

FAQ – Erasmus + programme – Mobility for Study

APPLICATION, SHORTLIST AND PLACE ALLOCATION

Is it allowed to submit any application for a destination which is included in the destination list of a Department or Centre to whom I am not affiliated?

No, this is not allowed.

What is more relevant for the selection: the number of earned credits or the cumulative grade average? In other words, few exams with a high average grade score higher than many exams with a lower average?

It is the Commission to establish on a yearly basis how to score the number of earned credits and how the cumulative grade average.

How are the candidates shortlisted?

The selection criteria are included in the call. The Commission shall decide on how to score each criteria before evaluating the applications.

I was awarded with a Erasmus+ grant for the destination I chose as third option. May I decide to not accept this grant in the hope that a position in the destination of my second and first choice will not be accepted?

No, you are not allowed. In the case you do not accept the grant you were assigned you lose the grant and the right to participate in the mobility programme.

I was awarded with a Erasmus+ grant for the destination I chose as third option. In the case the candidate who was assigned to a destination I selected as first or second choice gives up the grant, may I take over?

No, you are not allowed. The grant will be assigned to the next student in the shortlist of the selected / not grant holder candidates.

SELECTING THE LEARNING ACTIVITIES TO CARRY OUT DURING YOUR ERASMUS PERIOD

What is the learning agreement for studies (LA)?

It is the document for elaborating the plan of study to be followed abroad, that is the list of the learning activities and the credits to be earned during the Erasmus period. Only those activities which are listed in the LA (including following changes) and approved by the University of Trento and the receiving partner institution will be recognized - if certificated in the Transcript of records -.

The LA shall be prepared by the student according to the learning offer at the hosting institution (available at the webpage of the receiving organization). The student shall also deliver the table for the recognition of qualifications approved by the Responsible of destination. Both documents shall be approved by the institutional Coordinator and sent to the partner university for their approval. This shall occur before the departure and within the deadlines set by the staff for international activities of your department.

May I change the Learning agreement?

You can change the agreement via the form "Changes to the learning agreement" and the related table for the recognition of qualifications. In this case too, changes shall be discussed with the Responsible of destination, the partner receiving institution and the institutional Coordinator. This procedure shall take place before taking the exam therefore you are advised to send the form "changes.." well in advance.

At the receiving partner university am I supposed to select only learning activities which correspond to those included in my degree course for the year/semester I will spend abroad?

No, you are not. You can select activities from the learning offer of years different from yours also (of previous or following years unless you have not already taken the exam). Furthermore, you are allowed to select courses from the learning offer of the receiving university of other years paying attention to avoid those covering learning content that you have already covered at the University of Trento.

Is a master student allowed to take exams of courses included in bachelor degrees? And viceversa?

Restrictions to master courses attendance - in particular - are usually set by the receiving institutions. More information should be available at the partner university website. Whenever attendance is allowed the University of Trento will recognize qualifications achieved by a master student in a BA course and viceversa.

Are there any instructions about the number of credits to be earned during the Erasmus period?

Yes, there are. The ECTS number depends on the duration of your mobility. Given the principle that you should earn 30 CFU in an academic semester and about 60 CFU in one year, students are expected to earn the same amount of CFU during their period of mobility also; this means that for a 5-6 month mobility you shall earn about 30 ECTS, 45 in 7-9 months and 60 for longer durations.

Is there a minimum number of credits to be earned?

Yes, there is. Should you not fulfil this requirement you will be asked to give the grant back! The minimum number is set in the call and in the financial agreement.

I can not find any course at the hosting university which has the same number of credits of the course to be recognized. May I include it in my LA? Will I be requested to integrate the course upon my return?

It occurs frequently that students do not find an exact correspondence between the courses offered by the hosting university and those included in their plan of study. For this, recognition is mostly done collectively rather than for each single course. Doing so, if the course has a lower number of credits students can add a second course covering a similar subject matter; the two courses together will reach the credit amount requested. The credit surplus can be recognized and registered as "credits of your choice" (crediti a scelta TAF D) or transferred for the recognition of another qualification.

