



## Questions and Answers – Erasmus+ Programme for study

### University of Tuscia International Mobility and Cooperation Office

**Description:** This document compiles the main questions and answers related to the Erasmus+ Study Mobility Programme, providing guidance on objectives, eligibility requirements, participating countries, destination selection, financial grants, scholarship procedures, language preparation, Learning Agreement, mobility calculation, and required documents. It is designed to support students of the University of Tuscia in planning and managing their Erasmus experience, ensuring clarity on procedures and responsibilities.

**Notice:** Students are strongly advised to read all sections carefully before contacting the Mobility Office. The student is primarily responsible for their own Erasmus experience.

## Questions & Answers – Erasmus Programme

### 1. Programme Objectives

**Question:** What is the main objective of the Erasmus+ Study Mobility Programme?

**Answer:** To allow students to spend a period of study at a partner European university, receive financial support, access the courses and facilities of the host institution without additional fees, and ensure the recognition of the ECTS credits obtained.

**Question:** What does ECTS mean and how is it recognized at the University of Tuscia?

**Answer:** ECTS stands for “European Credit Transfer System.” At the University of Tuscia, 1 CFU corresponds to 1 ECTS, and results obtained abroad are fully recognized if approved in the Learning Agreement.

### 2. Eligibility Requirements

**Question:** Who can participate in the selection?

**Answer:** Students enrolled in the relevant academic year in bachelor’s, master’s, or doctoral programmes at the University of Tuscia, with at least B1 language proficiency and meeting credit and GPA requirements.

**Question:** Can students receive multiple Erasmus+ grants for the same study cycle?

**Answer:** No, total mobility must not exceed 12 months per cycle (24 months for single-cycle degrees).

### 3. Participating Countries

**Question:** In which countries can Erasmus+ mobility take place?

**Answer:**

- EU Member States (e.g., France, Germany, Spain, etc.)
- EEA countries (Iceland, Liechtenstein, Norway)
- Candidate countries (Turkey, North Macedonia)

**Question:** Can students carry out mobility in their home country?

**Answer:** Yes, only if they are not already residents there, but they will not have priority in the selection and must obtain authorization from the host university.

### 4. Choice and Recognition of Destination

**Question:** How to choose destinations?

**Answer:** By consulting the list of partner universities, selecting the ISCED code of the study programme, and checking any prerequisites. Students must carefully consult the host university’s website to check:

- which courses are active,
- in which semester they are offered,
- and which can replace Italian exams.

### 5. Types of Mobility

**Question:** What are the two types of mobility?

**Answer:**

1. **Long Mobility:** 2 to 6 months, continuous, for students of all cycles (bachelor, master, doctoral).

2. **Short Mobility:** 5 to 30 days, for doctoral students or participants in Blended Intensive Programmes (BIP).

## 6. Financial Contributions

**Question: How is the EU grant for long-term mobility calculated?**

**Answer:**

The European Union grant for **long-term mobility (Long Mobility)** is **monthly**, calculated on the basis of the actual number of days spent abroad, and varies according to the cost of living in the host country, as defined by the European Commission:

- **Group 1 – High cost of living countries:** €400/month (e.g. Austria, France, Germany, the Netherlands, Sweden, etc.)
- **Group 2 – Medium cost of living countries:** €350/month (e.g. Spain, Portugal, Greece, Slovenia, etc.)
- **Group 3 – Low cost of living countries:** €350/month (e.g. Poland, Hungary, Romania, Turkey, etc.)

The mobility period must last a **minimum of 2 months (60 days)** and a **maximum of 5 months (150 days)**.

**Question: What travel grant is provided under Erasmus+?**

**Answer:**

A **lump-sum travel grant** is provided, calculated on the basis of the **distance in kilometres** between **Viterbo** and the host institution and on the **type of travel** (green or non-green).

*Green travel* refers to the predominant use of **train and/or bus** for both outbound and return journeys.

The distance is calculated **exclusively** using the **European Commission Distance Calculator**.

