NABA
NUOVA ACCADEMIA DI BELLE ARTI

Co-funded by the European Union

ERASMUS+ AND INTERNATIONAL EXCHANGE PROGRAMME SELECTION PROCESS NOTICE

ACADEMIC YEAR 2026/2027

This notice sets out the basic rules, requirements and common principles governing student participation in the *Erasmus+ and International Exchange Programme*, which enables students to spend a period of time abroad (mobility period) studying at a partner university with which NABA has entered into a bilateral exchange programme agreement.

We inform you that the activities and related fundings foreseen by this call will be subject to the subscription of the Erasmus+ Financial Agreement 2025 between NABA and the National Agency.

1. OBJECTIVES

The period of mobility aboard may be employed exclusively to:

- attend academic courses and sit relevant examinations;
- participate in dissertation preparation activities (excluding research activities not specifically covered by courses of study), attend courses, undertake bibliographic research, and take part in workshops and seminars;

Grants may be assigned to students for a minimum of three months and a maximum of twelve months.
The aforementioned activities shall be completed within the academic year 2026/2027.

2. ADDRESSEES

This notice is addressed to NABA students enrolled in:

- first level academic courses
- second level academic courses
- diploma program students (please refer to point 7)

Access to Mobility programs is not possible:

- during the first year of a three-year Bachelor Programme.
- during the first semester of a two-year Master of Arts Programme.
- during the last semester of a three-year Bachelor Programme and a two-year Master of Arts Programme.

Students attending the first year on three-year BA degree programmes are not entitled to participate in mobility period programmes.
Students attending the first year on two-year specialist MA degree programmes are not entitled to participate in mobility period programmes during the first semester of studies.

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3. REQUIREMENTS

In order to be entitled to apply to participate in the exchange programme, students shall:

1. be duly enrolled at NABA;
2. have paid their tuition fees and have submitted all the necessary administrative documentation;
3. undertake to renew their enrolment for a.y. 2026/2027 within the prescribed deadlines. Only those students spending the period of mobility abroad to prepare for Academic Diploma thesis shall not be required to pay new academic year enrolment fees. Students, however, are required to pay Diploma application fees within the last available session.
4. be on track with the individual study plan approved by the Academy and have fulfilled their academic career progression requirements;
5. submit a study programme of the subjects to be attended at the partner institute (please refer to point 18);
6. possess adequate language skills (please refer to point 9);
7. **Diploma program students** can carry out activities in the context of exchange programs with foreign university institutions as provided for students of academic courses but cannot benefit from the contributions and participate in the Erasmus + program. The possibility of participation in exchange programs defined by NABA outside the Erasmus+ program will in any case be subject to the verification of available places and to the drawing up of a list of participants according to the specific call announcement.

4. STUDENT RIGHTS

Students qualifying as recipients:

- are entitled to attend university courses and sit relevant exams and/or conduct dissertation or workshop research and/or participate in internships;
- may benefit from any services offered by the host institute in the same manner as local students;
- are exempted for paying tuition fees at the host institute (some partner institutes may, however, require students to pay for insurance, use of materials such as photocopies, products for workshops, etc.) and shall be treated in an identical manner to other students at the institute;
- will be accredited for the period of study at the partner institute in accordance with the provisions set out in the Learning Agreement and with the results set out in the *Transcript of Records* (please refer to point 20).

5. MOBILITY PERIOD

Mobility periods abroad may last between 2 (or an academic trimester / semester) and 12 consecutive months, in accordance with the previsions of the agreements between NABA and the partner institutes. Mobility periods abroad will be related to the academic calendars of NABA and the partner institutes and to the educational needs of individual student study plans.

Students may take part into the mobility programs more than once within each cycle of studies, provided that the overall mobility period does not last more than 12 months of physical mobility for each cycle. Mobility for studies and for *traineeship* both contribute to the calculation of the overall duration.

Students wishing to complete their degrees (or attain their qualifications) at the end of the mobility period, will be required to end mobility periods at least one month before the date of any Diploma examinations at NABA. This period of time is required in order to enable the Academy to approve and register any activities completed abroad.