Should this turn out to be not possible students are allowed to include the course in their LA; upon their return they will be asked to take an exam of integration for closing the credit gap.

Can courses be included in the LA which are not offered by the Department that signed the agreement?

Generally speaking activities are accepted which are offered by the receiving Department. However, there are hosting universities which allow students to take exams at other departments. Information is available at the hosting institution website. Should this not be the case, please contact the Erasmus Coordinator at the receiving institution or the Responsible of the destination.

Am I allowed to do a traineeship during the Erasmus mobility period for study?

Yes, you can under the following conditions:

- a) besides the traineeship you are to carry out the agreed learning activities (courses, seminars, etc.);
- b) traineeship shall be included in the didactic activity of the hosting institution and be included in the Learning Agreement (and following changes) as well as in the final Transcript of Records released by the hosting university at the end of the Erasmus mobility period.

You are reminded that a programme is available for full time traineeships at enterprises/institutions in the Erasmus countries network (programme Erasmus+Traineeship). For more information on this particular programme you can contact the staff for international activities of your department.

Are students allowed to carry out activities related to the thesis?

Yes, they are. However, master students only.

During the Erasmus mobility experience may I take exams in foreign languages courses (also different from the language spoken in the country of the receiving institution) and ask for their recognition?

Yes, you can. However, it has to be included in the LA or in one of its changes and in the transcript of records or in one certification delivered by the language center of the hosting university. In any case, the exam will be accredited as additional course.

May I take exams which do not match with my plan of study?

Yes, you can as far as they are consistent with your study path. The outcome can be accredited as courses of your choice (corsi a scelta libera).

What are additional credits?

Additional credits are those credits which exceed the number of credits requested for the title i.e. 180 credits for a bachelor and 120 for a master degree. The grades of the additional exams are not included in the cumulative grade average used for the calculation of the final grade.

If I am not happy with the final grade of a course I took during my mobility, can I decide to recognise those credits as additional credits, instead of recognising them as standard credits?

No, this is not possible, unless you are enrolled in a *Percorso di Eccellenza*. In this case the Erasmus Committee might consider your request.

... FURTHER TOPICS

Who is the Departmental Coordinator?

Departmental coordinators are the professors of reference for every Erasmus destinations; his/her contacts are included in the table of destinations attached to the Erasmus call for applications. The plan of study to carry out abroad and the recognition of qualifications are to be discussed with the departmental coordinator. S/he has to approve the table attached to the LA with the request of recognition.

Who is the Institutional Coordinator?

Institutional Coordinators are the professors Departments or Centers delegate for the supervision and coordination of all activities in the framework of the Erasmus programme; s/he signs the LA and eventually its changes.

What is the Transcript of records (T.o.R.)?

The Transcript of Records is the certification issued by the hosting university that certifies students learning outcome during their period of stay abroad. Students are required to ask for the certification and make sure that it is sent to the staff for international activities of their department/center.

Am I allowed to take exams in Italy during the Erasmus mobility abroad?

The period of stay abroad is to be intended as a continued period of time. It can not be suspended for periods longer than 14 days (holidays and closing days of the hosting university are not considered interruptions). This said, it is possible to take exams at the University of Trento for the time strictly needed and upon notice to the staff for international activities of your department.

During my period of mobility I took an exam which was not included in my LA nor in any of my Changes. Will this outcome be recognized?

No, it will not. None of the exams will be recognized as qualification in the framework of the Erasmus programme which have not been previously authorized via the LA properly filled in or eventually via the

form Changes.

Am I allowed to reduce or extend my period of stay abroad?

Yes, you can. You can always reduce the period of stay abroad unless this is for a period shorter than three months (in this case in fact you will be requested to pay back the part of the grant accredited); in the case of an extension you need the approval from the side of the University of Trento and from the university partner. The financial coverage for the extra months is not guaranteed.