Erasmus, Physics department

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Procedures for the Department of Physics

Erasmus Studio

- **Objective**: to attend courses and pass exams according to one's study plan during the mobility.
- **One call per academic year**, for mobilities in the following academic year.
- **Call release**: December
- **Destinations**: according to agreements made by the University

Erasmus Traineeship

- **Objective**: research work or training during the mobility. The work also includes theoretical theses: the call does not provide for using mobility solely for thesis writing.
- **Two calls per academic year**: to leave even a few months after the call closure.
- **Destinations**: countries participating in the Erasmus program (*)

Exchange Extra UE

- **Objective**: research work or training during the mobility. The work obviously includes theoretical theses: the call provides for using mobility also for thesis writing.
- **Two calls per academic year**: to leave even a few months after the call closure.
- **Destinations**: countries not participating in the Erasmus program (*)

(*) deemed non-dangerous according to the Ministry of Foreign Affairs.

Who can participate

During the course of studies:

- Students enrolled “in corso” in the Bachelor's degree program (Level I)
- Students enrolled “in corso” in the Master's degree program (Level II)
- PhD students (Level III)

Exclusively through the Erasmus Traineeship call, it is possible to undertake the Postgraduate experience.

Students of all levels (Bachelor's, Master's, and PhD) can access postgraduate mobility under the condition that:

- They apply for the call before defending their thesis.
- They undertake the mobility within 12 months of obtaining their degree.

(*) “in corso” = who have completed university exams within set time period for the subscription year

Erasmus Studio

The selection procedure

Preliminary evaluation

- a **preliminary evaluation** based on the academic performance and on the proposed destinations is performed
  - from the preliminary evaluation, a classification is done and destination locations are assigned
  - the preliminary evaluation includes a colloquium: **not attending the colloquium implies the exclusion from the program**

Final destination teaching plan

- final destination selection: once a final destination is assigned, the exams program still needs to be approved: **if it is not meaningful, it will not be approved**
  - **not being approved implies a penalty payment**

How to fill out the application

The destination (sede in mobilità)

- Selection from the **list of existing agreements** (published in the call)
- In the initial application, **multiple options can be presented**, arranged by preference
- For each option, it is the responsibility of the students to identify the **courses of interest to be taken during the mobility** and their inclusion in the study plan at Bicocca
  - either through association with existing courses or
  - through association with educational activities: elective activities carried out in Erasmus
- The list of associations may also include **the thesis work**

Instructions for filling out:

- **Guidelines for completing the application** provided by the University are summarized in this page
- The **procedure for filling out the Learning Agreement** is explained step by step in this page

(Unfortunately) there are many steps and deadlines; prepare well in advance. Do not wait until the last week before the deadlines to contact the administrative offices and the Ph.D. coordinator

How to build the list of exams

Association of existing courses in our Department

- To attend a course during mobility means **taking the exam at the foreign institution**
- There must be a **substantial correspondence in content between the courses**
- The **correspondence in the number of credits (CFU, or ECTS)** must be reasonable (within approximately 15%)
- Approximately **5 ECTS for each month** of mobility
- **At least 12 recognized ECTS (successfully passed exams) are required** to be eligible for funding
- Only part of a Bicocca course **cannot** be taken during mobility (associating individual modules in mobility locations with entire courses at Bicocca depends on the mobility location)
- Associated courses **do not necessarily have to be synchronous** at Bicocca and the mobility location.
- The host institution may impose **participation conditions** (e.g., a minimum number of ECTS)

Association of courses not existing in our department

- To be associated with: **Attività a scelta svolte in Erasmus** (up to 18 ECTS, in Physics also available in packages of 6 ECTS and 12 ECTS)
- To be included in the study plan during the allowed modification periods, corresponding to **free elective courses (corsi a libera scelta)**

Recommendations

In particular for the bachelor course

- build a list of courses that are **all in the same semester in Bicocca**
- try and find **laboratory experiences** corresponding to laboratory courses
- **do not skip fisica 2 or quantum mechanics lectures**: either in Bicocca or during the mobility they should be attended in person

The internal assessment of applications

- During the Erasmus selection, you will be called for **an interview with the Department's Erasmus Committee**,
  - The study plan envisaged for the mobility year carries fundamental weight in the evaluation,
  - including its practical implementation (it must be practically possible to attend the courses).
- Failing to participate in the interview will imply **disqualification from the program**
- Associations of **courses from previous academic years** to the ones in which you are enrolled will not be recognized.
- It is **strongly discouraged to embark on mobility in the case of significant educational debts** (more than 30 ECTS behind for those leaving in the first semester, more than 45 ECTS for those leaving in the second semester).
- The evaluation of applications will take place in the first half of February