6. DESTINATIONS

The list of partner institutes with which International Exchange Agreements have been set up is available in the MyNaba > International Opportunities > Tell me about Erasmus.

A. COUNTRIES PARTICIPATING IN THE ERASMUS+ PROGRAMME

European Union (EU) Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia , Slovenia, Spain, Sweden and Hungary;

Participating non-EU countries: The former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway, Serbia, Turkey and United Kingdom.

B. PARTNER COUNTRIES NOT PARTICIPATING IN THE ERASMUS+ PROGRAMME (BILATERAL AGREEMENTS WITH NABA)

For academic year 2026/2027, NABA has set up exchanges with countries not participating in the Erasmus+ programme, which therefore do not receive funding from the European Union through the relevant national agencies. Foreign students in any such countries will benefit from the same conditions as Erasmus students, but will not be entitled to benefit from a mobility grant.

The following countries do not participate in the Erasmus+ programme and have entered into bilateral agreements with NABA: Australia, Canada, Chile, China, India, Japan, Israel, South Korea, Switzerland, United Kingdom and the United States of America.

7. CHOICE OF DESTINATIONS

Upon identifying potential destinations of interest, students should check the websites of the relevant partner institutes "Tell me about Erasmus" [*Raccontami Erasmus*] section in MyNABA) to ensure that there are no conditions which may hinder departure: imminent deadlines, language requirements which students are unable to satisfy, incompatibility of academic subjects. At this stage, it is useful for students to set up a meeting with the person in charge for International Exchanges.

Partner universities are entitled to not accept students, even where the latter successfully pass NABA's selection process. Examples of reasons why students who have successfully passed NABA's selection process are not accepted by partner universities include:

1. **Deadlines related to the application procedure at partner institutes**. Many partner universities require that the selected students complete and submit certain documents (for example, registration forms, accommodation booking forms, course registration forms, etc.) within strict deadlines. Any failure to submit said documentation within the

prescribed deadlines automatically results in exclusion from the institute. In certain cases, the prescribed deadlines may be very close to the period in which NABA accepts applications from potential participants.
Students are therefore invited to consult the websites of any partner universities of interest prior to submitting their applications, in order to be informed of any deadlines established by the same.

2. **Language requirements set by partner institutes**. Despite NABA requiring all students to sit English language tests when applying to participate in exchange programmes and requiring students to certify their language knowledge in the manner set out in the *Language Requirements* section of this notice, 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. Students should gather in good advance information about 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 and should be valid for the potential duration of the exchange.

3. **Incompatibility between study plans and the subjects available at partner institutes**. Students should request information prior to applying to study at foreign institutes. For further information, students should contact NABA office in charge for International Exchanges and consult partner institute websites.

The Partner Institutions entry requirements, as well as their educational offer, may undergo changes and updates from year to year. For this reason, the dedicated pages in MyNaba section may not always be up to date.

Students should therefore independently request information with regard to requirements in advance and in any event, prior to submitting their applications.
In any event, any students who have been awarded the opportunity to take part in an exchange should recall that the host universities are entitled to the final decision as regards admission.

8. VISA AND RESIDENCE PERMIT REQUIREMENTS

International exchange programme participants may require **visas** to stay abroad in the host partner country. Participants are responsible for ensuring that the necessary authorizations (short or long-term visas or residence documents) have been obtained before the scheduled activities begin.
Participants are strongly recommended to request visas from the competent authorities well in advance, since procedures may take several weeks.

For Extra-UE students enrolled at NABA it would be important to make sure to have a valid permit to stay for Italy. The permit of stay must be valid prior departure and for all the mobility period. For further information students can address to Students' Support Office (studentsupport@naba.it).

For health insurance, students must have a European Health Card (*Tessera Europea di Assicurazione Malattia TEAM)* or other insurances required as per the specific destination country.
More information at the following link https://ec.europa.eu/social/main.jsp?catId=559&langId=en

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9. LANGUAGE REQUIREMENTS

All universities require students applying to participate in exchange programmes to meet minimum language requirements at the time of application.

