborations, internships at Ca' Foscari (even if carried out remotely)**



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## MOBILITY PERIOD (BLENDED mobility for BA and MA students)

If authorised by the host institution and by the academic coordinator, the period of physical mobility (of at least 2 months) can be combined with a virtual mobility period. This option results in a BLENDED mobility, to be defined before signing the grant agreement.





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## MOBILITY PERIOD ( PhD students)

Two kinds of mobility:

- SHORT-TERM: 5 to 30 days
- LONG-TERM: 2 to 12 months

Both kinds of mobility can be combined with a virtual mobility period if approved by the host institution, the academic coordinator and the thesis supervisor before signing the grant agreement



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## GRANT (for physical mobilities)

### GRANT FROM THE ITALIAN ERASMUS+ NATIONAL AGENCY

250-350 euros/month, according to the country of destination (as per Annex 1 to the Call).

- Students with fewer opportunities (art.6 to the Call for Applications) : all months of mobility financed
- Other students might be only partially financed (the number of financed months will be notified in June).

### ADDITIONAL TOP-UP

250 /month ONLY for students with fewer opportunities.





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## GRANT (for physical mobilities)

### GREEN TRAVEL CONTRIBUTION

50 Euros *una tantum* and up to 4 travel days financed, if necessary, for students who will opt for low-emission means of transport (e.g. bus, train, car-sharing)

### ADDITIONAL FUNDS FOR SPECIAL NEEDS

For students whose physical, psychological or, more generally, health conditions prevent them from participating in the Programme without an additional contribution (unless they benefit from the monthly top-up).

### ALL FUNDS CAN BE COMBINED





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## GRANT PAYMENT (NA and TOP-UP):

- The payment of the **first instalment**, amounting to the **70% of the estimated total grant**, will be paid **within 30 days from the signing of the Grant Agreement**;
- the payment of the second instalment of the grant, is subject to:
  - for mobilities lasting for **up to 6 months**, the **recognition of at least 12 CFU** at Ca' Foscari, and the completion of all procedures
  - for mobilities lasting for **more than 6 months**, the **recognition of at least 24 CFU** at Ca' Foscari, and the completion of all procedures;

N.B. The **minimum duration** of the mobility period is **2 months**, for which the TOTAL grant is guaranteed if you took at least one exam included in your OLA



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## NA GRANT FOR SHORT-TERM MOBILITIES (5 to 30 days, only for PhD students):

Up to the 14° day: 79 Euros/day

From the 15° day: 56 Euros/day





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**All documents to be filled out for your mobility are available at <https://www.unive.it/data/12637/>>Procedures for outgoing Erasmus students a.y. 2024/2025**

**Check this page frequently, as procedures and forms might vary according to the dispositions of the Italian Erasmus+ National Agency**





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## ONLINE LEARNING AGREEMENT (OLA)

It is a document that you will fill in online at <https://learning-agreement.eu/> . The document includes:

- Titles and ECTS credits of the modules you will take abroad
- Titles, codes and ECTS (= CFU) credits of the exams you will have recognised at Ca' Foscari
- A Learning Agreement (L.A.) for research activities is available at <https://www.unive.it/pag/49168/>





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## ATTENTION:

- The modules you select must be consistent with your study plan at Ca' Foscari (CF)
- Some courses may have limited or restricted access for exchange students

The OLA must be approved by both your academic coordinator at CF and at the host institution before signing the Grant Agreement, prior to your departure.

Prepare a draft of your OLA before contacting your academic coordinator at CF and creating the document through the online platform.

Provide your coordinator with information regarding the study programme of the modules you would like to take during your mobility and their equivalences at CF.



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## HOW TO FILL OUT

### OLA

- Choose the modules from the host University Faculty-Department academic offer, as per the Erasmus+ agreement. N.B. make sure that the modules you select are available for exchange students
- Remember that, should you NOT find a reasonable equivalency between one or more courses at the host institution and those on your study plan, you can have them recognised with the original title as free choice or extra credits exams.
- ALL exams must be CORRECTLY inserted in order to have them registered at Ca' Foscari!



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## HOW TO FILL OUT LEARNING AGREEMENT FOR RESEARCH ACTIVITIES

This document can be filled out only in addition to the OLA.

Only PhD students are allowed to carry out the sole research activity.

In order to carry out research activity abroad, you need to find a supervisor at CF, who will also have to sign the document.





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## CHANGES TO THE STUDY PLAN

You can modify your study plan at CF during the mobility, within the prescribed deadline.

Remember to include in your study plan the exams equivalent to those you are taking abroad as soon as you can fill it out. You will not need to include exams that will be recognised with the original title.





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## CREDIT RECOGNITION

Only the exams included in your OLA and listed in your Transcript of Records as passed can be recognised upon your return.

The grade conversion will be carried out by your academic coordinator at CF, according to the instructions published at: [www.unive.it/ects](http://www.unive.it/ects).



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## GRANT AGREEMENT

First-semester or full-year mobilities:  
meetings to sign the grant agreement will be  
scheduled during the summer.

Second-semester mobilities: meetings to sign  
the grant agreement will be scheduled during  
winter months, between December and  
January.

Further information will be sent via email to  
your institutional email account  
([studentnumber@stud.unive.it](mailto:studentnumber@stud.unive.it))





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TRAVEL DOCUMENTS





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## ID OR PASSPORT

- Make sure that your ID/passport is valid
- In order to enter some non-EU countries (e.g. Türkiye) it is necessary to obtain a Visa: you must refer to the diplomatic authorities of the country of destination in Italy.
- If you are not an Italian citizen, make sure to gather all the necessary information to request a Visa.
- Make sure that your Stay Permit is valid, if you have one. For further information and support, please refer to [immigrationteam@unive.it](mailto:immigrationteam@unive.it)
- For further information, please check: <http://www.viaggiasesicuri.it>

## HEALTH INSURANCE

- Check with your ASL or <http://www.viaggiasesicuri.it> whether the TEAM card (European Health Insurance Card) provides you with a basic health insurance in the country of destination or whether you need to sign an additional insurance.
- For detailed information about each country, please check the website of the Italian Ministry of Health:  
<http://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>



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## STRUGGLING TO FIND ACCOMMODATION?

If you are struggling to find accommodation abroad, you can refer to the host university.

If you need further support, please contact the International Office – Mobility Unit  
([erasmusout@unive.it](mailto:erasmusout@unive.it))



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**For any doubt or enquiry**  
during your Erasmus  
mobility,  
please contact us!



[erasmusout@unive.it](mailto:erasmusout@unive.it)  
Tel. + 39 041 234 7570



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STUDENTS  
HELPING STUDENTS





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# CA' FOSCARI STUDENTS IN ERASMUS

Several **Ca' Foscari students who carried out an Erasmus+ mobility** have agreed to be contacted to share their experience with departing students.

(For info and contacts, please write to **[erasmusout@unive.it](mailto:erasmusout@unive.it)**)





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# ERASMUS STUDENT NETWORK

ESN (European Student Network) can represent your reference point before/during/after your Erasmus+ mobility.

Find ESN at your host university at [galaxy.esn.org](https://galaxy.esn.org)



INTERNATIONAL EXCHANGE  
ERASMUS STUDENT NETWORK



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## Download the Erasmus+ App !

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# MAPP YOUR JOURNEY

*Your Erasmus+  
in one App*





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