

# VADEMECUM OF THE ERASMUS STUDENT

## A.A. 2024/2025

(What to do if selected for an Erasmus+ grant)

### 1. Acceptance form

In order to formalise your acceptance of the study period abroad under the Erasmus+ programme, **you must complete the online acceptance form which can be found at the link indicated in the official assignment letter which you will receive by e-mail**, no later than the date indicated in the same letter, enclosing the filled in, dated and signed Italian version of this vademecum. It is also possible to accept a period of mobility shorter than that stipulated in the relevant Erasmus+ agreement, as long as it is at least 2 full months (60 days). Please note that the mobility period is calculated in days.

If you do not complete the acceptance form, complete with any other documents required, by the established date, you will be considered to have withdrawn your Erasmus+ grant and no further communication will be sent to you.

### 2. Withdrawal

If you have decided to withdraw from your mobility, you must promptly notify the International Relations Office, using the appropriate form ([Annex C - http://www.univaq.it/section.php?id=545](http://www.univaq.it/section.php?id=545)) filled in, signed, scanned and sent to the following e-mail address: [uri@strutture.univaq.it](mailto:uri@strutture.univaq.it)

If you withdraw after sending the acceptance form, except for serious and proven reasons, you will not be able to apply for Erasmus+ calls for international mobility for study purposes in the following academic years.

### 3. Mobility grant period

The Erasmus+ period may only begin after the mobility contract has been signed by you and by the Vice-Rector for International Affairs and **must in any case end by 30 September 2025**.

The period of stay abroad must be continuous and not fragmented, and must not in any case be shorter than 2 full months (60 days), nor longer than 12 months (360 days).

## ADMINISTRATIVE FULFILLMENTS - Before departure

### 1. Enrolment at the Host University (Application form)

If you have been selected as a beneficiary of the Erasmus+ grant, you are first of all required to visit the website of the host university in order to download all the material relating to the **Application form** (application form as an Erasmus+ student) and possibly the **Accommodation form**, if available. **It will be your responsibility to complete and send the required forms to the host university, respecting the procedures and deadlines laid down by the place of residence.**

In case of difficulties in filling in the Application form, you can be supported by the Aquilasmus Association (e-mail: [info@esnlaquila.it](mailto:info@esnlaquila.it)). The International Relations Office is available by ticket for clarification.

### 2. Learning Agreement (exams to be taken abroad)

Prior to your departure, you will need to agree with the relevant lecturers in your Department on the courses you would like to take at the Host University and the relevant exams to be taken. To this end, **you will have to complete the Online Learning Agreement (OLA)**. To formalise the OLA, you must log on to <https://www.learning-agreement.eu> using your institutional e-mail address (name.surname@student.univaq.it) as your access credentials.

Once your account has been created, you will be able to access the platform, again via <https://www.learning-agreement.eu>, by following the instructions in Annex D - "Learning agreement online - Completion guide", which can be downloaded from <http://www.univaq.it/section.php?id=545>.

**It is essential that you constantly monitor the progress of your OLA, as you may receive requests from Erasmus delegates to change its content. You must also ensure that you have all signatures within 15 days before your departure (or within the deadline indicated by your host institution, if more restrictive). IMPORTANT: You are not allowed to create more than one OLA. The OLA must be only one, so we ask you to fill it in very carefully.**

After being signed by all, if necessary, you may change the OLA within one month of your arrival at the host institution. Any changes must ALWAYS be accepted and signed by all parties, via the <https://www.learning-agreement.eu>

**PLEASE NOTE: if you attend one semester at the host institution, you may only change your Learning Agreement/OLA once; if you attend two semesters, you may change your Learning Agreement/OLA a maximum of two times.**

**Failure to comply with these rules could jeopardise the recognition of the exams.**

Some partner universities are not yet enabled to receive and exchange OLA.

If the system, when you enter the Erasmus code of the partner university, should give you an error message, report it to the Univaq International Relations Office which will send you the Learning Agreement form to be used

as an alternative to the OLA. In this case, it will be your responsibility to have the document signed by the delegates and to send it by e-mail to the International Relations Office complete with all the signatures.

