

## ERASMUS PLUS SMS IN TWO PAGES (hyperlinks available)

### [Read the call for applications](#)

- Identify the destination(s) you are interested in and verify the necessary level of language knowledge required
- Find out the available learning activities in the selected destination(s).

### [Apply for the Language Placement Test](#)

- 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 for one of the following dates:
  - 21/02/2018
  - 22/02/2018
  - 23/02/2018

### [Fill in your application form](#)

- Access your personal page on ESSE3 (section: "International Mobility"), fill in the online application form and enter all the mandatory data
- Deadline for online application: 11:00 p.m. (Italian time) OF 2<sup>nd</sup> MARCH 2018
- Deadline for submission of the paper application form (printed from ESSE3) to Ufficio Protocollo: 12:00 p.m. (Italian time) OF 5<sup>th</sup> MARCH 2018

### [Selection procedures](#)

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

### [Accept the Erasmus Plus Mobility Grant 2018/2019](#)

- Check the ranking list of winners online
- Fill in the acceptance form
- Send the acceptance form to [erasmus@unipr.it](mailto:erasmus@unipr.it) by the deadline indicated in the ranking list published by your Department.

### [Send the list of nominated students to the partner universities](#)

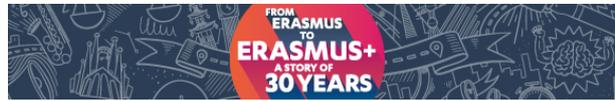
- This action, following to the acceptance of the grant, is performed exclusively by the Erasmus and International Home Staff.

### [Fill in and send the application form made available by the host university](#)

- Fill in all the forms and documents requested by the host university
- Respect the dates and deadlines set by the host university
- If you not fulfil the requests by the deadlines, you may not be accepted by the host university, nor you will be given any possibility of interaction or support by the UO Internazionalizzazione

### [Fill in and send the Learning Agreement for Studies \(section: "Before the Mobility"\)](#)

- Choose the learning activities to carry out at the host university
- Meet your Department coordinator to check whether the learning activities chosen are coherent with your study plan
- Fill in the Learning Agreement with the learning activities and courses which will replace their correspondent ones in UNIPR
- Sign the Learning Agreement (signatures by the student and the Department coordinator)
- Send the Learning Agreement to the Coordinator of the host university to obtain his/her signature and final approval



## Fill in and sign the Erasmus Plus Financial Agreement

- The UO 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
- Submit two copies of the Financial Agreement to the UO Internazionalizzazione for their signature (do it BEFORE departure for the host university)

## 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 1<sup>st</sup> Assessment for the language requested

## Departure for the host university

- Check if you have already enrolled for a.y. 2018/2019 at the University of Parma
- Send to [erasmus@unipr.it](mailto:erasmus@unipr.it) the form "Declaration of Arrival" properly filled in and signed within 5 days from your arrival date at your destination
- 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 Department coordinator to obtain approval (provided that the LA is already signed by the Coordinator of the host university)
- Send to approved and signed LA to [erasmus@unipr.it](mailto:erasmus@unipr.it) within 30 days from your arrival or, for mobilities of one year, from the beginning of the second semester

## Fill in the request for longer stay (if applicable)

- Fill in, sign and send the request form for longer stay to your Department coordinator, provided you already had it approved by the coordinator of the host university
- Change the LA by adding further learning activities to carry out (if applicable)
- Send to [erasmus@unipr.it](mailto:erasmus@unipr.it) the request form for longer stay fully completed and signed

## End of your mobility period

- Collect all the necessary documentation at the host university to complete all the procedures
- Certificate of attendance
- Learning Agreement Before the mobility and, if any, changes (During the mobility)
- Transcript of Records (ToR) o Learning Agreement (section "After the Mobility").
- Sit the 2<sup>nd</sup> Assessment of the OLS test (BEFORE coming back to Parma)

## Submit your documents

- Submit to the UO Internazionalizzazione all the documents collected documentation at the host university
- Fill in the survey on your Erasmus Plus experience (to be done online, after receiving the e-mail with the access link)
- Submit the ToR and the Learning Agreement to your Department coordinator for the recognition of the exams passed abroad

Contact the University of Parma Erasmus and International Home:

[erasmus@unipr.it](mailto:erasmus@unipr.it)