

Post-mobility checklist

Erasmus+ Traineeship 2024-2025

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Sending your LA (After the Mobility)

Once you have completed your mobility period, submit the **'After the Mobility'** section of your **Learning Agreement** (or alternatively the transcript of records or another final statement containing the same information).

To do:

- Make sure you fill out the document completely with your host institution.
- Add the final start and end dates of your mobility period.
- Get the document signed and stamped by your host institution.
- Login to Esse 3 and upload the 'After the Mobility' section of your Learning Agreement under point 6 – 'Upload allegati' – of the Erasmus+ Traineeship 2024-2025.
 - click on 'Add a new attachment'
 - select 'After the mobility'
 - click on 'Browse' to search for your attachment
 - click on 'Attach'

⚠ Please note: *the host institution cannot sign and stamp the document before the end date you have indicated on the form. If your document is signed before your stated end date, the date of signature will be taken as the official end date of your mobility period.*

Filling out the 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 will 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.

Credit recognition

Once you have met all requirements, the International Mobility Office will check your documentation and close the procedure.

If you requested the **recognition of any credits**, the office will first send your documentation to your department's international mobility delegate for the final grade or mark to be formalised, and then to UniTS Student Academic Services for validation and inclusion in your academic records. You will receive an automatic email to your UniTS account with updates about the progress of your request, so you can follow its progress in real time.

⚠ N.B: *As indicated in the application instructions, all the activities you want to have recognised must be included in your study programme and be visible in your academic records in ESSE3 (Home > Exam Booklet).*

Please note: the procedure for the recognition of any activities carried out during your mobility period will start only once you have met all requirements.

Important information

- Submitting the 'After the Mobility' section of your Learning Agreement and completing the EU Survey is compulsory. If you do not complete these two actions, you may be asked to reimburse part of your Erasmus grant depending on stipulations in the financial agreement.
 - If you already have an **expected graduation date**, please inform us as soon as possible by sending an email at outgoing.students@amm.units.it. Credit recognition takes time and involves several offices, so you should aim to return from mobility **well in advance of your expected graduation date**.
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International Mobility Office Contacts

 email: outgoing.students@amm.units.it  Telephone: +39 040 558 7807 / 2994