Phase	Who	When	What	Notes
Acceptance of the mobility	Student	Immediately after the acceptance	Consult the host university factsheet in the Partner Universities sheet + read the essential information	Verify: application period, required documents, language certifications, academic calendar, accommodation information
Nomination	IRO	Before the host university deadline	Wait for the nomination from the International Relations Office (IRO)	Inform the International Relations Office if the deadline is within 5 days and the nomination has not yet been sent
Application	Student	After the nomination	Check your email and carefully read the application instructions. Complete the procedure by submitting all required documents before the deadline set by the host university. Apply for accommodation if available	Check your email regularly (including the spam folder). If signatures or official stamps are required, contact IRO
Learning Agreement (LA)	Student	When required by the host university / Before departure	Choose courses within the agreement area. Contact your Erasmus Tutor. Complete the Learning Agreement on the SOL platform (TUTORIAL). Wait for approval from both your Erasmus tutor and the host university	The Learning Agreement must be agreed with the Erasmus Tutor of your Course of Study. 1 ECTS = 1 CFU, and one semester usually corresponds to approximately 30 credits. Status: Presentato → approvato internamente→ approvato
Financial Agreement	Student	Before Departure	It is sent by email from the Student Mobility Office at the beginning of August/December. It must be read, signed, and submitted.	It can only be signed if the LA is APPROVED Without signing the contract, departure is not possible
Certificate of Attendance (COA)	Student	Start of the Erasmus mobility	Download, complete, and submit the first part of the Certificate of Attendance (COA) from Erasmus+ outgoing: information	If you do not complete this step, you will not receive the scholarship payment. The bank transfer usually arrives approximately two months after the submission date.
Change LA	Student	During the mobility (only if necessary)	See section LA	
Certificate of Attendance (COA)	Student	End of the Erasmus mobility	Complete and submit the second part of the Certificate of Attendance (COA) to the Student Mobility Office and to IRO	Within 15 days after the end of the mobility. The scholarship amount you are entitled to is calculated based on the number of days between your Erasmus start and end dates. If you received more than you were entitled to, you will be required to give back the difference
Transcript of Records (TOR)	Partner	End of the Erasmus mobility	Once you receive it, send it to the IRO to begin the credit recognition procedure	The exams will be recorded on GCS approximately two months after the procedure has been initiated
Study Plan	Student	After the credit recognition process	Update your study plan, following the instructions received, in order to include the free choice credits obtained abroad	