



**università
iulm**

ERASMUS 2025-26

AT THE END OF MOBILITY

DEPARTURE CERTIFICATE

A few days before the end of your stay abroad you must have your contact person at the host university complete and sign the Departure Certificate and send it in PDF format attached to the email to erasmus@iulm.it (not copied and pasted into the text of the email).

The Departure Certificate can be found in the Community, section Outgoing, "Documenti utili - Useful Forms".

TOR (TRANSCRIPT OF RECORDS) CERTIFICATE OF EXAMS TAKEN ABROAD

To proceed with the recognition of your exams, the Mobility Office needs the Transcript of Records, i.e. the official certificate of the exams you took abroad issued by your host university.

Each university has its own procedures and timing for issuing the TOR: it is therefore your responsibility to ask your host university when it will be issued, whether they will send it to you directly or to the IULM Mobility Office, or whether you will have to download it from your personal page on the portal of the host university.

When you receive the TOR, you must carefully check that it contains all the exams you have taken abroad, and that grades and credits match the final Learning Agreement. If there are any discrepancies or omissions, you must write to the host university reporting the errors and asking that they correct and reissue the TOR.

Only after having carefully checked the TOR, you can send it to the Mobility Office, requesting to activate the recognition practice. Before starting the recognition practice, the Office checks that you have completed the mandatory procedures.

PARTICIPANT REPORT

At the end of mobility, you will receive from the portal of the European Commission the invitation to fill in the Participant Report. This is a questionnaire drawn up by the European Commission that every Erasmus student must fill in, expressing an accurate and comprehensive evaluation of his/her Erasmus experience. The Commission uses these questionnaires to monitor both the progress of the program as a whole and the quality of teaching and services offered by participating universities.

We therefore invite you to take your time to fill in the questionnaire to express your opinion with awareness, as it objectively contributes to creating the image of Universities at European level.

It is **mandatory** to fill in the Participant Report at the end of mobility.

TUTOR REPORT

At the end of mobility, you must fill out the Tutor Report using the template you can find in the “Useful documents” folder and that you will receive from the Mobility Office by email. It is a short free-writing report in which we ask you to describe your experience to future Erasmus students, giving some advice on finding accommodation, organizing their stay abroad, etc. You will have to send the Tutor Report via e-mail in attachment (not copied and pasted into the text of the e-mail).

Upon consent, your Tutor Report will be published in the Community for the use of future assignees.

Filling out the Tutor Report is not mandatory for the EU but is essential for IULM University.

GRANT PAYMENTS

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.

RECOGNITION OF EXAMS TAKEN ABROAD

After making sure that you have carried out all the mandatory procedures and sent your TOR, the Mobility Office starts the recognition procedure.

Exams and related credits acquired abroad are converted into IULM exams according to the equivalences agreed upon in the Learning Agreement; grades are converted into thirtieths according to the official conversion tables for your Degree Course published in the Community.

In case of an IULM exam corresponding to more than one foreign exam, if you have failed one of the exams, the Office will consider together with your IULM Academic Coordinator any possible way of recognizing the modules you have passed.

You will receive by e-mail a “recognition proposal” that you must carefully check, sign for acceptance, and send back to the Office. At this point you have the right to reject any unsatisfactory exam result by asking to remove it from the recognition proposal.

After your acceptance signature, the Mobility Office transmits your file to the Registrar’s Office which will submit it to the Faculty Council for official ratification and then proceed with the transcription of the exams acquired abroad into your IULM Career. **This procedure can last approximately two-three months.**

Once the exams you have taken abroad have been uploaded in your Career, your Erasmus experience, from an administrative perspective, is definitely over.

ESN IULM (ERASMUS STUDENT NETWORK)

If you wish to keep experiencing the Erasmus community, join ESN IULM and cooperate with all former Erasmus students in welcoming incoming students. You can contact ESN IULM by e-mail (milano_esn@iulm.it) and through the main social channels (Facebook, Instagram and Youtube).

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