



fact sheet 1 – Incoming student mobility (SMS action)

PRELIMINARY OBLIGATIONS

- The **selection of the beneficiary(s)** is your first obligation and must be carried out well in advance of the "nomination" and "application" terms, **with methods compliant with those indicated in Annex 1**, respecting the agreed elements of the IIA.
In order to verify the adequacy of the selection methods you intend to use, the criteria must be priorly agreed with our University.
- The names and the data of the selected students must be sent to the University for Foreigners of Perugia (the so-called "nomination" procedure) **by 30/12/2024**, completing the required form (Annex "A"), which must be emailed to: erasmus@unistrapg.it.
If one or more of the selected students correspond to the category so called "**students with fewer opportunities**", this must be highlighted and accompanied by a specific statement from the University for each concerned student, detailing the criteria for which the situation of "fewer opportunity" has been recognized.
- Each selected student shall then proceed:
 - filling in and signing the form "[Erasmus Application Form](#)", which must also be signed from the mobility coordinator of your University;
 - filling in the "[Online application for the ordinary courses in Italian language and culture](#)" which will result in automatic enrollment in the optional (non-university) courses in Italian language and culture, and - what matters most - the issuing of the **letter of invitation**, necessary for the entry visa;
 - filling in and signing the form "[Learning Agreement Before the Mobility](#)", which must also be signed from the mobility coordinator of your University;
 - submitting a copy of the identity document (identity card or passport) valid at least until the end of the mobility period;
 - submitting a copy of the personal Italian tax code, which is necessary to later receive the relevant scholarship.
If the student does not already have an Italian tax code, he or she can alternatively request it:
 - o personally, at the Italian consular representations in the country of residence;
 - o through the University for Foreigners of Perugia, by filling out a form – addressed to the competent Revenue Agency of Perugia - in which he/she delegates the responsible of the Language Courses Secretariat Service to request the assignment of the tax code on his/her behalf.

The above listed documents shall then be emailed by **31/01/2025** to erasmus@unistrapg.it.

DOCUMENTS CHECK AND FINALIZATION

The University for Foreigners of Perugia will then verify the documentation received and, upon successful completion, will provide:

- the finalized copy of the Learning Agreement;
- the registration confirmation letter necessary for the purposes of requesting an entry visa;
- the financial agreement for the provision of the financial support due, which must be signed before the start of the mobility.

ORGANIZATION OF THE MOBILITY

At this point the student will be able to organize his/her mobility period.

The first step will consist in obtaining an **entry visa for study purposes**, functionally to which the student:

- shall produce the enrollment confirmation letter received by the University for Foreigners of Perugia;
- shall produce a certification of a suitable health insurance policy valid for the mobility period;
- any other document that the Consulate will require.



As far as the costs connected to travel and stay are concerned, the student will receive the following Erasmus+ KA171 contribution:

- for **Long Term mobilities**, a contribution of:
 - 4.500,00 euro as **individual support**, corresponding to 900,00 euro per every month of mobility actually completed.
 - 309,00 euro as **travel support**,
for a total of 4.809,00 euro which can in reality be spent indifferently on travel or accommodation expenses (ie.: 4.000,00 euro can be legitimately spent for living expenses and 809,00 euro for travel expenses, or 4.500,00 euro for living expenses and 309,00 euro for travel expenses).

If the student belongs to the "minor opportunities" category, 1,250.00 euro will be added to the aforementioned sum, corresponding to 250.00 euros for each month of mobility actually carried out. In this regard, we would like to remind you that, in agreement with the project manager of the University for Foreigners of Perugia, your university has been assigned n. 5 Top-Up for long-term mobility.

It will not be necessary to produce supporting documentation of the expenses.

If the student uses a "green travel" method, a maximum increase of 180,00 euros will be applied to the above amounts.

The disbursement of the due contribution will take place (in any case only after the completion of the financial agreement):

- normally, upon the student's arrival at the University for Foreigners of Perugia;
- only if specifically indicated in the "nomination" form, the entire sum will be paid **before the beginning of the mobility** in case the student has difficulty in providing with his own means to advance the cost of the trip and, possibly, of the living room or part of it;
- exclusively on the condition that the student is able to indicate a current account (whether in his home country or in Italy) in his name or joint name, or a prepaid card with IBAN code, on which to credit the sums, keeping in mind that any expenses bank charges will be deducted from the amount due.

