



**università
iulm**

ERASMUS 2025-26

BEFORE MOBILITY

NOMINATION AND APPLICATION FORM

- **Nomination:** the Study Abroad Office communicates to each host university the list of students who have been assigned to that destination. The host university receives your personal data, your IULM e-mail address, and the agreed semester of mobility.
- **Application Form (AF):** after receiving the nominations, the host university, according to its own timeline, will send you on the IULM e-mail the instructions to complete the Application Form (AF) and the deadline which you must fill in by.
- It is your specific responsibility to correctly and punctually carry out the procedures that are required by the host university, respecting its deadlines. In case of non-compliance or serious delay in carrying out the required procedures, you will lose the allocated mobility. If you are experiencing carrying out the procedures, you can ask for assistance to the Mobility Office, but **do not wait until the last valid day before the deadline to request assistance; as soon as you receive the information from the host university, if you need it, contact the office for every doubt.**

If you do not meet the deadline set by the partner university, the Mobility Office will not be able to intervene in any way to request derogations.

Tip: We suggest to create a new Erasmus folder in your PC, where you will save all the documents you will need for the Application Form and the whole period of mobility.

After receiving your Application Form, the host university will review your documentation and, according to its own timeline, will confirm your acceptance via email. Save your email or acceptance letter in your Erasmus folder and forward it to **erasmus@iulm.it**.

After your acceptance, the host university will send you a welcome email containing useful information to organize your stay abroad, including any contact or accommodation information.

In the meantime, read the Tutor Reports of your destination available in the Community and contact former Erasmus students if you want to ask more logistical information about the city or accommodation.

ERASMUS GLOSSARY

INFORMATION REQUESTED IN THE APPLICATION FORM

INDIRE National Agency	It is the office based in Florence responsible for the implementation of the Erasmus program in Italy on behalf of the European Commission. It oversees the correct application of the Community rules on the subject, as well as the economic management of the program.
Home Institution	IULM
Host Institution	Your host university
Erasmus code Remember both the IULM code and the code of your host university	It is an international code that identifies each European university IULM: I MILANO05
Degree at Home Institution	The official name in English of your IULM degree program (see following table)
Study Area	The disciplinary area of your IULM degree course
Academic Coordinator at Home Institution	The IULM teacher who approves the equivalences for your degree program (see the list "IULM Academic Coordinators and Contacts")
Institutional Coordinator at Home Institution	The IULM administrative responsible for the Erasmus program Dr. Claudia Crippa
Administrative Contact Person at Home Institution	Your administrative contact person at the IULM Mobility Office (see list "IULM Academic Coordinators and Contacts")
Student-Institute Agreement	This is the agreement that regulates the economic relationship between IULM and the student, i.e. the terms of the Erasmus grant; it

	is issued just before the departure and sent to the student, who must acknowledge it and countersign it for acceptance.
ECTS	The international unit of measurement of credits → 1 ECTS = 1CFU
Table of equivalencies	The table containing the equivalences between IULM courses and those of your host university approved by your Academic Coordinator. It is issued and updated by the Mobility Office.
Online Linguistic Support OLS	This is a free and recommended language proficiency test carried out by the EU. Assignees will receive an email with all the information to have access to the OLS portal, take the test and possibly choose a language course as they please.
Learning Agreement L.A.	It is the official document that contains the list of equivalences agreed and therefore of the courses you will take abroad with the corresponding IULM exams that will be recognized upon your return.
Online Learning Agreement OLA	If requested by the host university, you will have to upload your Learning Agreement on a specific OLA platform (see instructions in Community). Whether it will be necessary to issue the OLA (i.e. the online Learning Agreement), you will be informed by your host university.
Transcript of records or Academic Grades IULM (before departure)	It is your IULM career (Grades + Exams) translated into English. You can download it from your personal page. Instructions: servizionline.iulm.it → Menu at the top right → Registrar's Office → Certificates → Enrolment certificate with study plan and Interim transcript of records
Transcript of Records TOR (at the end of Erasmus)	It is the certificate containing the list of the exams you have taken abroad with the grades and credits acquired. It is issued by the host university and sent directly to you; in some cases, you can download it from the portal of the host university.

