



**ERASMUS+ PROGRAMME  
STUDY IN EUROPE FOR THE ACADEMIC YEAR 2024/2025**

**APPLICATION WINDOW:  
FROM 9<sup>TH</sup> FEBRUARY 2024, AT 8:30 AM, TO 29<sup>TH</sup> OF FEBRUARY 2024, AT 1 PM**

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**ANNEXE A**

**ANNEXE B**

**1. WHAT IS THE ERASMUS+ PROGRAMME**

The Erasmus+ Mobility Programme for Study supports the transnational mobility of students by funding study-abroad experiences (courses, exams, thesis research, research, laboratory and clinical activities) recognized by the student's Home University, provided that positive outcomes are reached. The relevant academic bodies are responsible for awarding transfer credits.

The University of Milan upholds the values enshrined in the European Charter for Higher Education, guaranteeing equal access to all, transparency in the procedure and support for participants with fewer opportunities. It promotes inclusion, endorses measures for the protection of the environment, strengthens European identity and encourages active citizenship

Based on the agreements with partner universities, the Study abroad period may last from 2 to 12 months, over the period **1<sup>st</sup> July 2024 to 31<sup>st</sup> July 2025**.

The countries participating in the programme are:



- The Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden;

- As well as: Iceland, Liechtenstein, Norway, Republic of Macedonia, Serbia, Turkey.

Moreover, this call for applications covers also study in the Swiss Confederation.

The University of Milan offers its students the opportunity to study at approximately 400 European universities. Available campuses include Sorbonne Université, Université Paris-Pantheon-Assas, Charles University, Universität Heidelberg, the University of Copenhagen, the University of Warsaw and the Université de Genève which are members of the 4EU+ Alliance, together with the University of Milan.

The new Learning Pathway “Biodiversity, Ecology and Evolution” ([BEE](#)) offers the possibility to integrate each study course abroad with exams under Flagship 4 “Environmental transitions”.

Students abroad will be registered with the Host University, which will not require them to pay any tuition fees (except any fees that are not enrolment-related). It is understood that **students shall pay the University of Milan’s tuition fees for the relevant academic year (2024/2025 for students selected under this call for applications).**

## 2. WHO CAN APPLY

The following students can apply, depending on the agreements established with the partner universities:

- All students of the University of Milan who are regularly enrolled in Bachelor's, Master's and single-cycle Master's degree programmes, provided that they are not off track for more than one year at the time of application. Part-time students may apply in compliance with Erasmus+ regulations.
- Students enrolled simultaneously in two degree programs which, at the time of application, shall specify the degree programme for which they are submitting the Erasmus+ application.
- Students in the last year of their degree, provided they are not off track for more than two years, who are waiting to enrol in a Master's degree at the University of Milan. These students are allowed to submit their application for the destinations open to the degree they will enrol in 2024/2025.

**All students must be enrolled in a study programme of the University for the academic year 2024/2025 upon departure, and maintain this status during their period abroad.**



Those who intend to undertake Erasmus+ study abroad during the first year of their Master's degree programme may start their stay only upon enrolment for the academic year 2023/2024. Pre-enrolment is not valid for this purpose. If enrolment in the Master's degree programme is completed at a time when the first semester of the 2024/2025 academic year abroad has already begun, the stay shall be postponed to the second semester of 2024/2025, even if this results in a shorter period as opposed to the number of months offered under the call. We invite students in this situation to give preference to destinations offering study abroad periods of 6 months.

European students are allowed to undertake the Erasmus+ mobility in their home country. However, in case of a tie for places for the destinations available to that country, students from elsewhere will be given priority.

**Students may participate in the Erasmus+ programme several times during each study cycle, provided that the overall duration of the mobility periods does not exceed 12 months per cycle or 24 months for single-cycle programmes.** The 12/24 months cap includes both Blended Intensive Programmes (BIP) and traineeship mobility.