Please refer to the "Tell me about Erasmus" (*Raccontami Erasmus)* section in MyNABA and to institutional websites of the partner universities for information regarding the selection language at each university.

Students are able to meet the minimum requirements in various manners:

- by submitting an internationally recognized language certificate (for specific information about the certificates accepted students are invited to check the information provided by partner universities);
- some universities, above all in the United States and Asian countries, only admit students to their institutes if specific language requirements are met (e.g. holding of a specific certificate, which is valid in accordance with specific criteria). In case a student is selected for the program, a valid evidence of the language proficiency will need to be submitted to Partner Institution according to the deadlines and modality required as per their procedure.
- Where no specific certification is required, students are still invited to submit a self-certification of their language knowledge according to the partner university selected for the exchange program, in order to follow-up the application. The self-certificate can be finalized by completing the *Language Passport* form to self-certify foreign language proficiency

(https://europass.cedefop.europa.eu/documents/european-skills-passport/language-passport);

Minimum language requirements must be met prior to the international exchange programme application submission deadline. Language certifications shall be valid for the entire duration of the mobility program.

10. FINANCIAL CONTRIBUTIONS

A. Participants in the ERASMUS + programme will be able to participate in the mobility contribution. The award of mobility grants will be based on the ranking that will be made available on MYNABA as soon as the selection process by the host universities has been completed.

Erasmus financial contributions will only be paid to students who have submitted the following documents to the office in charge for International Exchanges:

- *Mobility financial agreement* completed in full by candidates;
- *Learning Agreement* approved by individual Course Leaders and by the host institute;
- *Attendance certificate*, competed by the host institute featuring the date of arrival of the student.

Mobility grants are intended to contribute towards the extra costs arising from studying abroad and are not intended to cover the full cost of the same. Mobility grants may be combined with other financial aid granted in Italy (if any such grants are not provided by the EU).

The institute is only required to pay to the beneficiary the Erasmus+ programme participation financial contribution that has already been received from the INDIRE National Agency. The National Agency is in fact responsible for disbursing funds to the individual institutes participating in the programme.

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The National Agency is solely responsible for the payment of the grants to beneficiaries and NABA cannot be held liable or be required to pay the grants should the National Agency fail to pay the same.

The grants will be assigned according to the funds that the Academy will receive from the Erasmus+ National Agency on account of the European Commission. In case the funds could not cover all the mobilities assigned, the Academy will share in transparency the criteria of assignment.

For information purposes, monthly mobility grant amounts have been calculated for the academic year 2025/2026 in accordance with the country of destination and in accordance with the following groups:

Individual Support

GROUP 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden **- € 400/month**
GROUP 2: Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, , Slovakia, Slovenia, Spain **- € 350/month**
GROUP 3: Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey **- € 350/month**

Please notice that **no financial contribution is provided for participants joining the International Exchange program**. However, the new Erasmus+ project (KA131) gives the opportunity to partially finance also some exchanges with non-EU countries, which are therefore not members of the Erasmus+ programme (according to NABA existing partnerships, Australia, Chile, China, Israel, Japan, Republic of Korea, UK, USA).

This financial contribution to International Exchange will extraordinarily be allocated only to the first students who obtain the highest score during the selection phase, until all the available funds are exhausted.

Travel Support

An additional contribution as a travel support will be added and calculated according to geographical distance, as follows:

Distance band (Km)	Green Travel - Contribution	NON-Green Travel - Contribution
between 10 and 99 km	56€ per participant	28€ per participant
between 100 and 499 km	285€ per participant	211€ per participant
between 500 and 1999 km	417€ per participant	309€ per participant
between 2000 and 2999 km	535€ per participant	395€ per participant
between 3000 and 3999 km	785€ per participant	580€ per participant
between 4000 and 7999 km	1188€ per participant	1188€ per participant
8000 km or more	1735€ per participant	1735€ per participant

Important: 'distance band' refers to the distance between the Sending institution and the Receiving Institution. The contribution refers to back and forth travel.

