

BANDO DI MOBILITÀ INTERNAZIONALE DI ATENEIO 2024/25



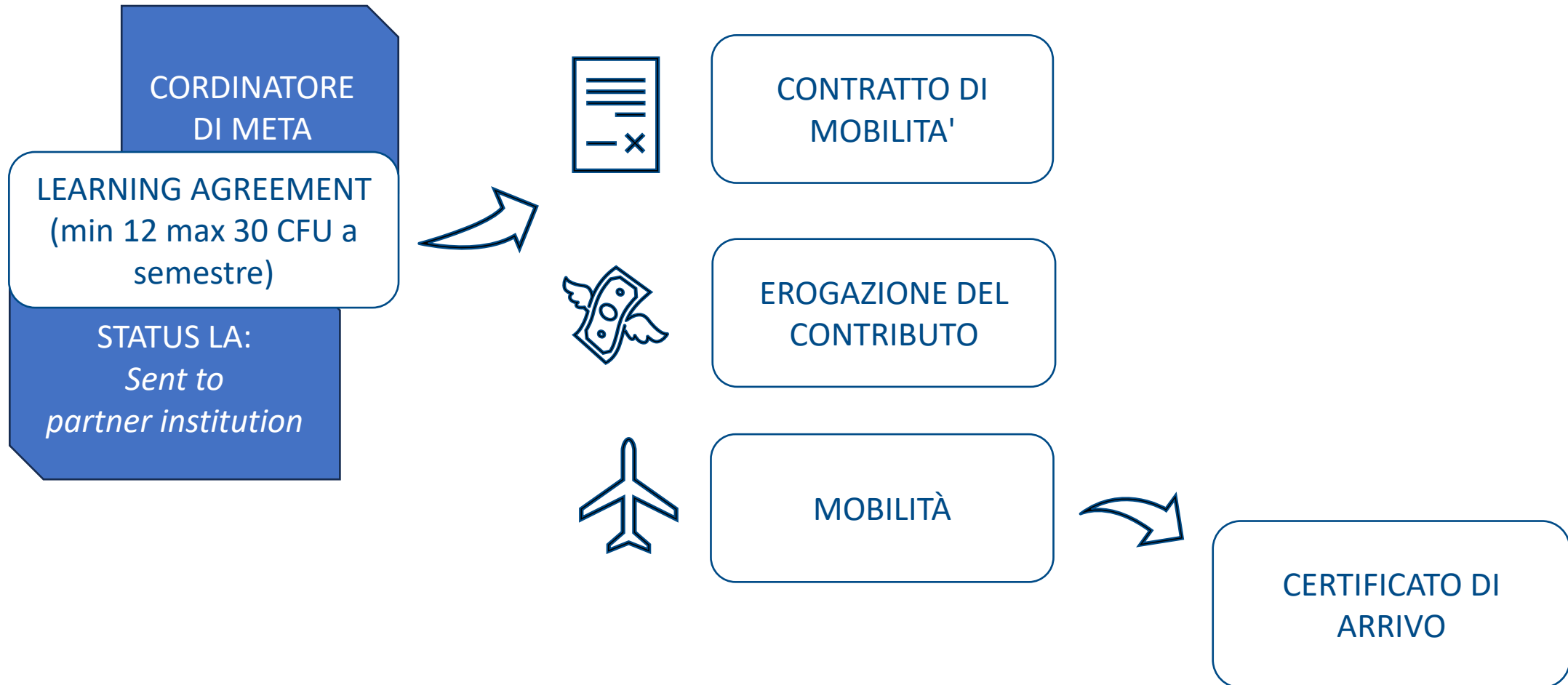
**Università
degli Studi
di Palermo**



Erasmus+



COSA SUCCEDE DOPO?





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LEARNING AGREEMENT

Attività formative da svolgere presso l'Istituzione partner

Erasmus+ per
studio



Entro il **15 maggio** (I semestre e annuali)
o il **15 ottobre** (II semestre)



Procedura informatica (Portale Studenti)




«Nuova pratica»

→ Learning Agreement BEFORE the mobility

Mobilità studentesca internazionale

Pratiche riservate agli studenti "incoming" ed "outgoing" nell'ambito degli accordi di mobilità internazionale: Applicazione per la partecipazione al bando di mobilità Erasmus Studio, Learning Agreement Before/During e Transcript of Records

Per qualsiasi informazione visitare il sito del Servizio Speciale Internazionalizzazione