**Please note that for some study programmes the application for the Erasmus+ programme is subject to academic requirements (e.g. any thresholds in terms of year of enrolment, number of credits, failed exams/fundamental exams). Students are invited to pay attention to Annexe A, which is an integral part of the present Call, for further academic requirements.**

### 3. LEARNING AGREEMENT AND CREDITS RECOGNITION

Based on the current University's regulation and Academic Senate's Guidelines, students will be awarded transfer credits for the activities carried out abroad in accordance with their Learning Agreement. A Learning Agreement is the official document to be approved by the student, the student's Home university and the Host institution. It confirms that the chosen educational activities are consistent with the study programme in which students are enrolled.

The number of credits to be earned abroad as set out in the Learning Agreement should be equal to the number of credits the student would achieve at the University of Milan over the same period, specifically: 60 credits for a whole academic year, 30 credits for a semester, 20 credits for a quarter.

Students may modify their Learning Agreement during their mobility.

According to said Guidelines students must earn at least 70% of the credits set out in their Learning Agreement during their mobility. After completing the Erasmus+ programme, students are required to submit a credit recognition request for all the credits earned abroad. The relevant academic bodies will deliberate on the recognition of the credits.

Visit <https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/prior-departure> for more information on how to fill in the Learning Agreement and on credit transfer. Students will receive further information on the rules and procedures during the informative meetings (visit <https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/how-take-part-programme/informative-meetings> ).



Students must submit a general learning agreement proposal for each of the chosen campuses, stating the educational activities to be carried out abroad, in accordance with the objectives and contents of their degree programme and individual study plan. The proposed programme must include the reasons for undertaking Erasmus+ study, and any other element deemed relevant for the purposes of the selection, as well as the reasons for campus choices. The learning agreement proposal, including the above-mentioned reasons, must be drafted using **Form 1** attached to the present Call for Applications. It provides the Selection Committee with useful elements for assessing candidates' maturity and it constitutes the basis for their official Learning Agreement.

For a proper selection of their destination, students are invited to carefully read any additional information available in the **online application under "Details" > "Note"** for each partner university. Similarly, they are encouraged to check the range of courses offered by foreign universities and their specific requirements (regarding language proficiency, enrolment, admission to courses), if any.

You can access partner universities' websites from the international Agreements' webpage: <https://www.unimi.it/en/international/university-milan-world/international-agreements> (regularly updated). Some Universities have restrictions to the academic offer available to Erasmus students. We invite all students to check their offer directly with the partner university they are interested in.

#### 4. LANGUAGE SKILLS

**All students applying for Erasmus+ must meet language proficiency requirements, namely, an A2 level in the language(s) of study/work used on the chosen campus(es).**

Language proficiency will be assessed under the Common European Framework of Reference for Languages (CEFR - <https://www.coe.int/en/web/language-policy/home>).

In order to check which working language is used at a specific University, students should visit their website and verify the academic offer.

Should courses be delivered in multiple languages (e.g. in the official language of the host country and in English or another language), students may meet the proficiency requirement in one language only, provided that they meet the second working language requirement within the deadline set by the Host university.

Language skills of students enrolled in courses under **Languages, Language Mediation and Veterinary Medicine** will be **tested during the oral interview**. Students of these degree programmes are required to fill out Form 2 annexed to this call and attach it to their application to self-certify their language skills.

Students from **all the other areas** must submit either:

**1 - An official certification** recognized by the University; the list of recognized certifications is available at <https://www.unimi.it/en/study/language-proficiency/other-foreign-languages-tests-and-courses> . Certifications must have been obtained no more than **three years** before the time of application.



or

**2 - A language proficiency statement** obtained through the **University Language Centre - SLAM** (minimum level: A2). For the sole purpose of this Call for applications, SLAM's proficiency statements are considered valid when obtained no more than **four years** before the time of application.

or

**3 - A screenshot** of the students' University career, **only if** the language is clearly stated. In this case, it can be both a recognized official certification or a language proficiency statement obtained through the University Language Centre - SLAM (considered valid when obtained no more than **four years** before the time of application).