Grade Conversion Table	<p>Each Degree Course has its own specific table for the conversion of grades acquired abroad into thirtieths. The tables are published in the Community.</p> <p>In this table you can check at any time how your grades will be converted into thirtieths.</p>
Participant Report	<p>It is the final compulsory report that you will have to fill in at the end of the mobility on the community portal, considering all the aspects of your experience. You will receive the link directly from the EU portal.</p> <p>(see also section 3 “At the end of mobility”).</p>
Tutor Report	<p>It is a short travel report that we ask you to fill out at the end of your mobility to share your experience with future assignees.</p> <p>The most interesting Tutor Reports will be published in the Community upon consent.</p>

APPLICATION FORM: PROCEDURE

- There is not a standard procedure for matriculation at the host university: each host university has its own. You must carefully follow the instructions you receive by e-mail from the partner university and consult its website. In case of technical problems of authentication or functioning of the partner portals you must report them directly to the host university and request assistance.
- If the documentation to be sent must be stamped and signed by the IULM Mobility Office, send it to erasmus@iulm.it **at least one week before the deadline**.

DOCUMENTS TO PREPARE

Each partner university requires the student to attach different documents to their Application Form, by different deadlines and in different ways.

In general, the best thing to do is to prepare in the Erasmus folder:

- A copy of ID card in PDF format, double-sided on one file (not two separate files), alternatively, passport is also acceptable.

Please note: check that your documents are not expired or expiring and, if they are, immediately apply for renewal.

- A copy of health card in PDF format, double-sided on one file (not two separate files);
- Recent passport photo in *jpeg* format;
- Transcript of Records: your IULM career translated into English, which you can download from your personal page (servizionline.iulm.it → Menu at the top right → Registrar's Office → Certificates → **Enrolment certificate with study plan and Interim transcript of records**).

Learning agreement (LA)

The **Learning Agreement** is the fundamental document that contains the list of the agreed equivalences and therefore of the exams that you will take abroad and of the corresponding IULM exams that will be recognized upon your return.

The LA will be issued prior to departure either in PDF format (issued by the Study Abroad Office) or in electronic form on the OLA (Online Learning Agreement) platform, where applicable by the host university. In that case, you must fill it in following the instructions of the host university. Through this platform, the LA will be countersigned by both the host university and the IULM Academic Coordinator.

For some partners it is necessary to prepare the LA or the course choice contextually to the Application Form; in this case when you receive the instructions, forward them to erasmus@iulm.it.

During your mobility you will have the opportunity to change the LA issued before departure by following the instructions in the "During mobility" section.

EXAMS

IULM exams that you can take during your Erasmus

During your Erasmus, you can take all the exams included in your IULM Study Plan of your year of mobility + those of the previous years (compulsory and elective), which equivalence has been approved in the LA.

You cannot anticipate the compulsory exams of your next year while you can anticipate the elective ones.

Mobility students in their 2nd year may take the following exams:

- ⇒ all compulsory and elective exams of the 1st and 2nd year
- ⇒ they cannot anticipate 3rd year compulsory exams
- ⇒ they can anticipate 3rd year elective exams

Students in mobility in their 3rd year:

- ⇒ can take all compulsory and elective exams of the 1st, 2nd and 3rd year

Choice of IULM elective courses and substitutes for IULM electives courses

Approximately between October and November, even if you will be in mobility abroad, you will have to choose and upload in your IULM Study Plan the elective courses within the deadline indicated by the Student Registrar's Office. You will have to carry out this procedure anyway, even if you are abroad.

During your mobility you will have to choose, among the courses offered by the host university, one or more to propose to your IULM Academic Coordinator for approval as “**substitutes of IULM elective courses**”. The courses you choose must have the following features:

- The number of credits must be equivalent to the IULM elective course you wish to substitute;
- The content can be very different but still consistent with your degree course (e.g., a photography course may be “consistent” for a Communication student and “inconsistent” for an Interpreting student);
- They must not be duplicates of compulsory exams that you already have in your Study Plan (e.g., if you have Marketing in your Study Plan, you can go deeper into the subject by adding International Marketing, but you cannot retake a marketing foundation course).