MOBILITY PROCEDURES

Upon the arrival at the University for Foreigners of Perugia, the student:

- will be invited to join the welcome and orientation session that the University normally organizes in favor of exchange incoming students at the beginning of every academic semester;
- will start attending the courses indicated in the Learning Agreement in compliance with the schedule that will be published at the following [link](#);
- if necessary and in accordance with the mobility coordinator of the Home University, he/she will be able - within 30 days from the beginning of the mobility - to modify the Learning Agreement, for this purpose using the "[Learning Agreement During the Mobility](#)" form;
- if he/she is interested in attending free of charge, besides the university courses, also ordinary Italian language and culture courses for foreigners to improve his/her skills, he/she will immediately have to a linguistic placement test, upon completion of the which he/she will receive the assigned course schedule;
- will sit the final tests of the completed courses in due time in accordance with the calendar made available at the following [link](#).

MOBILITY CONCLUSION

The mobility final date will alternatively coincide with:

- the date of the last exam completed;
- or, if later, with the date of the last day of attendance of the courses indicated in the Learning Agreement.

The University for Foreigners of Perugia will then:

- release the **final certificate of attendance**;
- release the **Transcript of Records**, consisting of the certification of the training activities completed with details of the credits acquired and the results of the final exams taken;
- where necessary (in the event that the mobility period actually completed is shorter than that originally planned) calculating the amount of the scholarship previously paid that the student shall refund.

On the other side, it will be responsibility of the student:



- filling in the final EU Survey Report which he/she will receive via email to the personal email address, on the mobility end date indicated in the financial agreement, from the specific European platform for the management of Erasmus+ mobility;
- apply for the recognition of the home University of the academic activities completed during the mobility at the University for Foreigners of Perugia.



Fact sheet 2 – Incoming staff mobility for teaching purpose (STA action)

PRELIMINARY OBLIGATIONS

- The **selection of the beneficiary(s)** is your first obligation and must be carried out well in advance of the beginning of the mobility, **with methods compliant with those indicated in Annex 1**, respecting the agreed elements of the IIA.
In order to verify the adequacy of the selection methods you intend to use, they must be priorly agreed with our University.
- The names and the data of the selected professors must be sent to the University for Foreigners of Perugia **at least 60 days before the beginning of the mobility period**, completing the required form (Annex "B"), which must be emailed to: erasmus@unistrapg.it.
- Every selected professor shall then proceed:
 - filling in and signing the "**Mobility Agreement**" form (Annex "C"), which must also be signed from the mobility coordinator of your University;
 - submitting a copy of the identity document (identity card or passport) valid at least until the end of the mobility period;
 - submitting a copy of the personal Italian tax code, which is necessary to later receive the relevant scholarship. If the professor does not already have an Italian tax code, he/she can alternatively request it:
 - o personally, at the Italian consular representations in the country of residence;
 - o through the University for Foreigners of Perugia, by filling out a form – addressed to the competent Revenue Agency of Perugia - in which he/she will delegate the General Director of the University for Foreigners of Perugia to request the assignment of the tax code on his/her behalf.

The above listed documents shall then be emailed to erasmus@unistrapg.it at least 60 days before the beginning of the mobility period.

The terms indicated are mainly functional to guarantee, according to normal experience, the time necessary to obtain the visa and tax code, which do not depend on the University for Foreigners of Perugia.

DOCUMENTS CHECK AND FINALIZATION

The University for Foreigners of Perugia will then verify the documentation received and, upon successful completion, will provide:

- the finalized copy of the **Mobility Agreement**;
- the **invitation letter** necessary for the purposes of requesting an entry visa;
- the **financial agreement** for the provision of financial support due, which must be signed before the start of the mobility.

ORGANIZATION OF THE MOBILITY

At this point the professor will be able to organize his/her mobility period.

The first step will consist in obtaining an **entry visa**, functionally to which the professor:

- shall produce the enrollment confirmation letter received by the University for Foreigners of Perugia;
- shall produce a certification of a suitable health insurance policy valid for the mobility period;
- any other document that the Consulate will require.

As far as the costs connected to travel and stay are concerned, the professor will receive the following Erasmus+ KA171 contribution:

- 1.330,00 euro as **individual support**, corresponding to 190,00 euro for each day of mobility carried out;
- 309,00 euro as **travel support**,



for a total of 1.639 euro which can in reality be spent indifferently on travel or accommodation expenses (ie.: 1.000,00 euro can be legitimately spent for living expenses and 639,00 euro for travel expenses, or 1.500,00 euro for living expenses and 139,00 euro for travel expenses).

