



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

All those who fail to complete the acceptance form complete with the requested documents by the set date will be considered to have effectively withdrawn and no further communication will be sent to them. Those who withdraw after acceptance, except for serious and proven reasons, will not be able to apply for Erasmus+ calls for international mobility for traineeships in the following academic years.

3. Mobility grant period

The mobility period must be completed by 31/07/2026.

The period of stay abroad must be **continuous and not fragmented** and must not be less than two full months (60 days) or more than 12 months (360 days).

ADMINISTRATIVE FULFILLMENTS – Before departure

1. Enrolment at Università degli Studi dell'Aquila

- Before your departure, you will need to send to the International Relations Office copies of your tuition fee payment slips showing that you are duly registered for the academic year in which you are applying;
- The beneficiary is required to pay both the first and second instalments of the fees, in accordance with the deadlines set by the University.
- No departure will be permitted without regular registration.

2. Learning Agreement for Traineeship (Traineeship Plan)

- Before departure you will have to discuss the activities to be carried out at the host organization with the referring professors of your Department. To this end, you must complete the Learning Agreement for Traineeship (Att. D – <http://www.univaq.it/section.php?id=546>) in all its parts, **acquire the signature of both the Erasmus Delegate of your Department and the Head of the host organisation** and send it via e-mail (uri@strutture.univaq.it) to the International Relations Office, **at least 15 days before your departure.**
- **Post-graduate mobility:** the Learning Agreement for Traineeship must be agreed, completed and signed by both the Erasmus Delegate of your Department and the host organisation **BEFORE** obtaining your degree.

3. Outgoing international mobility authorisation request form (Modulo di richiesta autorizzazione per mobilità internazionale in uscita), available at the link: <https://www.univaq.it/section.php?id=546> to send via e-mail: uri@strutture.univaq.it at least 15 days before departure;

4. Mobility Agreement (Contract)

Before your departure you need to sign the Mobility Agreement (contract), in which the details for receiving the grant from the European Community ('Erasmus grant') will also be indicated. The International Relations Office will inform you when and how to sign this agreement.

Failure to sign the contract will automatically result in forfeiture of the right to receive the Erasmus grant.

5. If you carry out the traineeship as a recent graduate, you need to send before departure:

- copies of the payment slips for the last academic year of enrolment (enrolment fee, first and second instalments);



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- Self-certification of degree.

If you are enrolled in a **Doctoral course/Specialisation school**, you will have to provide the authorisation from the coordinator of the Doctoral course/approval resolution of the School Council before your departure.

6. **ADSU possible Supplementary Contribution**

In order to benefit from a possible supplementary contribution under the Agreement between the University of L'Aquila and the ADSU- Azienda per il Diritto allo Studio Universitario (art.10 DPCM 9/4/2001), once you have enrolled for the academic year in which you carry out your mobility, you must also register with the Anagrafe Studentesca (student registry) at the ADSU Offices - website: www.adsuaq.org, which will draw up a special ranking based on the requirements set out in the aforementioned DPCM¹ and respond to the Call for applications that ADSU prepares annually. For more detailed information please contact: ADSU – Via dell'Arcivescovado 8, 67100 L'Aquila (*website: www.adsuaq.org*)

7. **Online Linguistic Support (OLS) and language training**

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.

8. **Insurance cover and safety regulations abroad**

8.1 – Insurance cover. Every beneficiary is covered by an accident and third-party liability insurance policy provided by the University of L'Aquila. Contracts for accident and third-party liability insurance cover only concern accidents occurring during training 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 the Ministry of Health. In some countries participating in the Programme, it is still necessary to take out private insurance, so it is advisable to check with the host organisation. The EHIC entitles you to the same necessary and urgent treatment as 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 beneficiary. Beneficiaries of non-EU nationality who do not hold an EHIC must take out a private health insurance policy.

8.2 – General aspects of prevention and protection during a mobility period abroad. The implementation of a mobility period may be conditioned by the state of health security in each country. It is your responsibility to consciously monitor the conditions of the Country in which your host organisation is located in order to make an adequate personal assessment, for which the University of L'Aquila accepts no responsibility. It is therefore advisable to consult the website of the Ministry of Foreign Affairs and International Cooperation at the following link:

¹ Tale contributo non è previsto per gli iscritti alle Scuole di Specializzazione.



