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UNIVERSITY
OF TRENTO

Erasmus+ - International Credit Mobility

Quick reference guide for ICM2025 partner Institutions

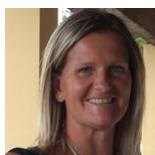
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Congratulations! Your institution is part of the ICM 2025 project that has been selected for funding for International Credit Mobility under the Erasmus+ programme, promoting the international exchange of students and staff between higher education 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 mobility documentation

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 as well as on the duration of the mobility and financial support provided.

The student's learning agreement

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. It is signed by UniTrento, the Partner Institution and the participant.

The staff mobility agreement

The mobility agreement for academic staff sets out the duration and the teaching/training programme to be followed and lists the rights and obligations of each party. It is signed by the Participant and the Home Institution and the Host Institution.

The participant grant agreement

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

Budget and number of mobility assigned

The number of mobilities allocated depends on the available budget and is defined at the beginning of the project and communicated to the partner Institution in the shared folder included in the signed IIA.

The Partner Institution commits to using all the funds assigned before the end of the project (31/07/2028). In case it is not possible to use the allocated grants, the Partner Institution shall inform UniTrento in due time, and no later than six months before the project's end date.

Any possible budget reallocation will be included in the shared file, and UniTrento will inform the partners accordingly and in a timely manner.

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, from a long term to a short term mobility or from student to staff mobility and vice versa, ...) may be possible, in case please inform [UniTrento International Relations Division](#) for approval.

Mobility Schemes

Students

- Long-term student mobility (BA, MA, PhD) for coursework (usually 5 months, minimum 2) and/or research activities (minimum 2 months). Mobility for double degrees lasts 10 months.
- Short-term mobility for PhD students (5–30 days).
- Short blended mobility for BA, MA, and PhD students (5–30 days in presence + virtual component), usually for Summer/Winter Schools (typically 14 days).

Staff

Mobility is 5 to 60 days; however, considering the priority of budget allocation to students' mobility, within UniTrento projects it is typically as follow:

- academic staff, 8 activity days +2 travel days
- administrative staff, 5 activity days +2 travel days, usually in the framework of our International Staff Week.

Managing the mobility project

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.

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 – One Semester/One year mobility

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 (900 €) 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 fewer opportunities' (if applicable), will be paid onto a SEPA bank account.

Students – Short Term mobility

Grants will be paid before the mobility starts onto the mobile student personal bank account, together with the travel contribution and fewer opportunity top-up if applicable.

Staff

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

Accommodation

Students

Will be assigned [On campus accommodation](#) ONLY if available (availability may be come up very close to the mobility start) or will receive information on how 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.

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 recognise 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. Submission of the report is mandatory. 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 carried out within the framework of the Erasmus+ International Credit Mobility programme (such as student selection calls, dissemination emails, teaching materials, and similar actions) must clearly display the Erasmus+ logo.

Calls for applications must be widely publicized through the university website, social media channels, and university notice boards.

UniTrento has defined its dissemination policy and related activities in the UniTrento Erasmus+ ICM Dissemination Guide, which is shared with partner institutions and should be followed accordingly. UniTrento also publishes students' and staff members' mobility experiences on the project webpage and shares them with partner institutions.

These experiences are often featured in the UniTrento magazine. We will provide you with links to the articles related to your institution for further dissemination. It is very important that you also promote the mobility results using your own university communication channels (magazine, interviews, social media, radio, etc.).