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UNIVERSITY
OF TRENTO

Erasmus+ - International Credit Mobility

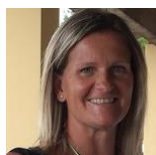
Quick reference guide for ICM2023 partner Institutions

Who's who in UniTrento ICM

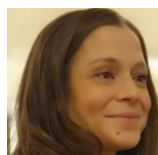


Grazia Callovini
Head
International Relations Divisions

INTERNATIONAL RELATIONS



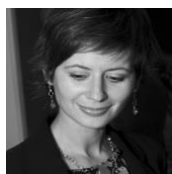
Daniela Tosi
Administrative Staff
International Relations Divisions
Project Proposal and Management
Staff Mobility Management



Anna Indelicato
Administrative Staff
International Relations Divisions
Financial and Administrative Management

Aya Boussebaa
Assistant
International Relations Divisions

MOBILITY OFFICE



Lorenza Zuccatti
International Mobility Office
Social Sciences Area and Humanities
Student Mobility Management



Micaela Rapetti
International Mobility Office
Cognitive Science Area
Student Mobility Management



Cristina Masciangelo
International Mobility Office
Science and technology area
Student Mobility Management

Congratulations! Your institution is part of the ICM 2023 project that has been selected for funding for International Credit Mobility under the Erasmus+ programme, promoting the international exchange of students and staff between higher education institutions in Erasmus+ Programme (European) and Partner (non-European) Countries.

Organisation ID (OID)

Every organisation involved in the project will need an Organisation ID (OID) which identifies your institution's legal entity, typically at the level of the central university (and not one of its faculties). If your institution does not already have an OID, you will have to register your organisation in the [Participant Portal](#) to obtain one. Please note that 'Declared' or 'Dormant' OIDs are accepted for International Credit Mobility projects. Please check carefully whether your institution already has an OID before requesting a new one.

Contractual documents

The beneficiary grant agreement

This agreement links UniTrento to the Italian National Agency for Erasmus+ and provides the financial support for your mobility project. As a partner organisation, you are not a direct party to this agreement but your mobility project is described within the grant.

The Inter-Institutional Agreement (IIA)

Before the mobility activity can take place, your institution must sign an inter-institutional agreement with UniTrento. By signing this document, the institutions commit themselves to respecting the principles and quality requirements of the Erasmus Charter for Higher Education ([ECHE](#)).

The student's learning agreement

Before the mobility can start, the sending and receiving institutions, together with the participant (student or staff), must agree on the activities that the participant will undertake during the period abroad ([Choose your courses](#)). The learning agreement sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions.

The staff mobility agreement

The mobility agreement for academic staff sets out the teaching/training programme to be followed, and lists the rights and obligations of each party.

The participant grant agreement

The grant agreement sets out the financial support and payment arrangements to the participant (student or staff). Unlike other documents, this agreement is signed between the participant and UniTrento.

Managing the mobility project

Grant management

UniTrento will be responsible for signing the grant agreement with the participant and will administer all grant payments for mobility to Europe ("incoming") and from Europe ("outgoing").

Students: Incoming students will be required to open an account in the [SEPA Area](#) or will be assisted in opening an Italian bank account upon arrival. Their grant will be paid in 2 instalments:

- first-month grant (850 €) will be available cash upon arrival in Trento for pick up at the Bank according to the instruction sent by the international office,

- the rest of the grant alongside the travel contribution and the top up amount for 'Participant with minor opportunities' (if applicable), will be paid onto a SEPA bank account.

Staff: Grants will be paid before the mobility starts onto the mobile staff personal bank account, together with the travel contribution.

Accommodation

Students: [On campus accommodation](#) if available, or information to find one [off campus](#).

Staff: Grantees coming to Trento can book one of the university flat, depending on availability. Please contact [UniTrento International Relations Division](#) for more information.

Making changes to the project

If the mobility planned cannot be implemented as foreseen, changes to the original project (e.g. changes between study cycles, or duration of the mobility period, etc.) may be possible, please inform [UniTrento International Relations Division](#).

Selecting and sending participants

The sending institutions is responsible for making the call public also publishing on its own website, using social media, organizing in-presence or online meetings, etc. It is also in charge of selecting participants (students and staff) and providing them with all necessary support including pre-departure orientation and preparation, monitoring during mobility, and formally recognising the mobility period.

The selection criteria for participants are defined jointly: the first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds. Consistency with the Learning Agreement should be carefully taken into account. When selecting academic staff, priority should be given to participants who have a research or teaching activity or a collaborative project already started with the destination university (UniTrento).

The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented.

Recognition

It is mandatory that mobility periods are recognised as stipulated in the Mobility/Learning Agreement.

Students: The receiving institution must provide a Transcript of Records to the student and sending institution. The sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records.

Staff: The receiving institution must provide a Mobility Certificate. The grantees will report the mobility to the Sending Institution which will recognize the experience in the staff career following its own rules.

The participant will report on the quality of the recognition process by the sending institution via an online EU survey with specific sections on recognition, the results of which will be carefully monitored.

EU Surveys

At the end of the period abroad, all mobile students and staff will be required to submit a final report. Students will receive the survey by email one month before the end of their mobility period, and submission of the report will trigger the payment of the final grant instalment to the participant. Staff will be expected to complete the survey at the end of their mobility period. A further complementary survey specifically on recognition will be sent to the student after the mobility period to assess the quality of the recognition provided.

Visibility and Dissemination

All activities organized in the frame of Erasmus+ International Credit Mobility (students' selection calls, emails of dissemination, teaching material, and so on) must clearly show the ER+ logo.

Calls for grant must have a wide visibility on the university web site, social networks and university boards.

UniTrento is publishing students and staff experiences at the testimonials web page <https://international.unitn.it/incoming/testimonials>. Kindly link it to the one of your International Office and also send us your correspondent web page, we will be happy to publish it on our ICM website.

Experiences are often published in UniTrento magazine news. We will send you the link of those concerning your Institution for its dissemination. It is very important that you also disseminate the mobility results using your University media (magazine, interviews, social networks, radio...).