



Blended Intensive Programme (BIP) Call for selection 2024-2025 Recipient requirements

Contents

BEFORE MOBILITY PERIOD.....	2
Financial Agreement	2
Learning Agreement (LA) Before the Mobility	2
AFTER MOBILITY PERIOD	2
Certification of activities carried out	2
Filling out your Erasmus+ Participant Report – EU Survey	2
CONTACT THE INTERNATIONAL MOBILITY OFFICE	3

BEFORE MOBILITY PERIOD

Financial Agreement

- Fill in and sign the Financial Agreement following the instructions that the International Mobility Office has sent you (or will send you) by email. Check your institutional email frequently.
Please note: If the Financial Agreement has not been signed by both parties, you **cannot start** your mobility period.

Learning Agreement (LA) Before the Mobility

- Fill out the LA that the International Mobility Office has sent you (or will send you) and sign it.
- Get the document signed by your BIP Coordinator.
- Get the document signed by your host institution.
- Before departure, upload the complete and signed document in PDF format to your Esse3 reserved area under point 7 – ‘Upload allegati’ – of the relevant mobility announcement. When asked to choose the type of document, select ‘*LA firmato da ente estero*’ (LA signed by host institution).

AFTER MOBILITY PERIOD

Certification of activities carried out

- Your host institution will provide you with a Transcript of Records (ToR) or another document certifying the activity you carried out.
- The document must contain the dates of mobility, the signature and the stamp of your host institution.
- Within 15 days of your return, upload the complete and signed document in PDF format to your Esse3 reserved area under point 7 – ‘Upload allegati’ – of the relevant mobility announcement. When asked to choose the type of document, select ‘ToR’.
Please note: The host institution cannot sign and stamp the document before the date you have indicated as your mobility end date.

Filling out your Erasmus+ Participant Report – EU Survey

- At the end of your mobility period, you will have to fill in the EU Survey. You will receive it through an automatic email sent to your UniTS account.
- You have to complete the EU Survey within 30 days of receiving the email.
- Completion of the EU Survey is mandatory. If you do not meet this requirement, you may be asked to reimburse part of your Erasmus grant in accordance with the provisions set out in your financial agreement.

CONTACT THE INTERNATIONAL MOBILITY OFFICE

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