



UNIVERSITÀ DEGLI STUDI DELL'AQUILA
Area ricerca e trasferimento tecnologico
Ufficio relazioni internazionali

June, approximately), no later than the date indicated in the same letter, enclosing the filled in, dated and signed version of this vademecum.

It is also possible to accept a period of mobility shorter than that stipulated in the relevant Erasmus+ agreement (if the host university agrees), as long as it is at least 2 full months (60 days). Please note that the mobility period is calculated in days.

If you do not complete the acceptance form, complete with any other documents required, by the established date, you will be considered to have withdrawn your Erasmus+ grant and no further communication will be sent to you.

2. Withdrawal

If you have decided to withdraw from your mobility, you must promptly notify the International Relations Office (IRO), **using the appropriate form (“Annex C - Renunciation/Withdrawal form”**, available at <http://www.univaq.it/section.php?id=545>) filled in, signed, scanned and sent to the following e-mail address: **uri@strutture.univaq.it**

If you withdraw after sending the acceptance form, except for serious and proven reasons, you will not be able to apply for Erasmus+ calls for international mobility for study purposes in the following academic years.

3. Mobility grant period

The Erasmus+ period may only begin after the mobility contract has been signed by you and by the Vice-Rector for International Affairs and **must in any case end by the date indicated in the official assignment letter.**

The period of stay abroad must be continuous and not fragmented, and must not in any case be shorter than 2 full months (60 days), nor longer than 12 months (360 days).

ADMINISTRATIVE FULFILLMENTS - Before departure

1. Enrolment at the Host University (Application form)

If you have been selected as a beneficiary of the Erasmus+ grant, once the Univaq International Relations Office has notified the host institutions of the selection (*nomination*), you are first of all required to visit the website of the host university, and send them your **Application form** (enrolment as an Erasmus+ incoming student) and possibly the **Accommodation form**, if available. **It will be your responsibility to complete and send**



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the required forms to the host university, respecting the procedures and deadlines indicated.

In case of difficulties in filling in the Application form, you can ask for support to ESN L'Aquila (Aquilasmus) association (e-mail: info@esnlaquila.it). The International Relations Office is available by ticket for clarification.

We also recommend that you contact the **ESN (Erasmus Student Network)** office in the city where you will be studying, if there is one, as they can help you with many aspects of your life as an Erasmus+ student.

2. Online Learning Agreement/Digital Learning Agreement (exams and other academic activities to be carried out at the host university)

Prior to your departure, you will need to agree with the relevant professors in your UNIVAQ Department on the courses / traineeships / other academical activities (e.g. preparation of your degree thesis) you would like to carry out at the host university, and the relevant exams to be taken.

To this end, **you will have to complete the Online Learning Agreement (OLA)** / also know as **Digital Learning Agreement (DLA)**. To formalise the OLA/DLA, you must log on to <https://www.learning-agreement.eu> using your institutional e-mail address (name.surname@student.univaq.it) as your access credentials.

Once your account has been created, you will be able to access the platform, again via <https://www.learning-agreement.eu>, by following the instructions in "Annex D - Online Learning Agreement (OLA) - Compilation guide", which can be downloaded from <http://www.univaq.it/section.php?id=545>.

It is essential that you constantly monitor the progress of your OLA/DLA, as you may receive requests from Erasmus delegates to correct its content. You must also ensure that you have **all signatures within 15 days before your departure** (or within the deadline indicated by your host institution, if more restrictive).

IMPORTANT: You are not allowed to create more than one OLA/DLA. The OLA/DLA must be only one, so we ask you to fill it in very carefully.

After being signed by all, if necessary, you may change the OLA/DLA once arrived at the host institution, **within one month of the beginning of the semester** at the host institution. Any changes must **ALWAYS** be accepted and signed by all parties, via the the aforementioned platform.

PLEASE NOTE: if you attend one semester at the host institution, you may only change your OLA/DLA once; if you attend two semesters, you may change your OLA/DLA a maximum of two times.

Failure to comply with these rules could jeopardise the recognition of the exams.

Some partner universities are not yet enabled to receive and exchange OLA/DLA, even though it has been compulsory for a few years now. If this is the case for your host institution, please inform Univaq International Relations Office, which will send you the *Learning Agreement before mobility* form to use as an alternative to the OLA/DLA (if it has not already been sent to you by the host institution). In this case, you will be responsible for having the



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document signed by the delegates and sending it by email to the International Relations Office with all three signatures. You will also need a special form for any changes (*Learning Agreement during mobility*), which you will also need to request from the International Relations Office.

3. Mobility contract

Before departure it is mandatory to sign the mobility contract, in which the modalities for receiving the European contribution (so-called "Erasmus grant") will also be indicated. The International Relations Office will inform you when and how to sign this contract.

Failure to sign the contract will result in forfeiture of the right to receive the Erasmus+ grant and will be equivalent to withdrawal.

