



UNIVERSITÀ
DI PAVIA

ERASMUS + Study OVERSEAS Programme

CHECKLIST BEFORE DEPARTURE

WHAT SHALL I DO NOW?

Edited by the International Mobility Unit – APRIL 2025



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WHAT'S ON THE AGENDA TODAY...

- ❖ Nomination – Hosting Institution

- ❖ **Before the Mobility**

- ❖ Application
- ❖ Digital Learning Agreement
- ❖ International Mobility Delegates

- ❖ Economic Contributions

- ❖ Bank details

- ❖ OLS Test

- ❖ **During the Mobility**

- ❖ **After the Mobility**



CHECK OUR NEW WEBSITE!!

After the selections - Erasmus+ Study

Select the phase of mobility you are currently in to discover the next steps to take.

Before The Mobility

Complete the necessary tasks **before departure**.

IMPORTANT: If you are in Italy with a residence permit, make sure it remains valid for the entire duration of your mobility abroad. If you need to renew it, start the renewal process immediately in preparation for your departure with the Erasmus program. If you need assistance, contact the dedicated GOPA desk: HelpDesk Permit of Stay.

Accept or reject the assigned location



Nomination and Enrollment



Get Informed



UNIV

Before the mobility

<https://en.unipv.it/en/international/going-abroad/opportunities-abroad/study-abroad/erasmus-study/after-selections-erasmus-study>



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NOMINATION

1. The **International Mobility Unit** nominates students to the Receiving Institution.
2. The **Receiving Institution** contacts students directly (*unless differently specified on their website*), providing info about Univ. registration, course catalogue, possible accommodation.

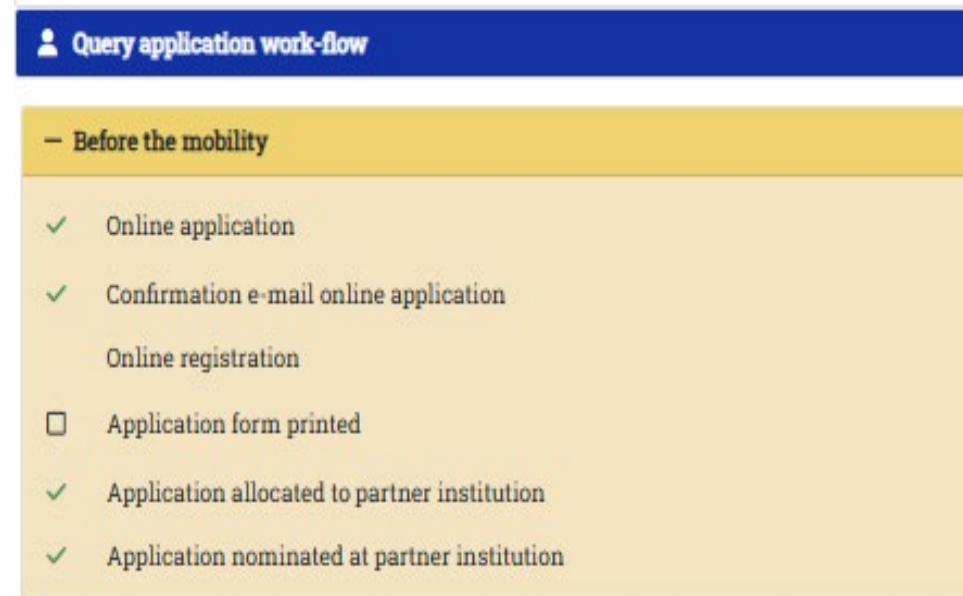
NOTE: if you leave in the **2nd semester**,
you'll be contacted **later** on!!

1st Sem./Full year : from now until the end of May

2nd Semester: from September until end of October



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APPLICATION

After nomination > Application to the Receiving Institution

Informative email from the Host University

What might be required?