The *green travel* contribution can be foreseen when using sustainable transports (bicycle, bus, carpooling, train). In this case, the participant shall provide and subscribe a self-certification (or travel documents).

B. ADDITIONAL CONTRIBUTION TO THE MOBILITY GRANT FOR SOCIO-ECONOMIC DISADVANTAGED STUDENTS (only for Erasmus+ programme participants):

NABA may consider assigning additional funds in order to facilitate the international mobility of students from **disadvantaged socio-economic backgrounds or inclusion purposes** (working students, students with under age children, refugees, professional athletes, students orphaned by at least one parent or victims of organised crime and terrorism) during the academic year 2026/2027. Such integration will be equal to € 250 per month (amount established at a national level) and will be assigned to selected students for the entire duration of the mobility.
For minor opportunities condition (economic disadvantage) students must possess the financial requirements on the date of submission of the application form. These additional funds will be assigned based on the ISEE certification issued in 2026 for DSU (Right to University Education) services. The ISEE is calculated in relation to the composition of the family nucleus, any income received and any assets possessed. ISEE calculations can be obtained free of charge from all INPS (*Istituto Nazionale della Previdenza Sociale* [Italian National Institute of Social Security]) offices, local authority offices or CAF centres (*Centri di Assistenza Fiscale* [Tax Assistance Centres]) located throughout Italy.
Any such contributions cannot be combined with Right to University Education (*Diritto allo Studio Universitario* - DSU) scholarships received to facilitate international mobility for the academic year 2026/27. Right to University Education scholarships received to facilitate international mobility will therefore be reduced by the total contribution provided by NABA, including Erasmus+ grants and any additional contributions for students from disadvantaged backgrounds.

C. Special funding for students with physical, mental and health problems (only for Erasmus+ programme participants):
Students selected for an Erasmus+ mobility might ask for an additional EU grant covering special needs. Such integration will be equal to € 250 per month (amount established at a national level) and will be assigned to selected students for the entire duration of the mobility. Besides this, participants may apply for an additional contribution for exceptional costs needed, always with reference to physical, mental and health conditions. The Academy will put forward a formal request to the National Agency through a specific call. The Agency will evaluate all the requests and select the assignees of this special grant, that will be paid at the end of the mobility period, on the basis of the actual expenses incurred by the participant and considered as allowable.

D. Right to University Education scholarship financial supplements:
Students participating in international mobility programmes may continue to benefit from any national or regional study grants or scholarships which they already receive. Students who have been awarded scholarships pursuant to the

Decree of the President of the Italian Council of Ministers of 09 April 2001 or who are eligible non-recipients of scholarships may apply to receive international mobility financial supplements.
It should be noted that students may apply for financial supplements to participate in international mobility programmes with regard to exchanges at institutes in countries not participating in the Erasmus+ programme (please refer to point 6.B).

N.B. The participation in an international mobility programme shall be certified by the relevant office.

11. APPLICATIONS

Any NABA student wishing to apply to participate in an international mobility programme shall indicate **a maximum number of three partner institutes in order of preference** (with destination no. 1 being the preferred destination). **The choice of 3 institutions gives the student a greater chance to proceed in the second phase of selection at the Partner Instituions**. If the student is willing to apply both for the Erasmus+ program and the *International Exchange* Program, the maximum number of institutes to select will always be three (e.g. two selected universities within the *International Exchange* Call and a selection on the Erasmus+ Call. A list of destinations available for the various courses of reference is published annually on MyNABA, under the International Exchange Programmes (*Programmi di Scambio Internazionale*) section.

