

OUTGOING EXCHANGE FAQs

What are the differences between Erasmus+ and International Exchange Program?

Erasmus+ exchange takes place in European countries, the international exchange takes place in countries outside Europe. 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 check our Partner List or visit our *International Opportunities > Tell me about Erasmus* webpage in MyNaba.

When can I go abroad?

Students are mostly encouraged to join the mobility program during their second year (Bachelor of Arts and Master of Arts programs) and the first semester of their third year of study (Bachelor of Arts programs) in NABA. Spring semester of students' final year is not recommended, as that semester is dedicated mostly to the final thesis project. Thesis research is another possibility available, upon completion of the study program.

When can I apply?

Starting from their first year at NABA, students enrolled within Bachelor of Arts and Master of Arts programs may apply for 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*): March
- Spring Semester (*March - July*): September

How do I apply?

In order to apply and participate in international mobility programs, candidates shall:

1. complete the on-line application form at <http://www.naba.it/it/erasmus-e-scambi-internazionali>
2. submit the following documents with the online application:
 - ✓ *Transcript of Records/enrolment certificate* in English language and list of exams passed in NABA to be requested at NABA Academic Registration Office);
 - ✓ *Personal Statement* for each institute indicated in the application form (in English or in the language of the host institution);

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- ✓ *Language Passport or Language Proficiency Certificate* in accordance with the requirements specified as per our call (please refer to the document available in MyNaba for specific information);
- ✓ *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 documents will need to be uploaded in *.pdf format directly to the application homepage.*

Application timeframe: from March, 13th to 22th 2023

Do I have to pay tuition fees?

All international exchange program agreements work on a “reciprocity” base and students keep paying 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, e.g. food
- Other costs, e.g. study books

Some countries (e.g. 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 the numbers of students which can be exchanged with all its partners. This means you may not be able to go to the University that you have selected as your first choice. Some Universities are very popular and places tend to get filled very quickly. For destinations where the request 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 and the evaluation run by the Host Institution on incoming exchange students. We recommend to apply to three different Universities to have more chances. For more information please see our list of exchange institutions.

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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 universities which meet your language ability. Students should carefully check 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, when a language entry requirement is set, students should provide a valid certification upon submission of the application forms. The certification should be valid for the entire duration of the exchange.

I would like to take an English placement test that will acknowledge my English language ability, who should 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. In some countries, the Fall / Spring term starts and ends earlier than in Italy (e.g. in the US the Fall semester starts in August and finishes in December; the Spring semester starts in January and finishes 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 whilst 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 meant to be used as the main source of income to fund your exchange. For the academic year 2023/2024 the monthly mobility grant will be calculated, based on the cost of living of the country of destination, according to the following groups:

- GROUP 1 (high cost of living): Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway, - **€ 350/month**
- GROUP 2 (medium cost of living): Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal - **€ 300/month**
- GROUP 3 (low cost of living): Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey - **€ 250/month**

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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 submit the documents provided by the International Exchange Office before you leave. The first payment is normally made within the first month after arrival at the country destination. The second and last instalment will be granted after the end of the exchange subject to completion of the Erasmus survey and submission of the required documents.

What about accommodation?

All our partner institutions will assist students in finding accommodation - this can range from arranging accommodation in student residences/dorms 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 International Exchange Coordinator well informed of your decision to take part in the programme. We will be able to provide you with important information regarding your visit as well as ensuring the smooth development of the exchange experience.

Do I need an insurance?

Once your place on the exchange programme is confirmed, you should consider to purchase suitable travel insurance, accident and liability insurance and health insurance, also based on the specific requirements of the host university and the country of destination.

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

Is there any additional financial support provided for the experience?

The Erasmus+ program supports students who are in socio-economical, physical and mental difficulty providing a top-up contribution to the monthly grant. The International Exchange Office will support you for further information.

How will my studies abroad be validated?

All the credits and marks achieved during the mobility, as per *Academic Transcript* issued by the Host Institution and according to the *Learning Agreement* set before the departure, will be recognized upon return by our Registration Office.

Information

International Office - NABA

E-mail: erasmus@naba.it; Tel. +39 02 97372171

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

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