

Bocconi



Università
Bocconi
MILANO



Erasmus+

Erasmus+ Scholarship

Erasmus+ provides opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad. **Erasmus+ scholarship** is **automatically** assigned to **students selected for European destinations** adhering to the Program.

This handbook helps you in obtaining Erasmus+ scholarship. In addition, you will receive timely reminder for each step you need to complete by your **Program Coordinator**.

For further info: www.ir.unibocconi.eu/erasmus

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Erasmus+ Scholarship

Eligibility:

- Study period from a minimum of 3 months (90 days) or academic term up to a maximum of 12 months in the same study cycle. Ex: exchange during the Bachelor degree (up to 12 months) + exchange during the MSc Degree (up to 12 months).
- You can get Erasmus funds up to maximum 12 months per study cycle (BSc/MSc/Law Program).
- Different mobility types:

| | |
|---------------------------------------|--|
| IN PRESENCE MOBILITY | mobility periods of at least 3 months 90 days and beginning and end dates are certified by a signed copy of the Certificate of Arrival |
| VIRTUAL MOBILITY | completely carried out online from the home country, no contribution recognized |
| PARTIALLY IN PRESENCE MOBILITY | if the mobility starts/concludes in presence, students can receive the scholarship weighted for the actual days of mobility carried out in presence. |

Funding:

- Grants from € 250/month to € 300/month depending on destination and the period of in-presence mobility certified by the declaration of arrival/departure
- check [here](#) your destination

Erasmus+ Scholarship

Payments:

Grants are assigned to students only upon availability of Erasmus+ funding, the Italian Erasmus+ National Agency who has exclusive responsibility over the grants funded to Bocconi University. Consequently, Bocconi University cannot guarantee the timing of payments nor the covering of all the months spent abroad.

Advance payment If and when funds will be available and ideally by **the beginning of your exchange semester**, you will receive an amount of money corresponding to 2 months (60 days).

Balance payment The actual semester dates confirmed by your host university are used in order to calculate the balance payment. It is usually issued **at the end** of the Erasmus+ academic year, upon availability of funds.

The Italian Erasmus+ National Agency, together with the other European national agencies, regularly checks and compares information on scholarship recipients. In case you are not entitled to the scholarship, you will need to refund it.

Before going abroad

Before the departure, students will be asked to proceed with the following documents:

Mobility Agreement

Essential agreement between you and Bocconi

TO-DO & TIMING:

- accept the conditions of the agreement in the yoU@B agenda before departure

OLS

Mandatory language assessment

TO-DO & TIMING:

- before departure you will receive a link to an online language assessment

Learning agreement

Study plan carried out abroad, agreed upon by you, your home and host institution;

TO-DO & TIMING:

- print the document from your yoU@B agenda
- fill it and sign it
- have it signed by the Host University as soon as the term starts

Fiscal Data + Certificate of Arrival

Declaration of fiscal data and certificate of arrival to calculate the scholarship amount;

TO-DO & TIMING:

- fill in an online form with your personal and fiscal information before departure;
- complete the survey you receive uploading your Certificate of Arrival

Learning Agreement



access **yoU@B agenda**>International Programs>Recognition of exams taken abroad



tick the **courses** modules you are going to attend and confirm it



click **Print out Learning Agreement** button



open the **PDF document** generated and fill in all the blank fields (*component code, term, language competence*), **sign it** and **have it signed by the host institution**



upload the **duly signed Learning Agreement** on the same platform, using the Upload function

Notes:

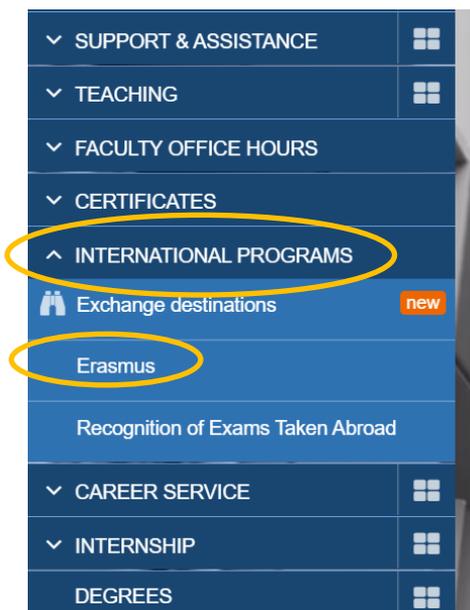
- the Learning Agreement can be **printed for a limited number of days**, proceed before the last day of visibility;
- before confirming the modules you are going to attend, **ask for «in advance authorization»**;
- In case of **changes** to the study plan, use this [Change to LA form](#). Both "LA" and "Changes form" have to be uploaded to yoU@B.
- Learning Agreement is one of the **mandatory** documents to obtain your scholarship. Take into account that the file format can be subjected to changes, we will inform you accordingly and ask you to print out the learning agreement again;
- this activity has no effect on your Study Plan structure and composition; you will receive detailed instructions on how to start the recognition process at the end of your semester abroad.



