Procedures for outgoing Erasmus+ students a.y. 2020/2021

The procedures described in the present Annex are referred to outgoing Erasmus+ students who have officially been selected for an Erasmus+ mobility, and who have correctly accepted the place.

The new Erasmus+ programme is updated on an ongoing basis by the European Commission and by the Agenzia Nazionale Erasmus+ INDIRE (the Italian National Agency for the Erasmus+ programme). For this reason, procedures and documentation are subject to change. Please make sure to check your institutional account (student's number@stud.unive.it) and the relevant web page (https://www.unive.it/data/12637/) regularly.

Students who do not comply with all the required procedures, as per the present Annex and the Call for Applications, or procedures communicated via email, might not be eligible for the final instalment of the grant or, in the most significant cases, might have their mobility cancelled and be asked, as a consequence, to reimburse the whole amount of grant already received.

Contacts at Ca' Foscari
The International Office – Mobility Unit will help you with all the organisational and administrative aspects of your Erasmus+ mobility. If you have any questions about the contents of courses you will be attending or about transfer of credits, you should contact your Ca' Foscari Academic Coordinator.

Contacts at your host university
The Erasmus Office in your host university will be your main contact for all issues related to mobility (academic calendar, course programme, accommodation, etc).

Your contacts
From the moment that you accept your place, all communications from the Ca' Foscari International Office will be sent to your institutional email account (student’s matriculation number@stud.unive.it). We suggest you to check it regularly.
After acceptance

Mobility period

Remember that your mobility period at the host university must:

- Last for a minimum of 90 days and a maximum of 12 months. Exceptions to the minimum duration (90 days) can be made only in case the partner University declares that the official term lasts for less than the expected minimum duration;
- take place between 01/06/2020 and 30/09/2021;
- take place without interruption (you are not allowed to carry out any academic activity nor to take any exam at Ca' Foscari during your mobility);
- may be reduced only for reasons of force majeure supported by documentation, upon approval of both universities. The mobility period must still last for at least 90 days, except for the above-mentioned cases. If you reduce the mobility period you cannot ask for an extension later;
- may be extended; to find out how, see the section “Before your return”

Documentation required by your host university (Application procedure)

Check the application procedures and deadlines for incoming Erasmus students on your host university website and factsheet. It is your responsibility to prepare and submit the necessary documentation within the deadlines established by the host university, which might turn down your application if you fail to send the documents on time. Before submitting your application to the partner university, you will have to be notified via email about your nomination by the International Office – Mobility Unit (nomination procedure). Priority may be given to nominations of students leaving in the first semester and, in any case to nominations whose deadline is tighter.

Unless the host university requires you to submit your Learning Agreement in order to complete your application, you will need to fill in this document subsequently, before signing the Grant Agreement as per what described below.

Remember we are happy to help you in preparing your documentation. Just contact the International Office – Mobility Unit, via phone or email, or book an appointment during our office hours.

Travel documents

ID or passport
Check that your ID or passport are valid for the entire mobility period. Some non-EU countries participating in the programme (like Turkey) require an entry visa, which
must be applied for in advance at the host country’s embassy/consulate in Italy. For more information, please see www.viaggiaresicuri.it.

Health insurance
Contact your local health authority (ASL) to find out if your European Health Insurance Card (EHIC) entitles you to healthcare in your chosen destination country or whether you require supplementary health insurance. For detailed information on all countries see the website of the Ministry of Health.

Permit of Stay (for extra- EU students)
If you are a Degree- Seeker student with a permit of stay, make sure that it is valid for travelling in the country of destination and that it is not expiring during the mobility period. It is your responsibility to get in contact with the International Office – Mobility Unit in order to receive the necessary support.

Before the Mobility

Learning Agreement for Studies

Before signing the Grant Agreement, a document without which you cannot start your mobility, you will have to fill in the Learning Agreement for Studies, a document listing all the activities you will carry out during your mobility and their recognition at Ca’ Foscari upon your return.

