



UNIVERSITÀ DEGLI STUDI DI PAVIA
PROGRAMMA ERASMUS+/KA1
MOBILITÀ DEGLI STUDENTI PER STUDIO

Realizzato con il contributo della Commissione delle Comunità Europee



MEMORANDUM FOR ERASMUS STUDENTS
ERASMUS FOR STUDY 2018/19

These are the main steps to follow **during your Erasmus, before and after the end of your Erasmus study period.**

The forms can be downloaded from our website 'Erasmus per studio': www.unipv.eu > Internazionalizzazione > Erasmus+ > Erasmus+ Studio > Durante la mobilità > Modulistica.

We recommend you to refer always to the 'Erasmus for Study' Call 2018/19.

DURING THE ERASMUS

During the Erasmus you should:

1. within 15 days upon the arrival in the Host Institution, send by fax or email to the Erasmus office the **CONFIRMATION OF ARRIVAL**, filled in with the Erasmus starting date and signed and sealed by the Host Institution. Keep the original copy.
2. **if not already approved**, let sign the original copy of your **LEARNING AGREEMENT** by the Erasmus Coordinator of the host Institution and send it by fax or email to the Erasmus office; keep the original.
3. send by fax or email to the Erasmus office any **CHANGES TO THE PROPOSED LEARNING AGREEMENT** (fill in the form, print it, sign and let it sign by the Erasmus Coordinator of the host Institution before sending it). The changes should be sent within one month by the beginning of your Erasmus period, by indicating the exams and other activities added to or deleted from the proposed learning agreement, both in Table A (study programme abroad) and Table B (activities to be recognized in Pavia). Keep the original.
4. at least one month before the end of your mobility period, ask for the **EXTENSION** of your Erasmus period (if you need it to complete your activities). Send the form to the Erasmus office by fax or email (fill it in, sign and let it sign by the Erasmus Coordinator of the host Institution); if necessary, attach the changes to the proposed learning agreement to explain your request of extension. The extension period won't be covered by the Erasmus grant.

BEFORE THE END OF ERASMUS

Just before coming back home definitively, at the end of your Erasmus, you should:

1. let complete by the host Institution your **ATTENDANCE CERTIFICATE** with the Erasmus starting and final dates, signature and stamp of the host Institution

- ask for the final **TRANSCRIPT OF RECORDS** which states the exams and other activities you carried out, with records and ECTS credits.

If you have undertaken research activity in preparation of your final thesis, the appropriate form to be filled in is available on our website 'Erasmus per Studio' and it should be signed and sealed by the Erasmus Coordinator or by the research activity tutor.

If the Transcript of Records won't be available at the end of your Erasmus period, ask the host Institution to send it by email and in original too to the Erasmus office.

AFTER THE END OF ERASMUS

Within 30 days after the end of your Erasmus mobility period and, in any case not beyond the 30th September 2018, you should come to the Erasmus office to hand in these documents:

- the original ATTENDANCE CERTIFICATE** with the Erasmus starting and final dates, signed and sealed by the host Institution
- the original TRANSCRIPT OF RECORDS** which states the activities carried out and the results obtained (with ECTS credits), or a Certificate which states the research activity in preparation of the final thesis
- LEARNING AGREEMENT** (signed by the host Institution) and **CHANGES TO THE PROPOSED LEARNING AGREEMENT** (if any)

All these documents are **essential** to validate and officially recognize your Erasmus study period; if you lack to deliver, even one of them, you may lose the right to the Erasmus grant.

You must also fill out the following documents online:

- The Participant Report - EU Survey (the invitation to complete this survey will be sent directly from the European Commission via email)
- The Final OLS Test (for those who completed the initial test) which will be requested by the European Commission via an email to the participant once their mobility period has terminated

It is not possible to graduate before having concluded your mobility period and before having obtained the recognition of the activities you carried out abroad (Committee approval + exams online registration).

If you intend to graduate soon after your return in Italy, you should therefore conclude your mobility period:

- **at least one month before the expected date**, if you carried out only reaserch activity in preparation of your final thesis,
- **at least two months before**, if you took exams (please note that if you finish your Erasmus period in June/July, the recognition will take more time because during the summer the Committee don't reunite)

and advise right away the Erasmus office and the Erasmus Faculty Coordinator.

IMPORTANT

Please remind that the Erasmus office will send all the information to the Ateneopv email address: we therefore recommend you to check it often.

For more info: outgoing.erasmus@unipv.it – tel. +39 0382 984004 – fax. +39 0382 984314