

(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 (if the first day of physical mobility is in September, then please put the first date of virtual activity)
- Registration in Mobility Online
 - students receive an email *noreply* with the credentials for the first access, then it works with SSO
 - students should check their email regularly in order to follow the step by step procedures
- 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
- Compilation of the Learning Agreement (see instructions on [unipd.it/en/bip](https://www.unipd.it/en/bip))
- Online language test OLS before the departure (information arrive from Mobility Online)
- Signature of the grant agreement for Erasmus+ BIP grant (*check in Mobility Online, after data confirmation students receive instructions for signing in esignanywhere*)

Scholarship Erasmus+ BIP

- *Students will receive an Erasmus BIP grant of 79 Euro for every day of activity in the hosting institution (e.g.: if the BIP foresees 5 days of activity in the host institution, students will receive 395 Euros)*
- *No travel days are considered*
- *Contribution to travel expenses based on distance band, verify on [unipd.it/en/bip](https://www.unipd.it/en/bip)*
- *No green travel for academic year 2025/2026*
- *Students do not need to keep any receipts for reimbursement*
- *The payment is made in the moment of arrival confirmation therefore students will receive the funding only after the physical mobility*

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, sometimes accommodation is reserved but often not

Procedures – UniPD Projects and Mobility Office

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

(2) PROCEDURES DURING AND AFTER THE BIP

Host University

- Signature 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 and upload them in Mobility Online

Procedures – UniPD Projects and Mobility Office

- Upload of Learning Agreement and Attendance certificate in Mobility online (only exception if students received the documents directly)
- 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