To apply to participate in international exchange programmes, candidates shall:

- access the online application https://www.naba.it/en/student-services/erasmus-international-exchange-programmes ;
- read the application completion notes on the homepage of the web page explaining how to apply on-line;
- complete the on-line application form;
- enclose the following documents with the application:
  - enrolment certificate and list of exams sat at NABA in English
    (to be requested to the Registration Office at NABA – *Transcript of Records* *certificate@naba.it*);
  - motivation letter for each institute indicated in the application form
    (in English or in the language of the host institute);
  - language proficiency certificate in accordance with the provisions of the set out under Language Requirements;
  - Europass curriculum vitae https://europass.cedefop.europa.eu/documents/curriculum-vitae ;
  - digital educational 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 institute);
  - passport-size photograph;
  - photocopy of passport or identity card.

All enclosures are to be uploaded in *.pdf format directly to the application homepage. Hard copies of enclosures or uploads in non-pdf formats will not be accepted. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
ONCE SUBMITTED, APPLICATIONS MAY NOT BE AMENDED OR CANCELLED.

Subsequently:

- the International Exchanges Office will check that application requirements have been met and will issue its evaluation;
- all applications are then evaluated by an internal board responsible for drawing up classification lists.

12. APPLICATION SUBMISSION DEADLINES

Applications shall be submitted exclusively on-line at http://www.naba.it/en/erasmus-and-international-exchange from the application submission opening dates.

To participate in the mobility programme in the First Semester (September 2026 - February 2027)

- APPLICATION OPENING INTERNATIONAL EXCHANGE AND ERASMUS+ CALL: February, 18th
  DEADLINE: March, 1st

To participate in the mobility programme in the Second Semester (March - July 2027)

- APPLICATION OPENING INTERNATIONAL EXCHANGE AND ERASMUS+: to be defined
  DEADLINE: to be defined

13. SELECTION PROCESS

An internal board will select candidates and draw up final classification lists according to the following criteria:

1. credits attained - from 0 to 4 points;
2. average examination marks - from 0 to 4 points;
3. portfolio - from 0 to 2 points;
4. knowledge of the language of the destination country - 1 point;
5. cover letter
6. submission of internationally recognized certifications (e.g. PET, FIRST, IELTS)

N.B. First year students applying to participate in the exchange programme during the first semester of their second year, if no exams have been taken yet, will be selected in accordance with portfolio evaluations and foreign language knowledge.

14. PROVISIONAL CLASSIFICATION LIST

At the end of the evaluation of the applications, students will receive an email with the outcome, whether positive or negative. Eligible students will also receive all the information about the next selection at the host institution, selected according to the indicated preferences and the fulfilment of the needed requirements.

Students must finalize the application process as per requirement of the partner university according to the deadline set. A partial or missing application may lead to the exclusion from the participation to the program.

It should be borne in mind that certain host institutes have established specific selection criteria and any such criteria will be binding during the selection process.

15. FINAL CLASSIFICATION LISTS

At the end of the selection process of the Host Institutions, a list of the officially selected students granted with mobility funds will be published on MyNABA.

16. ACCEPTANCE

Selected students willing to accept their assigned destinations will be required to confirm their exchange places with the International Office. Further to formally accepting their assigned destinations, students shall undertake to:

- duly obtain the necessary valid documents required by immigration policies to travel abroad;
- complete foreign university applications in a timely manner and in accordance with the required procedures (with reference also to accommodation, insurance, etc.);
- submit the documentation required to benefit from Erasmus grants if selected as assignee for a destination participating in the programme (please refer to point 10 for further details). Non-acceptance shall be deemed as a waiver of rights.

Declining the acceptance will be considered as a request of withdrawal from the program: this will be taken into consideration and affect future applications, except for serious and certified problems.

17. OBLIGATIONS PRIOR TO DEPARTURE

Students who have been awarded places shall:

1. consult the websites of the host institutes and find the necessary information to send any documentation required (e.g. application form, accommodation form, Learning Agreement, etc.), in accordance with any deadlines;
2. sign (only for the Erasmus+ programme) the relevant ***Mobility Financial Agreement*** at the International Exchanges Office one month prior to departure. Bank/Post Office account details will be required in order for grants to be paid into current accounts, which must be in the name or the joint name of the Erasmus grant recipient. Please note that the financial contribution will be calculated according to the academic calendar, stated in the document: should the stay be extended and be not required per academic reasons and approved in advance, the additional days will not contribute to an increase of the fundings.
3. request from the International Exchanges Office or download from MyNABA the ***Attendance Certificate*** form to be submitted to and signed by the international exchange contact person upon arrival at the host institute;
4. contact the International Exchanges Office during office hours to ensure adequacy of the ***Learning Agreement*** (please refer to point 18).
5. sit the placement test for the language knowledge of the host country or study language of the host institution foreseen by the mobility program, through the OLS platform (please see paragraph 23, for Erasmus+ participants only).