Students who have already taken the English Placement Test with SLAM or their language proficiency test and do not have a level statement, should contact SLAM via the Informastudenti services ("TEST DI LINGUA" section) and request a language proficiency statement of the test they took.

Students who are enrolled in degree programmes entirely taught in English, or who attend curricula taught in English, are considered to automatically meet their English language requirement up to the level required for admission to their degree programme. These students will have to self-certify their English-language proficiency using Form 2. Students with a higher language proficiency are required to prove it as set forth in Annexe A for their study area.

Students whose **native language** is the language they need to certify are also required to follow the same procedures as set forth for their study area.

Students who do not hold the above certifications/statements can obtain a language proficiency statement free of charge with SLAM's services, for some languages/levels only. For further information, please refer to the SLAM's webpage <https://www.unimi.it/en/study/language-proficiency/language-tests-and-courses-mobility-calls>.

Students are required to obtain their SLAM's level statement within the application deadline - 29 February 2024. Please note that you can register for one test per language only, by following the instructions available at <https://www.unimi.it/en/study/language-proficiency/language-tests-and-courses-mobility-calls>.

Any statement issued by tutors or university professors will not be deemed valid for the purposes of applications. Likewise, any credits earned for language assessments that are not managed by SLAM or issued by other Universities will not be considered as a valid language certificate.

**Students should be aware that Host Universities often require language skills higher than A2. For this reason, we invite students to double-check the requirements directly on host Universities' official websites.**



Should higher language levels be required, students are expected to reach that level by the deadlines set by Host Universities.

## 5. APPLICATIONS AND DEADLINE

Applications must be submitted online at <https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/how-take-part-programme> from 9 (8:30 am) to 29 February 2024 (1 pm).

Seen the digital nature of the Inter-istitutional agreements in EWP (Erasmus Without Paper), in case a change to any agreement is needed during the application period, the office will contact the candidates who have already applied to any destination involved.

Upon completion of the application form, the student must upload the following documents:

- 1) **Photocopy of a valid ID or passport** (PDF file, max. size 2MB) - mandatory attachment
- 2) **CV and an academic transcript of records showing the grade for each passed exam (document available in Unimia)**; Master's degree students must also attach their Bachelor's transcript of records showing their final degree's grade and passed exams; Master's students who completed their Bachelor's degree in another Italian or international university, also need to upload an academic transcript of records of the previous career showing their degree and final grade. The curriculum may be drafted by using the Europass format (<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae>) - (PDF file - max 5MB) - mandatory attachment
- 3) **Proposed learning agreement** as specified in point 3 above (Form 1 - PDF file, max. size 10MB) - mandatory attachment
- 4) **Documentation certifying language proficiency**, as required by the university for which you are applying to (to be uploaded as a single PDF file, max. size 10MB). For information on how to prove language skills, please refer to point 4 above - mandatory attachment;
- 5) **Any other documents** considered useful for the purposes of the application, such as any certificates of study, research or work placement abroad, or other international experiences - optional attachment - (single PDF file, max. size 5MB).

Students are invited to make sure they have the above documents ready in the required format before starting the application procedure. Applications not completed by the stated deadline cannot be resumed and submitted at a later time.

Submitted applications cannot be modified nor updated after the deadline. Any technical problems must be referred to Informastudenti - INTER Erasmus Studio before the deadline, together with a screenshot of the issue.



For further information on this procedure, please contact the International Mobility and Promotion Office by writing a ticket to Informastudenti (INTER-Erasmus Studio\Bando e selezione Erasmus Studio) well in advance of the deadline.

## 6. SELECTION PROCESS AND RANKING LIST

Students can choose up to **three destinations** among the opportunities offered by their study programme, **consistently with their language skills and academic priorities**.

With the aim of digitalizing and simplifying the procedures, the 2024/2025 Erasmus Call processes automatic ranking lists through the mobility online platform.

