



UNIVERSITY  
OF TRENTO

Erasmus+ INTERNATIONAL CREDIT MOBILITY PROGRAMME



# WELCOME TO TRENTO

GUIDE FOR  
INCOMIG STUDENTS

General information for student mobility to UniTrento within Er+ International Credit Mobility projects.

**For details about duration and grants, and for the project documentation please visit your project of belonging web page:**

**["ICM 2023: Information for partenars"](#)**

# Welcome to UniTrento

**Dear student,**

**We are glad to Welcome you in UniTrento either for a one-semester, a double degree or for a blended short term mobility. We would like to inform you that mobility to UniTrento is possible only with the partners selected in the project, after having passed a selection and having been nominated by the home university.**

**Please find here below some relevant information about the different phases of an Erasmus+ mobility. Detailed information about the procedure will be given by the offices of reference to the selected students**

# Before your arrival: preliminar steps



## 1. Calls and selections



If you are interested in an Erasmus+ mobility to UniTrento, please contact your international office.

**Selection is entirely carried out by the home university** within a dedicated call.

To know the type of mobility eligible in the project visit the [project's web page](#).

The nomination procedure is carried out by the home university's International Office.

## 2. Preparation



Once you have been selected as an Erasmus+ student, your Home University together with UniTrento **mobility Office will give you the information needed regarding the partner institutions or enterprises** where you can spend your mobility period and the activities that you can undertake.

You will receive information on the grading system used by UniTrento, as well as **information on obtaining insurance and finding housing** (at UniTrento campus if available or off campus); and **securing a visa** (if required, the invitation letter and other useful information about procedures will be provided directly to the student by the UniTrento Mobility Office).

**The relevant contact points and information sources are available in the Inter-Institutional Agreement signed between your sending institution and UniTrento.**



## 3. Documentation



Before the mobility starts you will have to sign the mobility documentation required by the project:

- **Grant Agreement:** setting out the financial support and payment arrangements and that you will have to sign with UniTrento.
- **Learning Agreement** : crucial for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the **details of your planned activities** abroad (including the credits to be earned and that will count towards your home degree).



## 4. General rules and opportunities



Once you get to UniTrento, you should **take full advantage of all the learning opportunities** available at the receiving institution, while respecting its rules and regulations, and endeavor to **perform to the best of your ability** in all relevant examinations or other forms of assessment.

UniTrento also offers language services, i.e. Italian language course, other language courses at the University Language Centre – CLA.

**Your receiving institution commits itself to treat you in the same way as its home students and you should make all the necessary efforts to fit into your new environment.**

## 5. Fees



Your **receiving institution will not ask you to pay fees for tuition, registration, examinations** or for access to laboratory and library **facilities** during your mobility period.

Nevertheless, **you may be charged a small fee on the same basis as local students** for costs such as insurance, student unions and the use of study-related materials or equipment.



## 6. Possible changes in the Learning Agreement



You can **request changes to the Learning Agreement** only in **exceptional circumstances** and within the deadline decided by your sending and receiving institutions.

You must ensure that these **changes are validated by both the sending and receiving institutions**. Any request to extend the duration of the mobility period must be submitted at least one month before the end of the originally planned period.

## 7. Duration



Your arrival and departure dates are fixed according to the semester's starting date and grant's duration.

**No extension is allowed unless there is an academic reason** for requiring it and it has anyway to be approved by the Host/Home Institutions.

**Approved extensions will be financed only in case there are funds available**, it will otherwise be a zero-grant extension.

Any **request to extend** the duration of the mobility period must be **submitted at least one month before the end of the originally planned period**

# After the Mobility



## 8. Accademic recognition

In accordance with your Learning Agreement, you are entitled to **receive full academic recognition** from your sending institution for activities that you have completed satisfactorily during your mobility period.



## 9. Transcript of Records



Your receiving institution will send a **Transcript of Records** to you and to your sending institution, **showing your credits and grades achieved**. Upon receipt of your Transcript of Records, your home institution will provide you with complete information on the recognition of your achievements.

If you are enrolled in a higher education institution located in a Programme Country, the recognised components (e.g. courses) will appear in your Diploma Supplement.

## 10. Questionnaires

You must **fill in a EU questionnaire to provide feedback** on your Erasmus+ mobility period.

We will send you other questionnaires to measure the impact of the mobility on your future carrier in a mid term perspective. Your answer is important for the project's improvement.

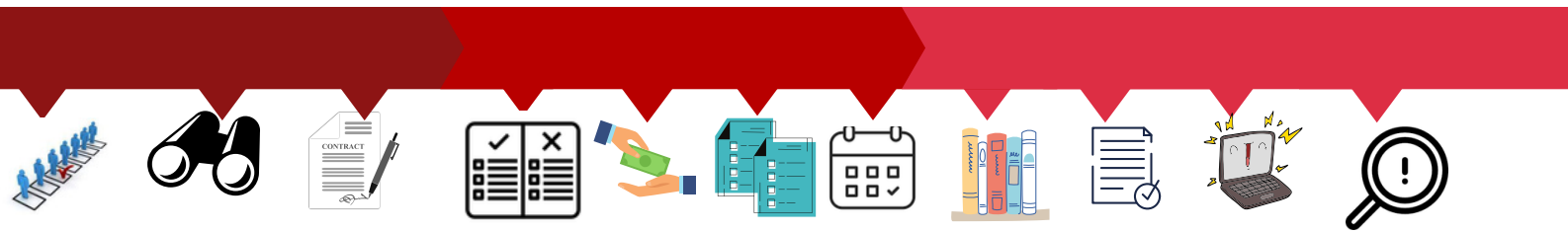


## 11. Testimonials

Don't forget to share your mobility experience with us (using the [dedicated survey](#)) and with your friends, fellow students, staff in your institution, journalists etc. to let other people benefit from your experience.



# What if...



If you encounter a problem:



In case of any problem:

1. **Identify the problem clearly** and check your rights and obligations under your Grant Agreement.
2. There are a number of people working in your sending and receiving institutions whose role is to help Erasmus+ students. Depending on the nature of the problem and the time it occurs, the **contact person at your sending or receiving institution** will be able to help you. Their **names and contact details are specified in your Learning Agreement**.

**In case you are not able to identify a referent please  
write to the general address:  
[international@unitn.it](mailto:international@unitn.it)**



Discover UniTrento on the dedicated web page

## International Relations Division

### ERASMUS+ ICM

e-mail: [international@unitn.it](mailto:international@unitn.it)

## Head



Grazia Callovini  
tel. +39 0461 282181

## Staff



Daniela Tosi  
**Project Proposal and  
Management**  
tel. +39 0461 283253



Anna Indelicato  
**Financial and  
dissemination manager**  
tel. +39 0461 283135

## International Mobility offices:



Lorenza Zuccatti  
**Social Sciences and Humanities Area (Trento)**  
via Verdi 8 - 38122 Trento  
[mobility-ssh@unitn.it](mailto:mobility-ssh@unitn.it)

Cristina Masciangelo  
**Science and Technology Area (Povo/Mesiano)**  
via Sommarive 5 - 38123 Povo (TN)  
via Mesiano 77 - 38123 Trento  
[mobility-st@unitn.it](mailto:mobility-st@unitn.it)



Micaela Rapetti  
**Cognitive Scienza Area (Rovereto)**  
corso Bettini 84 - 38068 Rovereto (TN)  
[mobility-cs@unitn.it](mailto:mobility-cs@unitn.it)