



università  
iulm

**ERASMUS 2025-2026**

**DURING MOBILITY**

## ARRIVAL ABROAD AT THE HOST UNIVERSITY

Within 15 days of your arrival abroad, you must have the Arrival Certificate filled out, stamped, and signed by the host university. Then you must send it by e-mail in attachment (not copied and pasted into the text of the e-mail) to [erasmus@iulm.it](mailto:erasmus@iulm.it).

The Arrival Certificate is available in the Community, section Outgoing student

⇒ **Moduli utili – Useful Forms**

## GRANT PAYMENTS

### 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.

## CHANGING OR ADDING NEW EQUIVALENCES

If after the beginning of the semester you need to add new equivalencies or change those already included in the Learning Agreement, you must:

- **Autonomously search which courses you want to add or replace, checking that the syllabus of the course abroad is similar or comparable to the syllabus of the IULM course.**

**PLEASE NOTE:** you may also choose 1 or 2 courses to submit for approval to your IULM Academic Coordinator as “**substitutes for IULM elective courses**”. The courses you choose must have the following characteristics:

- ✓ A comparable number of credits to the IULM elective course you want to substitute.

- ✓ A content even very different but still consistent with your studies (example: a photography course may be consistent for a Communication student and not consistent for an Interpreting student);
- ✓ They must not be duplicates of compulsory exams that you have in your curriculum (example: if you have Marketing in your curriculum, you can deepen the subject by adding International Marketing but not reintroducing a basic marketing course).
- ✓ You can choose both elective and compulsory courses offered on all years of the host university's degree program(s) (belonging to the Area Code you can access - please see the corresponding instructions sent by the host university).

Upon your return, these exams will be recognized as " substitutes for IULM elective courses"; this means in your online curriculum the Registrar's Office will upload an exam worth 6 CFU (or 3 CFU if you have 3 CFU elective courses in your study plan) with the title of the exam taken abroad.

You will now be able to 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 foreign exam.

- **Make sure that the number of ECTS of the course abroad is close enough to the number of CFUs of the IULM course (approximately not more than 2 credits of difference between the two);**
- **Make sure that the timetable of the new courses you submit for approval fits well into your class schedule;**
- **Send your equivalence proposal to your IULM Academic Coordinator (see the list) "IULM Academic Coordinators and contacts" by filling in the Excel sheet "REQUEST FOR AMENDMENT" that can be downloaded from the Community.**

Please note:

- The professor has the right to refuse the evaluation of new proposals if the table is not filled in all its parts or if the provisional Learning Agreement is missing.
- Make sure that the difference between the total ECTS credits of the courses abroad included in your LA and the total CFUs of the corresponding IULM courses is not more than 5. If it is, it means that you must integrate the missing ECTS with another course abroad.
- Make sure that you can effectively follow those courses, i.e., that you have no problems with overlapping timetables and availability of places at the host university.
- Do not send your variation requests to the Mobility Office but to your IULM Academic Coordinator.
- After obtaining your Academic Coordinator's approval of the proposed courses, you must immediately update your OLA; if you have a Learning Agreement in a PDF-format communicate your approved variations (titles, credits and equivalences added or modified) directly to [erasmus@iulm.it](mailto:erasmus@iulm.it), requesting the issue of the updated Learning Agreement.

## **ONLY FOR HOST UNIVERSITIES THAT REQUIRES THE OLA (ONLINE LEARNING AGREEMENT)**

### **UPLOADING FINAL LEARNING AGREEMENT ON THE OLA PLATFORM**

After you have completed your requests for changes/additions of equivalencies and obtained approval from your Academic Coordinator, you must update your OLA in the platform <https://learning-agreement.eu/> and obtain all necessary signatures (from your responsible person at the host university and your IULM Academic Coordinator).

Technical instructions for managing the OLA platform are available in Community.

**Remember that the final Learning Agreement is the indispensable document for obtaining recognition of exams upon return.**

**It must include all approved equivalencies of the courses you took abroad and for which you are requesting recognition.**

It is not necessary to remove from the LA the courses you started taking but then decided to drop, but all those you take must be included.

#### **IMPORTANT!**

In your OLA you must add:

#### **Sending institution info**

Contact person: CLAUDIA CRIPPA – MAIL: [erasmus@iulm.it](mailto:erasmus@iulm.it)

Responsible person: your Academic Coordinator with his/her email

(see the list IULM Academic Coordinators in Community)

#### **Receiving institution info**

If you don't know the names, ask your host university what contacts you need to include in:

Contact person – Responsible person.

If you enter the wrong contacts your Online Learning Agreement will never be signed on the platform and therefore will not be valid.

## **EXTENSION**

Around the middle of the 1<sup>st</sup> semester, if you wish, you can apply for an extension of mobility for the 2<sup>nd</sup> semester under the following conditions:

- You must be willing to self-fund during the extension: there is no funding for the extension.
- Check with the host university that they are willing to accept you for the 2<sup>nd</sup> semester as well.
- Check for yourself that there are a number of exams equivalent to IULM exams at the host university in the second semester that are satisfactory to you. It is your responsibility to look for these exams and submit the new equivalencies to your IULM academic coordinator.
- If you leave during your 3<sup>rd</sup> year, remember that if you extend your mobility, you will not be able to graduate in the July session but will have to postpone your graduation to the November session.

### **PROCEDURE FOR REQUESTING AN EXTENSION**

Approximately at the end of October, the Office sends all students via e-mail the instructions to follow for the extension request.

Prior to this date, extension requests cannot be submitted unless there are specific deadlines imposed by the host university.