



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali



**INDIVIDUAL MOBILITY FOR THE ERASMUS + STUDY Programme
- KEY ACTION 1 (KA131) - EUROPEAN COUNTRIES AND THE UNITED KINGDOM
NOTICE FOR THE ALLOCATION OF MOBILITY GRANTS FOR STUDY PURPOSES
ACADEMIC YEAR 2024/2025**

**Deadlines for submitting applications:
20.02.2024 at 1.00 pm**

WHAT IS THE ERASMUS+ PROGRAMME?	1
WHO CAN PARTICIPATE	2
ELIGIBLE ACTIVITIES	3
LANGUAGE REQUIREMENTS	4
REQUIREMENTS AND CRITERIA FOR SELECTION	5
REGISTRATION METHOD AND DEADLINES	6
EU GRANTS FOR MOBILITY	9
MOBILITY TO THE UK	12
INSURANCE COVERAGE	12
PERSON IN CHARGE OF THE PROCEDURE	13
FURTHER INFORMATION	13
PROCESSING OF PERSONAL DATA	13

NB: THE IMPLEMENTATION OF THE ACTIVITIES COVERED UNDER THIS NOTICE IS SUBJECT TO THE APPROVAL OF THE NATIONAL ERASMUS AGENCY OF THE APPLICATION FOR DECENTRALISED ACTIVITIES REQUESTED BY THE UNIVERSITY OF BERGAMO FOR THE ACADEMIC YEAR 2024/2025. THE PUBLICATION OF THIS NOTICE IS THEREFORE CONDITIONAL.

- **WHAT IS THE ERASMUS+ PROGRAMME?**



Key Action 1 of the Erasmus+ Programme supports the physical and mixed mobility of higher education students in any field and cycle of studies (short cycle, three-year degree, master's degree, single-cycle master's degree, doctorate). Students can study abroad at a partner higher education institution or undertake an internship abroad in a company, research institute, laboratory, organisation or any other relevant workplace. While long-term physical mobility is strongly encouraged, this action recognises the need to make the duration of physical mobility more flexible in order to ensure that the programme is accessible to students from all types of backgrounds, environments and fields of study.

As part of this action, Erasmus mobility grants aim to encourage students to attend another European university for a period of between a minimum of 2 and a maximum of 12 months. Studies must be completed no later than 30 September 2025.

Furthermore, for the academic year 2024/2025, the University of Bergamo has activated Erasmus interinstitutional mobility agreements with partner universities in possession of an Erasmus Charter for Higher Education (ECHE) so that they can offer their students the Erasmus scholarships referred to in the **attached tables**, broken down for each Department.

• WHO CAN PARTICIPATE

Regardless of their country of citizenship, and depending on the specifics of the bilateral agreements with each foreign university, students of the University of Bergamo who are **enrolled in the current academic year (2023/24)** in a three-year degree course or single-cycle master's degree, and who at the time of departure are enrolled at least in the 2nd year, or in master's degree courses, may take part.

Students **who are citizens of one of the countries participating** in the Programme, of the 3 countries of the European Economic Area (Iceland, Liechtenstein and Norway), of the United Kingdom, of Turkey and of the Former Yugoslav Republic of Macedonia, enrolled at the University of Bergamo, can apply for a university in their country of origin provided they are legally resident in Italy. It should be noted, however, that they will not be given priority in the selection process.

Students enrolled in a bachelor's or master's degree course who have already benefited, **in the same study cycle**, from an Erasmus mobility grant for study and/or internship purposes, can submit an application to carry out a further period of mobility for study purposes, the maximum duration of which must not exceed the difference between the 12 months for each study cycle by the Erasmus + Programme and the number of scholarship months already used with the previous Erasmus mobility.

Students enrolled in a single-cycle master's degree course who have already benefited from a mobility grant for study and/or internship purposes can submit an application to carry out a further period of mobility for study purposes, the maximum duration of which must not exceed the difference between the 24 months envisaged by the Erasmus+ Programme for single-cycle degree courses and the number of scholarship months already used with Erasmus mobilities previously carried out.

In addition to the periods of actual physical mobility, Erasmus mobility previously carried out also includes the periods in virtual or blended mode.