- Application form for incoming students (visiting, exchange, ERASMUS incoming)
- Domanda di partecipazione al bando di mobilità internazionale in uscita
-  Mobilità Studentesca Outgoing - Learning Agreement BEFORE The Mobility
- Mobilità Studentesca Outgoing - Learning Agreement DURING The Mobility



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Minimo **12 CFU**
per attività didattiche
+ eventuali ulteriori CFU
per altre attività

(p. es. tirocinio, preparazione tesi)

GAFO (Gruppo Attività Formative Obbligatorie)

È obbligatorio specificare nel campo "note" la materia scelta per il GAFO e modificare (manualmente) il numero di CFU associato al Gruppo. Quando UNIPA aprirà la finestra temporale per la modifica dei piani di studio, dovrai inserire sul tuo piano di studio l'insegnamento scelto per il GAFO. Poi dovrai creare un LA DURING the mobility, eliminare il GAFO e selezionare l'insegnamento del GAFO che adesso sarà presente nel piano di studi.

Ad eccezione di:
Mobilità per
sola preparazione
tesi e/o per il III
ciclo di studi



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ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

learning-agreement.eu

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOGIN

Online Learning Agreement

Prepare your Learning Agreement **online within a few steps** and share it with both home and host universities.

This platform has been developed by the Aristotle University of Thessaloniki, the European University Foundation and the Erasmus Student Network for the 21st century mobile student.

LOGIN TO ACCESS YOUR LEARNING AGREEMENT



ONLINE LEARNING AGREEMENT - OLA


<https://www.learning-agreement.eu/>

learning-agreement.eu/user/login

OLA ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

My account

Log in with MyAcademicID

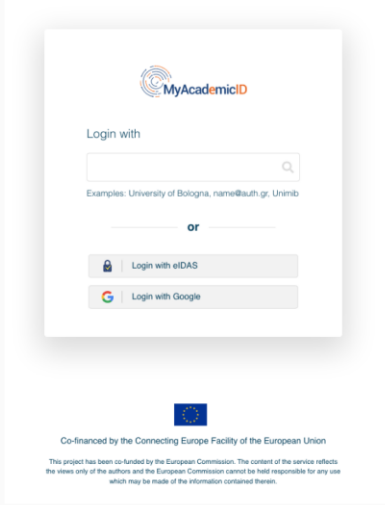


Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!



Co-financed by the Connecting Europe Facility of the European Union

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.



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ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>



Login with

Examples: University of Bologna, name@auti

or



Login with eIDAS



Login with Google



My account

VIEW EDIT

My Personal Information

Firstname *

Lastname *

Date of birth *

Gender *

Nationality *

Field of education *

Study cycle *

I have read and agree to the Terms and Conditions and Privacy Policy *

[Terms and Conditions](#) and [Privacy Policy](#)

Save



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ONLINE LEARNING AGREEMENT - OLA

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The screenshot shows the OLA website interface. At the top, there is a dark navigation bar with the OLA logo and links for 'ABOUT', 'FAQ', 'ELDER OLA', 'FOR TRAINEES', 'MY LEARNING AGREEMENTS', 'MY ACCOUNT', and 'LOG OUT'. Below the navigation bar is a large hero image of two students working on laptops. A white callout box with a white arrow points to the text 'My Learning Agreements' overlaid on the image. Below the hero image is a red banner with the text: 'See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.' Underneath the banner, the text reads 'You have not created any Learning Agreements yet' followed by a 'Create New' button. A blue arrow points to the 'Create New' button.



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ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year *

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Field of Education Comment

Study cycle *

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).



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ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>



ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

1

Student Information

2

**Sending Institution
Information**

3

Receiving Institution
Information

4

Proposed Mobility
Programme

5

Virtual Components

6

Commitment

Academic year *

2023/2024

Sending

Sending Institution

Country *

Country of the institution

Name *

Name of the institution

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Previous

Next



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ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year *

Receiving

Receiving Institution

Country *

Name *

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Previous

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<https://www.learning-agreement.eu/>

1 — 2 — 3 — 4 — 5 — 6

Student Information Sending Institution Information Receiving Institution Information Proposed Mobility Programme Virtual Components Commitment

Academic year *

Preliminary LA

Planned start of the mobility * Planned end of the mobility *

Table A - Study programme at the Receiving institution *

Component to Table A
Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

Semester *

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution *

The level of language competence *

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



ONLINE LEARNING AGREEMENT - OLA

<https://www.learning-agreement.eu/>

Table B - Recognition at the Sending institution *

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
<input type="text"/>	<input type="text"/>	<input type="text" value="- Select a value -"/>