4. Enrolment to the Università degli Studi dell'Aquila

When requested to do so and, in any case, before leaving for the host university, you must send via a dedicated form to the International Relations Office a copy of the enrolment payment slip for the academic year 2026/2027.

You will not be allowed to leave without regular enrolment for the 2026/2027 academic year.

If you are enrolled in a PhD course/School of Specialisation (Health/Medicine), you must enclose with the scholarship acceptance form the authorisation of the PhD course coordinator/the authorisation resolution of the School Council.

5. ADSU Supplementary contribution

In order to benefit from a possible supplementary contribution under the Agreement between the University of L'Aquila and the Azienda per il Diritto allo Studio Universitario – ADSU (art. 10 DPCM 9/4/2001), once you have enrolled for the 2026/2027 academic year, you must also enrol in the Anagrafe Studentesca at the ADSU offices (website: www.adsuaq.org), which will draw up a special ranking list based on the requirements set out in the aforementioned DPCM, and **you must apply to the Call for applications that ADSU prepares annually.**

6. Online Linguistic Support (OLS)

Before you leave for your host university, you will receive an e-mail invitation to complete the **Online Linguistic Support (OLS)** initial assessment test.

The online assessment of your mobility language level is **strongly recommended.**



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7. Insurance cover and safety regulations abroad

7.1 - Insurance and health coverage

Each Erasmus+ beneficiary is covered by an accident and third party liability insurance policy payable by the University of L'Aquila. Contracts for accident and third party liability insurance cover **only concern accidents occurring during educational activities**.

For health insurance cover during your stay abroad in European Union countries it is generally sufficient to carry the European Health Insurance Card (EHIC) issued by an EU Ministry of Health.

In some countries participating in the Programme, it is however necessary to take out private insurance, so it is advisable to enquire at the host university.

The EHIC entitles the student to access the same necessary and urgent treatment provided for nationals of the host country, within the national health system.

For additional coverage needs (repatriation, travel expenses for family members in case of need, access to private facilities abroad, etc.) it is necessary to take out a private policy, to be paid for by the student.

Students of non-EU nationality who do not hold an EHIC must take out a private health insurance policy.

Please note that, for the purposes of activating mobility or obtaining a visa, students may be required to take out additional insurance cover, the characteristics of which are determined by the host university. It will therefore be your sole responsibility to meet this request.

7.2 - General aspects of prevention and protection during a mobility period abroad

The mobility Erasmus+ period may be conditioned by the security status of each country. It is the responsibility of each student to consciously monitor the conditions of the countries in which the host university is located in order to make an appropriate personal assessment, for which the University of L'Aquila accepts no responsibility. It is therefore advisable to consult the website of the Italian Ministry of Foreign Affairs and International Cooperation at the following link: <https://www.viaggiare Sicuri.it/approfondimenti-insights/saluteinviaggio>

Furthermore, the student is required to comply with all the prevention, protection and safety measures in force in the host country.

8. Entry visa and residence permit (for non-EU students)

For students who are not EU nationals, participation in the Erasmus+ exchange programme is always subject to the issuance of an entry visa for the destination country (this procedure must be carried out personally by the student, well in advance of the departure date).

Please note that in order to obtain a visa, some countries require students to certify that they have sufficient financial means. The minimum amount varies and is sometimes higher than the total amount of mobility grants.



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Non-EU citizens, in addition to being regularly enrolled at the University of L'Aquila, must have a valid **residence permit** if they are present on Italian territory.

If your residence permit expires during your planned Erasmus+ mobility period, it is your responsibility to renew it at the police headquarters (Questura) well in advance of your departure, as **the residence permit must cover the entire Erasmus+ mobility period.**

We would also like to remind you that leaving Italy for another Schengen Area country with an expired residence permit is a criminal offence punishable in some countries by arrest, and that it is not sufficient to have the receipt of the renewal application with you in order to leave Italy.

ADMINISTRATIVE FULFILLMENTS – Upon arrival at the host university

1. Arrival confirmation

On arrival at the host university, you must fill out the "Confirmation of Arrival" form (Annex E - <http://www.univaq.it/section.php?id=545>) and have it filled out by the person in charge of the International Relations Office of the host university. The document has to be sent via a dedicated form to the International Relations Office of the University of L'Aquila **within 7 days of your arrival** (which should coincide with the start of academic activities at the host institution).

Some partner universities, instead of signing the "Confirmation of Arrival" form (Annex E), prefer to provide students with their own certificate of arrival. Even in this case, the document must be sent via form to the International Relations Office of the University of L'Aquila within 7 days of your arrival.