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18. STUDY PROGRAMME (LEARNING AGREEMENT)

The *Learning Agreement* has to be filled in by students on the Erasmus platform, with the exams to be taken at the receiving institution. Further information are sent by e-mail, following the outcome of the application.

Students may request for amendments to be made to the Learning Agreement within one month after arrival at the host institute. Any such requests shall be immediately communicated to the International Exchanges Office for final approval. In order to be valid, the Learning Agreement must be signed by the student and the International Exchanges Office at NABA, as well as by the International Exchanges Office at the host institute.

19. OBLIGATIONS AT THE HOST INSTITUTE

Upon arrival at the host institute, students shall:

1. report to the International Office or equivalent to register;
2. contact the International Office, who will provide assistance in the performance of academic activities at the host institute;
3. ensure that the International Office at the host institute enters, stamps and signs the date of commencement of the mobility period on the *Attendance Certificate* form, forwarding the same by email to the International Exchanges Office at NABA;
4. follow any instructions provided concerning how to enroll on courses and sign up for any other academic activities, on the use of any services available to students (e.g. accommodation, refectory), obtaining residence permits, accessing healthcare assistance, etc.
5. prior to returning to Italy for good, students shall obtain the following certificates from host institute:

- the original of the ***Attendance Certificate*** indicating the date of commencement and conclusion of the exchange period. The certificate is to be submitted by students to the International Exchanges Office at NABA within 15 days upon returning to Italy.
- ***Transcript of Records***, that is the final certificate indicating the results obtained at the host institute (marks or evaluations including credits, ECTS where possible), issued as a hard copy on the host institute's headed paper, duly signed and stamped by the issuer.

If, at the time of departure, said certificate cannot be obtained by the student, the student will be responsible for ensuring that the host institute sends the same to the International Exchanges Office at NABA or to the student (who will then be required to submit the certificate to the International Office at NABA) within 4 weeks upon the end date of the mobility period as indicated in the Attendance Certificate;

- ***Regarding the activities related to the preparation of the final dissertation:*** before applying for the Call, students are invited to refer to the Course Leader/Supervisor of the final project to discuss the destination of the exchange and the content of the Learning Agreement.

At the end of the exchange, students shall obtain a declaration from the competent office at the host institute stating clearly the type of activities completed (university course attendance, workshop participation, bibliographic research, participation at seminars), the purpose (for the purpose of dissertation preparation activities) and subject matter of the same, in addition to any credits attained (ECTS where possible), where foreseen. **Please note that the exchange intended for the preparation of the final dissertation can be carried out in the first semester of the academic year following the end of the cycle of studies (next available Call *Fall 2026/2027).***

During the mobility period the students won't be entitled to perform any degree-related activity (e.g. exams).

20. ACADEMIC APPROVAL OF THE PERIOD OF MOBILITY AND THE ACTIVITIES COMPLETED

Upon returning to Italy, students shall submit to the International Exchanges Office at NABA the following documentation in order to obtain approval of the period of study abroad:

1. ***Online Learning Agreement***, duly completed and signed;
2. ***Attendance Certificate***, used to calculate the actual monthly grant payments due;
3. ***Transcript of Records***, that is the document required to obtain approval of the exams sat abroad. Grant recipients who fail to complete their programme of study abroad may be required to repay the grant in part or in full;
4. ***Final Study Abroad student experience presentation*** (free format e.g. pdf file, video, photo album…);
5. ***Final international student report*** (for Erasmus+ participants only, questionnaire sent by National Agency, to be completed, mandatorily).
6. ***Final placement test for the language knowledge*** for the language knowledge of the host country or study language of the host institution foreseen by the mobility program, through the OLS platform (for Erasmus+ participants only).

