



## STUDENT MOBILITY GUIDELINES

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## **1. GENERAL PREMISES**

Università IULM encourages experiences abroad for students enrolled in its courses of study at all levels, and at the same time guarantees the application of transparent and uniform procedures at University level.

The following activities may be carried out at host universities/companies as part of international mobility programmes:

- attending lecture courses, online courses or virtual courses and the taking of examinations
- thesis research
- curricular and non-curricular internships

The guidelines below apply to international student mobility granted:

- within the framework of EU programmes that include student mobility;
- within the framework of international agreements stipulated by Università IULM with European and non-European Universities and Institutions of Higher Education.

They also apply, barring any different regulations, to mobility organised within integrated study programmes and aimed, where provided for, at the conferment of joint/double degrees.

## **2. USE OF THE ECTS**

Where possible, Università IULM adopts the European Credit Transfer and Accumulation System (ECTS) in order to facilitate:

- student mobility
- academic recognition of periods of study or training abroad
- the establishment of transparent curricula with an international scope.

For the purposes of this document, one ECTS credit is considered equal to one CFU university credit.

## **3. MOBILITY DURATION**

Students may spend a period of up to two academic semesters on mobility for study purposes, even if not continuous and within the framework of different programmes.

## **4 RESPONSIBILITY**

Università IULM guarantees its educational and administrative support so that students can carry out their international mobility project both at IULM partner universities and at universities proposed by the students themselves.

However, students must be aware that the decision to leave for a specific destination is the exclusive result of their own independent choice and they therefore assume full responsibility for any risks involved in travelling and staying abroad.

In any case, Università IULM advises against travelling to all areas considered unsafe by the Ministry of Foreign Affairs and International Cooperation, invites students to heed the indications published

by the relevant institutional sources (Farnesina Crisis Unit: <http://www.viaggiasesicuri.it/>) and declines all responsibility.

## **5. CALLS AND SCHOLARSHIPS**

Calls for Applications for mobility programmes are published on the IULM website following approval by Rector's Decree.

Each mobility programme is regulated by a specific Call for Applications with related deadlines; some programmes benefit from forms of funding through European or national grants or University funds; other programmes do not benefit from financial support.

Depending on the source of the funds, scholarships are awarded on the basis of merit and/or financial-income indicators.

The list of destination universities includes specific language and/or curricular requirements set by the destination universities.

## **6. LANGUAGE REQUIREMENTS**

A prerequisite for participation in calls for applications for mobility programmes and inclusion in the ranking list is the possession of the language skills required by the destination universities.

The Students Office of the IULM International Language Centre (ILC) is responsible for organising the tests to assess candidates' language skills. For the organisation of the tests, in agreement with the Mobility Office, the ILC Students Office checks the availability (also after consulting the ILC Teachers' Coordination Board if the involvement of teachers employed at SSML "Carlo Bo" is necessary) of a suitable group of teachers for the preparation, carrying out and correction of the tests. The list of teachers thus selected shall be submitted to the respective Faculty Boards for approval and shall remain valid (without prejudice to the need for replacements) for three academic years.

ILC organises specific language proficiency tests for participation in mobility programmes at least once a year. The aptitude ascertained through these tests is valid for two years from the date of the assessment. ILC is also responsible for assessing certification already possessed by students.

Should the host universities obligatorily require the possession of International Certification, this cannot be substituted in any way by the IULM internal aptitude test.

Passing curricular language exams does not constitute eligibility for participation in mobility programmes.

## **7. RANKINGS AND ALLOCATION**

The composition of the ranking list, on which the allocation of the destination depends, is based on merit criteria, as specified in the regulations of the various programmes. Based on their position in the ranking list, the successful candidate is assigned the first or, if specified, the second selected destination; in the event of non-availability of a destination, a third destination will be proposed. The successful candidate may either accept or refuse the assigned destination; in the event of non-acceptance by the deadline, the candidate is automatically deemed to have renounced their application.

In the event of renunciation or non-acceptance by the eligible candidate, they shall automatically be replaced by the first eligible candidate in the ranking list who has not been assigned a place. In the event of late renunciation (i.e. after acceptance), the destination will be assigned exclusively to the first eligible candidate in the ranking list who has not been assigned a place. Places that have been renounced will not be reassigned to students who have already been assigned other destinations. Re-assignments of destinations resulting from late renunciations will take place compatibly with the timescales and administrative deadlines of the host universities.

## **8. LEARNING AGREEMENT**

The learning agreement is the fundamental document required for the recognition of exams taken abroad. The learning agreement contains the list of equivalences agreed upon by the student with the Academic Coordinator for IULM mobility, i.e. the exams and related credits that the student plans to take when abroad and the corresponding IULM exams/CFU credits that will be recognised upon return. No teaching activity carried out abroad can be recognised if not included in the document.

The learning agreement is drawn up in advance between the student, Università IULM (in the person of the Mobility Academic Coordinator for their Degree Course) and the destination University; it must be signed by the three parties involved before the student's departure, unless otherwise agreed with the host universities

The document may be amended during the course of the programme, provided that the amendments are adequately justified and are formally accepted and undersigned by each of the signatories.

## **9. MOBILITY ACADEMIC COORDINATOR**

Every year the Faculty Deans appoint a Mobility Academic Coordinator for each Bachelor's and Master's Degree Course, chosen from among the teachers or researchers involved in teaching the course; appointments are ratified annually by the Academic Senate.