If the teacher uses a "green travel", the above amounts will be increased by a maximum of 760.00 euro.

It should be kept in mind that, due to the tax legislation in force in Italy (coordinated with the Erasmus+ legislation and the internal regulations of the University for Foreigners of Perugia), **the amounts described above may actually vary depending on the way (chosen by the professor) in which they are perceived:**

1. Reimbursement of the expenses:

Using this regime, the professor will be entitled to reimbursement only of the expenses actually incurred for the mobility up to the amount of the available funding, in accordance with the provisions of the mission regime regulated at the University for Foreigners of Perugia as coordinated with the Erasmus+ legislation, and in particular:

- Living expenses, which include meals (with a limit of 75,00 euro per day) and accommodation (without ceiling, but with hotel category limits up to 4 stars for full and associate professors, and up to 3 stars for researchers);
- transport, without any limit and including the use of local public transport, but excluding the use of taxis, unless specifically requested and approved. You will find better indications regarding the reimbursement of transport costs in the current Regulations for Service Missions of the University for Foreigners of Perugia ([link](#));
- other expenses related to mobility. This category includes, for example, the costs of obtaining a visa, travel agency costs and health insurance costs.

Procedurally, the professor shall:

- request reimbursement using the relevant forms.
- provide, at the end of the mobility, all original supporting documentation of each of the expenses incurred (Photocopies or scans of paper receipts are not accepted);
- at the end of the mobility, fill in a report on the expenses incurred using a specific calculation tool.

The disbursement of the due contribution will take place (in any case only after the completion of the financial agreement):

- after the end of the mobility, including the return travel, completing the administrative procedure required by the internal legislation of the University for Foreigners of Perugia;
- exclusively on the condition that the professor can indicate a current account (whether in his home country or in Italy) in his name or joint name, or a prepaid card with IBAN, where the sums can be paid, keeping in mind that any expenses bank charges will be deducted from the amount due.

2. Flat-rate scheme

In abstract terms, this involves the direct payment of the entire financing assigned, but this regime is in principle subject to taxation by the Italian tax authorities, as the financing assigned under Erasmus+ is configured as a work service performed in Italian territory by a person not resident for tax purposes in Italy.

Application of the Italian tax regime. In this case, the taxes due in Italy would be provisionally charged to you, without prejudice to the possibility of recovering the amount withheld in your country if and to the extent that this is provided for by the relevant legislation. In detail they would be operated at his/her expenses:

- the application of Irpef taxation in the amount of 30% of the amount due (pursuant to article 25, paragraph 2 of Presidential Decree 600/1973);
- the application of IRAP taxation at the rate of 8.5% paid by the University for Foreigners of Perugia;
- the possible further application of INPS withholdings, equal to 33.72% (of which 11.24% paid by the recipient and 22.48% paid by the Institution) if his/her income received in Italy in the calendar year exceeds €5,000.00. It is in fact abstractly possible (although not probable) that during the current year the professor received other income from work from Italian subjects (which could perhaps consist of other mobilities similar to this one).

Functionally to this, the professor will have to provide a series of related obligations.

It will not be necessary to produce supporting documentation of the expenses.

The disbursement of the due contribution will take place (in any case only after the completion of the financial agreement):

- upon the arrival of the professor at the University for Foreigners of Perugia;
- exclusively on the condition that the professor can indicate a current account (whether in his home country or in Italy) in his name or joint name, or a prepaid card with IBAN, where the sums can be paid, keeping in mind that any expenses bank charges will be deducted from the amount due.



MOBILITY PROCEDURES

During his/her stay at the University for Foreigners of Perugia, the professor will carry out the activities envisaged in the approved Mobility Agreement, with the coordination of the specific contact person of the KA171 Project, for the minimum number of hours foreseen.

MOBILITY CONCLUSION

The end of the mobility will coincide with the date of the last day of the activities envisaged in the Mobility Agreement. The University for Foreigners of Perugia will then proceed with:

- the release the **final certificate of completion of the mobility**;
- the reimbursement of expenses incurred and documented, in the sole event that the professor has opted for the bottom-of-list reimbursement regime;
- to the calculation of the portion of the contribution already paid that the teacher will eventually have to return, if the mobility period completed is shorter than that originally envisaged, in the event that the teacher has opted for the flat-rate regime.

On the other side, it will be responsibility of the professor filling in the final EU Survey Report which he/she will receive via email to the personal email address, on the mobility end date indicated in the financial agreement, from the specific European platform for the management of Erasmus+ mobility.