### *Travel Grant Table*

#### **Travel distance Green Travel Non-Green Travel**

10 – 99 km	€56.00	€28.00
100 – 499 km	€285.00	€211.00
500 – 1,999 km	€417.00	€309.00
2,000 – 2,999 km	€535.00	€395.00
3,000 – 3,999 km	€785.00	€580.00
4,000 – 7,999 km	€1,188.00	€1,188.00
≥ 8,000 km	€1,735.00	€1,735.00

The travel grant is **paid together with the final balance (20%)**, after submission of:

- the **final certificate of attendance**,
- the **Transcript of Records**,
- **travel documents** (tickets and boarding passes).

**Question: What is the “Green Travel Grant”?**

**Answer:** The Green Travel Grant **is an incentive for students who use** sustainable means of transport (**train and/or bus for most of the outbound and return journey**).

The grant includes:

- a **one-off travel contribution**, depending on the distance band;
- **up to 4 additional days of daily allowance** to cover travel time.

Students must **keep and submit all travel documents** at the end of the mobility period. The distance is calculated exclusively using the **European Commission Distance Calculator**.

**Question: How does the short-term mobility grant work?**

**Answer:**

- **Up to 14 days:** €79/day
- **From day 15 to day 30:** €56/day

**Top-up for students with fewer opportunities:**

- €100 for mobility periods of **5–14 days**
- €150 for mobility periods of **15–30 days**

**Question: Do students with fewer opportunities receive an additional grant?**

**Answer:**

Yes. Students with **fewer opportunities** (socio-economic disadvantage and/or physical, mental or health-related conditions) receive an **additional €250 per month** for long-term mobility, on top of the standard Erasmus+ grant.

The total monthly amounts are therefore:

- **Group 1:** €650/month (€400 + €250)
- **Group 2:** €600/month (€350 + €250)
- **Group 3:** €600/month (€350 + €250)

The allocation of the additional grant is based on the **ISEE/ISEEUP certificate uploaded on GOMP by the call deadline**.

Students with specific health-related needs may also be eligible for **additional funding based on actual costs incurred**, subject to evaluation.

## **7. Grant Payment**

**Question: What do I need to do to receive the Erasmus+ grant?**

**Answer:**

The student must complete the financial agreement in two versions:

- a PDF version, which the Mobility Office sends about one month before departure;
- a digital version, to be completed and signed on GOMP.

Only after the agreement has been signed by both parties can the Mobility Office proceed with the payment of the Erasmus+ grant.

**Question:** In how many instalments is the Erasmus+ grant paid?

**Answer:** The grant is paid in two instalments:

First instalment (80%): after the Mobility Office receives the certificate of arrival from the host institution.

Final instalment (20%): after the submission of the Transcript of Records and the Beneficiary Report.

## 8. Language and Preparation

**Question:** How to demonstrate the required language proficiency?

**Answer:** Via an international certificate or self-certification (Annex 2), possibly including a test at CLA and a mandatory preparatory course if needed.

**Question:** What is OLS?

**Answer:** An online platform to improve language skills before and during mobility, available in 5 languages now and 29 languages in the future.

## 9. Application and Deadlines

**Question:** Where and when to submit the application?

**Answer:** Online on the GOMP portal by the date and time indicated in the call. Only one application per candidate is allowed.

## 10. Coordination with the Host University

At the beginning of mobility, the Mobility Office officially registers the student at the host university, which will then provide operational instructions.

Direct relations with the foreign university are managed by the student, not the Mobility Office.

## 11. Insurance Coverage

**Question:** How should students be covered?

**Answer:**

- Covered by the health card: European Health Insurance Card or optional private insurance.
- Civil liability and accident insurance: covered by the University via AXA and UNIPOLSAI policies.

## 12. Learning Agreement (LA)

**Question:** What is the Learning Agreement?

**Answer:** The LA is an official document listing all courses the student intends to attend at the host university during Erasmus mobility. It must be approved and signed by the student, the sending university, and the host university to ensure full recognition of credits earned abroad.

**Question:** Where is the Learning Agreement prepared?

**Answer:** It is completed entirely on the University of Tuscia GOMP portal.

**Question:** When should the Learning Agreement be completed?

**Answer:** By the date indicated in the call, with support from the Department Erasmus+ Coordinator, after acceptance of the Erasmus destination on GOMP.