The enrollment at the mobility location

- The admission requirements and procedures **vary from location to location**
- Inform yourself **well in advance** about the details
  - If presentation letters are required, r**equest them well in advance** and provide ample details to professors at the University or high schools.
  - It is much better if the person writing the letter of introduction **knows you personally**
  - Check the **language requirements** carefully

practical aspects

Association of existing courses in our department

- The department does its best to help you **build a comprehensive study plan**
- It is the student's responsibility to formulate a **reasoned proposal** based on the content of the courses, not just their names
- considering **practical aspects** as well:
  - are two courses chosen from different years **overlapping** in time?
  - is a course selected from a more advanced year **truly accessible**, or does it require too advanced knowledge?
- Check the r**equirements of each location**! For example:
  - Ecole Polytechnique requires letters of introduction from students
  - Uppsala requires attendance for at least one semester

Modification of the study plan

- The study plan can be **modified until upon return from mobility even beyond the institutional deadlines**, without any penalty, provided that the modification is necessary to align the plan with what was done during Erasmus

Erasmus Traineeship
Exchange Extra UE

mobility period

Traineeship

- **from 60 days to 12 consecutive months**, within specific dates set in the announcement
- **at least 3 consecutive months** of mobility for third-cycle students (Ph.D. candidates)

Exchange Extra UE

- **from 30 days to 6 consecutive months**, within specific dates set in the call
- it is possible to **extend mobility up to 12 months** in the case of thesis preparation, without exceeding a final deadline set in the call
- **at least 3 consecutive months** of mobility for third-cycle students (Ph.D. candidates)

PhD students

- please check when you need to ask for the **PhD CCD authorisation**

The choice of the mobility location

Where you can go

- **Traineeship**: all countries that are part of the Erasmus agreements (Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain, Bulgaria, Croatia, Estonia, Latvia, Lithuania, Poland, Czech Republic, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Hungary).
- **Exchange Extra UE**: Countries not part of the Erasmus agreements, considered safe by the Ministry of Foreign Affairs and International Cooperation.

How to make your choice

- The research groups at Unimib have an **extensive network of international contacts**, and some examples are available at this link
- You are also free to choose your study path **independently**
- There is a **risk factor**: you may not necessarily know the reliability of the workgroup

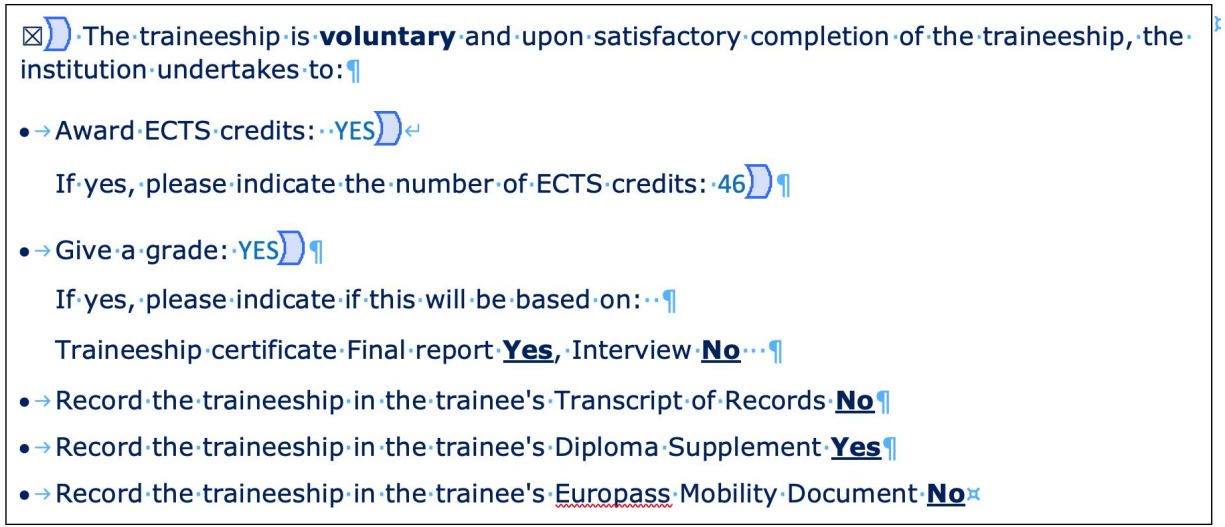
What to know to fill in the Learning Agreement

The “Sending Institution”

- **Contact Person:** Marco Cè - physics.erasmus@unimib.it / 02 6448 2539 - Erasmus Contact Person in the Physics Department

TABLE B

- **in case of mobility during the thesis work:**



General guidelines

Health Insurance

Insurance for Civil Liability and Accidents at Work

- **The university provides insurance coverage for civil liability and accidents at work, both in Italy and abroad,** as specified on the university's web pages

Sickness Insurance

- **The National Health Service provides healthcare assistance abroad**, as specified on the web pages of the Lombardy Region. It is always necessary to verify with the relevant ASST (Local Health Authority). Never assume that all foreign countries, both in Europe and beyond, have the same healthcare system as Italy.

Optional additional Insurance

- Strongly recommended.
- The university offers a **favorable agreement with AON** for basic or more extensive coverage, respectively

Useful Info

- Erasmus webpage of the physics department
- University webpage for the Erasmus Studio program
- University webpage for the Erasmus Traineeship program
- University webpage for the Exchange Extra UE

Remember that **the payment of the grants is performed through the University badge**, please make sure that it works!

University Angels email : info.erasmus@unimib.it