In the event of failure to submit all of the documentation requested within the prescribed deadline, NABA reserves the right not to approve the mobility period and, in the case of student recipients of Erasmus mobility grants, to suspend payment of grants or to require repayment in full of the same.

The International Exchanges Office will review the educational paths followed by students and transmit this information to the NABA Registry Office for final translation of grades and relevant credits obtained for validation and final recognition of mobility period.

21. MOBILITY GRANT PAYMENTS

Mobility grant payments may only be accredited to bank or Post Office current account (which must be in the name or joint-name of beneficiaries).

Grants will be paid in two instalments:

- advance payment 80% of the total mobility grant agreed, upon submission of the *Attendance Certificate* with the first section duly completed by the host institute
- the balance (20% of the grant agreed) at the end of the contractual period upon submission of the documents referred to in point 20.

22. EXCHANGE PERIOD EXTENSIONS

In the event of an extension to the period of stay abroad, the relevant agreement shall be amended and approved in writing by means of the *Mobility period extension application* and submitted one month prior to the end of the mobility period.

23. LANGUAGE COURSES

In view of the period to be spent abroad and in order to improve language abilities, students may attend courses organized by:

- Host institutes: institutes in the destination countries generally organize language courses for foreign students hosted by the same, which are mainly held at the beginning of the semester or year of study. Any such courses may or may not be free of charge. Information will be provided directly by the host institutes;
- European Commission: Erasmus+ online language support (**Online Linguistic Support - OLS**) helps foreign students participating in the Erasmus + programme on a long-term basis learn languages. OLS provides participants with the opportunity to test their language skills in the foreign language to be used during their period of study abroad. Online language support includes mandatory assessment of language skills and opportunities to follow online language courses. All participants to Erasmus+ programs are required to take the placement test as a prerequisite to the mobility, whereas the final evaluation will not be mandatory and could be run at different moments of the learning path. Language assessments made prior to the departure of participants are in no way directed at limiting participation in mobility activities. On the contrary, assessments aim to promote language proficiency and to remove any barriers created by limitations in language knowledge.

Access to courses is financed by the EU under the Erasmus+ programme.
Information on OLS language courses is available at: EU ACADEMY

24. EXCHANGE PERIOD WITHDRAWAL

Students wishing to withdraw from their period of mobility shall submit a written request, including their reasons for the same, to NABA's International Exchanges Office. It should be noted that the minimum period for international exchanges is 2 months, therefore any requests to withdrawal from the exchange programme before the end of the 2 months will result in students being required to return any financial contributions already received.

25. REOPENING OF THE SELECTION PROCESS

NABA may take into consideration reopening the selection process, in order to allocate any unfilled mobility programme places.

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INFORMATION

Information and forms are available from the International Exchanges Office at NABA or can be downloaded from MyNABA. Useful international mobility forms, such as Language Passport and CV Europass, can be downloaded from National Europass Centre official website: https://europass.cedefop.europa.eu/en/home

International students & exchange programs contacts: Alice Valtorta
E-mail: erasmus@naba.it; Tel. +39 02 973721

General information on the Erasmus+ programme is available on the INDIRE National Agency website: www.erasmusplus.it.
For useful information, tips and advice on organizing stays abroad by contacting other Italian and foreign students who have already experienced or are experiencing a period abroad, please refer to:

- NABA International Exchanges Office - *Building C*
- MyNABAhttp://my.naba.it/en/Pages/Opportunit%C3%A0%20Internazionali/Programmi-di-ScambioInternazionale.aspx ;
- Erasmus+ programme dedicated website http://ec.europa.eu/index_it.htm
- ESN - Erasmus Student Network website - www.esn.it - European organization which organizes cultural activities for Erasmus students, encouraging socialization and integration in local communities.

Milan, February, 13th 2026

Academic Coordination Office – International Exchanges