In calculating the candidate's score, by assigning an additional score priority will be given to students who have **not** carried out mobility for study purposes within the Erasmus+ Programmes in the same study cycle.

Once selected, students who are nationals of a non-EU country are required to collect information from the host university in good time regarding the formalities to be completed in order to stay in the country of destination (entry visa and residence permit), while also paying attention to the requirements regarding economic status, which must be such as to guarantee subsistence during the mobility period.

During the mobility period abroad, the selected students will acquire ERASMUS status and will be considered fully enrolled at the host university, which will not require them to pay taxes or university fees. **However, students must continue to fulfil their duties towards the University of Bergamo, pay taxes and registration fees for the academic year 2024/25, complete the relevant study plan and, generally, respect the deadlines and obligations indicated by the Student Secretariat.**

ERASMUS mobility students must begin and conclude the study period abroad **as fully enrolled university students**. A student who intends to graduate in a session near the end of the mobility period must inform the host university for the issuing of the official transcript of records and communicate it in time to the International Programmes office to allow recognition and registration of credits earned for the activity carried out abroad. In particular, for students currently enrolled in the last year of a degree course (bachelor's degree, master's degree, single-cycle master's degree), **the exams to be taken during the mobility period must be those included in the study plan for the academic year 2024/25.** Any change to the plan for the academic year 2024/2025 in fact entails **the obligation to register for that academic year** and pay the relevant student fee. It also implies the impossibility of graduating in the extraordinary session of March/April, with reference to the previous academic year.

It is therefore understood that students must comply with all the obligations established by the University of Bergamo for the academic year 2024/2025. In particular, **students pre-enrolled in master's degree courses** must complete their enrolment within the deadlines set by the individual Departments and, where required, take the admission interview, **under penalty of exclusion from the Programme.**

It should also be noted that failure to obtain the three-year qualification within the extraordinary session will result in the repayment of fees previously paid and the non-recognition of the activities carried out during the mobility period.

• ELIGIBLE ACTIVITIES

The activities allowed during the mobility period are:

• **Attendance of courses and exams;**

or

• **Attendance of courses and exams + Preparation of the degree dissertation** (subject to approval of the Supervisor at the University of Bergamo and the availability of an academic tutor at the host university)



The teaching and training activity abroad must be agreed **before** departure between the student, the partner university and the academic contact of the University of Bergamo, through the **Learning Agreement** (Erasmus study contract).

At the end of the Erasmus study period, the University of Bergamo guarantees full recognition of the activities carried out abroad and certified by the partner universities. Recognition of the activities carried out by the student can only be refused if the student does not reach the level of achievement required by the host institution or does not satisfy the conditions required for recognition by the parties involved. It should be stressed that, consistent with the provisions of the internationalisation objectives of the University of Bergamo, the provision of the Erasmus+ scholarship is subject to the **achievement of:**

- **at least 12 of the credits established** in the Learning Agreement in the case of semester mobility;
- **at least one third of the credits established** in the Learning Agreement in the case of annual mobility (in any case not less than 12 credits).

An exemption may be granted based on documented reasons. Students with part-time enrollment, consistently with the provisions of their status, will be able to acquire a maximum of 15 credits for a semester or 30 credits on an annual basis.

In order to indicate the most suitable offices in the Application Form, during the opening period of the notice, and with the support of the lecturer of the selected partner office (see attached tables), each interested student is invited to find information relating to the course programmes offered by the chosen universities (normally available online) and to verify its consistency with the degree course/curriculum on which they are enrolled.

When choosing destinations, students should pay attention to the instructions given next to the name of the partner university, namely:

- Subject area;
- Study cycle;
- Level of language knowledge required.

● LANGUAGE REQUIREMENTS

Possession of an adequate knowledge of the language of the country of destination or of the vehicular language used at the host university is a strict and indispensable requirement of the university of destination.

In order to apply under the current Erasmus+ notice, it is necessary to take into account the level of language competence relating to the individual locations (as shown in the attached **tables**).

It should be noted that the European Commission recommends a minimum threshold of language skills equal to level **B1** and, for the English language, equal to level B2 of the CEFR (Common European Framework of Reference for the knowledge of languages recognised by the Council of Europe: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>), verified according to the operating methods indicated on the following page: **ASSESSMENT OF LANGUAGE KNOWLEDGE**.