In order to prepare your Learning Agreement for studies you must:

- check the website of the host university and find the modules that can be compatible with your study plan, as per what specified for each destination;
- prepare a draft of your Learning Agreement;
- make an appointment with the Ca’ Foscari academic coordinator (Departmental Coordinator) to have it approved and signed. Remember to bring with you the draft of your Learning Agreement and the syllabuses of the modules you have selected;
- Submit your Learning Agreement to the host institution to have the document signed by your coordinator abroad;
- You must use the forms available at: https://www.unive.it/data/12637/. In case the host institution provides you with forms in different formats, you will have to fill in both.

The Learning Agreement must be sent via email to the International Office – Mobility Unit exclusively in PDF format before signing the Grant Agreement. The document must be signed by yourself, your academic coordinator at Ca’ Foscari and your coordinator at the host institution.
Learning Agreement for Research Activities

If you are a BA or MA student, you can fill in the Learning Agreement for Research Activities only in addition to the Learning Agreement for Studies. If you are a PhD student, you can fill in only the Learning Agreement for Research Activities.

In this document, you will have to describe the research activities you will carry out during your Erasmus+ mobility, as agreed with your thesis supervisor at Ca’ Foscari.

The document must be signed by you, your thesis supervisor and by your Erasmus academic coordinators and must be sent via email to the International Office – Mobility Unit exclusively in PDF format.

N.B you do not need to be assigned a tutor by the host university: you can carry out the research activity independently.

Grant Agreement

Before leaving, you must sign in person your Grant Agreement, without which your mobility cannot start. In the weeks following the acceptance of the place, you will be contacted via email at your institutional email account by the International Office – Mobility Unit, that will inform you about the date and place of the meetings organised for this purpose. Please, make sure to follow all the instructions and to meet all deadlines.

Online Linguistic Support

After signing the Grant Agreement you will be assigned an online language test that is mandatory for all students participating in the Programme, and that you must complete within 10 days from the allocation. You can find more information at erasmusplusols.eu/it/.

The test does not replace the certification that may be required by your host university, unless specified by this latter. During the final month of your mobility you will be required to take another test so that you can track the progress of your language skills. Those who do not take both tests, will not be eligible to receive the final instalment of the grant.

The language of the test will be the one spoken in the country where your mobility takes place. In case it is not available, you will have to take the test in the teaching language at the host institution.

During your mobility period you may also take an optional online language course. The course will be automatically activated if you obtain in the first assessment a result between A1 and B1 QCER levels, depending on the language allocated.

If you mother tongue is the same as the language spoken in your country of destination, you will be exempted from both OLS tests, but you will not be able to take the online language course.
During the mobility

During your mobility, remember to:

- send us the necessary documents via email (erasmusout@unive.it). You must not send us the originals, but always keep them for precaution;
- regularly check your institutional email account (student's number@stud.unive.it);
- respect all the procedures and deadlines and contact the International Office – Mobility Unit promptly in case of any problem regarding your mobility.

Confirmation of Arrival

When registering as an Erasmus+ student, fill in and have the Erasmus Office of the host university sign the confirmation of arrival. Send it as soon as possible, and, in any case, within 7 days from the beginning of the activities abroad to the International Office- Mobility Unit via email (erasmusout@unive.it). The date on the confirmation of arrival cannot be prior to the starting date indicated in your Grant Agreement.

Changes to the Learning Agreement

In case you need to modify your Learning Agreement, you must fill in a Changes to the Learning Agreement form. It must be signed by your Erasmus coordinator at the host university and by your academic coordinator at Ca’ Foscari and sent via email (erasmusout@unive.it) to the International Office- Mobility Unit. The Changes to the Learning Agreement form should only be used for changing the courses listed in the Learning Agreement or adding new courses. Courses that remain unchanged do not have to be included in the Changes form.

You have 30 days from the start of your courses to make any necessary changes. If you are not able to respect this deadline, please get in touch with us immediately (erasmusout@unive.it). Remember that no further changes will be accepted after your return.