### **3. Mobility contract**

Before departure it is mandatory to sign the Mobility Contract, in which the modalities for receiving the European contribution (so-called "Erasmus grant") will also be indicated. The International Relations Office will inform you when and how to sign this contract.

Failure to sign the contract will result in forfeiture of the right to receive the Erasmus+ grant and will be equivalent to withdrawal.

### **4. Enrolment to the Università degli Studi dell'Aquila**

When requested to do so and in any case before leaving for the host university, you must send the International Relations Office a copy of the enrolment payment slip for the academic year 2024/2025.

**You will not be allowed to leave without regular enrolment for the 2024/2025 academic year.**

If you are enrolled in a PhD course/School of Specialisation, you must enclose with the scholarship acceptance form the authorisation of the PhD course coordinator/the authorisation resolution of the School Council.

### **5. ADSU Supplementary contribution**

In order to benefit from a possible supplementary contribution under the Agreement between the University of L'Aquila and the Azienda per il Diritto allo Studio Universitario (art. 10 DPCM 9/4/2001), once you have enrolled for the 2024/2025 academic year, you must also enrol in the Anagrafe Studentesca at the ADSU offices (website: [www.adsuag.org](http://www.adsuag.org), which will draw up a special ranking list based on the requirements set out in the aforementioned DPCM and you must respond to the Call for applications that ADSU prepares annually.

### **6. Online Linguistic Support (OLS) and language training**

Before you leave, you will receive an e-mail invitation to complete the **Online Linguistic Support (OLS)** initial assessment test. The online assessment of your mobility language level is **strongly recommended**.

### **7. Insurance cover and safety regulations abroad**

7.1 - Insurance coverage. Each beneficiary is covered by an accident and third party liability insurance policy payable by the University of L'Aquila. Contracts for accident and third party liability insurance cover only concern accidents occurring during educational activities. For health insurance cover during your stay abroad in European Union countries it is generally sufficient to carry the European Health Insurance Card (EHIC) issued by an EU Ministry of Health. In some countries participating in the Programme, it is however necessary to take out private insurance, so it is advisable to enquire at the host university.

The EHIC entitles the student to access the same necessary and urgent treatment provided for nationals of the host country, within the national health system. For additional coverage needs (repatriation, travel expenses for family members in case of need, access to private facilities abroad, etc.) it is necessary to take out a private policy, to be paid for by the student. Students of non-EU nationality who do not hold an EHIC must take out a private health insurance policy.

7.2 - General aspects of prevention and protection during a mobility period abroad. The mobility period may be conditioned by the health security status of each country. It is the responsibility of each student to consciously monitor the conditions of the countries in which the Host University is located in order to make an appropriate personal assessment, for which the University of L'Aquila accepts no responsibility. It is therefore advisable to consult the website of the Italian Ministry of Foreign Affairs and International Cooperation at the following link: <https://www.viaggiare Sicuri.it/approfondimenti-insights/saluteinviaggio> .

Please note that, for the purposes of activating mobility or obtaining a visa, students may be required to take out additional insurance cover, the characteristics of which are determined by the Host University. It will therefore be your sole responsibility to meet this request.

Furthermore, the student is required to comply with all the prevention, protection and safety measures in force in the host country.

## **ADMINISTRATIVE FULFILLMENTS – Upon arrival at the Host University**

### **1. Arrival confirmation**

On arrival at the host university, you must fill out the "Confirmation of Arrival" form (Annex E - <http://www.univaq.it/section.php?id=545>) and have it filled out by the person in charge of the International Relations Office of the host university. – to be sent by e-mail ([uri@strutture.univaq.it](mailto:uri@strutture.univaq.it)) to the International Relations Office of the University of L'Aquila **within 7 days of your arrival**.

Some partner universities, instead of signing the "Confirmation of Arrival" form (Annex E), prefer to provide students with their own certificate of arrival. Even in this case, the document must be sent by e-mail ([uri@strutture.univaq.it](mailto:uri@strutture.univaq.it)) to the International Relations Office of the University of L'Aquila within 7 days of your arrival.