- Official Unipv Transcript of Records ✓
- Certificate of Assignment (or proof of nomination) ✓
- Unipv Insurance policy
- Official language certificate (**OVERSEAS**) ✓
* Proof of exemption from linguistic test (Eng) **NO Overseas**
- Recommendation letter (**OVERSEAS**) ✓
- Passport (**OVERSEAS**)
- Criminal records and Bank Statement (**OVERSEAS**)



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VISA and ENTRY RULES

Inform yourself about entry rules and healthcare assistance in the host country.

You can rely on:

- Host Country Embassy
- Host University instructions
- <https://www.esteri.it/it/>
- <https://www.viaggiaresicuri.it/home>

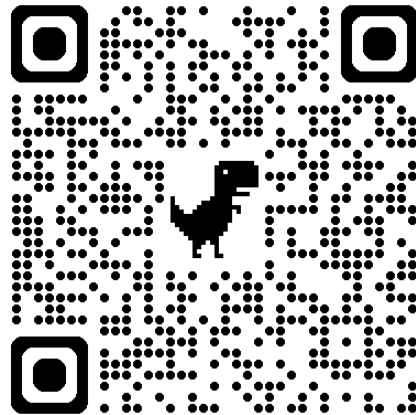
What UniPV can provide:

- Certificate of Assignment
 - Unipv insurance policies (Accident, Civil Liability)
- NO HEALTH INSURANCE!!**



RESIDENCE PERMIT

If you are in Italy with a **residence permit**, make sure it remains valid for the entire period of mobility abroad. If you need to renew it, take action and start the renewal process as earliest as possible. If you need assistance, contact the dedicated office: [HelpDesk Permit of Stay](#)



ACCOMMODATION

- Seek information from the host University:
on-campus housing / students' residence or a list of accommodations
- Contact the local ESN section



ESN

Erasmus Student Network

<https://pavia.esn.it/>
<https://esn.it/>

- If you are looking for accommodation independently, be careful about making prepayments. Do not accept too high deposits or pay by traceable methods.



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DIGITAL LEARNING AGREEMENT

- The LA contains the list of the activities to be followed abroad: courses and/or thesis research.
- To be completed through the MOBILITY ONLINE PLATFORM:
 1. Select courses from the "course catalogue" of the Host Institution and insert them in the "TABLE A" of the DLA.

Mobility type: Semester(s)


Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	B150216101	Business strategy	2/2	10,00
	B150123101	Corporate Strategy and Organization Design	2/2	10,00
	B150103101	Leadership and Organizational Communication	2/2	10,00
				Total: 30,00



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DIGITAL LEARNING AGREEMENT

2. Select the corresponding courses from your study plan curriculum at Unipv: "TABLE B" of the DLA

Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Credits (or equivalent) to be recognised by the Sending Institution
	500263	INTERNATIONAL BUSINESS AND MANAGEMENT	2/2	9,00
	510209	BEHAVIOR DESIGN FOR STRATEGIC MANAGEMENT	2/2	6,00
	509585	MANAGING RESEARCH FOR BUSINESS	2/2	6,00
	510203	INTERNATIONAL ENTREPRENEURSHIP AND AGILE MARKETING	2/2	9,00
				 Total: 30,00

The DLA must contain at least 20 CFU on Unipv activities!!

3. Once completed, notify by email your Erasmus Delegate for approval



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DIGITAL LEARNING AGREEMENT

Once your Erasmus Delegate approves the DLA, the DLA is automatically sent to your host institution for approval:



Information concerning EWP

Learning Agreement signed by student	✓
Learning Agreement signed by coordinator	✓
Learning Agreement signed by partner	✓



Courses at the home institution entered in the Digital Learning Agreement	✓
Courses at the host institution entered in the Digital Learning Agreement	✓
Courses in Digital Learning Agreement approved and signed by home institution	✓
Courses in Digital Learning Agreement approved and signed by host institution	✓
Learning Agreement approved by all parties not yet downloaded	✓
E-mail with information regarding next steps for scholarship received	✓

The workflow of MO can move to the next steps!



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DIGITAL LEARNING AGREEMENT

DLA DEADLINE: At least 1 month before departure

Ideally with all 3 signatures, **mandatory 2 signatures**,
the student and the Delegate from Unipv.