Upon your return, these exams will be recognized as “**substitutes of IULM elective courses**”; this means that the Student Registrar's Office will upload in your Career a 6 CFUs exam (or a 3 CFUs exam if your Study Plan includes 3 CFUs elective courses) with the corresponding title of the exam taken abroad.

At this point you may avoid taking the IULM elective exam you were planning to substitute,

because you will have already acquired the necessary credits for your Study Plan with the exam taken abroad. The IULM elective exam will be kept in “Career” as “not taken”, but this does not represent an issue.

IULM courses consisting of multiple single exams

When an IULM course (for example with a total of 12 CFUs) is made up of 2 separate exams (6 CFUs each) you can take them separately, i.e. if you want, you can take an exam during your Erasmus and the second one on your return.

FOREIGN LANGUAGES

Professional English 2 and 3

You must comply with the prerequisites; you cannot take Professional English 3 during your Erasmus without having passed Professional English 1 and 2 before leaving.

SSML Carlo Bo's Language Laboratories (Interpreting and Communication)

You absolutely must have passed all SSML laboratories of A.Y. 2024-2025, before leaving for mobility 2025-2026.

**IF YOU HAVE NOT PASSED ALL LANGUAGE LABORATORIES OF THE CURRENT
ACADEMIC YEAR BEFORE LEAVING,**

**PLEASE CONTACT THE STUDY ABROAD OFFICE TO MODIFY THE LEARNING
AGREEMENT**

or the laboratories acquired abroad will not be recognized upon return.

INSURANCE

TEAM and Supplementary insurance

Erasmus students with European citizenship benefit from the standard coverage included in the Italian Health Card valid throughout Europe (TEAM European health insurance card – terms and conditions here: <http://ec.europa.eu/social/main.jsp?catId=559&langId=it>). This means that they have the right to free emergency services or hospitalization in case of emergency (accident, illness, serious and sudden disease), while for non-serious problems or those that can be solved with a general practitioner or a specialist (e.g. flu, toothache, etc.) students will have to consult a local doctor and pay privately.

It is advisable to take out a supplementary policy that covers health care, travel and stay for the duration of the Erasmus period.

Please note that the Insurance Company AON specializes in insurance packages for students on international mobility. www.aonstudentinsurance.com

Info: www.aonstudentinsurance.com/iulm

Accident and Third-Party Liability Insurance

All IULM students benefit from the following insurance coverage “exclusively during their academic activities, both in Italy and abroad” (therefore NOT during their free time):

- **Civil Liability: Company QBE INSURANCE EUROPE LTD - policy N. 074 0000026**
- **Accident: GENERALI Italia (ex INA Assitalia) - policy N. 360029587 / Master Policy 350036808**

The certificates of validity of these policies are published in the Community.

The Participant is directly responsible for assuming supplemental insurance coverage.

GRANT PAYMENTS

All scholarships (Erasmus, MUR “Fondo sostegno giovani” and the Regional Grant for integration to mobility) are paid exclusively to the Banca Popolare di Sondrio bank account connected to your Ateneo+ card (your IULM badge).

Activate immediately your Bank Account at Banca Popolare di Sondrio

to avoid the risk of receiving the grant late

Activation info: Banca Popolare di Sondrio, IULM HQ – Tel. (+39) 02 818 8861

<https://www.ateneopiu.it/home>

ERASMUS GRANT:

The minimum guaranteed grant, as it will be communicated in July, will be paid in a single instalment as follows:

- **End August for 1st semester students**
- **End January for 2nd semester students**

Any balances, subject to the availability of funds, will be paid at the end of the month following the delivery of the Certificate of Departure by the student to the office, after verifying that the student has completed all the mandatory administrative procedures.

MUR GRANT:

If you have applied for the MUR grant it and you have been awarded it) upon return, after carrying out the mandatory procedures, you will receive the 50% of the granted amount at the end of October and the balance at the end of the mobility, after having completed the compulsory procedures.

REGIONAL GRANT FOR INTEGRATION TO MOBILITY:

It will be paid according to the deadlines specified in the annual regulations.