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Previous

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LEARNING AGREEMENT

Attività formative da svolgere presso l'Istituzione partner

Doppio Titolo e
PIS



Entro il **15 maggio** (I semestre) o il **15 ottobre** (II semestre)



Le attività inserite devono essere conformi a quanto previsto dagli Accordi Inter-Istituzionali

<https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationsoffice/u.o.cooperationandnetworks/accordi-di-cooperazione-internazionale/doppio-titolo-di-laurea/>

<https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationsoffice/u.o.cooperationandnetworks/accordi-di-cooperazione-internazionale/percorso-integrato-di-studi-pis/>



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LEARNING AGREEMENT

Attività formative da svolgere presso l'Istituzione partner

Traineeship (LAT)



Entro il **15 maggio** (I semestre e anno) o il **15 ottobre** (II semestre)



Sezione «BEFORE the Mobility»



outgoing.students@unipa.it &
Contact person di Dipartimento/Scuola

Erasmus+ Learning-Agreement-1 Student-Mobility-for-Traineeships-1

Trainees	Last name(s)	First name(s)	Date of birth	Nationality	Gender (Male/Female/Undefined)	Study cycle and registration number	Field of education
						Bachelor <input type="checkbox"/> 1 st cycle <input type="checkbox"/> 2 nd cycle <input type="checkbox"/> master <input type="checkbox"/> 3 rd cycle <input type="checkbox"/> doctorate	
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; e-mail; phone	
	UNIVERSITÀ DEGLI STUDI DI PALERMO	DIPARTIMENTO DI SCIENZE PEDAGOGICHE		Viale Marra, 61 90133 PALERMO	ITALIA	INSERIRE NOME COGNOME E EMAIL DELLA CONTACT PERSON DI SCUOLA/DIPARTIMENTO	
Receiving Organisation/Enterprise	Name	Department	Address website	Country	Size	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical component: from (dd/mm/yyyy) (year) to (dd/mm/yyyy) (year)

If applicable, planned period of the virtual component: from (dd/mm/yyyy) (year) to (dd/mm/yyyy) (year)

Traineeship title:

Number of working hours per week:

Detailed programme of the traineeship (including the virtual component, if applicable):

Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Field of education: The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/sced/f_en.htm) available at http://ec.europa.eu/education/tools/sced/f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

Erasmus code: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (EHE) receives. It is only applicable to higher education institutions located in Programme Countries.

Contact person at the sending institution: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

Contact person at the Receiving Organisation: a person who can provide administrative information within the framework of Erasmus+ traineeships.

Mentor: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

Erasmus+ Learning-Agreement-1 Student's name

Traineeship in digital skills: Yes No

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

Evaluation plan:

The level of language competence in (Indicate here the main language of work) that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2 Not specified

Table B - Sending Institution

Please use only one of the following three boxes:

1. DA COMPIRSI SE IL TIROCINIO È CURRICOLARE

The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes No If yes, please indicate the number of credits:

Issue a grade: Yes No If yes, please indicate if this will be based on: Traineeship certificate Final report Interview

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent):

Record the traineeship in the trainee's Europass Mobility Document: Yes No

2. DA COMPIRSI SE IL TIROCINIO È VOLONTARIO

The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes No If yes, please indicate the number of credits:

Issue a grade: Yes No If yes, please indicate if this will be based on: Traineeship certificate Final report Interview

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent):

Record the traineeship in the trainee's Europass Mobility Document: Yes No

3. DA COMPIRSI SE IL TIROCINIO SÌ, MA VOLONTARIO CONSENSO DEL TIROCINANTE

The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes No If yes, please indicate the number of credits:

Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes No

Accident insurance for the trainee:

Traineeship in digital skills: any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

There are three different provisions for traineeships:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

ECTS credits or equivalent: in countries where the "ECTS" system is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web-link to an explanation to the system should be added.



LEARNING AGREEMENT

CONTACT
PERSON



Supporto tecnico
per LA e modifiche

COORDINATORE
DI SEDE



Supporto per
aspetti relativi alla
Didattica



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CONTRATTO DI MOBILITÀ

STATUS LA:

Sent to partner institution



outgoing.students@unipa.it



Usernamestudente@you.unipa.it

Firma dello studente



outgoing.students@unipa.it



15 giugno 2024

(I semestre)

15 novembre 2024

(II semestre)



CONTRATTO DI MOBILITÀ

Periodo e durata
della mobilità

Le date reali di inizio e fine
mobilità possono differire da
quelle previste.

