

CHECK LIST:

(1) BEFORE STARTING THE BIP ACTIVITIES

Procedures @ Unipd in charge of the Students

- Acceptance of your BIP mobility place in uniweb (please follow the indications as for Erasmus+ for studies): <https://www.unipd.it/en/accept-decline-place-erasmus-out>
 - As arrival date state the first day of physical mobility
- Update your personal data in uniweb:
 - Insert IBAN (personal bank account under your name)
 - Check address and cell phone number and id card or passport, update if necessary immediately
- Form for the Grand agreement: www.unipd.it/relint
 - You will get an email from virtual.exchange@unipd.it with the instructions in order to fill the Module online (login with SSO)
- Compilation of the Learning Agreement (see instructions on unipd.it/en/bip)
- Mandatory online language test OLS before the departure
- Signature of the grant agreement for Erasmus+ BIP grant
 - *Students will receive an Erasmus BIP grant of 79 Euro for every day of activity in the hosting institution and in addition to that 2 travel days (e.g.: if the BIP foresees 5 days of activity in the host institution, students will receive 553 Euros)*
 - *You will get an email with Instructions, no further payments will be made for travel or accommodation, students have to cover their expenses with the BIP grant*

Procedures @ Host University in charge of the students

- Follow the instructions (if necessary) for enrolment at the host university
- Accommodation and travel arrangements: students have to organize themselves following the instructions of the host university

Procedures – Unipd Projects and Mobility Office

- Nomination: il PMO will send the students list to the partner university
- Sending the Learning Agreements from the host university
- Payment of the Erasmus BIP Grant

(2) PROCEDURES DURING AND AFTER THE BIP

Host University

- Signatura of the Learning Agreement
 - Delivery of attendance certificates and Transcript of records
- If students received the signed Learning Agreements or the original Transcript of records or the attendance certificate directly from the hosting institution, the students have to deliver these documents in original to the Projects and Mobility Office***

Procedures – Unipd Projects and Mobility Office

- Upload of the Transcript of records and recognition of the activities (in collaboration with the Mobility Desk of the Unipd School) professors following the specific regulations of the degree programme and the Learning Agreement

Procedures @ Unipd in charge of the Students

- Compilation of the EU Survey (instructions by email)
- Eventually change of the study plan in order to insert the BIP course as free choice exam (free elective), according to what was previously defined in the Learning agreement