



UNIVERSITY
OF TRENTO



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UniTrento Erasmus+ ICM 2025-2028

Students' Guide



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

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 and nominated as an Erasmus+ student, your Home University together with UniTrento mobility Office will give you the information needed regarding the procedures to prepare 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 students' services such as 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 also 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: provided by your mobility office of reference, setting out 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).

DURING YOUR STAY

4. General rules and opportunities

Once you get to UniTrento, you should take full advantage of all the learning opportunities including those dedicated to international students, 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 taking part as much as possible in initiatives and events organized by International Offices and Students' associations.

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 start date of the semester and the duration of the grant. You are required to comply with these dates.



Early departures or extensions are not allowed unless justified by academic reasons and formally approved by both the Host and the Home Institution. If a *reduction* of the mobility period is approved, the beneficiary will be required to reimburse the grant corresponding to the unused days. Approved *extensions* will be financed only if additional funds are available; otherwise, they will be granted as a zero-grant extension.

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

8. Grant Management

The University of Trento (UniTrento) is responsible for signing the grant agreement with you and for administering all grant payments related to your mobility.

Students – One-Semester / One-Year Mobility.

To avoid high transfer fees and/or unfavorable exchange rates, you are suggested to open a bank account within the SEPA (Single Euro Payments Area). Online bank accounts are also accepted. If necessary, you will receive assistance in opening an Italian bank account after your arrival. If opening a SEPA account is not possible, UniTrento may transfer your grant to a foreign bank account. In any case, the bank account must be in your name.

Your grant will be paid in two instalments:

- First instalment: a €900 first-month grant, which will be available in cash upon your arrival in Trento. You will be able to collect it at the bank following the instructions provided by the International Office.
- Second instalment: the remaining grant amount, together with the travel contribution and the “Participant with Fewer Opportunities” top-up (if applicable), will be transferred to your SEPA bank account.

Please note that the grant is calculated based on the actual number of days you spend at UniTrento. If your departure date changes, you must inform the International Office within one month of the originally planned end date of your mobility.

Students – Short-Term Mobility.

If you are participating in a short-term mobility, the full grant will be paid before the start of the mobility to your personal bank account. This payment will include the travel contribution and the “Participant with Fewer Opportunities” top-up, if applicable.



AFTER THE MOBILITY

9. 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.

10. 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. Please take care to activate in order to obtain recognition in the shorter possible timing

11. 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.

12. 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, etc. to let other people benefit from your experience.

13. If you encounter any problem

In case of any problem:

- Identify the problem clearly and check your rights and obligations under your Grant Agreement.
- 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. Please also visit the Student Ombudsman's page.

In case you are not able to identify a referent please write to the general address: international@unitn.it



CONTACT DETAILS

International Relations Division
ERASMUS+ ICM Project Proposal and management
e-mail: international@unitn.it

Social Sciences and Humanities Area (Trento)
via Verdi 8 - 38122 Trento mobility-ssh@unitn.it

Science and Technology Area (Povo/Mesiano)
via Sommarive 5 - 38123 Povo (TN) via Mesiano 77 - 38123 Trento
mobility-st@unitn.it

Cognitive Scienza Area (Rovereto) corso Bettini 84 - 38068 Rovereto (TN)
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