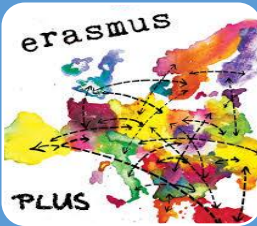


ERASMUS+ SMT IN TWO PAGES



Read the call for applications

- Carefully check the starting dates set for your traineeship and the application deadlines for each call.
- Identify the structure for your traineeship and check which level of language knowledge is required.
- Contact the structure, fill in and sign the Company Agreement Form.



Apply for the Language Placement Test- compulsory for List B candidates

- Choose the language(s) you want to take the test for.
- Verify if you can be exempted from sitting the test.
- Apply online for the test: if you didn't sit the test on 18-19-20 February 2019, the next available session will be scheduled for September 2019 (the exact dates will be published in due time).



Fill in your application form

- Access your personal page on ESSE3 (section: "International Mobility"), fill in the online application form and upload all the mandatory attachments in PDF format.
- Deadline for online application: 11:00 p.m. (Italian time) of **Thursday**:
 - **30 May - 5 September - 5 December**
- Deadline for submission of the paper application form (printed from ESSE3) with the required attachments to Ufficio Protocollo: 12:00 p.m. (Italian time) of **Friday**:
 - **31 May - 6 September - 6 December**



Selection procedures

- Check the calendar of selections online.
- Find out if you need to be interviewed for the selection.



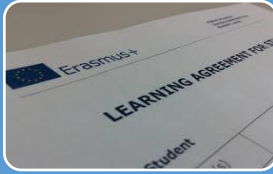
Accept the Erasmus+ Mobility Grant 2019/2020

- Check the ranking list of winners online.
- Fill in the acceptance form online.



Prepare your stay at the host structure

- Be sure to meet the deadlines established by the host structure
- if you do not meet the deadlines set, the host structure could not accept your application, without any possibility of mediation or support by the U.O. Internazionalizzazione.



Fill in the Learning Agreement for Traineeships (section "Before the Mobility")

- Meet your Departmental coordinator to check whether the chosen traineeship is coherent with your study plan
- Choose the type of your traineeship and, if required, the related credits to be recognised.
- Sign the Learning Agreement (signatures by the student and the Departmental coordinator).
- Send the Learning Agreement to the Mentor of the host structure to obtain his/her signature and final approval.
- Send the LAT to the U.O. internazionalizzazione - International Division of the University of Parma (erasmus@unipr.it)



Fill in and sign the Erasmus+ Financial Agreement

- The U.O. Internazionalizzazione will send you the Financial Agreement by mail.
- Fill in the Financial Agreement with the requested data.
- Make two copies of the Financial Agreement and sign both of them.
- Submit two copies of the Financial Agreement to the UO Internazionalizzazione for their signature (do it BEFORE departure for the host structure).



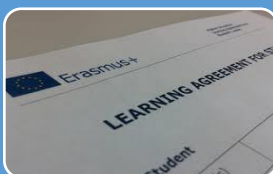
Registration on the OLS (Online Linguistic Support) platform

- You will receive the e-mail with the link to access the platform and your credentials.
- Sit the 1st Assessment for the language requested.



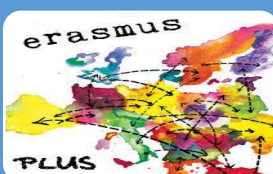
Departure for the destination

- Check if you have regularly enrolled for a.y. 2019/2020 at the University of Parma.
- Send to erasmus@unipr.it the form "Declaration of Arrival" properly filled in and signed within 5 days from your arrival date at your host structure.
- You will receive a deposit of your mobility grant.



Change your Learning Agreement (if applicable)

- Fill in the section "During the Mobility" of the LA in case you need to change one or more learning activities you had already entered.
- Send the changed LA to your Departmental coordinator to obtain approval (provided that the LA has already been signed by the Coordinator of the host structure).
- Send the approved and signed LA to erasmus@unipr.it within 30 days from your arrival.



Fill in the request for extension (if applicable)

- Fill in, sign and send the request form for extension to your Departmental coordinator, provided you already had it approved by the coordinator of the host structure.
- Change the Learning Agreement (if applicable).
- Send to erasmus@unipr.it the request form for extension fully completed and signed.



End of your mobility period abroad

- Collect all the necessary documentation at the host structure to complete all the procedures.
- Learning Agreement After the mobility.
- Sit the 2nd Assessment of the OLS test (BEFORE coming back to Parma).



Submit your documents

- Submit to the U.O. Internazionalizzazione all the documents collected at the host structure.
- Fill in the survey on your Erasmus+ experience (to be done online, after receiving the e-mail with the access link)
- Submit the Learning Agreement to your Departmental coordinator for the recognition of the traineeship activities performed abroad.