Please note that the order in which candidates list destinations in their application represents a **binding order of priority to generate the ranking list**.

Candidates will go through a merit-based selection process.

For students enrolled in Bachelor's, Master's and single-cycle Master's degree programmes, the candidate's academic career will be assessed based on the **Erasmus Index**, which takes into account the average grade and credits earned with reference to the year of enrolment. The scoring system goes from 0 to 15.

The Committee may assign **15 additional points** based on the following selection criteria:

- 1) Assessment of the candidate's proposed **learning agreement** and reasons for applying;
- 2) Assessment of the candidate's **CV, current academic career and previous academic career** (see point 5 above);
- 3) Assessment of the candidate's **language skills**, as specified in point 4, possibly during the interview.

Candidates scoring at least 1 in each category, and thus with an overall score of at least 3/15 will be eligible for study in the chosen campus(es). Candidates falling short of the said minimum score will not be admitted to the programme, regardless of their Erasmus Index score.

Each Study Area can define the grade range for each selection criteria. The ranges will be posted at the following link <https://www.unimi.it/en/international/study-abroad/international-opportunities/erasmus-call-study-ay-2024-2025> before 11/03/2024.



According to each area, Committees will either evaluate candidates' applications only, or the applications will be followed by an interview.

When provided for by the Call, **interviews are mandatory**. The dates (scheduled, unless otherwise provided, between the 11<sup>th</sup> and 15<sup>th</sup> March) and venue for the selection interviews will be posted, at least 10 days in advance, on the University's website at <https://www.unimi.it/en/international/study-abroad/international-opportunities/erasmus-call-study-ay-2024-2025>

For each destination, the Committee will define **the selected students, candidates on the waitlist and students who are not eligible**, according to the criteria specified in Annexe A for each study area.

After the evaluation of the Committees, the online platform will generate a ranking based on the scores referred to in items above, plus the Erasmus Index score. It will show the eligibility of each candidate for the selected campus, based on the preference expressed at the time of application, until all available seats are filled.

**To calculate the Erasmus Index, the system will consider grades and credits registered up to 29<sup>th</sup> February 2024.**

Within one week of the day of extraction, students will be able to view their Erasmus Index score on the Unimia page.

The equation to calculate the Erasmus Index is available in Annexe B.

If two candidates obtain the same score, the online system takes into consideration:

1. CFU credits obtained by 29/02/2024
2. Average of grades as of 29/02/2024
3. The younger age of the candidate

The final results of the selection process will be posted on the page <https://www.unimi.it/en/international/study-abroad/international-opportunities/erasmus-call-study-ay-2024-2025>, approximately by 5th April 2024. Selected students will also receive a communication of the selection on their institutional email.

**Within 5 days** of the publication of the results, selected students can **accept** or **waive** their offered place within **5 working days** starting from the date following the the results through the following link: <https://studente.unimi.it/erasmus-domanda/>





Acceptance window dates will be made available at <https://www.unimi.it/en/international/study-abroad/international-opportunities/erasmus-call-study-ay-2024-2025>

Failure to accept by the deadline will result in an automatic withdraw of the program. In case of waiver, there is no reassignment to other destinations.

After the student accepts or withdraws from the assigned destination, it will not be possible to change the choice.

Eligible students who were not selected for any destination will be put on the **waitlist** for each destination they were eligible for.

After the first window for acceptance is closed, the online platform will generate a new ranking, reassigning any vacant places to eligible students on the waitlist. Students, summoned by ranking order, may choose whether to accept or waive a vacant destination within the second acceptance window. The students will be informed of the dates of this second acceptance window.

Once the second acceptance window is closed, students on the waitlist can take over until **16<sup>th</sup> July 2024**. Depending on host universities' deadlines, the dates of the mobility may vary.

The Office may consider, in agreement with the selection Committees and based on the languages declared in the application, further reassignments to any vacant seats for students who are eligible but not assigned any places.

