

## OUTGOING EXCHANGE FAQs

### What are the differences between Erasmus, International exchange and Semester Abroad Programs?

Erasmus exchange takes place in European countries; the international exchange takes place in countries outside Europe and the Semester Abroad programs takes place at one of the prestigious Laureate Design Universities centres. The funding available is just for Erasmus exchange.

### Can I go to any university abroad?

No, you can only go to a university with which NABA has a prior agreement. Please see our list of the institutions available by campus and course.

### When can I go abroad?

Students are mostly encouraged to participate to the mobility program during their second year and the first part of their third year of study in NABA. Spring semester of students final year is not recommended, as semester dedicated mostly to the final thesis project.

### When can I apply?

Starting from their first year at NABA, enrolled BA and MA students may apply to the International Exchange Programs, within the given deadlines, in order to spend a period of study abroad during the following academic year. Applications shall be submitted exclusively in accordance with the application deadlines. In order to participate in the mobility program during the academic:

- Fall Semester (*September - February*): end of February
- Spring Semester (*March - July*): end of September

### How do I apply?

To apply to participate in international mobility programs, candidates shall:

- complete the on-line application form at <http://www.naba.it/it/erasmus-e-scambi-internazionali> ;

Submit the following documents with the online application:

- *Transcript of Records* /enrolment certificate and list of exams sat at NABA in English language (to be requested at the NABA Academic Registration Office);
- *Personal Statement* for each institute indicated in the application form (in English or in the language of the host institution);
- *Language Passport* or *Language proficiency certificate* in accordance with the provisions of the set out under Language Requirements (in English or in the language of the host institution - *Language Passport* downloadable at <https://europass.cedefop.europa.eu/en/home>);
- *Europass Curriculum Vitae* (in English or in the language of the host institution, downloadable at <https://europass.cedefop.europa.eu/en/home>);
- *Digital Portfolio* in \*.pdf format, maximum 8MB, or indicate web link where the portfolio can be viewed (translated into English or in the language of the host institution);
- *Passport-size photograph*;
- *Passport or ID card* photocopy.

All enclosures are to be uploaded in \*.pdf format directly to the application homepage.

### Do I have to pay tuition fees?

Because the reciprocity bases of all international exchange program agreements students pay standard fees at NABA and no fees at the host University.

### How much will it cost?

It is not possible to provide an estimate of how much it will cost as this depends on a number of factors. You will not have to pay any tuition fees to the host institution. However, you will need to consider the following:

- Accommodation
- Travel costs
- Insurance - additional medical insurance in some countries
- Visa (if applicable)
- Living expenses, eg food
- Other costs, eg study books

Some countries (eg the USA) require proof that you have sufficient funds to cover your time abroad. You will need to ensure you find out what the current requirements are and have proof that you have sufficient funds.



### **Is there a limit on the amount of students who can go to one institution?**

Yes, the University has agreed numbers of students which can be exchanged with all its partners. This means you may not be able to go to your first choice of university abroad. Some Universities are very popular and places tend to get filled very quickly, in cases when the declaration of interest in a particular university is higher than places available, only the candidates with the highest ranking grades will be able to apply.

### **Will my place be guaranteed by applying?**

No, it will be subject to places available at the Universities you are applying for. We recommend to apply to three different Universities to have more chances. For more information please see our list of exchange institutions.

### **What about language requirements?**

Students should take into account that an increasing number of institutes require a high level of language proficiency, which must frequently be certified by means of international certifications. Whilst researching the appropriate destination, you should also consider choosing partner university which meet your language ability.

Students should enquire in advance with regard to the requirements set by partner institutes consulting their websites or the information sheet in the "Tell me About Erasmus" (*Raccontami Erasmus*) section in MyNABA. It should be noted that, in most cases, the possession of language requirements is required at the time of submission of application forms.

Students wishing to participate in the Semester Abroad program at one of the overseas Laureate Universities will be invited to take the Laureate English Test at level C1, organised in an ad hoc manner at NABA Language Centre.

### **I would like to take an English placement test that will acknowledge my English language ability, who could I contact?**

You should contact NABA Language Centre and make the arrangement for your placement test.

### **What happens with my NABA student scholarship?**

Students receiving a NABA student scholarship can still claim their grant whilst they are on exchange.

### **How long will I be studying abroad?**

The exact dates of the exchange vary, depending on each country. On average you should expect to be away around 4-5 months. It may be the case in some countries they start fall/spring term earlier and end earlier than in Italy and e, e.g- in US they start the fall semester in August and finish in December, and start the spring semester in January and finish in May.

### **Is any funding available and, if so, how do I apply for it?**

Erasmus exchange: Erasmus grant via European Commission  
The Erasmus Programme is funded by the European Commission and provides a small grant to outgoing students. This grant is intended to help with any additional costs incurred with studying in another country. If your application is successful you could be eligible to receive the Erasmus grant. NABA International Office will help you finalise the Erasmus grant paperwork before your departure in order for you to receive the grant whilst abroad.

### **How much will the Erasmus grant be?**

The grant varies from year to year and from country to country. The grant is based on the number of months you will be studying abroad for. The Erasmus grant should help you with your living costs, however, it is not to be used as the main source of income to fund your exchange.

In 2016/17, the maximum monthly grants are:

- €280 per month for study periods to: Austria, Denmark, Finland, France, Ireland, Norway, Sweden, United Kingdom
- €230 per month for study periods to: Belgium, Cyprus, Czech Republic, Germany, Lithuania, Malta, the Netherlands, Poland, Portugal, Spain, Turkey

### **When will I get my grant?**

Once you have been accepted as an Erasmus student, you will be sent documentation related to your study period abroad. Your grant will be paid in euros, directly into your Italian bank account, once you have returned certain items of documentation which will be provided to you before you leave. The first payment is normally made within the first month after arrival at the country destination. The second and last instalment is made after the end of the exchange subject to completion of the Erasmus survey.



### **What about accommodation?**

All our partner institutions are obliged to assist students in finding accommodation - this can range from arranging accommodation in student residences to simply providing you with a list of accommodation providers. You will be expected to arrange your accommodation yourself.

### **Who should I notify about my decision to go on exchange?**

You must keep NABA Study Abroad Advisor and Coordinator well informed of your decision to take part in the programme. They'll be able to provide you with important information regarding your visit as well as ensuring that you're clear about the work you'll have to undertake.

### **Do I need insurance?**

Once your place on the exchange programme is confirmed you should; consider personal accident cover and cover for your personal possessions consider medical insurance cover.

If you're visiting a country in the European Union your European Health Insurance Card (EHIC) is enough to allow you to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge. Apply for the card free of charge on the official EHIC website. Other, unofficial websites may charge you if you apply through them.

If you're planning to study outside the European Union, you should apply for the private insurance coverage while studying abroad.

### **Information**

International exchange contact: Aleksandra Radovanovic

NABA Building C, ground floor

E-mail: [erasmus@naba.it](mailto:erasmus@naba.it); Tel. +39 02 97372291; Fax +39 02 97372280

Information and forms are available from the NABA International Office or can be downloaded from MyNABA.