2. Extension request

Should you wish to extend the period of your stay at the host university in order to complete your courses and examinations, you must submit a "Request for Extension" to the Univaq International Relations Office - Annex G - "Allegato G - Richiesta di prolungamento (extension request)" <http://www.univaq.it/section.php?id=545> - **at least one month before the end of the study period already assigned.**

This form must be sent by e-mail to uri@strutture.univaq.it duly completed and signed by both you and the responsible person at the partner institution (Receiving Institution). The International Relations Office will seek approval from the competent bodies and return the document to you.

No contribution will be paid for the extension period, unless otherwise stated/communicated.



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ADMINISTRATIVE FULFILLMENTS – At the end of the Erasmus+ period

A. Transcript of Records” - ToR (certificate of exams passed)

The ToR must be duly completed and signed by the responsible persons at the host university and **must be sent to Univaq’s IRO directly by the partner institution at the end of your Erasmus+ period**. You must ensure that the ToR is sent by e-mail to uri@strutture.univaq.it

ToRs sent and/or delivered directly by students will not be accepted.

Important: If, during the Erasmus mobility, you have undertaken authorized internships, embedded in the academic components of this mobility, please note that the relevant certificates must necessarily be sent to us by the partner institution **at the same time as the ToR**. Please make this known to the host university.

B. Documents to be attached to the form that IRO will ask you to submit after your return via a dedicated form:

1. **“Letter of confirmation”**: Annex M - <http://www.univaq.it/section.php?id=545> - duly completed and signed by those responsible of the host university. Please note that some partner universities, instead of signing Annex M, prefer to provide students with their own certificate of attendance.
2. **Univaq university enrollment**: You will have to send IRO **copies of the tuition fee payment slips** certifying regular enrollment for a.y. 2026/2027 (**first and second instalments**), or alternatively, if you are exempt from paying tuition fees, “Annex F - Fee exemption self-declaration form”, available at <http://www.univaq.it/section.php?id=545>.
If the payments will not be regular, you will have to return the entire contribution received.

C. Online Narrative Report (EU Survey)

At the end of your Erasmus+ mobility and once you have completed the dedicated form, within a few days you will receive an email notifications asking you to complete the Online Narrative Report (EU Survey).

Submission of this report is mandatory, otherwise the grant balance will not be paid to you.

D. Actual duration of mobility

If the certificate of attendance (Annex M - Letter of confirmation - <http://www.univaq.it/section.php?id=545>) shows that the period of your stay is **shorter** than the period initially indicated in the mobility agreement/contract, IRO will recalculate the amount of the grant on the basis of the actual duration of your mobility.

The total amount of the grant may therefore be lower than initially foreseen, or you may be obliged to return the amount of the monthly payments that you did not use, according to the



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modalities that will be communicated to you.

E. Recognition of examinations

On receipt of the ToR from the partner university, the recognition procedure is **automatically** activated by the International Relations Office by sending the relevant documentation to the competent departmental Erasmus Delegate. Once recognition has taken place, the exams will be uploaded into your career by the student registrar.

Please note that it is not permitted to refuse to recognise an examination included in the OLA/DLA and recorded in the ToR received from the host university.

With the exception of credits relating to language courses of the host country, the Departmental Erasmus Delegate may not recognise credits acquired at the host institution which have not been included in the OLA/DLA (or in any changes to it), regardless of whether they are included in the ToR or not. The student may however submit a reasoned request for recognition of these additional credits to the relevant Consiglio di Area Didattica (CAD) within two weeks of the end of the mobility.

Finally, please bear in mind that your Erasmus end-of-course procedure cannot be started until the ToR is received from the partner institution.

Failure or partial submission of the required documentation will result in the cancellation of the Erasmus period and the return of the grant received.

The office staff is available for any further information. For information, please open a ticket on the University portal: <https://help.univaq.it/> (by selecting the "International Relations Office/Ufficio Relazioni Internazionali" area in the drop-down menu). No information will be provided by e-mail and/or telephone.

University website page dedicated to Erasmus+ for study (where all the forms can also be found): <https://www.univaq.it/section.php?id=545>.

The undersigned declares, pursuant to Presidential Decree no. 445 of 28 December 2000, as amended, that the statements made in this form are true and that the signature at the bottom is handwritten.

I acknowledge that the University of L'Aquila has the right to verify the truthfulness and authenticity of the self-certification provided.

In the event of a false declaration, the University of L'Aquila shall apply the provisions of Article 76 of Presidential Decree No. 445 of 28 December 2000 and, consequently, the forfeiture of the benefits acquired (Article 75 of Presidential Decree No. 445 of 28 December 2000).



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The undersigned, having read the information notice available at the link (<https://www.univaq.it/include/utilities/blob.php?item=file&table=allegato&id=251>), gives their consent for the personal data provided to be processed in accordance with EU Regulation 2016/679 - General Regulation on the Protection of Personal Data and Legislative Decree 196 of 30 June 2003, for the purposes of this procedure.

PLACE, DATE

SIGNATURE