Internships during the Erasmus+ mobility for studies

As described in the Call for Applications, you may undertake an Internship during your Erasmus+ study programme. Remember that:

- you will be able to carry out the internship during your mobility period, as per your Grant Agreement, including periods of extension requested as described below;
- The traineeship must be previously authorized by the Teaching Committee for your study programme and follow the guidelines “Linee Guida per lo svolgimento dei Tirocini”;


The traineeship must be carried out under the *patronage* of the host university. This means that NO agreement between Ca’ Foscari and the institution the traineeship will be carried out at must be sealed;

- You must fill in the relevant documents provided by the International Office – Mobility Unit.

**Request for extension**

If you wish to extend your mobility period, you must do the following **at least one month before the date of expected return (as per your Grant Agreement):**

- Fill in an Extension of Mobility Period form;
- if you wish to extend your one-semester mobility for another term, you will have to fill in a Changes to the Learning Agreement form, adding the activities that you wish to carry out during the extension period;
- get the forms signed and send them via email to the International Office - Mobility Unit (erasmusout@unive.it).

The period of extension may be financed with Erasmus+ EU funds and/or University funds provided the financial availability, in accordance with art. 6 of the 2020-2021 Erasmus+ Study Programme Call for applications.

**Before your return**

**Confirmation of Departure**

At the end of your Erasmus+ mobility period, please fill in the **Confirmation of Departure Form** and take it to the Erasmus Office at your host university for the signature. Then, send it to the International Office- Mobility Unit at Ca’ Foscari via email (erasmusout@unive.it).

The date written on it must correspond to the last day of academic activities at the host university not be later than the mobility end date stated in your grant agreement.

**Transcript of records**

At the end of their Erasmus period, some universities issue students with a **Transcript of Records**. If this is not the case, ask the relevant office at your host university to send this certificate directly to the International Office-Mobility Unit via email (erasmusout@unive.it) or post (Università Ca’ Foscari di Venezia – International Office- Mobility Unit - Dorsoduro 3246 - 30123 Venice - Italy). Remember that it is your responsibility to ensure that the Transcript of Records is sent to Ca’ Foscari. The Transcript is usually sent to Ca’ Foscari approximately one month after the end of the mobility period.
If you plan to graduate in the graduation session immediately after the end of your mobility, please make sure that the Transcript is issued on time, according to Ca' Foscari deadlines, and inform the International Office – Mobility Unit as soon as possible.

**Upon return from your mobility**

You will be able to carry out academic activities at Ca’ Foscari starting from the day following the date written on your Confirmation of Departure.

In addition, remember to take the final [Online Linguistic Support](#) language test.

**Recognition of exams**

If the host institution has sent you the Transcript of Records, send it to the International Office- Mobility Unit (erasmusout@unive.it) as soon as possible.

As soon as we receive the document, we will contact you to inform you about the exams recognition procedure. Since it may vary from one department to another, please wait for our instructions.

The conversion of exams must be carried out according to the [Recognition of Study-abroad Periods section](#) of the website.

Once we receive the credit recognition form from either the academic coordinator or the Campus, we will forward it to the Student Administration Sector so that the exams can be registered into your online records.

Please remember that:

- It is not possible to refuse the exam grades featured as passed into the Transcript of Records;
- It is not possible to carry out the recognition of partial exams at Ca’ Foscari;
- It is not possible to recognise exams which are not present both in the transcript of records and in the learning agreement (or in the changes form); the names of the exams and the relative credits must be the same in both documents, otherwise they will not be recognised;

Remember that, for accounting purposes, all students must submit their documents by 04/10/2021.

**Participant Report (EU SURVEY)**

At the end of the credit recognition procedure, you will be requested to complete your individual report (EU survey). This will be activated for you by the International
Office – Mobility Unit, which will inform you via email as soon as the test will be activated.

**Buddy programmes and student associations**

The Buddy programmes offer a helping hand and an opportunity for language and cultural exchange between international and Ca’ Foscari students. After your return you can continue to enjoy an international university experience by participating in the Ca’ Foscari Buddy Programme or by joining one of the student associations at our university.

For more information, go to the section of the website dedicated to Buddy Programmes and to student associations.