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<https://www.viaggiare Sicuri.it/home>

- Please note that, for the purposes of activating mobility or obtaining a visa, you may be required to have additional insurance cover, the characteristics of which are established by the host organization. It will therefore be your sole to meet this request.
- Furthermore, you are required to comply with all the prevention, protection and safety measures in force in the host country.

9. - In the event of selection for mobility to Region 14, and for non-EU students, the possibility of undertaking the exchange is always subject to the issue of an entry visa for the destination country (a procedure that must be followed personally and 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 the mobility grants.
- Non-EU citizens, in addition to being regularly enrolled at the University of L'Aquila, must have a residence permit if they are present on Italian territory.

If your residence permit expires during your mobility period, it is your responsibility to renew it well in advance of your departure, as the residence permit must cover the entire 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 organisation

Necessary documents:

1. Arrival confirmation

Upon arrival at the host organization, **you will have to fill out and have the office manager fill out the “Confirmation of Arrival” form** - Att. E – <http://www.univaq.it/section.php?id=546> which must be sent via e-mail (uri@strutture.univaq.it) to the International Relations Office of Università degli Studi dell'Aquila within 7 days of arrival.

2. Extension request

If you wish to extend your stay at the host location in order to complete the placement programme, you must submit a **“Request for Extension”** to the International Relations Office (**Att. F – <http://www.univaq.it/section.php?id=546>**) **at least a month before the end of the traineeship period you have already been assigned.**

Said module must be sent via e-mail to uri@strutture.univaq.it, duly compiled in all its parts and signed both by you and by the heads of the host organization (*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 determined by the National Agency.



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ADMINISTRATIVE FULFILLMENTS – At the end of the Erasmus period

Necessary documents

- a. “Letter of confirmation” or certificate of attendance - Att. H - <http://www.univaq.it/section.php?id=546>), duly filled in in all its parts and signed by the heads of the host organization;
- b. “Transcript of Work” – certificate of activities carried out - Att. G - <http://www.univaq.it/section.php?id=546> duly filled in in all its parts and signed by the heads of the host organization;
These documents must be sent to the URI directly from the host organization at the time of your departure. You must ensure that these documents are sent by e-mail to uri@strutture.univaq.it or, alternatively, by regular mail to the following address:
Università degli Studi dell'Aquila, Ufficio Relazioni Internazionali, Palazzo Camponeschi, Piazza Santa Margherita 2, 67100 L'Aquila (Italy).

Note: the date of issue of these documents must not be earlier than the date of the end of mobility.

On return

Actual duration of mobility: If, on the basis of the attendance certificate (Att. H – Letter of Confirmation: <http://www.univaq.it/section.php?id=546>), provided by the receiving institution, the period of your stay is less than the duration stipulated in the mobility agreement, you are obliged to repay the amount of the monthly payments that you did not use, in accordance with the procedures that will be notified to you.

University enrolment: You will have to send URI copies of your tuition fee payment slips showing that you are properly registered for the academic year in which you are carrying out mobility.

If you are not regularly enrolled, you will have to return the entire contribution received.

Online Narrative Report (EU Survey): at the end of your mobility, you will receive a notification by e-mail to complete the online Narrative Report (EU Survey). **Completion of this report is mandatory**, otherwise the balance of the grant will not be paid to you.

Satisfaction questionnaire: at the end of your mobility, you will receive a notification via e-mail to fill in the Satisfaction Questionnaire. Completion of this report **is mandatory**, otherwise the balance of the grant will not be paid to you.

IMPORTANT: If your mobility period ends at the end of July 2026, you are required to submit all the above documents by 7 August 2026.

Failure to submit the required documentation or failure to submit it in full will automatically result in the cancellation of the Erasmus period and you will be asked to return the grant received.

Recognition of activities: the recognition procedure is automatically activated by the International Relations Office by sending the relevant documentation to the competent Erasmus Delegate of your Department. Once recognition has taken place, the credits recognised for the placement programme undertaken will be uploaded into your career by the Segreteria Studenti.



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This recognition is not applicable if you undertook the mobility as a recent graduate.

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" area in the drop-down menu). No information will be provided by e-mail and/or telephone.

University website page dedicated to Erasmus+ for traineeship:

<https://www.univaq.it/section.php?id=546>

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. He/she acknowledges 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 will 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).

Having read the privacy policy (<https://www.univaq.it/include/utilities/blob.php?item=file&table=allegato&id=251>), the undersigned gives his/her 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.

L'Aquila, _____

Firma _____