Mobility Agreement

No payment will be possible unless you confirm the mobility agreement!

- **Sign it electronically:** access the yoU@B agenda, follow the online procedure and accept the conditions of the agreement (remember to allow the pop-ups in your browser).



Go to **yoU@B agenda>International Programs>Erasmus** and fill in the first box:

A) The *first option* states that this is your first Erasmus grant or you received your previous Erasmus grant during your Bachelor Program and you are now enrolled in a MSc.

B) The *second option* states that this is the second time you are enrolled in an undergraduate/graduate/law program and you received an Erasmus grant before, for a mobility within the same educational level.

Mobility Agreement

- **Show and confirm:** click on show to open the Mobility Agreement which contains the option you chose and information on your mobility (Exchange). Please download the PDF file to obtain a copy of it. **Click confirm in order to sign electronically/accept your Mobility Agreement.**
- When completed the procedure, you will soon receive an e-mail with the link to your **Mobility Agreement**, which is also **always available on your yoU@B diary.**

Notes:

- the document is only available in Italian. If you need further information, please contact your Program Coordinator.
- the document you confirmed will be sent to the Bocconi Erasmus+ Coordinator that will approve it (document status "in autorizzazione"). The Erasmus+ coordinator will approve it by the beginning of your exchange semester and you will be notified by e-mail.
- the Mobility Agreement is considered signed as both parties approved it, even if no signature appears on it.

Fiscal Data + Certificate of Arrival

- ✓ **Register** here: <https://regimefiscale.unibocconi.it> and on the right-hand upper corner select: **English Form**
- ✓ First time > fill out a **new declaration** > ***do not use your Bocconi credentials for the first access, but*** login with credentials: **User: Bocconi & Pw: datifiscali**
- ✓ Change/personalize Username and pw for each successive login and fill out **all sections** of the form
- ✓ In the "Tax Residence>Nation, State/City, Province, City" section, please indicate the information on where you live and as "starting date" please add the 1st of January of the current year.
- ✓ In the last section you will be required to answer 3 questions: choose "NO" for the first two, and "YES" for the last one.
- ✓ Only students with a personal bank account can choose the wire transfer; others can activate Bocconi ID badge for banking operations
- ✓ If you have not a VAT CODE at the question *Will services be invoiced as Studio Associato/Partner Firm* please answer NO.
- ✓ **Send back the Certificate of Arrival that certifies the period of in-presence mobility through the online survey you received from the Bocconi Erasmus Office.**
- ✓ **Please, note that the certificate cannot be signed more than 5 days before the certified arrival/departure date.**
- ✓ ****if you have already received scholarships or collaborations from UB: you only need to access and update your data + your payment method - cheque are not allowed****

For **technical assistance on the Fiscal Data platform** contact: +39 02 5836.2433 / regimefiscale@unibocconi.it



OLS

The assessments are **mandatory**.

Before departure you will receive a link to an **online language assessment**. In case your level is between A1 and B1 you will receive an online language course to be completed before the semester ends. In this case, the course is mandatory.

By the end of your exchange, you will be tested again in order to register the improvements in your language proficiency.

Before coming back home

At the end of the mobility period, you will be asked to proceed with the following documents:

Online EU Survey

Online survey set by EU Commission

TO-DO & TIMELINE

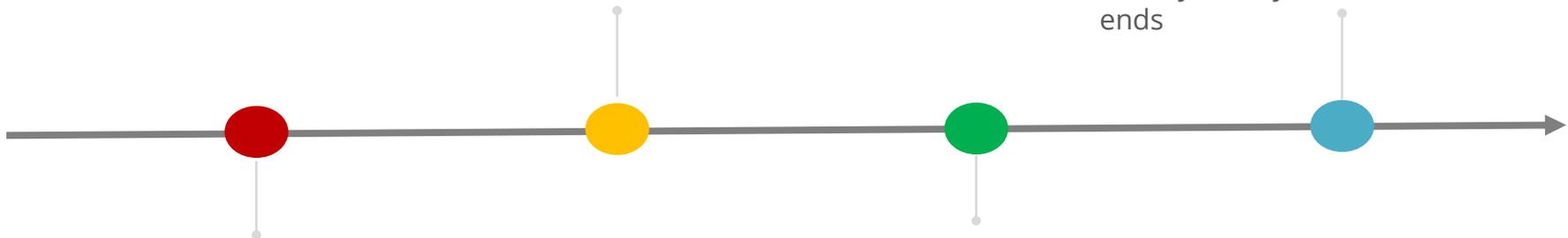
- Follow the link sent you via e-mail usually up to one month after the semester ends