**PLEASE DO NOT CONTACT THE PERSON RESPONSIBLE FOR THE AGREEMENT. ONLY THE DEPARTMENTAL ERASMUS COORDINATOR HAS TO BE INVOLVED**

**Question:** What must the student do before completing the Learning Agreement?

**Answer:** Carefully consult the host university website to know:

- which courses are active,
- in which semester they are offered,
- and which can replace Italian exams.

**Question:** Who approves the Learning Agreement?

**Answer:** The Department Erasmus Coordinator approves it after verifying consistency between chosen foreign courses and the Italian study plan.

**Question:** Can elective courses be included?

**Answer:** Yes, credits for elective activities can be included in the LA.

**Question:** When is the Learning Agreement valid?

**Answer:** Only after all parties have signed: the student, the Department Erasmus Coordinator, and the host university contact.

**Question:** How is the LA approval completed?

**Answer:** After compilation on GOMP, approval occurs in three steps:

1. Department Erasmus Coordinator
2. Department Council
3. Host university

Only after all approvals is the LA considered valid.

**Question:** What happens after LA approval?

**Answer:** Before departure, the Financial Agreement (Grant Agreement) must be completed on GOMP and in PDF format for the University accounting office.

**Question:** What if the host university rejects the Learning Agreement?

**Answer:** The student must modify or redo it on GOMP, following the full approval cycle again.

**Question:** What if courses need to be changed during mobility?

**Answer:** Authorization must be obtained from both the host and Tuscia Erasmus Coordinators, and changes must be made on GOMP within one month of arrival.

**Question:** When can the Learning Agreement be modified?

**Answer:** Only after it has been approved by all parties (including the host university) and the Grant Agreement has been approved on GOMP. Modifications are made via the "Change" procedure on GOMP.

**Important steps to remember:**

- The LA must have been approved or rejected by the partner university
- The Grant Agreement (GA) must be completed and approved on GOMP
- Fees for the current academic year must be paid

### **13. The language requirements list two languages (e.g. English B2 and German B2). Do I need to know both?**

Language requirements must be carefully checked **before submitting your application**, in order to ensure alignment with the host university's criteria.

When two languages are indicated, this generally means that the teaching offer is available in both. Therefore, it is essential to verify in advance **the language in which the courses and exams you plan to take are delivered**.

In some cases, proficiency in both languages may be required, depending on the specific policies of the host institution.

Please note that this information is provided in the official documentation and should be reviewed carefully before applying. Failure to do so may result in misunderstandings and avoidable mistakes.

You are strongly advised to consult the host university's course catalogue and language requirements to assess whether a study plan based on courses in only one language is feasible.

### **14. Calculation of Mobility and Required Documents**

**Question:** When do I receive the Erasmus+ grant?

**Answer:** After the host university has completed and signed the arrival certificate and the student has sent it to the Tuscia Mobility Office.

**Question:** How are months and days of mobility calculated?

**Answer:** Each Erasmus month is counted as exactly 30 days. Careful counting is essential for the Grant Agreement, considering the host university academic calendar.

**Question:** What must the host university provide at the end of mobility?

**Answer:** Transcript of Records and certificate of mobility dates. Credits earned are recognized.

**Question:** How does grade conversion work?

**Answer:** Exams abroad are graded on the ECTS scale (A, B, C, D, E). Students can check correspondence on the UNITUS website; final decisions are made by the Department Erasmus Coordinator.

**Question:** What if I return earlier than the date in the Grant Agreement?

**Answer:** Only days actually spent abroad are counted. If fewer than the period covered by the 80% advance, the unused portion must be returned. No final 20% payment is given.

**Question:** What if I return later than the date in the Grant Agreement?

**Answer:** Days beyond the end date are not covered by the Erasmus+ grant.

**Question:** What if I do not achieve 12 credits required for the additional grant?

**Answer:** The full amount of the additional grant already received must be returned.

**Question:** Who to contact in case of doubts?

**Answer:** Students should read this guide carefully and contact the Department Erasmus Coordinator only if the answer is not in the handbook or FAQ. Coordinator contacts and ECTS-Italy grade conversion table are on [unitus.it](http://unitus.it).

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