### **2. Extension request**

Should you wish to extend the period of your stay at the host university in order to complete your courses and examinations, you must submit a "Request for Extension" to the Univaq International Relations Office (Annex

G – <http://www.univaq.it/section.php?id=545>) **at least one month before the end of the study period already assigned.**

This form must be sent by e-mail to [uri@strutture.univaq.it](mailto:uri@strutture.univaq.it) duly completed and signed by both you and the responsible person at the partner institution (Receiving Institution). The International Relations Office will seek approval from the competent bodies and return the document to you.

**No contribution will be paid for the extension period, unless otherwise stated.**

### ADMINISTRATIVE FULFILLMENTS – At the end of the Erasmus+ period

Required documents:

**A. “Letter of confirmation”:**

Annex M - <http://www.univaq.it/section.php?id=545> - duly completed and signed by those responsible for the host university;

**B. Transcript of Records” - ToR** (certificate of exams passed)

The ToR must be duly completed and signed by the responsible persons at the host university and **must be sent to IRO directly by the partner institution at the time of your departure**. You must ensure that the ToR is sent by e-mail to [uri@strutture.univaq.it](mailto:uri@strutture.univaq.it) or, alternatively, by post to the following address: *Università degli Studi dell’Aquila, Ufficio Relazioni Internazionali, Palazzo Camponeschi, piazza Santa Margherita 2, 67100 L’Aquila (Italy).*

**Important: If, during the Erasmus mobility, you have undertaken authorized internships abroad, embedded in the academic components of this mobility**, please note that the relevant certificates must necessarily be sent to us by the partner institution **at the same time as the ToR**. Please make this known to the foreign university.

#### **On return**

1. **Actual duration of mobility:** If the certificate of attendance (Annex M - Letter of confirmation - <http://www.univaq.it/section.php?id=545>) shows that the period of your stay is shorter than the period initially foreseen in the mobility agreement (contract), IRO will recalculate the amount of the grant on the basis of the actual duration of your mobility. The total amount of the grant may therefore be lower than initially foreseen, or you may be obliged to return the amount of the monthly payments that you did not use, according to the modalities that will be communicated to you.

2. **University enrollment:** You will have to send IRO **copies of the tuition fee payment slips** certifying regular enrollment for the 2024/2025 academic year (**first and second instalments**). If you are not in order with the payments, you will have to return the entire contribution received.

3. **Online Narrative Report (EU Survey):** At the end of your mobility, you will receive an email notification to complete the Online Narrative Report (EU Survey). **Completion of this report is mandatory**, otherwise the grant balance will not be paid to you.

**IMPORTANT: If your mobility period ends at the end of September 2025, you are required to hand in all the above documents (points 1,2,3) by 4 October 2025.**

4. **Recognition of examinations:** on receipt of the ToR from the partner university, the recognition procedure is automatically activated by the International Relations Office by sending the relevant documentation to the competent departmental Erasmus Delegate. Once recognition has taken place, the exams will be uploaded into your career by the student registrar.

Please note that it is not permitted to refuse to recognise an examination included in the OLA and recorded in the ToR received from the foreign university.

With the exception of credits relating to language courses of the host country, the Departmental Erasmus Delegate may not recognise credits acquired at the host institution which have not been included in the OLA (or in any changes to it), even if contained in the ToR. The student may however submit a reasoned request for recognition of these additional credits to the relevant Didactic Area Council within two weeks of the end of the mobility.

5. **Satisfaction questionnaire:** at the end of the mobility you will have to submit a satisfaction questionnaire, using the relevant link, that you have to request to Univaq IRO. Completion of this questionnaire is obligatory, otherwise the balance of the grant will not be paid.

6. **If you have modified your OLA (or submitted a Learning Agreement during the mobility)**, you will need to send us a copy, **signed by all parties involved**.

**Finally, please bear in mind that your Erasmus end-of-course procedure cannot be started until the ToR is received from the partner institution. Failure or partial submission of the required documentation will result in the cancellation of the Erasmus period and the return of the grant received.**

The office staff is available for any further information. For information, please open a ticket on the University portal: <https://help.univaq.it/> (by selecting the "International Relations Office" area in the drop-down menu). No information will be provided by e-mail and/or telephone.

University website page dedicated to Erasmus+ for study: <https://www.univaq.it/section.php?id=545>.

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