Max 30 days upon your arrival: the host insitution must
approve/sign your Learning Agreement



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Information concerning EWP

Learning Agreement signed by student	✓
Learning Agreement signed by coordinator	✓
Learning Agreement signed by partner	✓

EXCHANGE DATES OF THE MOBILITY

- The next step is to exchange the dates of the mobility > check the official dates of the 2nd semester in your host institution.
- **START DATE:** regardless of when you arrive, the FIRST DAY OF THE 2nd SEMESTER, unless differently specified by your host institution, e.g. welcome week.
- **END DATE:** end of the EXAM SESSION.
- The actual dates of your mobility will be filled in by the host institution at the end of the mobility in the "Attendance certificate". These dates will be used to calculate the actual mobility days and thus the remaining part of the Erasmus scholarship

Exchange dates and type of mobility checked and confirmed



LEARNING AGREEMENT OVERSEAS



Learning Agreement Overseas exchange programme



General information

Student	Last name (s)	First name (s)	Date of birth	Nationality	Gender
	Study cycle		Field of education (ISCED)		
Sending Institution	Name	Faculty/Department	IC code (if applicable)	Country	International Mobility Coordinator (name, email, phone)
	University of Pavia		LPVIA01	Italy	
Receiving Institution	Name	Faculty/Department	IC code (if applicable)	Country	International Mobility Coordinator (name, email, phone)

Mobility type and duration

Estimated duration (to be confirmed by the Receiving Institution)	
Planned period of virtual mobility: From (day/month/year) _/_/____ to (day/month/year) _/_/____	Planned period of physical mobility: From (day/month/year) _/_/____ to (day/month/year) _/_/____

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g., autumn/spring term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
Total: ...				

Recognition at the Sending Institution

Table B	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g., autumn/spring term)	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
Total: ...				

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognize all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problem or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Same as Learning Agreement for Studies but fill in the pdf form available on our website

At least 20 CFU in Unipv activities

IMPORTANT: before departure, make sure the Learning Agreement is signed by you and your International Mobility Coordinator at least.

Max. 30 days upon arrival, approval/signature also by the receiveing insitution.

Submit by e-mail: outgoing.mobility@unipv.it



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INTERNATIONAL MOBILITY COORDINATOR – ERASMUS DELEGATE

International Mobility Coordinators

- Supports students in drafting the Learning Agreement
- Is responsible for the approval of the Learning Agreement before departure
- Approve changes to the LA during mobility (if any)
- Is responsible for the academic recognition of the results achieved abroad by the student upon return



MOBILITY AGREEMENT

Last step before the mobility: sign the Mobility Agreement > contains all details on the scholarship.

Released by MO platform about 1 month before departure.

Erasmus for Study

- Learning Agreement approved by the International Mobility Coordinator at least
- Exchange dates on Mobility Online



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Overseas Exchange

- Learning Agreement approved by the International Mobility Coordinator at least
- data sheet and the payment form

MOBILITY AGREEMENT

University payments are done at the end of each month but the necessary information are provided to the payment office well in advance (first week of each month).

Therefore students will receive the payment if all preceding steps are completed by the beginning of each month.

Scholarship: 80% first installment and the remaining 20% after return and submission of the required documents.



FINANCIAL CONTRIBUTIONS: ITEM A

ERASMUS Study - EU

MONTHLY GRANT	DESTINATION COUNTRY (PROGRAMME COUNTRY)
350	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Luxembourg, Norway, Netherlands, Sweden and Program Countries: UK and Switzerland
300	Cyprus, Greece, Malta, Portugal, Spain, Estonia, Czech Republic, Slovakia, Slovenia, Bulgaria, Croatia, North Macedonia, Lithuania, Poland, Romania, Serbia, Hungary, Turkey
700	China (Tongji University – Shanghai) Morocco (Sidi Mohammed Ben Abdellah – Fes)

+ 250 / MONTH for FEWER OPPORTUNITIES STUDENTS

Criteria available at Annex I (Article 6) of the Call, published on our website.