To apply to the institutions for which more than one language requirement is shown in the table, the student must verify knowledge of the first language and, only if he or she also intends to take advantage of the opportunity to follow the courses in the other languages, verify knowledge thereof.

In the event that the language requirement requested is one of the following: Spanish B2, Spanish C1, English C1, French C1, students who do not previously have an exemption for these languages and levels must:

- take the computerised language test equal to: Spanish B1, English B2, French B2;



- attend the supplementary interview (after booking via the appropriate form), showing up on the dates and times published on the following page: <https://www.unibg.it/internazionale/andare-allestero/partire/accertamento-conoscenza-linguistica>. **No further notification will be sent. Therefore, all interested candidates are invited to view the indicated page carefully.**

Please note:

- that for the locations of the Department of Human and Social Sciences, reserved for the physical and sports sciences course: NATIONAL SPORTS ACADEMY "VASSIL LEVSKI"-SOFIA, UNIVERSITY OF PHYSICAL EDUCATION-BUDAPEST, MYKOLO ROMEIRO UNIVERSITETAS-VILNIUS and INSTITUTO SUPERIOR TECNICO LISBOA (only for students of the Primary Education Science's course), the language requirement is English B1
- that for UK offices an IELTS or TOEFL certification is required as indicated in the table "Languagerequirements for UK offices AY 24-25" available on the page: <https://www.unibg.it/internazionale/andare-allestero/partire/linguistic-knowledge-assessment>

● REQUIREMENTS AND CRITERIA FOR SELECTION

- Be **enrolled** in the study courses of the individual Departments (see the section **Who can participate**);
- possess the level of knowledge of the language required by the foreign university so as to facilitate successful **attendance** of courses. It should be noted that some host universities require a certified language level (see the section **Language requirements**);
- not benefit from any other EU grant assigned to spend a period of study or work abroad in the same period in which an Erasmus+ grant is received;
- not have reached the maximum number of months of total mobility allowed by the Erasmus+ Programme for the study cycle in which the student will be enrolled during the mobility period;
- for students who are recipients of an Erasmus+ scholarship for the academic year 2024/25, NOT benefit from other international mobility exchange places with the same purpose for study in the same academic year (extra-EU or other mobilities offered by individual departments);
- students who are recipients of an Erasmus+ scholarship for the academic year 2024/25, MUST NOT exceed the maximum duration allowed by the Erasmus+ Programme for the study cycle in which they will be enrolled during the mobility period;
- for students who are of non-EU nationality, undertake to complete the procedures for the residence permit in order to guarantee entry into the host country for the entire period of mobility, as well as the return to Italy.

Please note that participation in a BIP (Blended Intensive Programme) is not an obstacle as long as the activities do not overlap in time.

Students who, at the time of submitting their application, are enrolled in the first year of a three-year degree course, or a single-cycle master's degree course, will be able to benefit from the Erasmus+ grants only if at the time of the start of the mobility they are enrolled in the second year of studies. In particular, please note that the selected student must pass the additional educational obligations within the first year of enrolment. Any additional educational obligations not passed by that date (30.09.2024) will in fact entail enrolment, not in the second year, but in the "first repeating year", causing the requirement referred to in the previous point to lapse and thus the impossibility of participating in the mobility.



• REGISTRATION METHOD AND DEADLINES

PLEASE NOTE:

- ANY COMMUNICATIONS REGARDING THE SELECTION WILL BE SENT EXCLUSIVELY TO THE INSTITUTIONAL EMAIL ADDRESS @STUDENTI.UNIBG.IT;
- FOR SEMESTER MOBILITIES, THE CHOICE OF SEMESTER MUST BE GIVEN IN THE ACCEPTANCE FORM;
- STUDENTS REGISTERED WITH RESERVATION (EXCLUSIVELY THREE-YEAR STUDENTS ABOUT TO GRADUATE IN THE EXTRAORDINARY SESSION MARCH 2024 AT ANOTHER UNIVERSITY) MUST OPEN A TICKET WITH THE OFFICE TO SUBMIT THEIR APPLICATION BY COMPLETING THE PAPER FORM.