Following the publication of the first ranking list, students, within the peremptory deadline of 5 days, may submit any comments/complaints regarding the outcomes themselves via the Informastudenti platform (category "INTERNATIONAL - Erasmus Studio \ Call and Selection", putting "Outcomes of Selections 2024-2025" as subject line).

The updated ranking with any vacant seat allocation will be published at <https://www.unimi.it/en/international/study-abroad/international-opportunities/erasmus-call-study-ay-2024-2025>.

Should the results of the selections be published after the deadline to send out nominations to the host university for the first semester of a. y. 2024/2025, nominations may be submitted only for the second semester of a.y. 2024/2025.

Selected students are required to:

- **Fill in their final Learning Agreement online.** This document sets out the study programme to be undertaken abroad, which must be agreed in advance with the



Erasmus coordinator/tutor. Please refer to:

<https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/your-mobility> ; in their Learning Agreement, students shall enter only

courses offered by the Department / degree programme of the host institution for which a bilateral agreement has been signed.

- **Sign their mobility contract**, setting out the conditions for allocating the mobility grant. Details on how to draw up the contract will be provided after the selections.

In addition, the student must fulfil other formalities as required by the host university (filling in the application form, submitting language certifications/certificates, and any other requirements).

After the University of Milan notifies the Host institution of the nominees following the selection process, **it is the student's duty to inquire about the administrative requirements and deadlines as set by the host institution.**

## 7. ERASMUS+ MOBILITY GRANT

Students selected under the Erasmus+ programme receive EU-funded grants.

Erasmus+ grants cover additional mobility costs, such as travel expenses and a higher cost of living in the host country. They are **not intended to cover the entire cost of study abroad.**

The monthly scholarship is set by the Erasmus+ National Agency, usually based on the cost of living in the destination country.

As a reference, please note that for the academic year 2024/2025<sup>1</sup> the monthly scholarships were assigned as follows:

Monthly scholarship	Destination country
Euro 350,00	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Switzerland
Euro 300,00	Austria, Belgium, France, Germany, Greece, Spain, Cyprus, Netherlands, Malta, Portugal

<sup>1</sup> The monthly Erasmus+ grant amounts refer to the Call 2023, to which this Call for application refers – Action Key 1 (KA1) – CALL 2023 – Project n.2023-1-IT02-KA131-HED-000131307



Euro 250,00	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey
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Any changes to the above table based on national provisions will be promptly disclosed.

Please note that the number of monthly scholarships for each position, as set out in the bilateral agreements stipulated with the host universities, resulting in the value of the mobility grant, is merely an indication.

**The actual amount of the grant is linked to the actual period abroad, within the limit of the monthly payments as established in the agreements with partner universities.**

The monthly grant based on the destination country must be multiplied by the number of full months abroad. For any fractions of months, the financial aid will be calculated by multiplying the number of days by 1/30 of the monthly unit cost, using the European Commission's calculation platform.

Recipients of an Erasmus+ grant may not receive other EU-funded grants for the same period. If you are awarded an Erasmus+ grant, you are required to check for any conflicts with other calls for funds for which you have applied or intend to apply.

**Please note that the grants will be awarded up to the limit of the funds made available to the University by the Erasmus+ National Agency on behalf of the European Commission.**

**Should EU funds be insufficient to cover all mobility places, the University will announce grant-award criteria in due course.**

**Grants will be paid on La Statale Card.** Therefore, selected students are required to activate their personal badge as a *Flash Up Studio La Statale* prepaid card. Further information is available at this page: <https://www.unimi.it/en/study/student-services/carta-la-statale-badge>

### **Top-up for green travelling**

In the frame of the new 2021-2027 Erasmus+ programme, students who opt for sustainable means of transport, for example trains or buses, for their trip to and from their destination can receive a 50,00 Euro top-up amount plus up to 4 additional travel days subsidised for their round trip. A proof of travel in the form of tickets or travel receipts is required to obtain the top-up. More detailed information will be given to selected students.