Overseas - Unipv

MONTHLY GRANT	DESTINATION COUNTRY (PROGRAMME COUNTRY)
400	Argentina, Brazil, Chile, Colombia, Mexico
700	Australia, Canada, Japan, USA*

FINANCIAL CONTRIBUTIONS – ERASMUS: ITEM D

INTEGRATION OF THE SCHOLARSHIP Unipv

FUNDING CONFIRMATION FROM THE
ITALIAN MINISTRY:
NOT BEFORE **AUGUST 2025**

ISEE	MONTHLY GRANT
$\text{ISEE} \leq 13.000$	400
$13.000 < \text{ISEE} \leq 21.000$	350
$21.000 < \text{ISEE} \leq 26.000$	300
$26.000 < \text{ISEE} \leq 30.000$	250
$30.000 < \text{ISEE} \leq 40.000$ / PhDs students	200
$40.000 < \text{ISEE} \leq 50.000$	150
$\text{ISEE} > 50.000$ or not declared	0



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Table available at Annex I (Article 6) of the Call, published on our website.

FINANCIAL CONTRIBUTIONS – OVERSEAS: ITEM B

INTEGRATION OF THE SCHOLARSHIP

Unipv

**FUNDING CONFIRMATION FROM THE
ITALIAN MINISTRY:
REALISTICALLY NOT
BEFORE AUGUST 2025!!**

For **ISEP mobilities**: **NO integration of the scholarship**, since the student will already be exempt from paying board and lodging costs, which will be borne by the hosting University.



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ISEE	MONTHLY GRANT
$\text{ISEE} \leq 13.000$	550
$13.000 < \text{ISEE} \leq 21.000$	500
$21.000 < \text{ISEE} \leq 26.000$	450
$26.000 < \text{ISEE} \leq 30.000$	400
$30.000 < \text{ISEE} \leq 40.000$	350
$40.000 < \text{ISEE} \leq 50.000$	300
$\text{ISEE} > 50.000$ or not declared	250

Table available at Annex I (Article 6) of the Call, published on our website.

FINANCIAL CONTRIBUTION – TRAVEL: ITEM C

OVERSEAS: NO TRAVEL CONTRIBUTION

ERASMUS + STUDY: NO TRAVEL CONTRIBUTION

ONLY DAILY ALLOWANCE REG 1-12 (EU Countries + UK + CH)

daily allowance = monthly grant / 30 days = 8-12 Euro/day for one way trip only for each day of travel necessary to reach the final destination for **a maximum of 2 days (non green travel) and 6 days (green travel)**.

Travel days must not be part of the period indicated in the Certificate of Attendance. Send tickets and receipt by e-mail



BANK DETAILS

ERASMUS + STUDY

- Enter the bank details of your Italian current account in your [Area riservata](#).
- **Path: Home>Personal Information>Enter/Modify refund data**
- **If you have a foreign bank account:** contact the International Mobility Office: outgoing.mobility@unipv.it

OVERSEAS EXCHANGE

- Fill out the data sheet and return it to the International Mobility Office at least two weeks before your departure
- Fill out and sign the payment form
- Documents are available at: <https://internazionale.unipv.eu/en/mobility/going-abroad/the-overseas-exchange-programme/after-the-selections-overseas/>

NB: you must be the account holder or the joint account holder



OLS TEST: ONLY for ERASMUS STUDENTS!

Online Language Support

- Created by the European Commission
- **Goal:** to improve the language skills of the mobility programme participants
- Higher education students participating in mobility for at least 14 days must assess their language skills before departure

The results of the language assessment **do not** prevent participation in Erasmus+.

WHEN

BEFORE DEPARTURE

To assess your language skill level

AFTER YOUR RETURN

To verify your improvements

WHERE


EU ACADEMY Learning Platform

<https://academy.europa.eu/>

<https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>



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language & culture

German Placement Test

★★★★★ 4.7 (6)

German Placement Test

🕒 Less than an hour 📊 Novice

Assessment details

Knowing your language level is a great starting point to reach your learning goals faster! Take a few minutes to complete the placement test below and let us recommend the course that suits you best.