Students interested in participating must:

1. Access their profile on the internet window;
2. Select from the menu the item **INTERNATIONAL MOBILITY OUTGOING**→**MOBILITY NOTICES**
3. In the **Actions** box click on the **Detail/Registration** icon and proceed to fill in the required fields. To this end, it should be remembered that applications can be modified until the notice expires.
(Please note - students are invited to check carefully the access requirements to the locations. If non-compatible locations are chosen, these will not be considered for the relative ranking. If no selected location is compatible, the application will be excluded from the selections).

When choosing locations it is possible to indicate:

1. for the Departments of Law and Human and Social Sciences, a maximum of 5 preferences;
2. for the Departments of:
 - a. Engineering and Applied Science and Management, Information and Production Engineering
 - b. Economics and Management
 - c. Foreign Languages, Literature and Cultures
 - d. Literature, Philosophy, Communication

a single ranking will be drawn up; students must, however, indicate a location for each of their preferred foreign languages when applying (up to a maximum of 5 foreign languages). Please note that the location chosen is purely indicative and functional to the procedure, unless you are choosing a location where a language certification is a mandatory requirement: in this case, the choice of that specific location cannot be waived. In fact, following publication of the ranking, a virtual meeting will be held (the date of which will be communicated to the candidates later) during which the candidates, in order of merit, will be asked to express their preference. Said preference will be considered final and binding. Following any cancellations received subsequently, the assigned locations will not be changed.

3. Self-certify possession of the language requirement by specifying it in the appropriate field
4. Attach, if requested, the documentation necessary for the application:
 - a. Language certification obtained within the deadlines indicated in correspondence with the selected locations
 - b. Previous academic career (in the case of a three-year degree at another university). Particularly:



- a. In the case of a previous qualification acquired at ITALIAN UNIVERSITIES, it is necessary to attach degree grade, date of first enrolment and graduation date;
- b. In the case of a previous qualification acquired at a FOREIGN UNIVERSITY, it is necessary to attach the degree grade or overall average (GPA) and grade scale provided by the institution of origin, i.e. the minimum grade and maximum grade to obtain the degree.
- c. A University of Bergamo resolution for recognition of activities (in the case of transfers from another university)

(Please note: incomplete applications not containing the necessary attachments will be automatically excluded from the ranking).

WARNING: the monthly payments indicated in the table, alongside the locations, refer to the indicative duration of the exchange - half-yearly or annual:

- > in the case of an option for a location that provides for six-monthly mobility, it will be possible to choose, upon acceptance of the location, the most profitable semester based on preference;
- > in choosing semester mobility during the first semester, it will be possible to extend the mobility for the second semester (information will be provided during the meeting reserved for the selected students); Please note: for some countries the possibility of extension is subject to the possession of certain linguistic requirements. This aspect will be discussed in details during the pre-departure meetings.
- > in the case of a location for which the agreement provides for annual mobility, it is not possible to reduce the mobility period to a semester in advance.

Possession of an adequate level of knowledge of the language of the country of destination or of the vehicular language used at the host university is **an indispensable requirement**, since it is strongly required by the host university.

Failure to meet the requirements will make it impossible to carry out the mobility at that institution.

The rankings will be formed according to a **criterion of merit** starting from the status of credits earned as of 30.11.2023 according to the attached formula.

* In the case of the University of Exeter, in the absence of candidates with IELTS or TOEFL certification, the destination may also be assigned to students with B2 level English language skills. Please note that, in accordance with the provisions of current legislation on immigration, these candidates will be able to carry out a mobility lasting a maximum of one semester and in no case will it be possible to request an extension.

Depending on the department to which the student belongs, the following instructions should be followed:

- For candidates from the Departments of Law and Human and Social Sciences, the location assignment will take place according to the order of the **merit rankings and following the preferences expressed by the candidate. The rankings with the assignment of the locations will be published by 28/03/2024. Suitable candidates who are not assigned a location will be placed on the waiting list.**

The publication will have the value of notification in all respects and no personal communication will be sent to the candidates.



By the date indicated in the ranking, the selected students must confirm their **acceptance** in writing to the International Programmes Office by completing the appropriate form and **submitting it according to the methods that will be indicated subsequently**.

