GUIDE FOR STUDENTS AND TEACHERS

WHAT IS THE ERASMUS PROGRAMME?

The European Erasmus Programme allows Higher Education students to spend a study period — from 2 to 12 months — at a foreign institution participating in the Programme, with the opportunity to attend courses, use the institution's facilities, and obtain recognition from their home institution for any exams taken abroad.

Teachers, on the other hand, have the opportunity to give lectures, concerts, masterclasses, or seminars at foreign institutions, thus spreading knowledge of our culture while also enriching themselves through the culture of the host country.

It is therefore an important opportunity for growth and exchange with the facilities, teachers, students, and study programmes of other European institutions. This leads to cultural and social enrichment, in line with the goal of increasing cohesion among the peoples of the European Union.

In order to carry out mobility, the institution must have an agreement with the requested host institution. However, it is possible to establish new agreements with other European institutions and, under the new Erasmus+ Programme, also with non-European institutions.

WHO CAN PARTICIPATE?

REQUIREMENTS

The eligibility requirements for selection are as follows:

- Enrollment in a Higher Education Institution.
- Enrollment in first- and second-cycle academic courses.

In addition, students must:

be Italian citizens, or foreign students residing for at least 6 years in an EU Member State or another country participating in the Erasmus+ Programme, or persons officially recognized by Italy as political refugees or stateless persons.

SUBMISSION OF THE MOBILITY APPLICATION

Every year a Selection Call is published for the following academic year, specifying the application procedures and submission deadlines.

Students wishing to apply must provide:

- A recording containing at least three pieces from different styles and periods demonstrating the student's skills and competencies.
- One passport-sized photograph for each institution applied to.
- A brief CV written in the language of the host country or in English.

The application must be submitted to the relevant Office of the Conservatory, which will forward it to the corresponding host institution.

In the Application Form, the student must indicate:

- The chosen institutions (maximum 3) in order of preference;
- The activities they wish to carry out at the host institution, listing the individual courses they intend to attend;
- The foreign language(s) known, specifying the level of proficiency.

If the student is accepted by one of the contacted institutions, the preparation and submission of the Interinstitutional Agreement (if not already existing) and the Learning Agreement (Study Agreement, i.e. the study programme the student intends to follow abroad, agreed upon with the main subject teacher) will proceed.

Before departure, the student must sign an Institution/Student Agreement with the Institution.

N.B. Final acceptance will only occur after the host institution has confirmed its ability to receive the student and after the study programme indicated in the "Learning Agreement" has been approved by both institutions.

Outgoing Erasmus students must receive the Erasmus Student Charter from their institution, which outlines their rights and obligations as Erasmus students.

At the end of the study period, the host institution must provide the Erasmus student with:

- A certificate (Transcript of Records) confirming the results obtained;
- A certificate indicating the student's arrival (enrolment) and departure dates.

In addition to submitting these certificates, the student must complete the Final Report online, which will be sent by the central office.

FINANCIAL SUPPORT AND OTHER BENEFITS

The Erasmus Programme provides Erasmus students with a grant to contribute to the expenses incurred while studying abroad.

The student will receive:

- An advance payment equal to 70% upon departure;
- The remaining balance upon submission of the registration certificate confirming attendance at the host institution.

The student is not required to pay tuition fees at the host institution and enjoys the same rights as students of the host institution, including:

- Assistance in finding accommodation;
- Possible government contributions toward accommodation costs;
- Reduced transportation costs;
- Access to university facilities (canteens, gyms, libraries, etc.).

WITHDRAWAL FROM THE MOBILITY PERIOD

If a student who has accepted the mobility period is forced to withdraw, they must inform the Erasmus Coordinator in writing as soon as possible, providing adequate justification.

Withdrawal entails repayment of any financial contributions already received.

PROCEDURES UPON ARRIVAL

Students must:

- Report to the Erasmus Office of the foreign institution for registration;
- Contact their home institution regarding:
    - Any changes to the study programme and examinations;
    - Problems related to the duration of the stay abroad;
    - Requests for extension of the mobility grant period.

REFERENCE POINTS

- The Tutor;
- The Erasmus Offices of both the home and host institutions;
- ESN (Erasmus Students Network);
- Student welfare organizations.

DOCUMENTS TO REQUEST

- A certificate confirming the successful completion of examinations, including grades and assigned ECTS credits (Transcript of Records), with the course syllabus and bibliography attached where available;
- A certificate confirming the Erasmus study period at the host institution, including the start and end dates of the stay.

N.B. The Transcript of Records and the certificate of the study period must NOT be combined into the same document, but issued separately.

PROCEDURES UPON RETURN TO ITALY AT THE ERASMUS OFFICE

- Submit the certificate confirming completion of the Erasmus period;
- Verify the payment of the Erasmus mobility grant according to contractual agreements;
- Verify payment of any additional Erasmus grant contributions;
- Submit a report on the Erasmus experience.

STUDENT MOBILITY FOR TRAINEESHIPS

The Erasmus+ Programme allows students of Higher Education Institutions holding an ECHE to undertake traineeships at companies, training centres, and research institutions in one of the Programme countries.

Erasmus students may receive a specific EU grant for the traineeship period and have the opportunity to acquire specific skills and a better understanding of the socio-economic culture of the host country, supported by language preparation or refresher courses.

Before departure, every Erasmus student must possess a Training Agreement signed by:

- The beneficiary;
- The home Higher Education Institution;
- The host organization.

The traineeship period must also be covered by a contract signed by the beneficiary and the sending institution or consortium.

Interested students must submit their application to the Erasmus Office of their institution within the deadlines specified in the relevant calls.

Duration: Minimum 2 months – Maximum 12 months.

MOBILITY FOR TEACHING AND TRAINING ACTIVITIES

The Erasmus+ Programme allows teachers from Higher Education Institutions holding an ECHE to carry out a teaching period at another ECHE Higher Education Institution in one of the Programme countries that has signed an interinstitutional agreement with the home institution and, with procedures still to be defined, also with non-European countries.

Teachers have the opportunity to:

- Acquire and transfer skills;
- Contribute to the enrichment of study programmes;
- Offer students and non-mobile staff opportunities to compare different teaching methods.

Before departure, the partner Higher Education Institutions must agree on the teaching programme (Teaching Programme) that will be carried out by the visiting teacher and integrated into the host institution's curriculum.

Interested teachers must apply through the Erasmus Office of their institution within the deadlines established in the relevant calls.

Duration:
Minimum 8 hours – Maximum 2 months.

Lump-sum contribution for travel expenses (based on the kilometre table established by the European Commission) plus a daily allowance according to the attached table (including meals and accommodation).

DOCUMENTS TO PREPARE BEFORE DEPARTURE

- Institution/Teacher Agreement.

DOCUMENTS TO SUBMIT UPON RETURN TO THE ERASMUS OFFICE

- Certificate issued by the foreign institution;
- Documentation of expenses incurred (airline tickets and boarding passes, hotel and restaurant invoices, etc.).

Teachers are also required to complete the Final Report sent by the European Commission.

N.B. Travel to airports or railway stations must be arranged according to the most economical option for the administration.

The Erasmus+ Programme provides additional EU funds for disadvantaged students, teachers, and non-teaching staff amounting.

For more information, visit the official Italian website:

Erasmus+ Italy