The Mobility Academic Coordinator is formally in charge of approving equivalences between exams available at host universities and IULM courses for the relevant Degree Course, after assessing content and credits.

The Mobility Academic Coordinator is also responsible for assessing and approving/rejecting students' proposals to modify their learning agreements during the mobility period, and for signing

the learning agreements both in printed form and on the digital tools of reference for the Erasmus programme.

At the end of the exchange period, the Mobility Office prepares the recognition dossier by converting subjects and credits in accordance with the learning agreement approved by the Mobility Academic Coordinator, and grades in accordance with the conversion tables approved by the Academic Senate.

In the event of discrepancies between the examinations acquired by the student and the equivalences provided for in the learning agreement, the Office contacts the Mobility Academic Coordinator in order to assess any corrections to be made retrospectively to the previously approved equivalences for the sole purpose of guaranteeing, as far as possible, full recognition of the activities acquired abroad by the student.

## **10. EQUIVALENCES**

The principles for the evaluation of equivalences are based on flexible criteria and are aimed at obtaining learning outcomes in line with those of the curricular path the student is following, as well as the enrichment of this path through the integration of the contents of the educational offer of other institutions. The precise equivalence of the contents, the identical names of courses, or the exact correspondence of credits between the single educational activities of the two institutions are not indispensable, while the achievement of an overall balance between the number of credits acquired abroad and the number of CFU credits recognised in the student's study records is to be strongly encouraged.

Specific guidelines for applying the above-mentioned principles, i.e. possible limitations concerning IULM training activities that cannot be carried out abroad, are established by the Faculty Board by February of each year so that they can be taken into account by the Mobility Academic Coordinator when defining the learning agreements valid for exchange projects carried out in the following academic year.

## **11. ATTENDANCE**

**1.** During the mobility period, students abroad for study purposes are exempt from reaching the minimum attendance percentage required for courses with compulsory attendance at Università IULM. At the same time, they are required to resume regular attendance on their return.

**2.** For IULM courses that include interim assessments, it is the student's responsibility to contact the teacher of reference in order to agree on how to make up for missed interim examinations, as well as on the content and methods of conducting the examination for non-attending students justified for reasons of mobility.

**3.** During the mobility period students are allowed both to attend IULM courses held online and to take the corresponding exams. During the mobility period, students are also allowed to return to IULM for a few days to take exams held exclusively in person in classes where there is no obligation to attend the course.

## **12. RECOGNITION**

IULM guarantees full recognition of study activities undertaken abroad as a founding principle of student mobility.

On the basis of this commitment, IULM recognises training credits acquired by the student at other institutions in compliance with what has been agreed and formalised in the learning agreement; this principle applies to all study mobility programmes without distinction.

Full recognition applies similarly to internships carried out abroad, provided that they have been previously formalised in a training project duly drawn up and signed by the three parties concerned (student, university of origin and host company).

Students may apply for the recognition of activities undertaken abroad only after they have carried out the compulsory procedures set out in the various calls for applications and provided the Mobility Office with the compulsory documentation.

Irrespective of specific regulations, the documents that must be provided are:

- Arrival and Departure Certificates, standard or blended, certifying the start and end dates of mobility, as well as any periods of virtual mobility.
- Learning agreement (final version) signed by all parties (student, IULM Academic Coordinator, destination University)
- Transcript of Records (TOR) - official certificate containing the list of training activities undertaken abroad with corresponding grades (according to the local grading scale) and credits.
- Students are required to verify the completeness and correctness of the Transcript of Records received from the Host University and, in the event of errors or omissions, they must contact the Host University directly requesting that the certificate be corrected and reissued.
- Participant Report (Final Report) and Tutor Form where applicable.

In order to ensure that students are exempt from any constraints regarding prerequisites, the recognition proposal provided by the Mobility Office will refer to the date of the Transcript of Records, where available.

## **13. CONVERSION AND ACCEPTANCE OF ACTIVITIES, CREDITS AND GRADES**

Recognition of training activities completed abroad is carried out in accordance with the equivalences formalised in the final learning agreement.

The conversion into a mark out of 30 of the grades obtained abroad and expressed according to the 'grading system' of the host University is based on the official 'Conversion Tables' specific to each Degree Course and published in the Community.

Conversion tables are drawn up every two years by the Mobility Office in conjunction with the University Statistics Office and approved by the Academic Senate.

On receiving the 'Proposal for Recognition' from the Mobility Office, students must carefully check it for completeness and correctness, and sign it for acceptance.

Students have the right to refuse recognition of an activity carried out abroad in the event of unsatisfactory results; the refusal must be communicated in writing upon receipt of the proposal and is definitive, i.e. it cannot be retracted subsequently. Once signed by the student, the recognition proposal is forwarded to the Registrar's Office and then to the competent Faculty Board for the necessary deliberations. At the end of the process, the recognition resolution is forwarded to the Registrar's Office, which updates the student's records with the activities undertaken abroad.

## **14. THESIS RESEARCH**

Students may request the recognition of part of the thesis preparation work carried out during the mobility period as CFU credits obtained abroad. In this case, they must include the thesis research activity in the learning agreement specifying the number of CFU credits, and attach the appropriate form signed by the IULM thesis supervisor. The attribution is made on the basis of a declaration signed by the IULM thesis supervisor attesting the research work carried out abroad.

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*Approved by the Academic Senate 20/05/2021*