## 8. MINISTRY AND UNIVERSITY-FUNDED ADDITIONAL GRANT

Being the Erasmus+ grant moderate in value, lower-income students may receive a supplement in order to promote their participation in the programme. The supplementary grant amount and award criteria are set annually by the University's Board of Directors.

The income position of students participating in the Erasmus+ programme will be determined based on the ISEE-University certificates for the academic year 2023/2024, as submitted according to the procedures and deadlines prescribed by the University of Milan for the purposes of a reduction on the second instalment of tuition fees. (See the 2023/2024 fee regulation at <https://www.unimi.it/en/study/bachelor-and-master-study/fees-and-how-pay-them/fees-current-academic-year.>)

Students who receive a tuition waiver, or who do not normally apply for an ISEE-University certificate, should - if selected - request the certificate within the above-mentioned deadlines, if they believe that their household financial situation results in an ISEE value that does not exceed Euro 50,000.

Please note that for international students whose household resides and has their income abroad, the fees for their second instalment is not calculated on the ISEE University value, but consists of a fixed second instalment amount based on the student's citizenship. Therefore, **these students are NOT required to submit their ISEE**. The international students falling under this category will be assigned their additional grant according to the predetermined income values linked to the group their country of origin has been assigned to, according to the University's [Regulation on Tuition and Fees](#).

We provide below, for mere information purposes, supplementary-grant award criteria as deliberated during the academic year 2023/2024:

ISEE thresholds	Monthly stipends
1 - ISEE $\leq$ 13,000	Euro 400,00
2 - 13,000 < ISEE $\leq$ 21,000	Euro 350,00
3 - 21,000 < ISEE $\leq$ 26,000	Euro 300,00
4 - 26,000 < ISEE $\leq$ 30,000	Euro 250,00
5 - 30,000 < ISEE $\leq$ 40,000	Euro 200,00
6 - 40,000 < ISEE $\leq$ 50,000	Euro 150,00
7 - ISEE > 50,000	Euro 0

University of Milan - International Mobility and Promotion Office  
Via Santa Sofia, 9 - 20122 Milan, Italy – Contacts: [Informastudenti](#)



Supplementary-grant award criteria and amounts for Erasmus+ students selected for 2024/2025 will be defined by a resolution of the Board of Directors.

Please note that the supplementary grant cannot be awarded to Erasmus+ students who have been off track for more than one year. Moreover, the grant will be paid to entitled students **provided that** they earn at least 70% of the credits set out in their study-abroad Learning Agreement.

## 9. FOREIGN LANGUAGE COURSES

In order to allow students who are selected for a mobility period to become proficient in the language of the destination country before and during study abroad, the European Commission delivers online language courses (through the Online Linguistic Support-OLS). Selected students will receive further details by the Mobility Office.

Moreover, the University of Milan organizes every year free intensive courses on campus in the following languages: English, French, Spanish, German, Portuguese.

## 10. STUDENTS WITH SPECIAL NEEDS AND FEWER OPPORTUNITIES

In order to encourage students with physical- or mental-health-related needs to participate in the programme, the Erasmus+ National Agency may award them an additional grant on top of the mobility grant to cover their higher expenses abroad. With the aim of making the Erasmus+ Programme more inclusive, additional contributions may be provided also to students with fewer opportunities. The International Mobility and Promotion Office will, in due course, inform the selected students of the additional-grant application procedure, and collect the requests.

## 11. PERSONAL DATA PROCESSING

Pursuant to EU Regulation 2016/679 ("General Data Protection Regulation - GDPR") and Legislative Decree no. 196/2003, as amended and supplemented, the University undertakes to respect the confidentiality of the information provided by the applicant. All data will be processed only for the purposes of participation in the programme. Information on the enforcement of the GDPR is available on the University website at <https://www.unimi.it/en/university/legislation/privacy> - Pathway: Home > The University > Regulations > Privacy.

Milan, 7 February 2024

THE RECTOR  
(Elio Franzini)