Target audience

Erasmus+ European Solidarity Corps

Tags

german language language assessment german english deutsch

Enrol >



It's FREE!

- The placement test assesses your overall language level.
- The goal of the test is to suggest OLS learning content that is right for your level.
- The test consists of **31 questions** and takes between **10 - 30 minutes** depending on your level.
- During the placement test, you can end the test at any time and your results will be taken into account.
- To end the test, simply click the **"Finish attempt"** button.

TRAVEL – INTERRAIL PASS for ERASMUS +

- A train pass reserved for Erasmus students.
- Non-European Erasmus+ participants must be residents of a European country,
- Last 6 months. Within this period you can travel 4 or 6 days in up to 33 European countries – regional trains. For high speed and night trains, reservation is needed.
- The pass allows up to 2 journeys in your home country: 1 to leave, 1 to return - at any stage of your Pass' validity.



4 days
within 6 months
[View details](#)

1  € 212



6 days
within 6 months
[View details](#)

1  € 301



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CHECK OUR NEW WEBSITE!!

During the Mobility

Find out which required steps and documents you must fulfill during your mobility, such as the certificate of arrival, changes to the learning agreement, and extension requests.

Upload the Certificate of arrival



Update your Learning Agreement (if necessary)



Request a Period Extension (if necessary)



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DURING THE MOBILITY

- Upload the **Arrival Certificate** on the Mobility Online platform possibly by the first week after your arrival.
- **Variations of the Learning Agreement:** through the pdf form available on the website. Approved **BEFORE** the end of the mobility.

<https://en.unipv.it/en/international/going-abroad/opportunities-abroad/study-abroad/erasmus-study/after-selections-erasmus-study>



CHECK OUR NEW WEBSITE!!

Upon return

To close your mobility period, follow the mandatory steps listed. Make sure to meet the deadlines indicated in the Call and submit the documents in time to allow for prompt recognition.

If you are about to graduate, you must submit the documents at least 45 days before the graduation session.

Note: Until further notice, do NOT upload these documents on Mobility Online. Instead, send them via email to **outgoing.erasmus@unipv.it** with the subject: "Return Documents + Last Name." If you require urgent validation, please let us know!

Submit the Attendance Certificate



Submit the transcript of records



Retake the OLS test



Complete the EU Survey



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AFTER THE MOBILITY

MANDATORY:

- Final Transcript of Records (**at least one activity passed!**)
- Attendance certificate (**minimum period 60 days, max 360 days!**)
- Thesis certificate (if you undertook thesis activity)
- Complete the final OLS test
- EU Survey

Deadline for submission:

HARD DEADLINE : 30/09/2026

If you plan to graduate shortly after your return: documents submission must happen at least 45 days BEFORE graduation

<https://en.unipv.it/en/international/going-abroad/opportunities-abroad/study-abroad/erasmus-study/after-selections-erasmus-study>



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HOW TO GET IN TOUCH WITH US?

One-to-one meeting in a virtual room

Wednesdays from 13:30 to 15:00

Fridays from 10:00 to 11:30
(on appointment only)

One-to-one meeting in presence

Tuesdays from 10.30 a.m. to 12.30 p.m.
(on appointment only)



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HOW TO GET IN TOUCH WITH US?

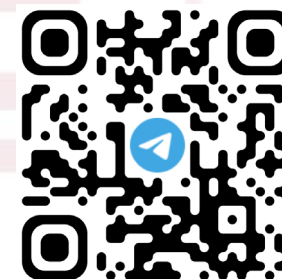
Telegram Group - Live Chat service

Mondays and Thursdays from 10.30 a.m. to 11.30 a.m.

- ❖ One-to-all approach
- ❖ Chat history available for new members
- ❖ Chat open only during those hours

JOIN THE GROUP NOW!

t.me/unipvmobilityout



E-mail Contact HUB

Erasmus+ for Study, Overseas Exchange Programme, Double Degrees, EC2U Alliance - outgoing.mobility@unipv.it



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Thanks for your attention and..
Enjoy your mobility experience!





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