In the event of withdrawal or non-confirmation by the deadline, the next eligible candidate in the ranking list shall be awarded the place.

• **for students of the SCHOOL of ENGINEERING and the SCHOOL of ECONOMICS AND MANAGEMENT, DEPARTMENT of FOREIGN LANGUAGES, LITERATURE AND CULTURES and DEPARTMENT of LITERATURE, PHILOSOPHY, COMMUNICATION:**

1. **on the website**, on the notice page <http://www.unibg.it/internazionalizzazione/bandi-tirocini-e-studio-allestero> the ranking will be published in order of score and with the indications for participation in the virtual meeting to choose the location which will take place, respectively:
 - for the School of Engineering: 11/03/2024
 - for the School of Economics and Management: the date of the plenary session will be shown in the merit ranking.
 - for the Department of Foreign languages, Literature and Cultures: 19/03/2024
 - for the Department of Literature, Philosophy, Communication: the date of the plenary session will be shown in the merit ranking.**The publication will have the value of notification in all respects and no personal communication will be sent to the candidates.**
2. During the meeting, following the ranking order, each student will choose the location until all available places are filled;
3. At the end of the meeting, the suitable candidates not selected will be placed on the waiting list and may be contacted again to obtain places in the event of withdrawals:

Absence from this meeting will be considered a withdrawal from the programme

In the case of candidates assigned a location both in the ranking of the Erasmus+ mobility notice and in the ranking of the Extra-EU mobility notice, acceptance of one of the two locations will result in the automatic renunciation of the other.

After the acceptances have been delivered, the International Programmes Office will communicate the names of the selected students to the partner university in order to start *the application procedure* (registration at the university of destination, booking of accommodation, etc.).

Subsequently, where required by the type of mobility, the Erasmus Financial Agreement will be signed.

In compliance with the Art. 4 of the UNIVERSITY REGULATIONS FOR INTERNATIONAL MOBILITY (issued with Regional Decree Index No. 351/2014 Ref.No. 17099/I/003 of 4.7.2014), in cases of withdrawal after the signing of the Erasmus Financial Agreement, except in cases where there are documented serious reasons or causes of force majeure, the student will be excluded from one or more exams of the exam session following renunciation of the scholarship.

With a notice published on the website, the date on which an **information meeting** will be held relating to the management of the documentation necessary to obtain approval for the courses to be taken abroad will be announced. **Participation in the meeting is mandatory** for all selected students.



Finally, students are invited **not to proceed with the purchase of travel documents and booking of accommodation until confirmation of acceptance has been received from the host university.**

Please note also that the University has signed an agreement with the Farnesina (Ministry of Foreign Affairs and International Cooperation) aimed at greater protection for students abroad in the event of serious emergency situations (international terrorism, socio-political tensions, natural disasters, pandemics and health emergencies). To this end, students will be asked to communicate the exact travel dates to the International Programmes Office in order to allow the Ministry to contact them in case of emergency during the period abroad.

• EU GRANTS FOR MOBILITY

The selected students will benefit from scholarships provided by the **European Union**. ERASMUS grants are configured exclusively as a contribution towards additional mobility costs, such as travel expenses and a possible higher cost of living in the host country, and are not intended to cover the entire cost of the study abroad or expenses that students would normally have to face at their home university.

The need to adapt to the health emergency has generated new ways of participating in mobility programmes. The following table specifies the types and methods of the means by which grants will be disbursed based on the type of mobility:

MOBILITY	PLACE OF MOBILITY	ERASMUS CONTRIBUTION AND MINISTRY FOR UNIVERSITIES AND RESEARCH YOUTH FUND
PHYSICAL MOBILITY	The student follows the activities by travelling to the host university for the mobility. Physical mobility is also considered in the case of moving abroad to the host university and attending distance learning courses.	Recognised for the entire mobility period
VIRTUAL MOBILITY	The student follows the activities exclusively from his or her home country.	No grant will be disbursed*
BLENDED MOBILITY	The student follows the activities by combining a period of virtual mobility and a period of physical mobility.	Recognised only for the actual period of mobility abroad*

*In relation to the amount of funds allocated to the university and the attribution methods envisaged by the ministerial decree, the possibility of assigning part of the funds also for the periods of virtual mobility will be evaluated.