OLS

Mandatory language assessment

TO-DO & TIMELINE

- Follow the link sent you via e-mail usually 15 days after the semester ends



Learning agreement

study plan carried out abroad, agreed upon by you, your home and host institution and the certificate of departure

TO-DO & TIMELINE

- Upload the duly filled in and signed LA on yoU@B
- Deadline: one month after the semester ends

Transcript of Records + Certificate of Departure

ToR: official document, issued by Host institution at the end of the semester, with info on the exams taken abroad and -ideally- the semester dates.

TO-DO & TIMELINE

- ToR: available on yoU@B agenda
- Certificate of Departure: send it back through the online survey you received



Learning Agreement

Using the upload button visible on your yoU@B recognition platform, **you need to upload the duly filled in and signed** Learning Agreement (including the document “Changes to LA”, if used).

DEADLINE for the upload: one month after the semester ends.

Online EU Survey

Mandatory online survey set by EU Commission. The e-mail is sent by the system approximately 15 days as of the end of the semester (in case you do not receive it by that time, please check your SPAM folder).

FIRST SECTION:

general evaluation of the semester and services related to it.

SECOND SECTION:

information on your learning outcomes and their registration back home.

If by the time you complete the first part of the survey you did not recognise the exams taken abroad, then the system will allow 30 days before you complete the second part (new link).

Please note that this deadline refers to the questionnaire only and it does not affect the registration of the exams taken abroad in your study plan.

Transcript of Records + Certificate of Departure

Transcript of Records

Official document with information on the **exams taken abroad** and –ideally– the semester dates.

Usually the ToR is issued automatically **at the end of the official exam session** and sent to your Bocconi Program Coordinator. The ToR sent to our office is made available on your **yoU@B recognition platform** (you will be notified via e-mail). In case you obtain the ToR first, you can upload it directly.

Sometimes the host institutions set a specific procedure in order for you to obtain the ToR: it is your responsibility to check timing and procedures with the host institution and to comply with them.

Certificate of Departure

Send back the Certificate of Departure that certifies the period of in-presence mobility through the online survey, you receive from the Bocconi Erasmus Office.

Please note that the certificate cannot be signed more than 5 days before the certified arrival/departure date.

OLS

Within 15 days as of the end of the semester, the OLS system sends you via e-mail the **final test** (in case you do not receive the e-mail by that time, please check your SPAM folder).

Online language test set to evaluate your **improvements during the semester**.

In case the level obtained with your pre-departure test was below B2 you received an online language course to complete during the semester.

If you did not finish it yet, it is now time you do so.

DEADLINE (set by the OLS system): you need to complete it by the deadline fixed by the system, usually one month after the semester ends.

Your contacts of reference

PROGRAM COORDINATOR: Your primary point of reference for Erasmus+ Scholarship.

| Program | Country | Program Coordinator | Email |
|----------------------------|--|--------------------------------|--|
| Exchange | Netherlands, Portugal, Spain, Germany | <i>Mr. Francesco Graziani</i> | exchange.graziani@unibocconi.it |
| Exchange | UK, Ireland | <i>Mrs. Sonia Giannotto</i> | exchange.giannotto@unibocconi.it |
| Exchange | Denmark, Finland, Norway, Sweden, Estonia, Poland, Czech Republic, Romania, Hungary, France, Austria, Belgium, Luxemburg | <i>Mr. Jacopo Mozzi</i> | exchange.mozzi@unibocconi.it |
| Double Degree | Europe | <i>Global Alliances Office</i> | doubledegree@unibocconi.it |
| Double Degree ESSEC | Europe | <i>Mrs. Marta Ciborra</i> | dd.bocconiessec@unibocconi.it |
| Double Degree Law | Europe | <i>Mrs. Sara Borgnis</i> | sara.borgnis@unibocconi.it |
| Themis | Europe | <i>Mrs. Sara Borgnis</i> | themis@unibocconi.it |
| CEMS | Europe | <i>Mrs. Samantha Ballabio</i> | cems@unibocconi.it |

BOCCONI ERASMUS OFFICE: Office is in charge of the procedure and may contact you during the semester.

Visit Bocconi website, at [Erasmus+ Scholarship section](#), for all the information about the topic.

Thank you and good luck for your mobility period!



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