Nel rispetto di Allegato A

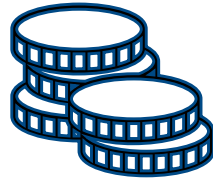
La durata del progetto di studio o tirocinio espressa nel LA/LAT in numero di giorni o mesi e riportata nel contratto non potrà essere modificata dopo la firma del contratto.

Diminuzione dei giorni effettivi di
mobilità = diminuzione proporzionale
del contributo di mobilità

Aumento dei giorni effettivi di
mobilità = nessuna variazione del
contributo di mobilità



EROGAZIONE DEL CONTRIBUTO



Unica soluzione
anticipata

È calcolato in funzione della destinazione
della mobilità e della durata prevista
(v. learning agreement e contratto)

**Vedi Allegato D –
Contributi economici a
sostegno delle spese di
mobilità**

L'accredito avverrà solo su
conto o carta prepagata
intestata allo studente


Vedi Art. 4



RESTITUZIONE DEL CONTRIBUTO

Lo studente dovrà restituire il contributo erogato in caso di:

- Abbandono
- Recesso
- Revoca della mobilità
- Permanenza all'estero inferiore ai due mesi
- Periodo di mobilità effettivo inferiore rispetto a quanto indicato nel contratto (restituzione parziale per i giorni non svolti)




Il certificato di periodo è l'unico documento valido per l'attestazione della durata del periodo.



PERIODO DI MOBILITÀ E MODIFICHE

 Il periodo di mobilità deve essere svolto dal **01/08/2024** al **31/07/2025**


CERTIFICATO DI PERIODO
rilasciato dall'Istituzione
ospitante



outgoing.students@unipa.it

Contact person

Ad eccezione di:

Programma Doppio Titolo e PIS

Calendari degli Accordi Interistituzionali

Le date effettive possono differire
dalle date programmate



Se la durata calcolata in base alle date effettive risulterà minore rispetto alla durata prevista dal contratto dovrai restituire una parte del contributo economico ricevuto



PERIODO DI MOBILITÀ E MODIFICHE



Il docente coordinatore di sede e l'Università partner devono autorizzare le eventuali richieste di **prolungamento**



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Contact person



Almeno un mese prima del termine originariamente previsto!

Il periodo aggiuntivo **non** prevede **in nessun caso** l'erogazione di un ulteriore contributo economico



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PERIODO DI MOBILITÀ E MODIFICHE

Durante il periodo di mobilità è possibile sostenere esami di profitto a UNIPA a condizione che ciò non comporti un'interruzione della mobilità per:

- Discipline di anni precedenti
- Discipline dell'anno in corso



ASSICURAZIONE

- Infortuni
- Responsabilità civile verso terzi

Ad eccezione di Stati Uniti e Canada

Tessera Sanitaria
– Carta Regionale
dei Servizi

- ✓ trattamento e il ricovero di pronto soccorso in Paesi UE
- ✗ visite specialistiche
- ✗ cure mediche
- ✗ rimpatrio

Se non possiedi la
Tessera Sanitaria – Carta
Regionale dei Servizi



Recati presso l'ASP di pertinenza, portando con te il contratto di mobilità, e richiedi il rilascio del **Modello sostitutivo della tessera sanitaria**



ASSICURAZIONE

- ⇒ Verifica se l'Università ospitante richiede di stipulare un'assicurazione sanitaria integrativa
- ⇒ Valuta in ogni caso l'opportunità di stipulare un'assicurazione sanitaria integrativa in funzione del Paese di destinazione
- ⇒ Se il tuo Paese di destinazione è Extra-UE, è **obbligatorio** stipulare un'assicurazione integrativa privata per assistenza sanitaria e rimpatrio



outgoing.students@unipa.it

Contact person





ALTRE INFORMAZIONI UTILI

Survey di mobilità



Al termine della mobilità



Invio automatico dall'applicativo ECAS alla tua e-mail



Compilazione e sottoscrizione online

GRAZIE PER L'ATTENZIONE



CONTATTI:
outgoing.students@unipa.it



Valentina Campanaro
Valentina D'Anna
Melania Ferrara
Ornella Guarino



<https://www.unipa.it/mobilita/studenti-unipa-outgoing/bandi-e-graduatorie/>



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