The monthly amount of the EU funding is established annually by the Erasmus+ National Agency and is modulated according to the country of destination.

The monthly amounts approved by the National Agency as per the national provisions annexed to the Erasmus 2024 Programme Guide are shown:

GROUP	COUNTRIES	FUNDING
1 - HIGH COST OF LIVING	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Partner countries: United Kingdom	€350/MONTH
2 - AVERAGE COST OF LIVING	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.	€300/MONTH
3 - LOW COST OF LIVING	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.	€250/MONTH

Any changes in the provisions of the Erasmus+ National Agency attached to the 2024 notice will be promptly communicated to the candidates selected for the mobility.

Payment will be made in two instalments (at least 70% within 30 calendar days after signing the Agreement by both parties and the remainder, if applicable, upon return). Counting will take place according to the criteria established by the European Commission.

All mobilities will be reported according to the 360-day business year. Therefore, each month, regardless of its duration, will be considered as being of 30 days.

Thanks to the project "Increasing the value of young people" supported by:

- Lions Club City of Clusone and Valle Seriana Superiore
- Comelit Group SpA
- Lame Moreschi srl
- Lamiflex SpA
- LM Engraving srl
- Officine Meccaniche Srl
- Sinergia Srl
- Scame Parre SpA



to students residing in the municipalities of the Upper Seriana Valley and the Scalve Valley¹ an additional grant will be assigned to cover the initial costs ("Installation cost"). The funding will be subsequently defined by the Head of the Orientation and International Programmes Service, once the final rankings for the Erasmus+ and Extra-EU mobility notice for the 2024/2025 academic year have been published.

Following the assignment of the **Ministry of Education and Merit "Fund for supporting young people and encouraging student mobility"** (Law No. 170/2003 and Art. 1 of Ministerial Decree No. 198/2003), all Erasmus 2024/2025 scholarship holders will be assigned additional funds in the form of a monthly supplement. According to the provisions of Ministerial Decree No. 989/2019, the amount of the supplement will be based on the Equivalent Economic Situation Indicator certification (or on the documentation for the calculation of income and assets, for international students) that students will present in relation to the academic year 2023/2024 and will be communicated by the offices only to successful and eligible students.

Students with special needs receive an additional European grant of **€250/month** (30 days). Any **funding for students with special needs relating to physical, mental or health conditions may be allocated by the European Union**. The availability of special needs grants will be notified directly to recipients.

Any **special funding for students with disadvantaged socio-economic situations** may be assigned in accordance with methods and timing communicated subsequently.

It should be noted that the **Service for the Right to Education assigns a contribution for international mobility** according to criteria established by a specific competition notice, which will be published in summer 2024. Students who meet the requirements set out in the announcement are therefore invited to apply to obtain this supplement.

Through the Erasmus+ National Agencies, the European Commission will organise for the beneficiaries **assessments (initial and final) and free online courses in the languages offered by the OLS (Online Linguistic Support) portal**. More information will be provided to the beneficiaries at the meeting reserved for selected students which will be held approximately in the months of June (for departures in the first semester) and October (for departures in the second semester).

The International Programmes Office will evaluate and, if necessary, proceed with the request for total or partial reimbursement of contributions in the following cases:

- failure to reach the minimum number of 12 credits;
- a stay that is shorter than the minimum period required for the validity of the mobility (90 days);
- a lack of documents necessary for recognition of the period;
- a change in the type of mobility from physical to blended or virtual (according to the instructions of the host university) after verifying the actual period of certified physical mobility.

Finally, for mobility towards countries in the Erasmus + Programme, a further **"Green Travel"** fund is available for all students who, at the end of the mobility, provide adequate documentation certifying the purchase of one or more travel tickets with sustainable means (for example, train or ship instead of plane) for the arrival and/or return from the country of destination of the mobility. The fund includes the

¹ Upper Seriana Valley: Ardesio, Castione della Presolana, Cerete, Clusone, Fino del Monte, Gandellino, Gorno, Gromo, Oltressenda Alta, Oneta, Onore, Parre, Piario, Ponte Nossa, Premolo, Rovetta, Songavazzo, Valbondione, Valgoglio, Villa d'Ogna.
- Val di Scalve: Azzone, Colere, Schilpario, Vilminore di Scalve



recognition of additional and documented travel days, up to a maximum of 4, in the calculation of the period financed by the grant and a one-off additional contribution of €50. The sum will be paid at the end of the mobility.

• MOBILITY TO THE UK

In compliance with the provisions of the Erasmus+ Programme, even though the United Kingdom is not part of the European Union, it is possible to carry out mobility towards universities in that country.

Given this condition, for UK offices in particular students are invited to:

1. check the certification required by the location by consulting the table "Language requirements for UK locations for the academic year 2024/2025" on the University of Bergamo website page: [ASSESSMENT OF LANGUAGE KNOWLEDGE](#)
2. the entry rules envisaged by the United Kingdom require the collection in advance of the information necessary for the possible issuing of a visa, health coverage and documents necessary for a legal stay abroad;
3. additional visa costs, health insurance and any other amounts required for entry into the United Kingdom or for acceptance by the British institution, which in no way can be reimbursed by the University, need to be evaluated.

The University will assess, exclusively for selected students, the **reimbursement** of the expense incurred for the **TOEFL** or **IELTS** exam if successfully passed. This refund will in any case be subject to the following conditions:

- presentation of appropriate supporting documentation;
- passing at least 12 ECTS, in the case of six-monthly mobility, or one third of the ECTS required by the learning agreement, in the case of annual mobility.

• INSURANCE COVERAGE

During educational activities abroad, each student participating in the exchange is covered by an insurance policy for accidents and third party liability, and subsequent updates, paid by the University of Bergamo:

- Third party liability and workers' compensation liability policy no. 0363400991 entered into with the company HDI Assicurazioni Spa – General Agency of Perugia 363 – period 31.12.2021 – 30.04.2024;
- Accident policy for students and similar parties no. 0363400988 entered into with the company HDI Assicurazioni Spa – General Agency of Perugia 363 – period 31.12.2023 – 31.12.2025.



However, each participant must obtain insurance for travel and health coverage at their own expense (including temporary or permanent disability, serious illnesses and repatriation of the body in the event of death), including with other private insurance formulas or models required in the country of destination.

For stays abroad in European Union countries and in the three countries of the European Economic Area (Iceland, Liechtenstein and Norway), each beneficiary must bring the European Health Insurance Card (EHIC). If necessary, information should be requested from one's own health protection agency.

Further information regarding the functioning of the health system of the countries participating in the programme is available at the following links:

- <https://ec.europa.eu/social/main.jsp?catId=1021&langId=it>
- http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria

In accordance with current legislation, students are directly responsible for their health coverage abroad. After verifying budget availability, the University will be able to assign to eligible students an additional mobility contribution to cover the expenses necessary for taking out travel insurance and additional health insurance. If approved, the sum will be paid together with the advance from the Erasmus grant. The University is exempt from any health costs incurred in the event that students fail to purchase supplementary health insurance.

• PERSON IN CHARGE OF THE PROCEDURE

Pursuant to Law No. 241/1990, Elena Gotti, Head of the Orientation and International Programmes Service, has been appointed head of the administrative procedure.

• FURTHER INFORMATION

International Programmes Office

- Tel. +39 035 2052830/831/833/468
- Student Help Desk ticket service by selecting the item Outgoing International
- In the office by appointment using the appropriate app: [Counter services](#);
Select route: International programmes office → Mobility for study → Active Erasmus notice

• PROCESSING OF PERSONAL DATA

The University guarantees the processing of personal data deriving from participation in the notice on the understanding that said processing will be carried out in compliance with Legislative Decree No. 196/2003 and Regulation (EU) 2016/679. The University informs that the personal data acquired will be processed in compliance with current legislation and used for the purposes of managing the procedure, drawing up the ranking, determining and disbursing funds and, in general, managing mobility. Such data may only be communicated to government bodies directly involved in the economic situation of the students.

The Personal Data Protection Officer is Michele Gorga, e-mail: dpo@unibg.it

The Data Controller is the pro tempore Dean of the University of Bergamo.



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali



The data subject may address any requests relating to the processing of personal data to the latter.

THE RECTOR
Professor Sergio Cavalieri